

DatumRPO

AGENCY “HOW TO DO GUIDE”

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HOW TO LOG INTO UNIVERSE

Signing In To Universe?

Open your web browser and go to Universe (universe.datumrpo.com). You will have already received your email address and password from IT.

The Universe application has been modified to allow users to use their normal network password for access. All other users will experience no change to the password they use.

On the first screen, every user is required to enter in their email address and password, then to click the **Log in** button.

Log in to Universe

If your organisation has Single Sign On, choose the relevant provider.
Otherwise enter your email and password below.

Continue with Single Sign On

Email
agency_1@universe.com

Password

[Forgotten your password?](#)

Log in

TOP TIP - save Universe to your favourites tab in your browser so you can locate it quicker!

PLAN OVERVIEW

SHIFT ALLOCATION

Where To View Preferences On Shift Allocation?

Log in to Universe & click on Plan, then Shift Allocation

The screenshot shows the DatumRPO web application interface. At the top, there is a dark green navigation bar with the DatumRPO logo and several menu items: Inbox, Plan, Attendance, Finance, Clients, Workers, and Reports. The 'Plan' menu item is highlighted with a red box, and a red arrow points from the text above to it. A dropdown menu is open under 'Plan', showing options: Bookings overview, Shift allocation (highlighted with a red box), Job cards, and Assessments. On the left side, there is a sidebar with the heading 'Managed workers' and a list of filters: All 21, Registration issues, Invalidated workers 0, Assessment request 0, Not linked to job cards, and Onboarding 11. The main content area displays a table of managed workers with columns: Name, Region, Registration, and Agency.

Name	Region	Registration	Agency
Arkil, Witty	Milton Keynes	✓	
Company, Chris		91%	
Cutten, Andy	Milton Keynes	✓	
Demo, Dan	Nottingham	✓	
Gillmore, Daryle	Milton Keynes	✓	

Where To Change View Preferences?

To extend your planner view click on 'Full Screen' – this will hide the top section of the page and allow you to view more workers at the same time

DatumRPOInboxPlanAttendanceFinanceClientsWorkersReportsAA Agency_1 Admin

Shift allocation for UAT SiteFollow?Site overview

Show workers for: selected job card multiple job card

Warehouse Operative

<<<Today>>>

No shiftsNo shiftsNo shiftsNo shiftsNo shiftsNo shifts

FilterDownloadFull screen

Sun 11 Sep 1 Workers	Mon 12 Sep 2 Workers	Tue 13 Sep 1 Workers	Wed 14 Sep 1 Workers	Thu 15 Sep 2 Workers	Fri 16 Sep 1 Workers	Sat 17 Sep 1 Workers	Sun 18 Sep 1 Workers	Mon 19 Sep 2 Workers	All	Worker's name	Preferred start
Off pattern		No Show	06:00		Off pattern	Off pattern	Off pattern		<input type="checkbox"/>	Demo, D	00:00 - 23:59
									<input type="checkbox"/>	Oneworker, A	00:00 - 23:59

Where To View Sites And Follow?

You can view and find your site from this location and follow/unfollow your sites here too.

DatumRPO

[Inbox](#)[Plan](#)[Attendance](#)[Finance](#)[Clients](#)[Workers](#)[Reports](#)

AA Agency_1 Admin

Shift allocation for

UAT Site

Follow?

Site overview

Show workers for: ☒ selected job card ☐ multiple job card

Warehouse Operative

« < Today > »

No shifts No shifts No shifts No shifts No shifts No shifts

Sun 11 Sep1 Workers

Mon 12 Sep2 Workers

Tue 13 Sep1 Workers

Wed 14 Sep1 Workers

Thu 15 Sep2 Workers

Fri 16 Sep1 Workers

Sat 17 Sep1 Workers

Sun 18 Sep1 Workers

Mon 19 Sep2 Workers

Off pattern

No Show

06:00

Off pattern

Off pattern

Off pattern

Filter

Download

Full screen

All

Worker's name

Preferred start

☐ Demo, D

00:00 - 23:59

☐ Oneworker, A

00:00 - 23:59

Where To View Site Overview?

You can view a site overview of any unallocated shifts for your job cards.

DatumRPOInboxPlanAttendanceFinanceClientsWorkersReportsAA Agency_1 Admin

Shift allocation for UAT SiteFollow?Site overview

Show workers for: selected job card multiple job card

Warehouse Operative

<<<Today>>>

No shiftsNo shiftsNo shiftsNo shiftsNo shiftsNo shifts

FilterDownloadFull screen

Sun 11 Sep 1 Workers	Mon 12 Sep 2 Workers	Tue 13 Sep 1 Workers	Wed 14 Sep 1 Workers	Thu 15 Sep 2 Workers	Fri 16 Sep 1 Workers	Sat 17 Sep 1 Workers	Sun 18 Sep 1 Workers	Mon 19 Sep 2 Workers	All	Worker's name	Preferred start
Off pattern		No Show	06:00		Off pattern	Off pattern	Off pattern		<input type="checkbox"/>	Demo, D	00:00 - 23:59
									<input type="checkbox"/>	Oneworker, A	00:00 - 23:59

Where To View Job Cards?

At the top of the page, you can view job cards by selecting all, unselecting all or selecting one job card. You can also select the specific job card you want to add shifts to from the dropdown.

DatumRPOInboxPlanAttendanceFinanceClientsWorkersReportsAA Agency_1 Admin

Shift allocation for UAT SiteFollow?Site overview

Show workers for: selected job card multiple job card

Warehouse Operative


<<<Today>>>

No shiftsNo shiftsNo shiftsNo shiftsNo shiftsNo shifts

FilterDownloadFull screen

Sun 11 Sep 1 Workers	Mon 12 Sep 2 Workers	Tue 13 Sep 1 Workers	Wed 14 Sep 1 Workers	Thu 15 Sep 2 Workers	Fri 16 Sep 1 Workers	Sat 17 Sep 1 Workers	Sun 18 Sep 1 Workers	Mon 19 Sep 2 Workers	All	Worker's name	Preferred start
Off pattern		No Show	06:00		Off pattern	Off pattern	Off pattern		<input type="checkbox"/>	Demo, D	00:00 - 23:59
									<input type="checkbox"/>	Oneworker, A	00:00 - 23:59

Where To Set View For Published Shifts?

You can change your publishing preferences by clicking the wrench icon 
(you can go set this to 'publish straight away', or 'plan then publish' - we recommend to set this as plan then publish.)

DatumRPOInboxPlanAttendanceFinanceClientsWorkersReports

AA Agency_1 Admin

Shift allocation for UAT SiteFollow?Site overview

Show workers for: selected job card multiple job card

Warehouse Operative

<<<Today>>>

No shiftsNo shiftsNo shiftsNo shiftsNo shiftsNo shifts

FilterDownloadFull screen

Sun 11 Sep 1 Workers	Mon 12 Sep 2 Workers	Tue 13 Sep 1 Workers	Wed 14 Sep 1 Workers	Thu 15 Sep 2 Workers	Fri 16 Sep 1 Workers	Sat 17 Sep 1 Workers	Sun 18 Sep 1 Workers	Mon 19 Sep 2 Workers	All	Worker's name	Preferred start
Off pattern		No Show	06:00		Off pattern	Off pattern	Off pattern		<input type="checkbox"/>	Demo, D	00:00 - 23:59
									<input type="checkbox"/>	Oneworker, A	00:00 - 23:59

Where View, Create Shifts & Allocate Workers?

Next, you can view create shifts and allocate workers from here.

DatumRPOInboxPlanAttendanceFinanceClientsWorkersReportsAA Agency_1 Admin

Shift allocation for UAT SiteFollow?Site overview

Show workers for: selected job card multiple job card

Warehouse Operative

<<<Today>>>

No shiftsNo shiftsNo shiftsNo shiftsNo shiftsNo shifts

FilterDownloadFull screen

Sun 11 Sep 1 Workers	Mon 12 Sep 2 Workers	Tue 13 Sep 1 Workers	Wed 14 Sep 1 Workers	Thu 15 Sep 2 Workers	Fri 16 Sep 1 Workers	Sat 17 Sep 1 Workers	Sun 18 Sep 1 Workers	Mon 19 Sep 2 Workers	All	Worker's name	Preferred start
Off pattern		No Show	06:00		Off pattern	Off pattern	Off pattern		<input type="checkbox"/>	Demo, D	00:00 - 23:59
									<input type="checkbox"/>	Oneworker, A	00:00 - 23:59

How Do I Allocate Shifts?

You will now see the shifts you have created, the option to create additional new shifts and the option allocate the shifts.

DatumRPOInboxPlanAttendanceFinanceClientsWorkersReports

AA Agency_1 Admin

Shift allocation for UAT SiteFollow?Site overview

Show workers for: selected job card multiple job card

Warehouse Operative

3 shiftsNo shiftsNo shiftsNo shiftsNo shiftsNo shifts

FilterDownloadFull screen

Sun 11 Sep1 WorkersMon 12 Sep2 WorkersTue 13 Sep1 Workers

CREATE
Create new shifts...

ALLOCATE
Allocate 3 shifts...

Fri 16 Sep1 WorkersSat 17 Sep1 WorkersSun 18 Sep1 WorkersMon 19 Sep2 Workers

Off patternOff patternOff pattern

AllWorker's namePreferred start

☐ Demo, D00:00 - 23:59

☐ Oneworker, A00:00 - 23:59

How To View Dates And Overview?

You can also view the date and day and if you click on workers, you will be able to view a real time plan.

DatumRPOInboxPlanAttendanceFinanceClientsWorkersReportsAA Agency_1 Admin

Shift allocation for UAT SiteFollow?Site overview

Show workers for: selected job card multiple job card

Warehouse Operative

<<<Today>>>

No shiftsNo shiftsNo shiftsNo shiftsNo shiftsNo shifts

FilterDownloadFull screen

Sun 11 Sep1 WorkersMon 12 Sep2 WorkersTue 13 Sep1 WorkersWed 14 Sep1 WorkersThu 15 Sep2 WorkersFri 16 Sep1 WorkersSat 17 Sep1 WorkersSun 18 Sep1 WorkersMon 19 Sep2 Workers

Off patternNo Show06:00Off patternOff patternOff pattern

AllWorker's namePreferred start

Demo, D00:00 - 23:59

Oneworker, A00:00 - 23:59

How Do I View Created Shifts For Each Job Card?

To create shifts, first select the job card you want to create the shifts for using the dropdown box.

DatumRPOInboxPlanAttendanceFinanceClientsWorkersReportsAA Agency_1 Admin

Shift allocation for UAT SiteFollow?Site overview

Show workers for: selected job card multiple job card

Warehouse Operative
FLT Driver
Warehouse Operative

FilterDownloadFull screen

Sun 11 Sep 1 Workers	Mon 12 Sep 2 Workers	Tue 13 Sep 1 Workers	Wed 14 Sep 1 Workers	Thu 15 Sep 2 Workers	Fri 16 Sep 1 Workers	Sat 17 Sep 1 Workers	Sun 18 Sep 1 Workers	Mon 19 Sep 2 Workers	All	Worker's name	Preferred start
Off pattern		No Show	06:00		Off pattern	Off pattern	Off pattern		<input type="checkbox"/>	Demo, D	00:00 - 23:59
									<input type="checkbox"/>	Oneworker, A	00:00 - 23:59

How Do I View Created Shifts?

You will now see the shifts which have been created.

DatumRPO

[Inbox](#) [Plan](#) [Attendance](#) [Finance](#) [Clients](#) [Workers](#) [Reports](#)

AA Agency_1 Admin

Shift allocation for UAT Site

Follow?

Site overview

Show workers for: ☒ selected job card ☐ multiple job card

Warehouse Operative

<< < Today > >>

3 shifts

No shifts

No shifts

No shifts

No shifts

No shifts

Filter

Download

Full screen

Sun 11 Sep 1 Workers	Mon 12 Sep 2 Workers	Tue 13 Sep 1 Workers	Wed 14 Sep 1 Workers	Thu 15 Sep 2 Workers	Fri 16 Sep 1 Workers	Sat 17 Sep 1 Workers	Sun 18 Sep 1 Workers	Mon 19 Sep 2 Workers	All	Worker's name	Preferred start
Off pattern		No Show	06:00		Off pattern	Off pattern	Off pattern		<input type="checkbox"/>	Demo, D	00:00 - 23:59
									<input type="checkbox"/>	Oneworker, A	00:00 - 23:59

How To View Filters?

Across from dates you will see 'Filter'. There are many different filters you can use.

DatumRPOInboxPlanAttendanceFinanceClientsWorkersReportsAA Agency_1 Admin

Shift allocation for UAT SiteFollow?Site overview

Show workers for: selected job card multiple job card

Warehouse Operative

<<<Today>>>

No shiftsNo shiftsNo shiftsNo shiftsNo shiftsNo shifts

FilterDownloadFull screen

Sun 11 Sep1 WorkersMon 12 Sep2 WorkersTue 13 Sep1 WorkersWed 14 Sep1 WorkersThu 15 Sep2 WorkersFri 16 Sep1 WorkersSat 17 Sep1 WorkersSun 18 Sep1 WorkersMon 19 Sep2 Workers

AllWorker's namePreferred start

Off patternNo Show06:00Off patternOff patternOff pattern

Demo, D00:00 - 23:59

Oneworker, A00:00 - 23:59

How To View Downloads?

From here you can download the shift allocation plan as a CSV file.

