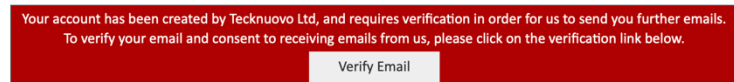


Tecknuovo Timesheet Portal – Associate Guide

ACCOUNT SETUP

Once you have sent across your onboarding documents to Tecknuovo, our team will create your Tecknuovo Timesheet Portal account. Once set up is complete, you will receive an email from **‘Tecknuovo Timesheet Portal’** with the subject **‘New Timesheet Portal account with Tecknuovo’** as per below example:

After you have received the above email please click the **‘Verify Email’** button to confirm your email ID. When you have been redirected to the below page, please click **‘Return to the login page’** which will take you to your account.



Dear Tecknuovo Compliance,

Tecknuovo have created a new Timesheet Portal account for you. This will allow you to submit online timesheets each month.

You can log into your new account using the following details:

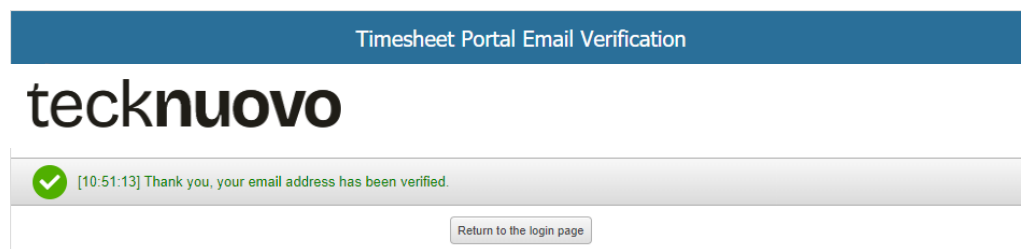
URL: <https://tecknuovolimited.timesheetportal.com>
Username: compliance@tecknuovo.com
Password: 111qeVJef

Please note that you are able to change your password when you first log in. Your new password must be a maximum of 15 characters.

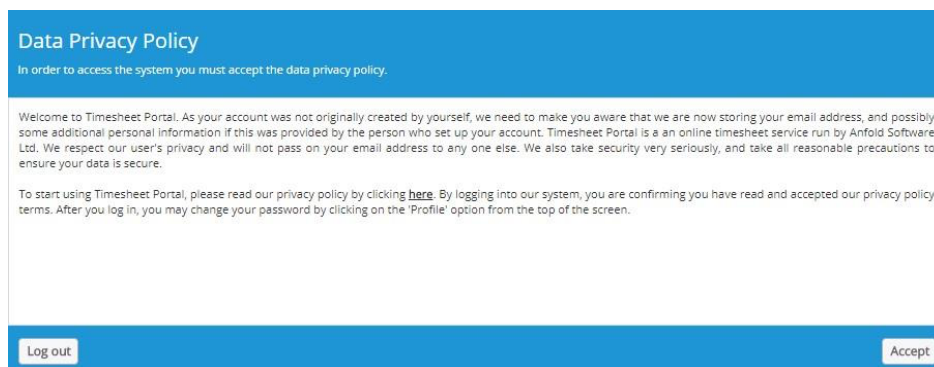
If you require any assistance, please contact our Finance Assistant, Charlotte Hime at charlotte.hime@tecknuovo.com or on 02038057799.

Many thanks,

Tecknuovo

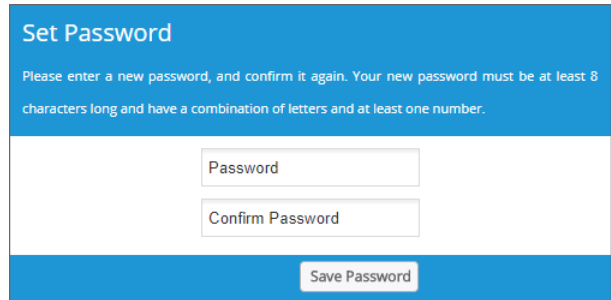


You will need to read the Data Privacy Policy for Tecknuovo Timesheet Portal- If you have any questions about the Data Privacy Policy, please contact Tecknuovo’s Compliance Team at compliance@tecknuovo.com



Once you have read the data privacy policy, you will be asked to create a password.