DatumRPOInboxPlanAttendanceFinanceClientsWorkersReportsAA Agency_1 Admin

Shift allocation for UAT SiteFollow?Site overview

Show workers for: selected job card multiple job card

Warehouse Operative

<<<Today>>>

No shiftsNo shiftsNo shiftsNo shiftsNo shiftsNo shifts

FilterDownloadFull screen

Sun 11 Sep 1 Workers	Mon 12 Sep 2 Workers	Tue 13 Sep 1 Workers	Wed 14 Sep 1 Workers	Thu 15 Sep 2 Workers	Fri 16 Sep 1 Workers	Sat 17 Sep 1 Workers	Sun 18 Sep 1 Workers	Mon 19 Sep 2 Workers	All	Worker's name	Preferred start
Off pattern		No Show	06:00		Off pattern	Off pattern	Off pattern		<input type="checkbox"/>	Demo, D	00:00 - 23:59
									<input type="checkbox"/>	Oneworker, A	00:00 - 23:59

How To View Colour Shift Patterns?

Here you can see allocated colour shift patterns associated to workers.

DatumRPOInboxPlanAttendanceFinanceClientsWorkersReportsAA Agency_1 Admin

Shift allocation for UAT SiteFollow?Site overview

Show workers for: selected job card multiple job card

Warehouse Operative

<<<Today>>>

No shiftsNo shiftsNo shiftsNo shiftsNo shiftsNo shifts

Sun 11 Sep1 WorkersMon 12 Sep2 WorkersTue 13 Sep1 WorkersWed 14 Sep1 WorkersThu 15 Sep2 WorkersFri 16 Sep1 WorkersSat 17 Sep1 WorkersSun 18 Sep1 WorkersMon 19 Sep2 Workers

Off patternNo Show06:00Off patternOff patternOff pattern

FilterDownloadFull screen

AllWorker's namePreferred start

☐ Demo, D

Yellow

00:00 - 23:59

☐ Oneworker, A

Blue

00:00 - 23:59

Who Has Notes?

Here you can see if the worker has any notes on their profile – where a worker has a note, the message box will show darker.

DatumRPOInboxPlanAttendanceFinanceClientsWorkersReportsAA Agency_1 Admin

Shift allocation for UAT SiteFollow?Site overview

Show workers for: selected job card multiple job card

Warehouse Operative

<<<Today>>>

No shiftsNo shiftsNo shiftsNo shiftsNo shiftsNo shifts

Sun 11 Sep1 WorkersMon 12 Sep2 WorkersTue 13 Sep1 WorkersWed 14 Sep1 WorkersThu 15 Sep2 WorkersFri 16 Sep1 WorkersSat 17 Sep1 WorkersSun 18 Sep1 WorkersMon 19 Sep2 Workers

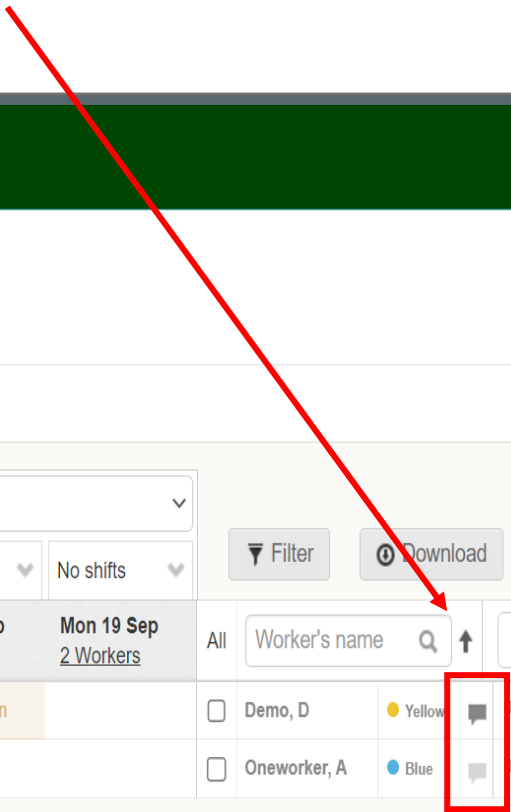
Off patternNo Show06:00Off patternOff patternOff pattern

FilterDownloadFull screen

AllWorker's namePreferred start

☐ Demo, DYellow00:00 - 23:59

☐ Oneworker, ABlue00:00 - 23:59



Where To Find Different Information Filters?

Finally, you have a dropdown that has many options to choose from to see specific information about that worker.

DatumRPOInboxPlanAttendanceFinanceClientsWorkersReportsAA Agency_1 Admin

Shift allocation for UAT SiteFollow?Site overview

Show workers for: selected job card multiple job card

Warehouse Operative

<<<Today>>>

No shiftsNo shiftsNo shiftsNo shiftsNo shiftsNo shifts

FilterDownloadFull screen

Sun 11 Sep1 WorkersMon 12 Sep2 WorkersTue 13 Sep1 WorkersWed 14 Sep1 WorkersThu 15 Sep2 WorkersFri 16 Sep1 WorkersSat 17 Sep1 WorkersSun 18 Sep1 WorkersMon 19 Sep2 Workers

AllWorker's namePreferred start

Off pattern

No Show

06:00

Off patternOff patternOff pattern

☐ Demo, DYellow00:00 - 23:59

☐ Oneworker, ABlue00:00 - 23:59

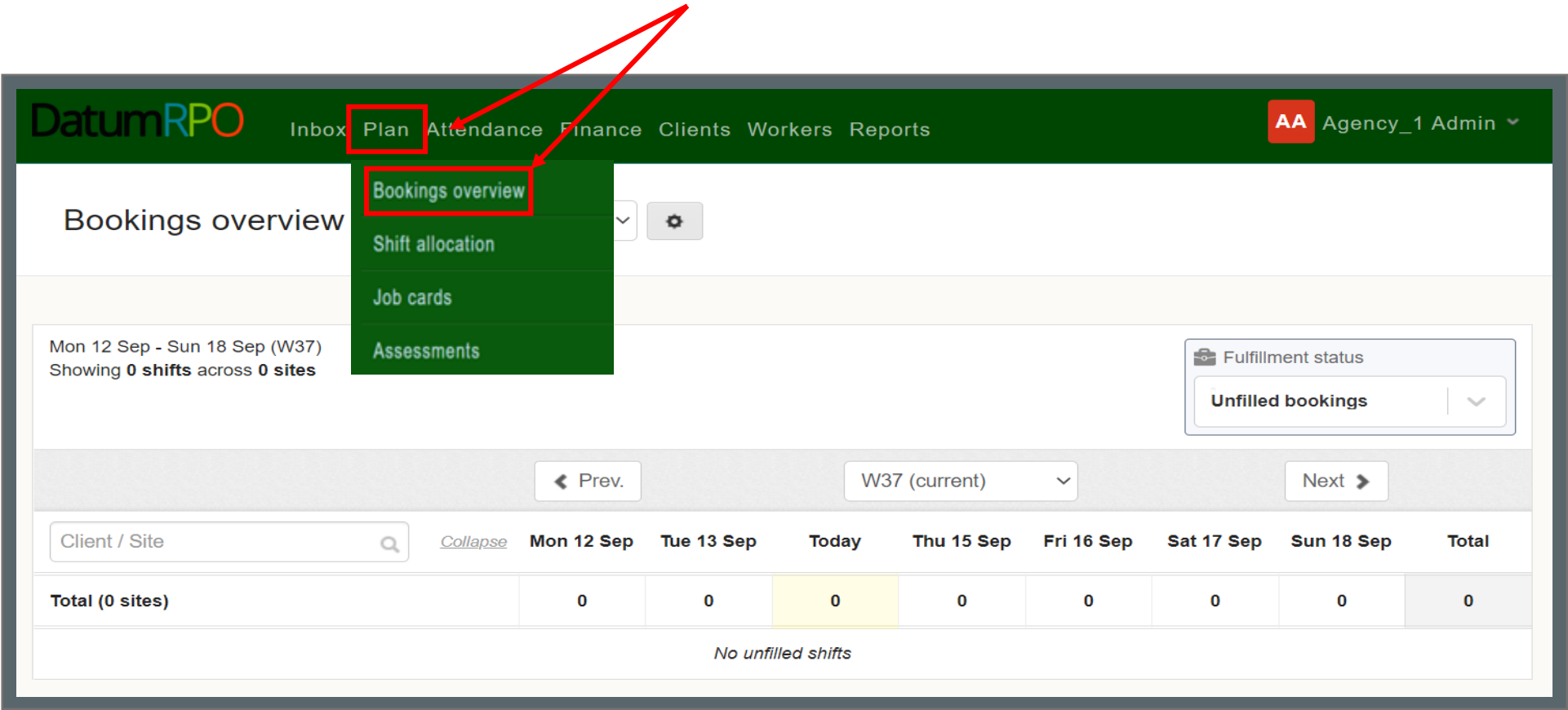
BOOKINGS OVERVIEW

BOOKINGS OVERVIEW

PART 1

How Do I Create A New Reporting Group?

To create a New Reporting Group, click on 'Plan' & 'Bookings Overview'



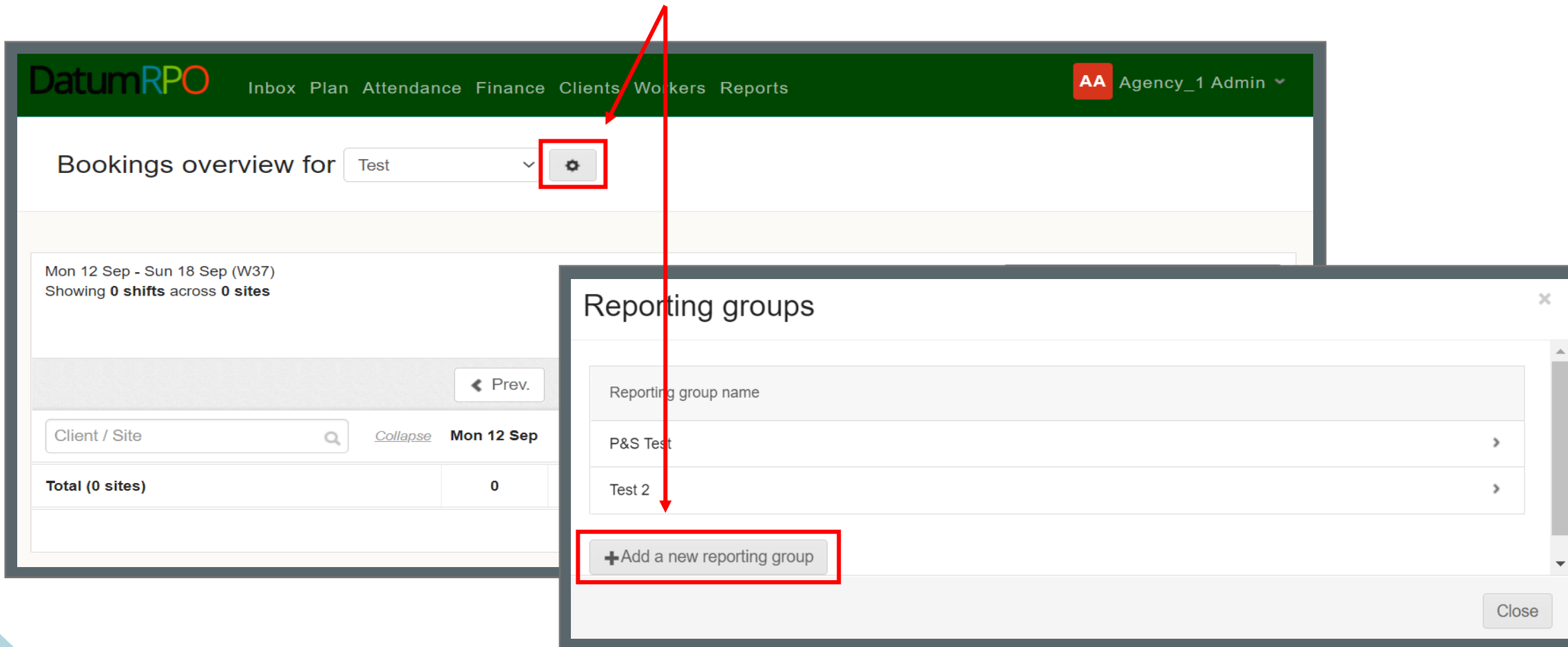
The screenshot shows the DatumRPO web application interface. The top navigation bar is dark green with the DatumRPO logo on the left and the user 'AA Agency_1 Admin' on the right. The main navigation menu includes 'Inbox', 'Plan', 'Attendance', 'Finance', 'Clients', 'Workers', and 'Reports'. The 'Plan' menu is highlighted with a red box, and a red arrow points to it from the text above. A sub-menu is open under 'Plan', with 'Bookings overview' highlighted by a red box and a red arrow pointing to it from the text above. Other sub-menu items include 'Shift allocation', 'Job cards', and 'Assessments'. The main content area is titled 'Bookings overview' and shows a summary for 'Mon 12 Sep - Sun 18 Sep (W37)' with '0 shifts' across '0 sites'. A 'Fulfillment status' dropdown is set to 'Unfilled bookings'. Below this is a table with columns for dates and a total. The table shows zero values for all dates and a total of zero. A message 'No unfilled shifts' is displayed at the bottom of the table.

Client / Site	Mon 12 Sep	Tue 13 Sep	Today	Thu 15 Sep	Fri 16 Sep	Sat 17 Sep	Sun 18 Sep	Total
Total (0 sites)	0	0	0	0	0	0	0	0

No unfilled shifts

How Do I Create A New Reporting Group?

To create a new reporting group - click the cog icon  and select 'add a new reporting group' from the pop up.



The screenshot illustrates the process of creating a new reporting group. The main interface shows the 'Bookings overview for Test' page. A red box highlights the cog icon (settings) next to the 'Test' dropdown menu. A red arrow points from this icon to the 'Reporting groups' modal window. The modal window has a title bar with a close button (X). It contains a list of reporting groups: 'Reporting group name', 'P&S Test', and 'Test 2'. At the bottom of the modal, a red box highlights the '+ Add a new reporting group' button. A 'Close' button is located at the bottom right of the modal.

Bookings overview for Test

Mon 12 Sep - Sun 18 Sep (W37)
Showing 0 shifts across 0 sites

Client / Site Mon 12 Sep

Total (0 sites)	0
-----------------	---

Reporting groups

- Reporting group name
- P&S Test
- Test 2

+ Add a new reporting group

Close

How Do I Create A New Reporting Group?

Enter a name for the new reporting group

Create reporting group

Reporting group name

Process & Systems

Enter a name that will be easily recognised by others in your organisation.

Branches (0)

Clients (0)

Sites (0)

Job cards (0)

Please select...

Add

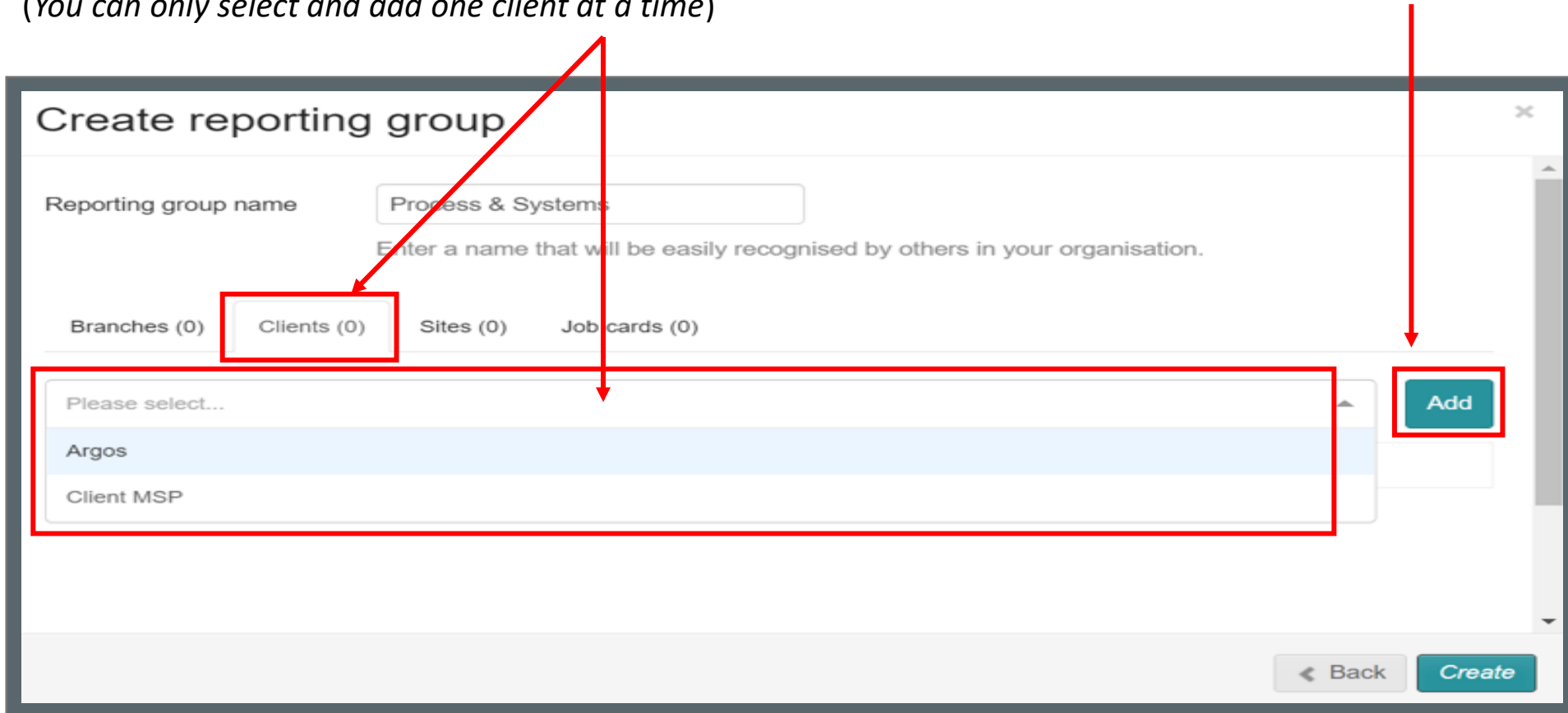
No items included yet.

Back

Create

How Do I Create A New Reporting Group?

Next, select the 'Clients' tab and select your desired client(s) from the dropdown list followed by 'Add'.
(You can only select and add one client at a time)



The screenshot shows the 'Create reporting group' interface. At the top, there's a text input for 'Reporting group name' with the placeholder text 'Process & Systems' and a hint: 'Enter a name that will be easily recognised by others in your organisation.' Below this, there are four tabs: 'Branches (0)', 'Clients (0)', 'Sites (0)', and 'Job cards (0)'. The 'Clients (0)' tab is highlighted with a red box. A red arrow points from the text instruction to this tab. Below the tabs is a dropdown menu with the placeholder 'Please select...'. The dropdown is open, showing two options: 'Argos' and 'Client MSP'. A red box surrounds the dropdown menu, and a red arrow points from the text instruction to it. To the right of the dropdown is a teal 'Add' button, also highlighted with a red box and a red arrow pointing to it from the text instruction. At the bottom right, there are two buttons: a grey 'Back' button and a teal 'Create' button.

How Do I Create A New Reporting Group?

Next, select the 'Clients' tab and select your desired client(s) from the dropdown list followed by 'Add'.
(You can only select and add one client at a time)

The screenshot shows the 'Create reporting group' form. The 'Reporting group name' field contains 'Process & Systems'. Below this, there are four tabs: 'Branches (0)', 'Clients (0)', 'Sites (0)', and 'Job cards (0)'. The 'Clients (0)' tab is selected and highlighted with a red box. Below the tabs, there is a dropdown menu with the text 'Please select...' and two options: 'Argos' and 'Client MSP'. To the right of the dropdown is a teal 'Add' button, which is also highlighted with a red box. Red arrows point from the text above to the 'Clients' tab and the 'Add' button.

The 'Clients' tab will now show a list of any client you have added to your new reporting group.

The screenshot shows the 'Create reporting group' form after adding clients. The 'Reporting group name' field still contains 'Process & Systems'. The tabs are 'Branches (0)', 'Clients (2)', 'Sites (0)', and 'Job cards (0)'. The 'Clients (2)' tab is selected. Below the tabs, there is a dropdown menu with the text 'Please select...'. Below the dropdown, there is a list of two clients: 'Argos' and 'Client MSP'. Each client has a blue 'Added' status and a red 'x' icon to its right. At the bottom right of the form, there are two buttons: a grey 'Back' button and a teal 'Create' button. A red arrow points from the text above to the list of clients.

How Do I Create A New Reporting Group?

Next, select the 'Sites' tab and select your desired site(s) from the dropdown list followed by 'Add'.
(You can only select and add one site at a time)

The image displays two screenshots of the 'Create reporting group' interface, illustrating the steps to add sites to a new reporting group.

Left Screenshot: The 'Reporting group name' field is set to 'Process & Systems'. The 'Sites (0)' tab is selected and highlighted with a red box. Below the tabs, a dropdown menu is open, showing a list of sites: 'Argos / Jamie Test Site', 'Client MSP / Client Nottingham Warehouse', 'Client MSP / Home Delivery - Croydon', and 'Client MSP / Process & Systems Test'. A red box highlights the dropdown list. A red arrow points from the text 'select your desired site(s) from the dropdown list' to the dropdown menu. Another red arrow points from the text 'Add' to the 'Add' button, which is also highlighted with a red box.

Right Screenshot: The 'Reporting group name' field is still 'Process & Systems'. The 'Sites (2)' tab is now selected and highlighted with a red box. The dropdown menu is closed. Below the tabs, a list of added sites is shown: 'Client MSP / Home Delivery - Croydon' and 'Client MSP / Process & Systems Test'. Each site has a status of 'Added' and a close button (X). A red box highlights the list of added sites. A red arrow points from the text 'The 'Sites' tab will now show a list of any sites you have added to your new reporting group.' to the list of added sites. At the bottom right, there are 'Back' and 'Create' buttons.

How Do I Create A New Reporting Group?

Next, select the 'Job Cards' tab and select your desired Job Card(s) from the dropdown list followed by 'Add'.
(You can only select and add one Job Card at a time)

Create reporting group

Reporting group name

Enter a name that will be easily recognised by others in your organisation.

Branches (0) Clients (2) **Sites (2)** Job cards (0)

Please select...

- Argos / Jamie Test Site / Administrator
- Argos / Jamie Test Site / FLT Driver
- Argos / Jamie Test Site / Packer
- Argos / Jamie Test Site / Warehouse Op

Add

The 'Job Card' tab will now show a list of any Job Cards you have added to your new reporting group.

Create reporting group

Reporting group name

Enter a name that will be easily recognised by others in your organisation.

Branches (0) Clients (2) **Sites (2)** **Job cards (3)**

Please select...

Add

Client MSP / Home Delivery - Croydon / Fork Lift	Added	✕
Client MSP / Process & Systems Test / Administrator	Added	✕
Client MSP / Process & Systems Test / HGV Driver	Added	✕

Back Create

How Do I Create A New Reporting Group?

When you are happy with your Reporting Group, click 'Create' to save it.

Create reporting group

Reporting group name

Enter a name that will be easily recognised by others in your organisation.

Branches (0) **Clients (2)** Sites (2) Job cards (3)

Please select...

Client MSP / Home Delivery - Croydon / Fork Lift	Added
Client MSP / Process & Systems Test / Administrator	Added
Client MSP / Process & Systems Test / HGV Driver	Added

A brief message will appear at the top of the page showing that your reporting group has been created.

Reporting groups updated successfully.

AA Agency_1 Admin

Bookings overview for

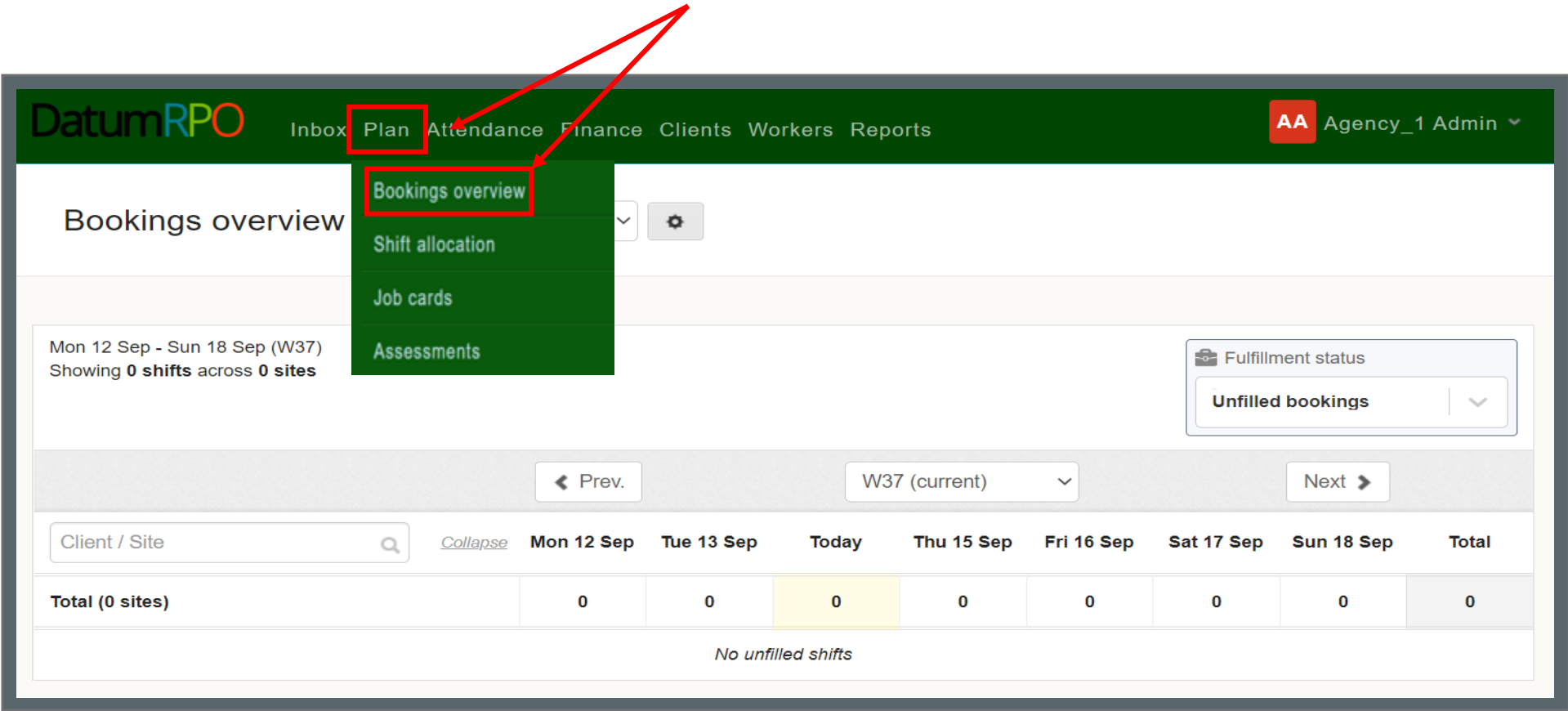
Group by: **Branches** | [Clients & sites](#)

BOOKINGS OVERVIEW

PART 2

Where Do I Find The Bookings Overview?

To view an overview of your bookings, click on 'Plan' & 'Bookings Overview'



The screenshot shows the DatumRPO web application interface. The top navigation bar is dark green with the DatumRPO logo on the left and the user 'AA Agency_1 Admin' on the right. The main navigation menu includes 'Inbox', 'Plan', 'Attendance', 'Finance', 'Clients', 'Workers', and 'Reports'. The 'Plan' menu is highlighted with a red box, and a red arrow points to its dropdown menu. The dropdown menu contains 'Bookings overview', 'Shift allocation', 'Job cards', and 'Assessments'. The 'Bookings overview' option is also highlighted with a red box. Below the navigation bar, the 'Bookings overview' page is displayed. It shows the date range 'Mon 12 Sep - Sun 18 Sep (W37)' and 'Showing 0 shifts across 0 sites'. There is a 'Fulfillment status' dropdown set to 'Unfilled bookings'. Navigation buttons for 'Prev.', 'W37 (current)', and 'Next' are present. A table shows the booking status for each day of the week, with all values being 0. The table is titled 'Client / Site' and has a 'Collapse' link. The total row shows 'Total (0 sites)' with 0 shifts for each day and a total of 0. A message at the bottom states 'No unfilled shifts'.