Please then create a password. Your password must be at least 8 characters long with a combination of letters and at least one number. Once your password has been set, you will be redirected to the timesheet portal homepage <https://tecknuovolimted.timesheetportal.com/>



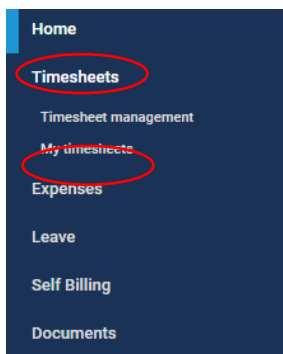
Set Password

Please enter a new password, and confirm it again. Your new password must be at least 8 characters long and have a combination of letters and at least one number.

Form fields: Password, Confirm Password, Save Password button.

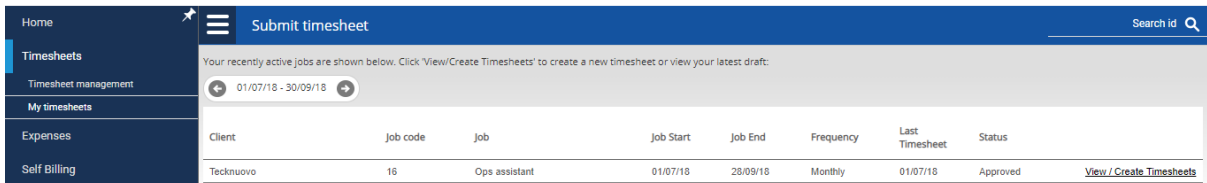
Please make a note of your password as this will be required each time you log in to submit your time. Your username will always remain as your email address.

TIMESHEET SUBMISSION



Using your email address and password, please log in to the Tecknuovo Timesheet Portal at <https://tecknuovolimted.timesheetportal.com/>. You can log your top using the following steps:

1. Navigate to the menu in the top left corner and click on **'Timesheets'**. From the options that drop down, please select **'My timesheets.'**
2. You will be redirected to the **'submit timesheets'** tab. From here, you will need to select the link to **'View / Create Timesheets'** as per below screenshot.



Home | Submit timesheet | Search id

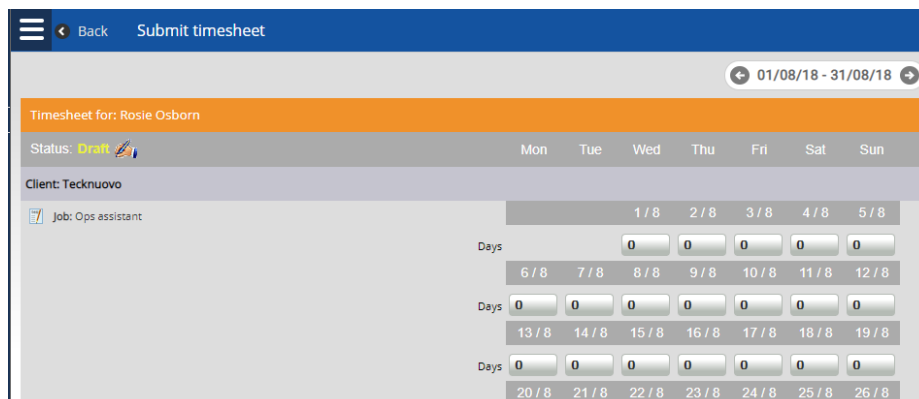
Your recently active jobs are shown below. Click 'View/Create Timesheets' to create a new timesheet or view your latest draft:

01/07/18 - 30/09/18

Client	Job code	Job	Job Start	Job End	Frequency	Last Timesheet	Status
Tecknuovo	16	Ops assistant	01/07/18	28/09/18	Monthly	01/07/18	Approved

[View / Create Timesheets](#)

Below is an example of how your timesheet will appear on your screen. To populate the timesheet you will need to enter a **'1'** to signify a full day worked and **'0.5'** to signify a half day worked.



Back | Submit timesheet

01/08/18 - 31/08/18

Timesheet for: Rosie Osborn

Status: Draft

Client: Tecknuovo

Job: Ops assistant

	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Days	6 / 8	7 / 8	8 / 8	9 / 8	10 / 8	11 / 8	12 / 8
Days	13 / 8	14 / 8	15 / 8	16 / 8	17 / 8	18 / 8	19 / 8
Days	20 / 8	21 / 8	22 / 8	23 / 8	24 / 8	25 / 8	26 / 8

When completing your time, a box will appear on each day enabling you to add notes. For example, you could do this if you wish to keep track of your project progress.