Bookings overview

Mon 12 Sep - Sun 18 Sep (W37)
Showing 0 shifts across 0 sites

Fulfillment status
Unfilled bookings

Prev. W37 (current) Next

Client / Site	Mon 12 Sep	Tue 13 Sep	Today	Thu 15 Sep	Fri 16 Sep	Sat 17 Sep	Sun 18 Sep	Total
Total (0 sites)	0	0	0	0	0	0	0	0

No unfilled shifts

How Do I View The Bookings Overview?

From here, select the Reporting Group you want to see the bookings overview for using the dropdown box & ensure you have 'Clients & sites' selected. You can now use the dropdown box to view any unfilled bookings.

The screenshot shows the 'Bookings overview' page in DatumRPO. The interface includes a top navigation bar with the DatumRPO logo and links to 'Inbox', 'Plan', 'Attendance', 'Finance', 'Clients', 'Workers', and 'Reports'. The user is logged in as 'AA Agency_1 Admin'. The main heading is 'Bookings overview for' followed by a dropdown menu currently set to 'Process & Systems'. Below this, there's a section for 'Mon 12 Sep - Sun 18 Sep (W37)' showing '0 shifts across 0 sites'. A 'Group by:' dropdown is set to 'Clients & sites'. A 'Fulfillment status' dropdown is open, showing 'Unfilled bookings' (selected), 'Unfilled bookings', and 'Filled bookings'. The main table displays a weekly breakdown of bookings. The 'Today' column is highlighted in yellow. The table shows zero bookings for all days in the week. A message at the bottom states 'No unfilled shifts'.

Client / Site	Mon 12 Sep	Tue 13 Sep	Today	Thu 15 Sep	Fri 16 Sep	Sat 17 Sep	Sun 18 Sep	Total
Total (0 sites)	0	0	0	0	0	0	0	0

No unfilled shifts

You can now use the dropdown box to view any unfilled bookings.

How Do I View The Bookings Overview?

You can change the week you are viewing by using the **◀ Prev.** button to go back 1 week or the **Next ▶** button to go forward 1 week. You can also select the week using the dropdown box.

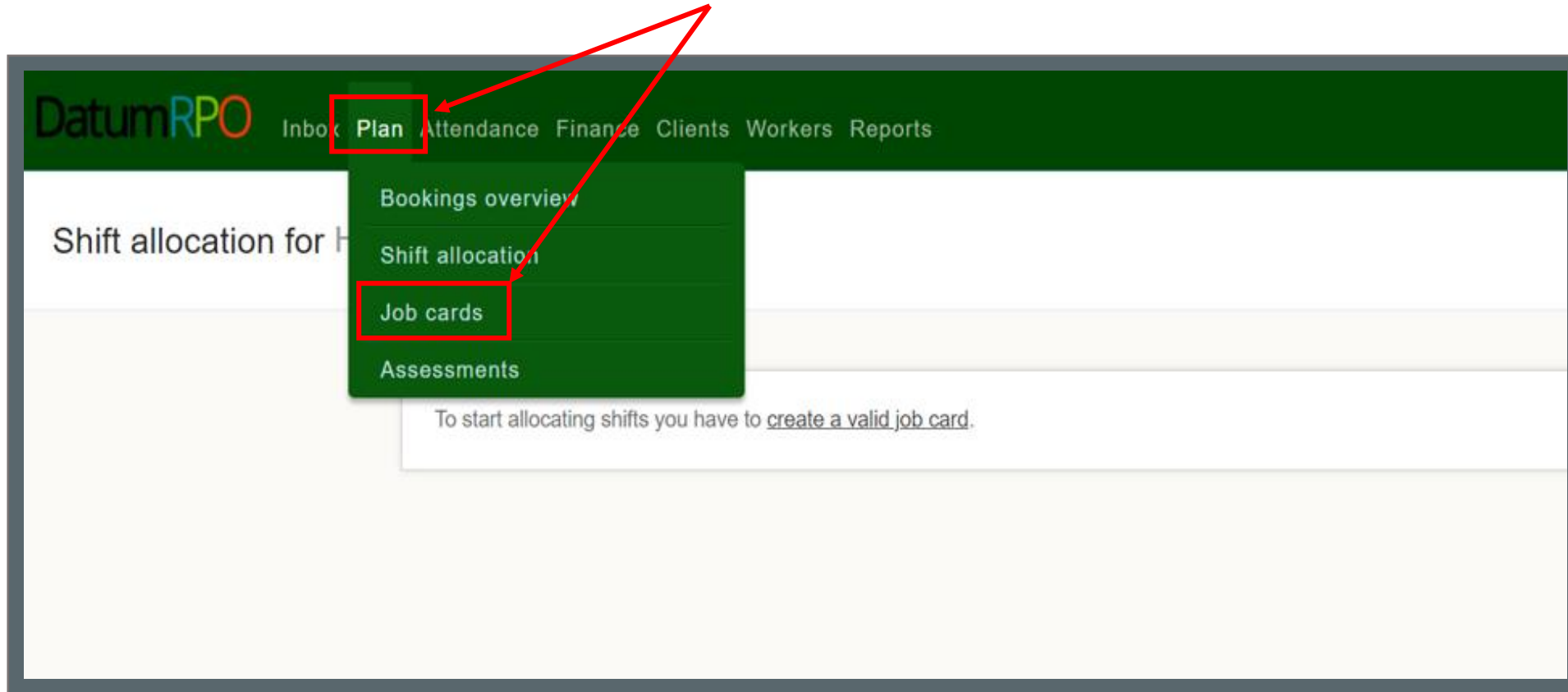
The screenshot shows the 'Bookings overview for' page in DatumRPO. The interface includes a navigation bar at the top with links to 'Inbox', 'Plan', 'Attendance', 'Finance', 'Clients', 'Workers', and 'Reports'. The user is logged in as 'Agency_1 Admin'. The main content area displays the 'Bookings overview for' section, currently set to 'Process & Systems'. The week being viewed is 'Mon 12 Sep - Sun 18 Sep (W37)', showing 0 shifts across 0 sites. A dropdown menu is open, showing a list of weeks from 'W25 2022' to 'W43 2022', with 'W37 (current)' selected. The 'Prev.' and 'Next' buttons are highlighted with red boxes, and red arrows point from the text above to these buttons and the dropdown menu. The table below the week selector shows the booking data for the current week.

Branch / Client / Site	Mon 12 Sep	Tue 13 Sep	Tue 14 Sep	Wed 15 Sep	Sat 17 Sep	Sun 18 Sep	Total
Total (0 sites)	0	0	0	0	0	0	0

JOB CARDS

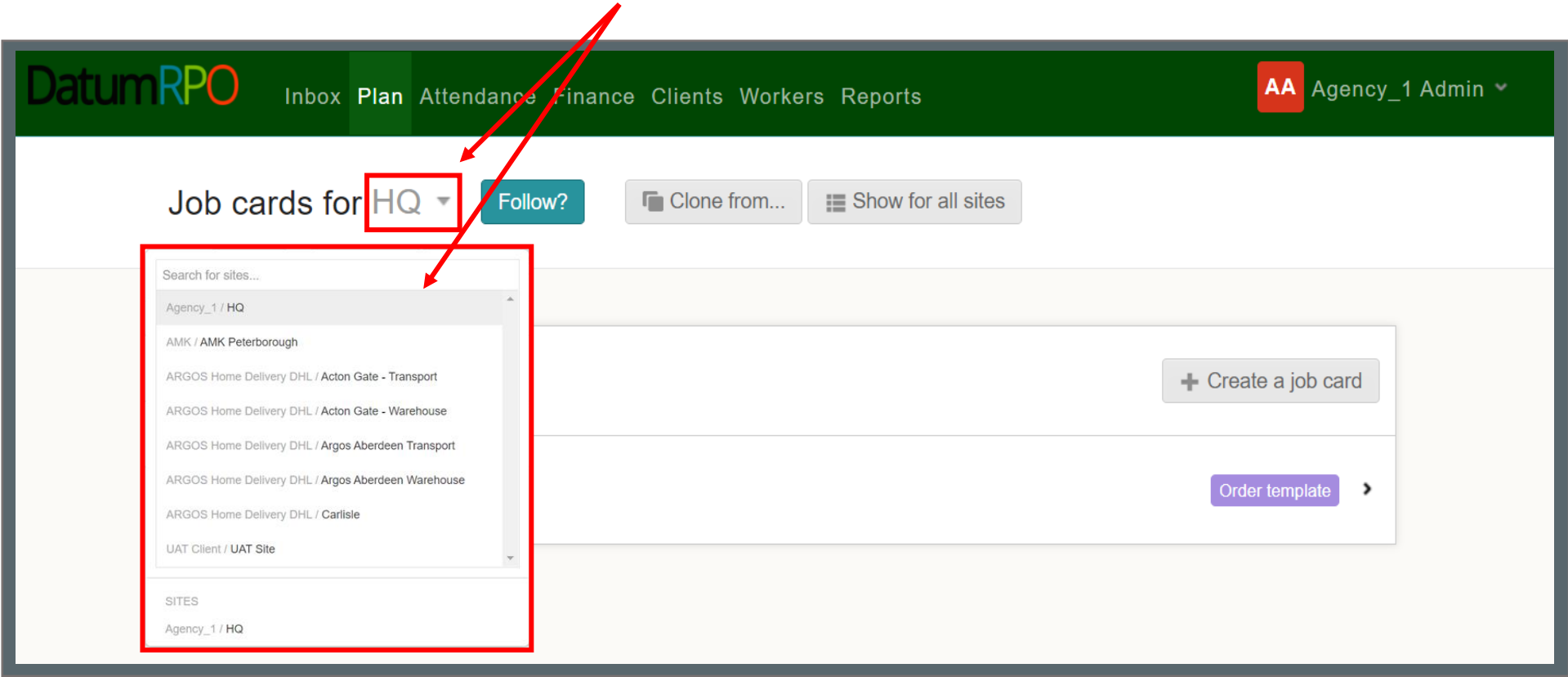
Where Do I Find Job Cards?

To view you job cards and order templates, go to 'Plan' and select 'Job Cards'.



How Do I Find Job Cards For My Site?

Select the site for the 'Job Cards' you want to view using the dropdown box.



How Do I Find Job Cards For My Site?

You will now see a list of the job cards for your chosen site.

DatumRPO

Inbox

Plan

Attendance

Finance

Clients

Workers

Reports

AA Agency_1 Admin

Job cards for UAT Site

Follow?

Clone from...

Show for all sites

Create a job card

<div>FLT Driver</div> <div>Managed by Agency_1</div>	<div>Linked to an order template</div> <div>MSP: Datum</div>	<div>MSP linked</div>
<div>Warehouse Operative</div> <div>Managed by Agency_1</div>	<div>Linked to an order template</div> <div>MSP: Datum</div>	<div>MSP linked</div>

How Do I Follow My Site?

You can 'Follow' or 'Unfollow' a site by clicking [Follow?](#)

DatumRPO

Inbox

Plan

Attendance

Finance

Clients

Workers

Reports

AA

Agency_1 Admin

Job cards for UAT Site [Follow?](#) [Clone from...](#) [Show for all sites](#)

+ Create a job card

FLT Driver

Managed by Agency_1

Linked to an order template

MSP: Datum

MSP linked

Warehouse Operative

Managed by Agency_1

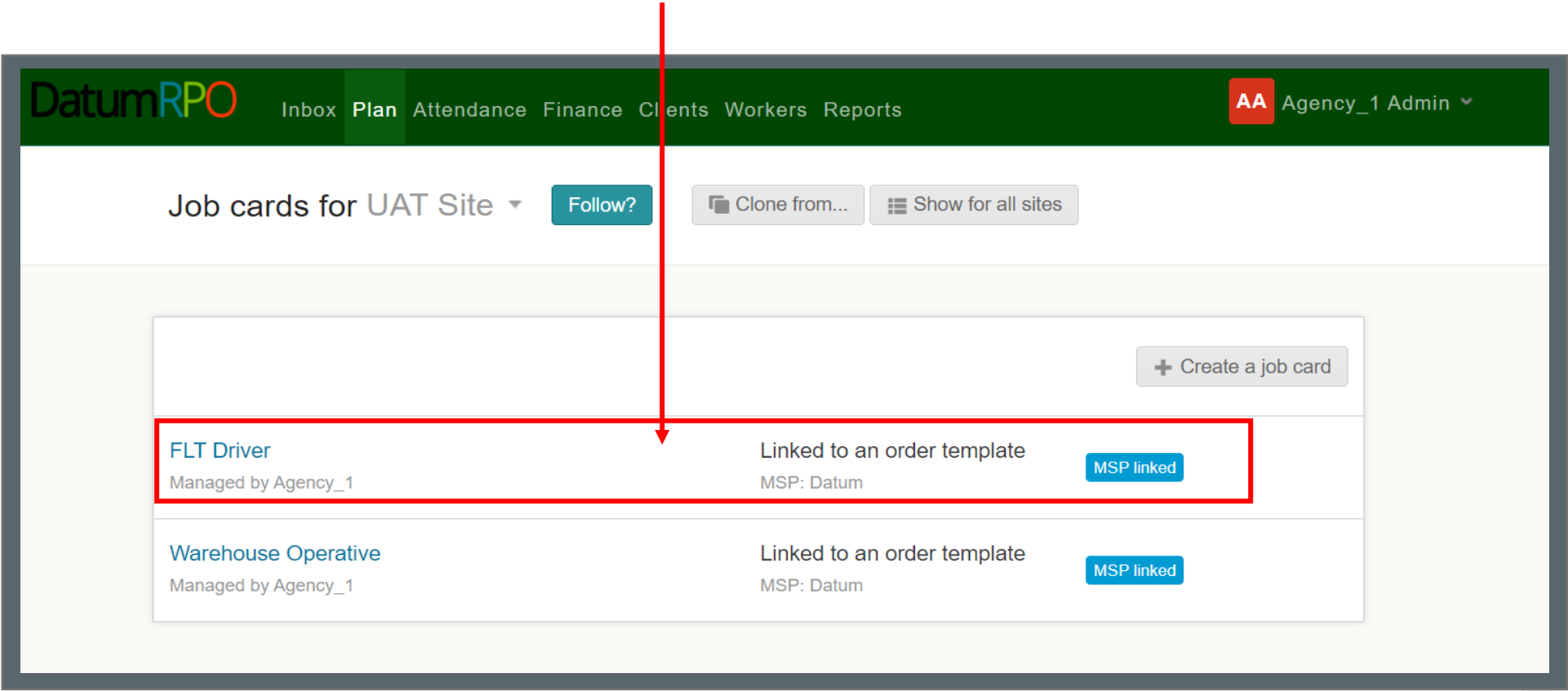
Linked to an order template

MSP: Datum

MSP linked

How Do I View The Job Card Details?

To view the job card details – click on the job card you want to see the details of.



How Do I View The Job Card Details?

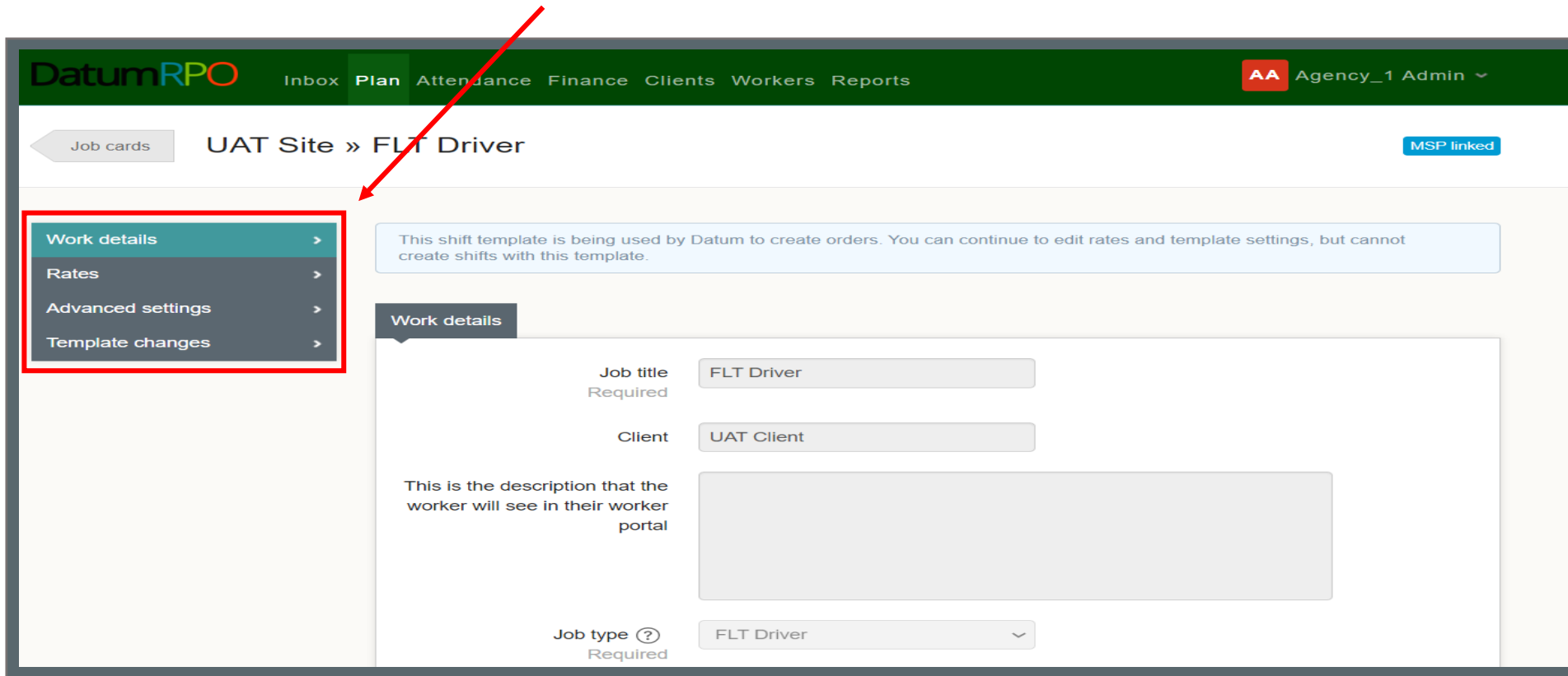
Then click on the hyperlinked name of the job card.

The screenshot shows the DatumRPO web application interface. At the top is a dark green navigation bar with the DatumRPO logo and menu items: Inbox, Plan, Attendance, Finance, Clients, Workers, and Reports. On the right of the bar is a user profile for 'MA MSP Admin'. Below the navigation bar, the main content area is titled 'Job cards for UAT Site'. It includes two buttons: 'Clone from...' and 'Show for all sites'. A '+ Create a job card' button is in the top right of the content area. Below this, a job card titled 'FLT Driver' is shown, managed by 'Datum'. To the right of the job card title is an 'Order template' dropdown. Below the job card details is a table with two rows. The first row has 'Datum' in the first column, 'FLT Driver' in the second column, and 'Valid' in the third column. The second row has 'Agency_1' in the first column, 'FLT Driver' in the second column, and 'Valid' in the third column. The 'FLT Driver' link in the second row is highlighted with a red box. A red arrow points from the top of the screen down to this link. To the right of the table are three buttons: 'Clone', 'Disable', and 'Edit'.

Datum	FLT Driver	Valid
Agency_1	FLT Driver	Valid

How Do I View The Job Card Details?

You will then be taken into the job card where you will be able to view the 'Work Details', 'Rates', 'Advanced Settings' and details of any 'Template Changes'



DatumRPO | [Inbox](#) | [Plan](#) | [Attendance](#) | [Finance](#) | [Clients](#) | [Workers](#) | [Reports](#) | **AA** Agency_1 Admin ▾

[Job cards](#) | **UAT Site » FLT Driver** | [MSP linked](#)

[Work details](#) >

[Rates](#) >

[Advanced settings](#) >

[Template changes](#) >

This shift template is being used by Datum to create orders. You can continue to edit rates and template settings, but cannot create shifts with this template.

Work details

Job title
Required

FLT Driver

Client

UAT Client

This is the description that the worker will see in their worker portal

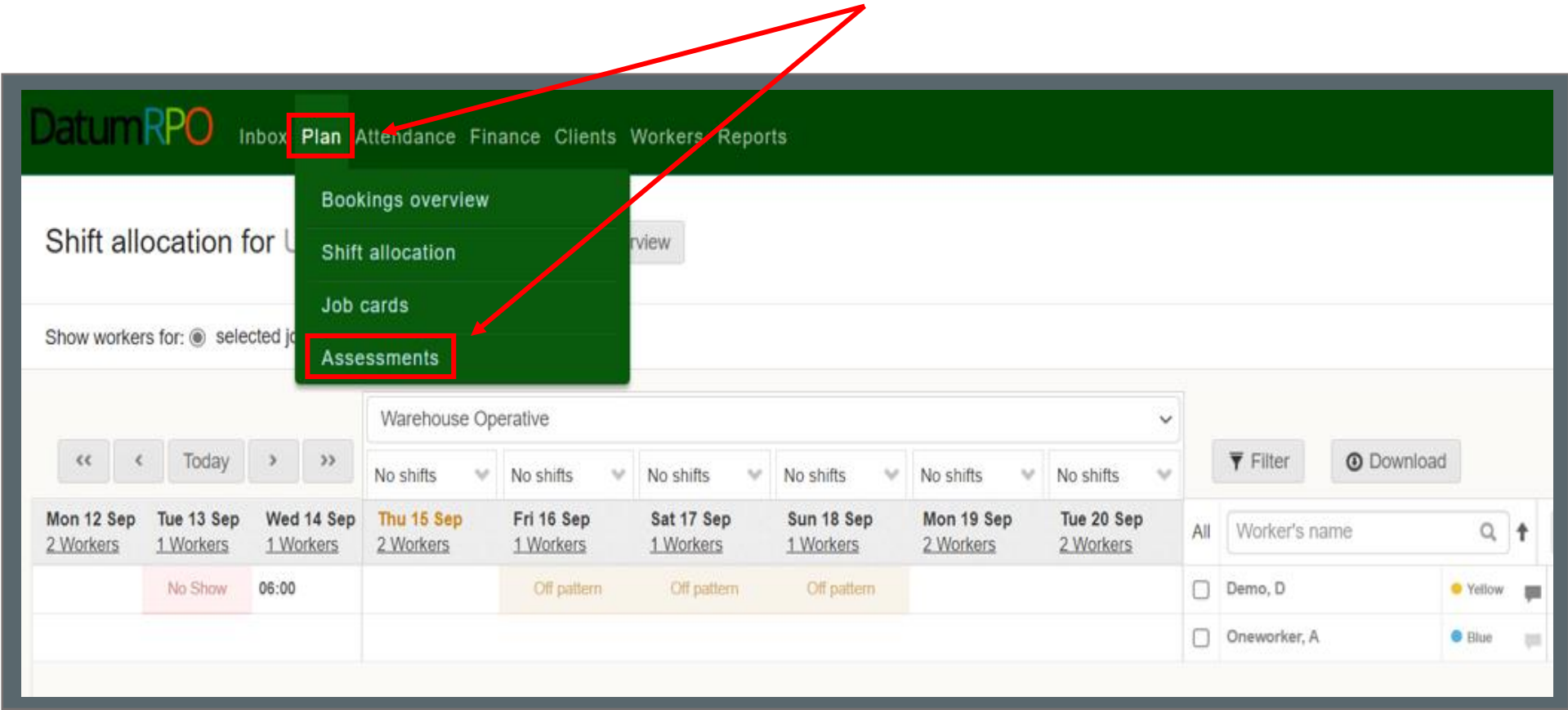
Job type ?
Required

FLT Driver ▾

ASSESSMENTS

Where To Go To Book Assessments?

To view or create assessments, go to 'Plan' and select 'Assessments'



The screenshot shows the DatumRPO interface. The top navigation bar is dark green with the DatumRPO logo and links to Inbox, Plan, Attendance, Finance, Clients, Workers, and Reports. The 'Plan' link is highlighted with a red box. A dropdown menu is open from 'Plan', showing options: Bookings overview, Shift allocation, Job cards, and Assessments. The 'Assessments' option is highlighted with a red box. Two red arrows point from the text above to these two boxes. Below the menu, the page title is 'Shift allocation for U'. There is a section for 'Show workers for:' with a radio button for 'selected jobs'. Below this is a table with columns for dates from Mon 12 Sep to Tue 20 Sep. The table shows shift allocations for 'Warehouse Operative'. The 'Thu 15 Sep' column is highlighted in orange. The table has a 'Filter' button and a 'Download' button. On the right, there is a search bar for 'Worker's name' and a list of workers: 'Demo, D' (Yellow) and 'Oneworker, A' (Blue).

Mon 12 Sep	Tue 13 Sep	Wed 14 Sep	Thu 15 Sep	Fri 16 Sep	Sat 17 Sep	Sun 18 Sep	Mon 19 Sep	Tue 20 Sep
2 Workers	1 Workers	1 Workers	2 Workers	1 Workers	1 Workers	1 Workers	2 Workers	2 Workers
	No Show	06:00		Off pattern	Off pattern	Off pattern		

Where To Go To Book Assessments?

Next, use the dropdown box to select the site you wish to create or view assessments for.

The screenshot shows the DatumRPO interface. The top navigation bar includes links for Inbox, Plan, Attendance, Finance, Clients, Workers, and Reports. The user is logged in as 'AA Agency_1 Admin'. The main heading is 'Assessments for UAT Site', with a 'Follow?' button and a '+ Book an assessment' button. A dropdown menu is open, displaying a search bar and a list of sites. The list includes 'Agency_1 / HQ' and several 'ARGOS Home Delivery DHL' locations. The 'UAT Client / UAT Site' option is highlighted at the bottom of the list. The background shows a calendar grid with dates from 05 Sep to 18 Sep.

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
05 Sep + W36				09 Sep +	10 Sep +	11 Sep +
12 Sep + W37 (current)				16 Sep +	17 Sep +	18 Sep +

Search for sites...

- Agency_1 / HQ
- AMK / AMK Peterborough
- ARGOS Home Delivery DHL / Acton Gate - Transport
- ARGOS Home Delivery DHL / Acton Gate - Warehouse
- ARGOS Home Delivery DHL / Argos Aberdeen Transport
- ARGOS Home Delivery DHL / Argos Aberdeen Warehouse
- ARGOS Home Delivery DHL / Carlisle
- UAT Client / UAT Site

Where To Go To Book Assessments?

Click the + on the date you wish to create the assessment, or you can click + Book an assessment

DatumRPOInboxPlanAttendanceFinanceClientsWorkersReportsAA Agency_1 Admin

Assessments for UAT SiteFollow?

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
W36	05 Sep +	06 Sep +	07 Sep +	08 Sep +	09 Sep +	10 Sep +	11 Sep +
W37 (current)	12 Sep +	13 Sep +	14 Sep +	15 Sep +	16 Sep +	17 Sep +	18 Sep +

Where To Go To Book Assessments?