You are only able to add a note to a date if its populated with 0.25 or above. If you want to add a note about annual leave, please add this in the **'Additional info'** bar at the bottom.

These notes can be seen by your approver, administration as well as when you download your timesheet to print.

You are also able to include additional notes for the whole month at the bottom of the timesheet, as well as attaching any files you may feel are relevant. These fields are highlighted in the screenshot below:

You can make continual updates throughout the month and save utilising the **'Save Draft'** tool. Once you have completed your time for the full month and are ready for final submission, please select the **'Submit'** button in the bottom right corner. This will send your timesheet to your approver to review.

Once your approver has reviewed and approved your timesheet, you will receive an email to confirm it has been approved. Please see below for an example of the email:

From: Tecknuovo <noreply@mail.timesheetportal.com>
Date: Tuesday, 10 May 2022 at 14:35
To: Tecknuovo timesheets <timesheets@tecknuovo.com>
Subject: Timesheet Approved

Hi

Your timesheet for the month of April 2022, with a total of 14.00 Days, has been approved by Charlotte Hime.

If you require any assistance, please contact our Timesheet team at timesheets@tecknuovo.com.

Thank you

Tecknuovo

When your timesheet has been approved, you are able to download it into a PDF from timesheet portal. You need to go to the **'My timesheets'** tab and click **'View / Create Timesheets'** which will bring you to the area where you submit your timesheets.

You can only download timesheets that have been both submitted and approved. Using the top date navigation var, select the month you would like to download. Once you have done this, there is a download option in the bottom left corner of the screen, simply click the download button and a PDF attachment will appear.

The screenshot displays the Tecknuovo Timesheet Portal interface. At the top right, a date range selector shows '01/07/18 - 31/07/18'. The main header indicates the timesheet is for 'Rosie Osborn' with a status of 'Approved' (marked with a green checkmark) and 'Timesheet Id:5'. Below this, the client is listed as 'Tecknuovo' and the job as 'Job: Ops assistant'. The timesheet grid shows days of the week from Monday to Sunday. The 'Days' column shows the number of days worked for each date. The 'Download' button is circled in red at the bottom left. A 'Notes' pop-up is visible, showing a date of '27/07/18' and a message 'Half day - Dentist'. The bottom orange bar shows 'Timesheet total days: 18.50' and navigation buttons for 'Hide actions', 'Show notes', and 'Download'.

Mon	Tue	Wed	Thu	Fri	Sat	Sun
1 / 7						
Days 0.00						
2 / 7	3 / 7	4 / 7	5 / 7	6 / 7	7 / 7	8 / 7
Days 1.00	Days 1.00	Days 1.00	Days 1.00	Days 1.00	Days 0.00	Days 0.00
9 / 7	10 / 7	11 / 7	12 / 7	13 / 7	14 / 7	15 / 7
Days 1.00	Days 1.00	Days 0.00	Days 0.00	Days 0.00	Days 0.00	Days 0.00
16 / 7	17 / 7	18 / 7	19 / 7	20 / 7	21 / 7	22 / 7
Days 1.00	Days 1.00	Days 1.00	Days 1.00	Days 1.00	Days 0.00	Days 0.00
23 / 7	24 / 7	25 / 7	26 / 7	27 / 7	28 / 7	29 / 7
Days 1.00	Days 1.00	Days 1.00	Days 1.00	Days 0.50	Days 0.00	Days 0.00
30 / 7	31 / 7					
Days 1.00	Days 1.00					

Notes

Date	Message
27/07/18	Half day - Dentist

Additional info:

Timesheet total days: 18.50

Hide actions Show notes Download

If you have any problems during this process then please don't hesitate to contact our team at compliance@tecknuovo.com

NUMBER	DESCRIPTION OF CHANGE	VERSION	DATE	CHANGED BY	APPROVED BY
1.	FIRST VERSION	V1.0	072023		
2.	VERSION CONTROL EDITING	V1.1	092023	JAMIE TEBBUTT FINANCE ASSISTANT	ASHLEY MCFARNON FINANCE DIRECTOR
3.	CURRENT VERSION – REBRANDED	V1.2	112024	CHARLOTTE HIME LEAD FINANCE ASSISTANT	ADAM BELLERBY HEAD OF FINANCE

Version Control