In the pop-up box, enter the workers name, the job card the assessment will be for, the assessment date and time (time is optional) along with any other relevant information – then click [Book an assessment](#)

Book an assessment

Worker:

Job card:

Optional

Assessment date:

Time is optional

Comment:

Where To Go To Book Assessments?

You will now see the assessment on the day you selected. Clicking on the assessment will allow you to update the assessment record in the pop-up box. To complete the update click [Update assessment record](#)

DatumRPO

[Inbox](#) [Plan](#) [Attendance](#) [Finance](#) [Clients](#) [Workers](#) [Reports](#)

Assessments for UAT Site

Follow?

Go to current

Monday

Tuesday

Wednesday

Thursday

W37 (current)	12 Sep +	13 Sep +	14 Sep +	15 Sep + 09:00 Demo, D.
W38	19 Sep +	20 Sep +	21 Sep +	22 Sep +

Update assessment record

Worker: Dan Demo

Site: UAT Site (UAT Client)

More details...

Job card

Warehouse Operative

Optional

Assessment Status

☒ Booked

☐ Failed

☐ Passed

☐ Cancelled by hirer

☐ Cancelled by worker

☐ Did not attend

Assessment date

15-09-2022

09

00

Comment

Cancel

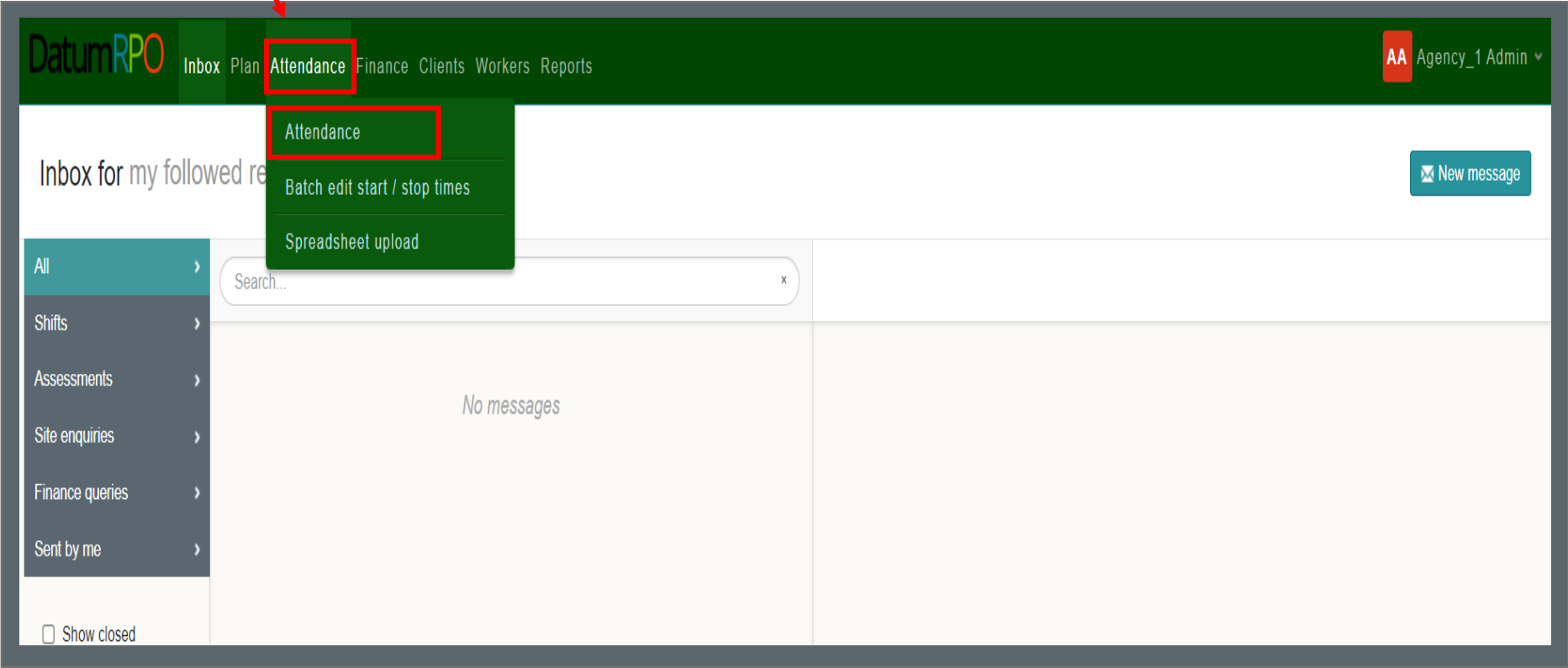
Update assessment record

ATTENDANCE OVERVIEW

ATTENDANCE

Where Do I Go To Find Attendance?

Go To Attendance > Attendance



How To View Your Attendance?

Page view shows calendar and no shifts booked. You Also need to make sure you are on the correct site page if you have more than one client

DatumRPO

[Inbox](#) [Plan](#) **Attendance** [Finance](#) [Clients](#) [Workers](#) [Reports](#)

AA Agency_1 Admin

Attendance for

Test Site

Follow?

September 2022

MO	TU	WE	TH	FR	SA	SU
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	1	2

Select today

Wednesday 14 September

Today

Worker	Status	Booked	Start	Stop
There are no shifts booked.				

Where To Start The Clock For A Worker?

DatumRPO

InboxPlanAttendanceFinanceClientsWorkersReports

AA Agency_1 Admin

Attendance forSystems TestFollowing

September 2022

MO	TU	WE	TH	FR	SA	SU
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	1	2

Select today

Late starting shifts:

	Booked	Late by
Wright Ian	11:50	118h 11m

Friday 9 September5 days ago

Worker	Status	Booked	Start	Stop
11am				
IW Ian Wright	Awaiting worker	06:00	Start	

Wednesday 14 SeptemberToday

Worker	Status	Booked	Start	Stop
3pm				
GX Granit Xhaka	Awaiting worker	15:00	Start	
4pm				
BS Bukayo Saka	Awaiting worker	16:00	Start	

From the Attendance page you can start and stop times. Next click on 'Start'.

Where To Start The Clock For A Worker?

DatumRPO

Inbox Plan Attendance Finance Clients Workers Reports

AA Agency_1 Admin

Attendance for

Systems Test

Following

September 2022

MO	TU	WE	TH	FR	SA	SU
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	1	2

Select today

Late starting shifts:

	Booked	Late by
Wright Ian	11:50	118h 11m

Friday 9 September

5 days ago

Worker

11am

IW

Start

Stop

Was the worker late?

The shift is starting 2 hours 47 minutes late. Do you want to record the worker as late for the shift?

yes

no

Ok

Worker

3pm

GX

Granit Xhaka

Awaiting worker

15:00

Start

Stop

Worker

4pm

BS

Bukayo Saka

Awaiting worker

16:00

Start

Stop

If you don't start the clock on time or the worker is late, you will be asked if they are late. Click "Yes" or "No".

Next click on 'Ok'.

Where To Start The Clock For A Worker?

DatumRPOInbox PlanAttendanceFinance Clients Workers ReportsAA Agency_1 Admin

Attendance forSystems TestFollowing

September 2022

MO	TU	WE	TH	FR	SA	SU
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	1	2

Select today

Late starting shifts:

	Booked	Late by
Wright Ian	06:00	2h 53m

Friday 9 September5 days ago

Worker	Status	Booked	Start	Stop
11am				
IW Ian Wright	In progress	06:00	08:47	Stop

Wednesday 14 SeptemberToday

Worker	Status	Booked	Start	Stop
3pm				
GX Granit Xhaka	Awaiting worker	15:00	Start	
4pm				
BS Bukayo Saka	Awaiting worker	16:00	Start	

At the top of your page, you will see the worker has been recorded as late.

You can now see the worker is in progress and you can see when the shift has started.

For anyone late or a no show, the clock will keep running.

Where To Start The Clock For A Worker?

DatumRPO

Inbox Plan Attendance Finance Clients Workers Reports

AA Agency_1 Admin

Attendance for

Systems Test

Following

September 2022

MO	TU	WE	TH	FR	SA	SU
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	1	2

Select today

Late starting shifts:

	Booked	Late by
Wright Ian	06:00	2h 53m

Friday 9 September

5 days ago

Worker	Status	Booked	Start	Stop
11am				
IW Ian Wright	Awaiting worker	06:00	08:47	Stop

Wednesday 14 September

Today

Worker	Status	Booked	Start	Stop
3pm				
GX Granit Xhaka	Awaiting worker	15:00	Start	
4pm				
BS Bukayo Saka	Awaiting worker	16:00	Start	

We are now going to start the clocks. You can either start as 'Start shift' or 'Start shift at booked time'.

If you select start shift it will ask if the worker is late if after the start time.

What To Do If A Worker Is Late?

DatumRPO

InboxPlanAttendanceFinanceClientsWorkersReports

AA Agency_1 Admin

Attendance for

Systems Test

Following

September 2022

MO	TU	WE	TH	FR	SA	SU
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	1	2

Select today

Friday 9 September

5 days ago

Worker	Status	Booked	Start	Stop
11am				
<div><div></div><div>IW</div><div>Ian Wright</div></div>	In progress	06:00	08:47	Stop

Wednesday 14 September

Today

Worker	Status	Booked	Start	Stop
3pm				
<div><div></div><div>GX</div><div>Granit Xhaka</div></div>	In progress	06:00	08:47	Stop
4pm				
<div><div></div><div>BS</div><div>Bukayo Saka</div></div>	In progress	10:00	10:00	Stop

You can now see the workers are in progress.

Next, we will stop the clock.

What To Do If A Worker Is Late?

DatumRPO

InboxPlanAttendanceFinanceClientsWorkersReports

AA Agency_1 Admin

Attendance forSystems TestFollowing

September 2022

MO	TU	WE	TH	FR	SA	SU
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	1	2

Select today

Friday 9 September5 days ago

Worker	Status	Booked	Start	Stop
11am				
<div><div></div>IW</div> Ian Wright	In progress	06:00	08:47	Stop

Wednesday 14 SeptemberToday

Worker	Status	Booked	Start	Stop
3pm				
<div><div></div>GX</div> Granit Xhaka	In progress	06:00	08:47	Stop
4pm				
<div><div></div>BS</div> Bukayo Saka	In progress	10:00	10:00	Stop

Now we can stop the clock by clicking either 'Stop shift' or 'Stop for night out'.

Click on 'Stop Shift'.

Where To Stop The Clock For A Worker?

Stop the timer

T1

Test 11031

Booked: 06:00 (Fri) Started: 11:21 (Mon) Duration: 1 min

Stop time 11:22:31 - [Edit](#)

Unplanned breaks mins

⚠ The shift duration is under the daily guarantee (8h 30m).

Do you want to grant the daily guarantee? ☐ yes ☒ no

Expenses

Please select..

Description...

£ Gross

☐ VAT applies

+

🗑

Were there any issues with the shift? ☐ yes ☒ no

Is the worker starting a night out? ☐ yes ☒ no

Cancel

Stop timer

You can edit the stop date and time by clicking on 'Edit'.

Add in any unplanned breaks into this section.

If the worker is guaranteed hours select 'yes' here.

From this section you can also add any expenses.

You can choose yes or no here if there were any issues or if the worker is starting a night out. See the next slide for what appears if you select yes.

Where To Stop The Clock For A Worker?

The screenshot shows the 'Stop the timer' interface for a worker named 'Test 11031'. The interface includes fields for 'Booked: 06:00 (Fri)', 'Started: 11:21 (Mon)', and 'Duration: 1 min'. The 'Stop time' is set to '11:22:31' with an 'Edit' link. There is a field for 'Unplanned breaks' in minutes. A warning message states: 'The shift duration is under the daily guarantee (8h 30m). Do you want to grant the daily guarantee?' with 'yes' and 'no' radio buttons. The 'Expenses' section has a dropdown for 'Please select..' and a text field for 'Description...'. At the bottom, there are two questions: 'Were there any issues with the shift?' and 'Is the worker starting a night out?', both with 'yes' and 'no' radio buttons. A 'Cancel' button and a 'Stop timer' button are at the bottom right. A red box highlights the 'Stop timer' button, and a red arrow points to it from the text 'Once you are happy that all the details are correct, click 'Stop timer'.'. Another red box highlights the 'Were there any issues with the shift?' question and its options, with a red arrow pointing to it from the text 'If you choose yes for both questions, you will see the below box appear where you will need to add additional details.'. A third red box highlights the 'Description...' field, with a red arrow pointing to it from the text 'If you choose yes for both questions, you will see the below box appear where you will need to add additional details.'.

Stop the timer

T1 Test 11031

Booked: 06:00 (Fri) Started: 11:21 (Mon) Duration: 1 min

Stop time 11:22:31 - [Edit](#)

Unplanned breaks mins

⚠ The shift duration is under the daily guarantee (8h 30m).
Do you want to grant the daily guarantee? ☐ yes ☒ no

Expenses

Please select.. Description... £ Gross ☐ VAT

Were there any issues with the shift? ☐ yes ☒ no

Is the worker starting a night out? ☐ yes ☒ no

Cancel [Stop timer](#)

If you choose yes for both questions, you will see the below box appear where you will need to add additional details.

Were there any issues with the shift? ☒ yes ☐ no

What kind of issue? Accident [Cancel](#)

Please describe the issue

Was it the worker's fault? ☐ yes ☒ no

+ [Add another issue](#)

Is the worker starting a night out? ☒ yes ☐ no

Second shift start time 20:32 (Mon) - [Edit](#)

What It Shows When You Have Added The Stop Time?

DatumRPO

InboxPlanAttendanceFinanceClientsWorkersReports

AA Agency_1 Admin

Attendance forSystems TestFollowing

September 2022

MO	TU	WE	TH	FR	SA	SU
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	1	2

Select today

Friday 9 September5 days ago

Worker	Status	Booked	Start	Stop
11am				
IW Ian Wright	Complete	04:00	04:00	10:23

Wednesday 14 SeptemberToday

Worker	Status	Booked	Start	Stop
3pm				
GX Granit Xhaka	In progress	06:00	08:47	Stop
4pm				
BS Bukayo Saka	In progress	10:00	10:00	Stop

When you have added the stop time you will see the status change to 'Complete'.

How Do I Amend The Time?

DatumRPO

InboxPlanAttendanceFinanceClientsWorkersReports

AA Agency_1 Admin

Attendance forSystems TestFollowing

September 2022

MO	TU	WE	TH	FR	SA	SU
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	1	2

Select today

Friday 9 September5 days ago

Worker	Status	Booked	Start	Stop
11am				
IW Ian Wright	Complete	04:00	04:00	10:47

Reset the stop time

Wednesday 14 SeptemberToday

Worker	Status	Booked	Start	Stop
3pm				
GX Granit Xhaka	In progress	06:00	08:47	Stop
4pm				
BS Bukayo Saka	In progress	10:00	10:00	Stop

To amend the time, click on the 'x' to open the page.

Where To Amend The Clock?

Change of stop time

Current time

Tue 6 Jul 10:47

New date

Tue 6 Jul

New stop time

10:47

hh:mm

Why the time has changed

Please select...

Message

Message to worker (optional)

⚠ The shift duration is under the daily guarantee (8h 30m).

Do you want to grant the daily guarantee?

☐ yes ☒ no

Cancel

Save shift details

Enter in the new time, why the time has changed and a message if applicable.

If the worker is guaranteed hours click 'yes' and save the shift details.

Save shift details

Cancel

Save shift details

Where To Restart The Clock?

DatumRPO

InboxPlanAttendanceFinanceClientsWorkersReports

AA Agency_1 Admin

Attendance forSystems TestFollowing

September 2022

MO	TU	WE	TH	FR	SA	SU
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	1	2

Select today

Friday 9 September5 days ago

Worker	Status	Booked	Start	Stop
11am				
<div><div></div>IW</div> Ian Wright	In progress	06:00	08:47	Stop

Wednesday 14 SeptemberToday

Worker	Status	Booked	Start	Stop
3pm				
<div><div></div>GX</div> Granit Xhaka	In progress	06:00	08:47	Stop
4pm				
<div><div></div>BS</div> Bukayo Saka	In progress	10:00	10:00	Stop

You can also rest the clock if required by clicking on the start time. This will bring up an 'x'.

Click on the 'x' to open the page.

Where To Reset Shift Stop Timer?

DatumRPO

Inbox Plan Attendance Finance Clients Workers Reports

AA Agency_1 Admin

Attendance for

Systems Test

Following

September 2022

MO	TU	WE	TH	FR	SA	SU
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	1	2

Select today

Friday 9 September

5 days ago

Worker	Status	Booked	Start	Stop
11am				
<div>IW</div> Ian Wright	In progress	06:00	08:47	Stop

Wednesday 14 :

Worker	Status	Booked	Start	Stop
3pm				
<div>GX</div> Granit X				Stop
4pm				
<div>BS</div> Bukayo Saka	In progress	10:00	10:00	Stop

Reset shift stop timer

This will reset the stop timer of this shift.
Are you sure you want to do this?

No, cancel

Yes, reset

Next click on the 'Yes, reset' button to continue.

Yes, reset

How To View And Add Guaranteed Hours?

Stop the timer

TA

Test7689A A

Booked: 04:00 (Tue)

Started: 04:00

Duration: 6h 29m

Stop time

10:29:34 - Edit

Unplanned breaks

mins

The shift duration is under the daily guarantee (8h 30m).

Do you want to grant the daily guarantee?

yes

no

Expenses

Please select..

Description...

£

Gross

VAT applies

Were there any issues with the shift?

yes

no

Is the worker starting a night out?

yes

no

Cancel

Stop timer

If your worker is guaranteed hours, then you will need to click on 'yes' to guarantee the payment is correct and then click on 'Stop timer'.

How To View Once Completed?

DatumRPO

InboxPlanAttendanceFinanceClientsWorkersReports

AA Agency_1 Admin

Attendance forSystems TestFollowing

September 2022

MO	TU	WE	TH	FR	SA	SU
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	1	2

Select today

Friday 9 September5 days ago

Worker	Status	Booked	Start	Stop
11am				
IW Ian Wright	Complete	04:00	04:00	10:47

Wednesday 14 SeptemberToday

Worker	Status	Booked	Start	Stop
3pm				
GX Granit Xhaka	Complete	04:00	04:00	10:24
4pm				
BS Bukayo Saka	Complete	04:00	04:00	10:24

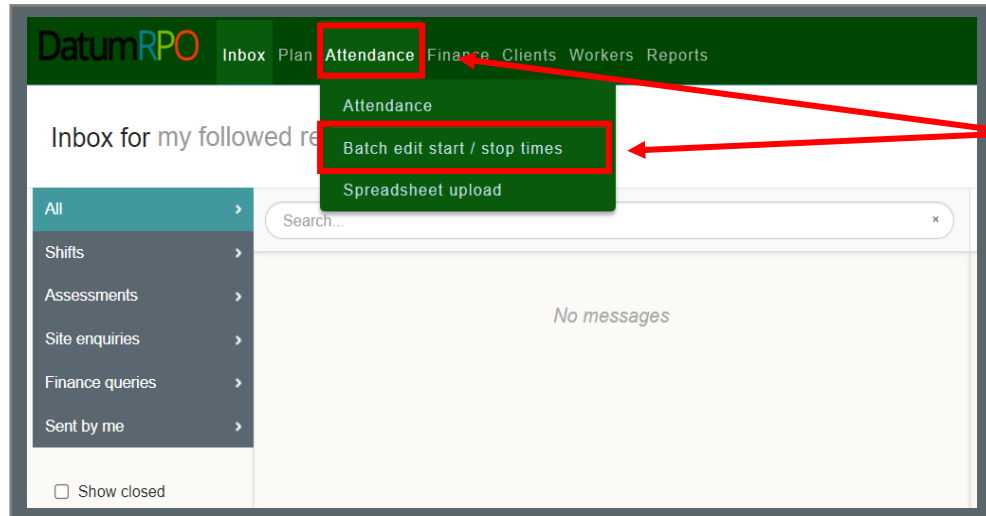
You can now see the workers are all completed.

BATCH EDIT START / STOP TIMES

BATCH EDIT SHIFTS AMEND TIME

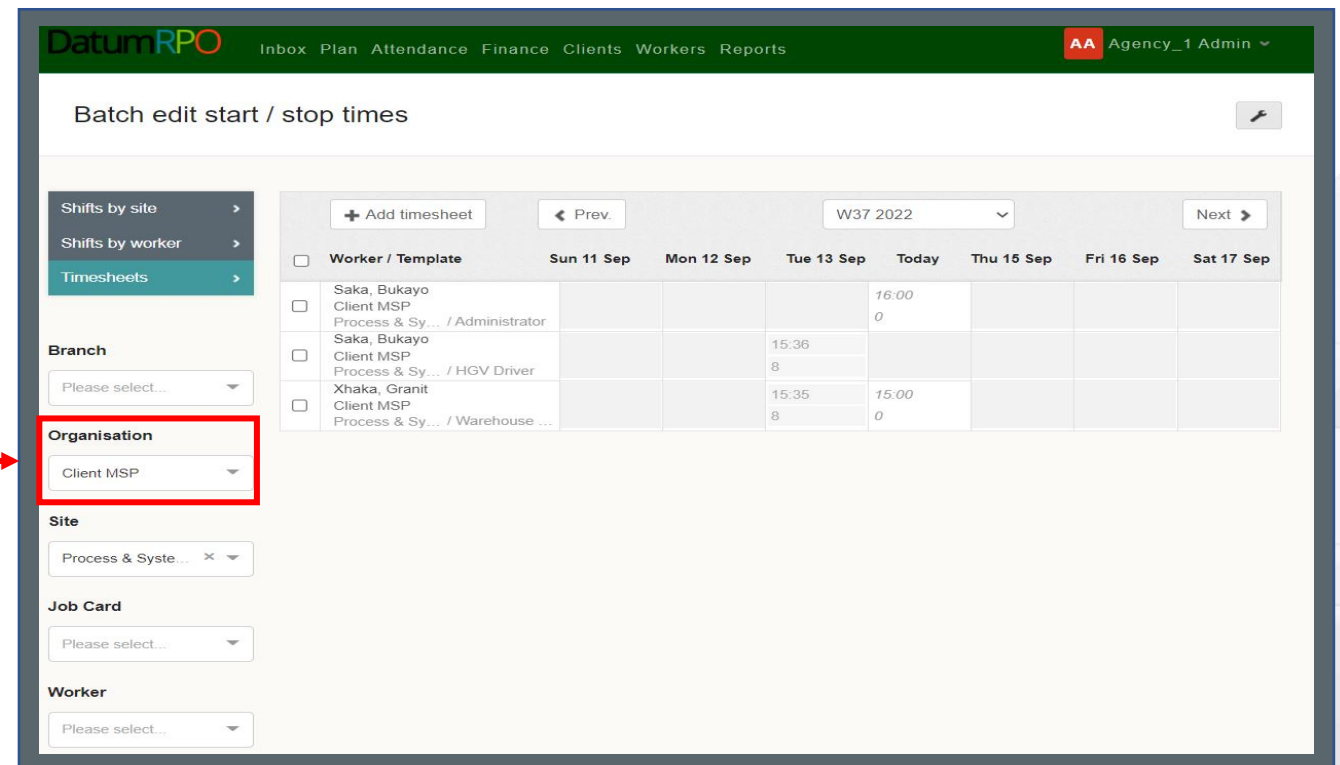
Where To Find Batch Edit Shifts?

This process happens after the shift has been completed. You can Batch Edit or Stop times (please refer to Start Stop times how to do guide on this process.)



Go to Attendance>Batch edit start/stop times.

Next go to Organisation to search for your Client.



Where To Find Your Organisation, Site and Workers?

DatumRPO

Batch edit start /

Shifts by site >
Shifts by worker >
Timesheets >

Branch
Please select...

Organisation
Client MSP
Agency_1
Argos
Client MSP

Job Card
Please select...

Worker
Please select...

Once you have found your client add.

Then search for your site and add.

DatumRPO

Batch edit start /

Shifts by site >
Shifts by worker >
Timesheets >

Branch
Please select...

Organisation
Client MSP

Site
Process & Syste... x
Client Nottingham Warehouse
Home Delivery - Croydon
Systems Test

Site
Site 4

If required, you can also filter by Job Card and Worker.

DatumRPO

Batch edit start / st

Shifts by site >
Shifts by worker >
Timesheets >

Branch
Please select...

Organisation
Client MSP

Site
Process & Syste... x

Job Card
Please select...

Worker
Please select...

How To Amend Time?

Go to the day you would like to amend.

Batch edit start / stop times

Shifts by site >
Shifts by worker >
Timesheets >

Branch
Please select...

Organisation
Client MSP

Site
Process & Syste... x

Job Card
Please select...

Worker
Please select...

+ Add timesheet Prev. W37 2022 Next >

Worker / Template	Sun 11 Sep	Mon 12 Sep	Tue 13 Sep	Today	Thu 15 Sep	Fri 16 Sep	Sat 17 Sep
<input type="checkbox"/> Saka, Bukayo Client MSP Process & Sy... / Administrator				16:00 0			
<input type="checkbox"/> Saka, Bukayo Client MSP Process & Sy... / HGV Driver			15:36 8				
<input type="checkbox"/> Xhaka, Granit Client MSP Process & Sy... / Warehouse ...			15:35 8	15:00 0	Create shift		

06:00
15:00

Save changes (1)

It is easy to amend the time if the workers shift hasn't been submitted.

Click on the time and amend.

Once amended then click save.

How To Add Finish Time?

The next part is to add the finish time or hours.

We are going to start with finish times and input the end time.

You can see we have already processed the finish time.

Add your finish time working on a 24-hour clock.

Once added click on the [Save changes \(2\)](#) button.

A notification will pop up if you have a student working with restricted hours.

Batch edit start / stop times

Shifts by site

Shifts by worker

Timesheets

Branch

Organisation

Site

Workers marked with this symbol each hold a student visa and their hours are restricted during term time, please ensure that they do not exceed their working hours restrictions

+ Add timesheet

< Prev.

W17 / 2021

Next >

	Sun 25th	Mon 26th	Tue 27th	Wed 28th	Today	Fri 30th	Sat 1st
<input type="checkbox"/> Client MSP Process & Sy... / Administrator	14:00 22:00						
<input type="checkbox"/> Client MSP Process & Sy... / Administrator	05:00 11:30						
<input type="checkbox"/> Client MSP Process & Sy... / Administrator	05:00 14:00			05:00 14:00	05:00		
<input type="checkbox"/> Client MSP Process & Sy... / Administrator	14:05 22:00	14:00 22:05	14:00 21:00	14:00 21:30	15:00	14:00	
<input type="checkbox"/> Client MSP Process & Sy... / Administrator		05:00 14:00	05:00 14:00	05:00 14:00	05:00		

Workers marked with this symbol each hold a student visa and their hours are restricted during term time, please ensure that they do not exceed their working hours restrictions

How To Add Finish Hours?

This is the same process as before; however, we are going to change the view preferences from Stop time to Duration time. To do this click on the ☐ to change and save.

Worker / Template	Sun 25th	Mon 26th	Tue 27th
Client MSP Process & Sy... / Administrator		06:30 12	06:30 12
Client MSP Process & Sy... / Administrator	18:30 12		
Client MSP Process & Sy... / Administrator	18:30 12	18:30 12	
Client MSP Process & Sy... / Administrator	06:30 12	06:30 12	
Client MSP Process & Sy... / Administrator			18:30 0

View preferences

Edit mode

☐ Stop time

☐ Duration in hours

Cancel Save

Add your finish time working on a 24-hour clock.

This can also be done on a 100 decimal.

Once added click on the **Save changes (2)** button.

18:30

18:30

12

CANCEL A SHIFT THROUGH BATCH EDIT

How To Open The Shift?

Batch edit start / stop times

Shifts by site >
Shifts by worker >
Timesheets >

Branch
Select...

Organisation
TestClientCixhhslaon


Site
TestSiteRrol670

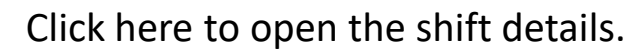
Job Card
Select...

Worker
Select...

+ Add timesheet Prev. W27 / 2021 Next

Worker / Template	Sun 4th	Mon 5th	Today	Wed 7th	Thu 8th	Fri 9th	Sat 10th
<input type="checkbox"/> A, Test7689a TestClientCixhhslaon TestSiteRrol670 / sJobCardTe...		12:47	04:00 10:47	07:00	06:00		
<input type="checkbox"/> A, Test7689sharmaa TestClientCixhhslaon TestSiteRrol670 / sJobCardTe...			04:00 10:24		06:00		
<input type="checkbox"/> A, Test7689veenaa TestClientCixhhslaon TestSiteRrol670 / sJobCardTe...			04:00 10:24		06:00		
<input type="checkbox"/> A, Test 7689 Vs1 A TestClientCixhhslaon TestSiteRrol670 / sJobCardTe...			04:00 10:24		06:00		
<input type="checkbox"/> Adams, Test TestClientCixhhslaon TestSiteRrol670 / sJobCardTe...			04:00 10:24		06:00		
<input type="checkbox"/> Akkfrizuhgz, Test TestClientCixhhslaon TestSiteRrol670 / sJobCardTe...			04:00 10:25		06:00		
<input type="checkbox"/> Aqlrfbyzfq, Test TestClientCixhhslaon TestSiteRrol670 / sJobCardTe...			04:00 10:25		06:00		
<input type="checkbox"/> B, Test7689b TestClientCixhhslaon TestSiteRrol670 / sJobCardTe...			04:00 10:25		06:00		
<input type="checkbox"/> B, Test7689sharmab TestClientCixhhslaon TestSiteRrol670 / sJobCardTe...			04:00 10:25		06:00		
<input type="checkbox"/> B, Test7689veenab TestClientCixhhslaon TestSiteRrol670 / sJobCardTe...			04:00 10:25		06:00		
<input type="checkbox"/> B, Test 7689 Vs2 B TestClientCixhhslaon TestSiteRrol670 / sJobCardTe...			04:00 10:29		06:00		
<input type="checkbox"/> Kxjkkynmi, Test TestClientCixhhslaon TestSiteRrol670 / sJobCardTe...			04:00 10:29		06:00		

Click on
the  to open
the shift.



How To Cancel The Shift?

Tue 13 Sep at 11:00 Yesterday Cancel shift

Organisation	ARGOS Home Delivery DHL
Site	Argos Aberdeen Warehouse - Attendance Finance
Job card	Packer - Change
Rate type	PAYE
Status	Not published - Publish
Rates	Charge: £12.00 per hour Pay: £10.00

Click on cancel shift.

Add in the reason why?

TA

Tue 6 Jul, 04:00 Today Cancel shift

Organisation TestClientCixhhslaon

Mobile +44 (0) 7570225222 ✕

[Test7689AA](#)

Cancel the shift

Do you really want to cancel this shift?

Why? Client cancelled

Message

No, dismiss Yes, cancel this shift

Once complete click 'Yes cancel the shift'.

How To View The Cancelled Shift?

DatumRPO | [Inbox](#) | [Plan](#) | **Attendance** | [Finance](#) | [Clients](#) | [Workers](#) | [Reports](#) | **AA** Agency_1 Admin

[Edit timesheets](#) | **Shift information**

TA
[Test7689AA](#)
Mobile: +44 (0) 7570225222 ✕

Tue 6 Jul, 04:00 **Today**

Organisation	TestClientCixhhsa
Site	TestSiteRrol670 - Post shifts Attendance
Job card	slJobCardTestEbda406
Rate type	PAYE: Pre-parity
Status	Cancelled
Charge rate	£13.00 per hour
Pay rate	£11.00 per hour (PAYE, Pre-parity)

	Start	Stop	Duration
Planned	04:00		
Actual			
Next shift	19:23		View this shift

[+ Raise a query](#)

Messages about this shift [Contact the worker](#)

MSP Admin cancelled this shift Today 16:13

TH Reason: Client cancelled
Machine broken down

You will now see the cancelled shift has been removed and a comment added to the cancelled shift information.

Once complete click on Edit timesheets button to go back to the Batch Edit page.

How To View Batch Edit Once Completed?

Batch edit start / stop times

Shifts by site >
Shifts by worker >
Timesheets >

Branch
Select...

Organisation
TestClientCixhhslaon

Site
TestSiteRrol670

Job Card
Select...

Worker
Select...

+ Add timesheet Prev. W27 / 2021 Next >

<input type="checkbox"/>	Worker / Template	Sun 4th	Mon 5th	Today	Wed 7th	Thu 8th	Fri 9th	Sat 10th
<input type="checkbox"/>	A, Test7689a TestClientCixhhslaon TestSiteRrol670 / sJobCardTe...		12:47 ---			06:00 ---		
<input type="checkbox"/>	A, Test7689sharmaa TestClientCixhhslaon TestSiteRrol670 / sJobCardTe...			04:00 10:24		06:00 ---		
<input type="checkbox"/>	A, Test7689veenaa TestClientCixhhslaon TestSiteRrol670 / sJobCardTe...			04:00 10:24		06:00 ---		
<input type="checkbox"/>	A, Test 7689 Vs1 A TestClientCixhhslaon TestSiteRrol670 / sJobCardTe...			04:00 10:24		06:00 ---		
<input type="checkbox"/>	Adams, Test TestClientCixhhslaon TestSiteRrol670 / sJobCardTe...			04:00 10:24		06:00 ---		
<input type="checkbox"/>	Akkfrzuhgz, Test TestClientCixhhslaon TestSiteRrol670 / sJobCardTe...			04:00 10:25		06:00 ---		
<input type="checkbox"/>	Aqlrfbyzfzq, Test TestClientCixhhslaon TestSiteRrol670 / sJobCardTe...			04:00 10:25		06:00 ---		
<input type="checkbox"/>	B, Test7689b TestClientCixhhslaon TestSiteRrol670 / sJobCardTe...			04:00 10:25		06:00 ---		
<input type="checkbox"/>	B, Test7689sharmab TestClientCixhhslaon TestSiteRrol670 / sJobCardTe...			04:00 10:25		06:00 ---		
<input type="checkbox"/>	B, Test7689veenab TestClientCixhhslaon TestSiteRrol670 / sJobCardTe...			04:00 10:25		06:00 ---		

The shift has now been removed.

Repeat the process if you are
deallocating a worker from the list.
Only difference is reasons why.

HOW TO VIEW SHIFT DETAILS

How To Open Shift Details?

Next click on the **1** to open the shift details.

Batch edit start / stop times

Shifts by site >
Shifts by worker >
Timesheets >

Branch
Select...

Organisation
TestClientCixhslaon

Site
TestSiteRrol670

Job Card
Select...

Worker
Select...

+ Add timesheet Prev. W27 / 2021 Next

Worker / Template	Sun 4th	Mon 5th	Tue 6th	Wed 7th	Thu 8th	Fri 9th	Sat 10th
<input type="checkbox"/> A, Test7689a TestClientCixhslaon TestSiteRrol670 / sIJobCardTe...		12:47 13:00			13:30 13:34		
<input type="checkbox"/> A, Test7689sharmaa TestClientCixhslaon TestSiteRrol670 / sIJobCardTe...			04:00 10:24		13:10 13:35		
<input type="checkbox"/> A, Test7689veenaa TestClientCixhslaon TestSiteRrol670 / sIJobCardTe...			04:00 12:00		13:50 21:50		
<input type="checkbox"/> A, Test 7689 Vs1 A TestClientCixhslaon TestSiteRrol670 / sIJobCardTe...			04:00 10:24		13:50 21:50		
<input type="checkbox"/> Adams, Test TestClientCixhslaon TestSiteRrol670 / sIJobCardTe...		06:00 14:00	04:00 12:30		13:50 22:00		
<input type="checkbox"/> Akkriruhgz, Test TestClientCixhslaon TestSiteRrol670 / sIJobCardTe...		07:00 15:00	04:00 10:25		13:52 21:52		
<input type="checkbox"/> Aqlrfbyzfq, Test TestClientCixhslaon TestSiteRrol670 / sIJobCardTe...			04:00 10:25		13:52 21:52		
<input type="checkbox"/> B, Test7689b TestClientCixhslaon TestSiteRrol670 / sIJobCardTe...			04:00 10:25		13:34 13:52		
<input type="checkbox"/> B, Test7689sharmab TestClientCixhslaon TestSiteRrol670 / sIJobCardTe...			04:00 10:25		13:30 13:45		
<input type="checkbox"/> B, Test7689veenab TestClientCixhslaon TestSiteRrol670 / sIJobCardTe...			04:00 10:25		13:34 13:53		

Open shift preview

How To Open Shift Details?

Next click on here to open the shift details.

The screenshot displays the DatumRPO interface. On the left, there are filters for 'Branch' (TestClientCixhhsalaon), 'Organisation' (TestClientCixhhsalaon), 'Site' (TestSiteRrol670), and 'Job Card'. The main area shows a timesheet grid for the week of July 4th to 10th, 2021. A modal window titled 'A, Test7689sharmaa's shift' is open, displaying the following details:

Client	TestClientCixhhsalaon
Site	TestSiteRrol670
Job card	slJobCardTestEbda406
Planned start time	Tuesday 6th Jul, 04:00
Actual start time	Tuesday 6th Jul, 04:00
Stop time	Tuesday 6th Jul, 10:24

Below the table, there is a link labeled 'Shift details' which is highlighted with a red box. A red arrow points from the text 'Next click on here to open the shift details.' to this link. A 'Cancel' button is located at the bottom right of the modal.

How To View Shift Details?

[Edit timesheets](#) Shift information

TA

[Test7689SharmaAA](#)

Mobile
+44 (0) 7971846611 ✕

Tue 6 Jul, 04:00

Cancel shift

Organisation	TestClientCixhhslaon		
Site	TestSiteRrol670 - Post shifts Attendance Finance		
Job card	slJobCardTestEbda406 - Change		
Rate type	PAYE: Pre-parity		
Daily guarantee	8h 30m		
Status	Complete → Unsubmitted		
Charge rate	£13.00 per hour		
Pay rate	£11.00 per hour (PAYE, Pre-parity)		

	Start	Stop	Duration
Planned	04:00		
Actual	04:00	10:24	6h 25m
Unplanned breaks			-
Daily guarantee (8h 30m)			Grant 👍
Shift total			6h 25m

You have now opened shift details and are able to view job card information, start and finish time, hours worked, Adjustments, Expenses and are able to query a shift from here.

It also shows you who booked or cancelled a worker.

HOW TO VIEW SHIFTS BY SITE

Where Do I Go To Open Shifts By Site?

Next click on 'Shifts by site'.

Batch edit start / stop times

Shifts by site >

Shifts by worker >

Timesheets >

+ Add timesheet

Prev. W27 / 2021 Next >

<input type="checkbox"/> Worker / Template	Sun 4th	Mon 5th	Tue 6th	Wed 7th	Thu 8th	Fri 9th	Sat 10th
<input type="checkbox"/> A, Test7689a		12:47			13:30		
<input type="checkbox"/> TestClientCixhhsloaon		13:09			13:34		
<input type="checkbox"/> TestSiteRrol670 / slJobCardTe...							

How To Only Show Shifts Without Start Times?

Search for your site in the dropdown box.

Batch edit start / stop times

All the times have been saved properly. x

Shifts by site >
Shifts by worker >
Timesheets >

Selected site
TestClientCixhhsiaon / TestSite...

Summary

17 shifts without start times
Only show these shifts

20 shifts without stop times
Only show these shifts

Set default start / stop times
Stop times will be based on the job card's typical shift lengthsamp.
Add start / stop times

Showing 22 shifts

Monday 28th June / TestSiteRol670

Worker	Booked
TestAdams	Mon 28 - 06:00

Tuesday 6th July / TestSiteRol670

Worker	Booked
Test7689sharmaa.A	Tue 06 - 04:00

Monday 12th July / TestSiteRol670

Worker	Booked
Test7689a.A	Mon 12 - 06:00

You can view the workers who have not got start times.

Click on only show these shifts.

Only show these shifts

You can manually add the start and stop times or add all by clicking on add start/stop times.

Batch edit start / stop times

Shifts by site >
Shifts by worker >
Timesheets >

Selected site
TestClientCixhhsiaon / TestSite...

Summary

17 shifts without start times
Showing only these shifts

20 shifts without stop times
Only show these shifts

Set default start / stop times
Stop times will be based on the job card's typical shift lengthsamp.
Add start / stop times

Showing 17 shifts without start times

Tuesday 13th July / TestSiteRol670

Worker	Booked	Actual start	Actual stop
Test7689veenaa.A	Tue 13 - 06:00		
Test7689 Vs1.A.A	Tue 13 - 06:00		
TestAdams	Tue 13 - 06:00		
Test Akkfrzuhtz	Tue 13 - 06:00		
Test Anirfhyzfg	Tue 13 - 06:00		
Test7689b.B	Tue 13 - 06:00		
Test7689veenab.B	Tue 13 - 06:00		
Test7689 Vs2.B.B	Tue 13 - 06:00		
Test Kykkyxnm	Tue 13 - 06:00		

How To Only Show Shifts Without Stop Times?

Batch edit start / stop times

All the times have been saved properly. x

Shifts by site >
Shifts by worker >
Timesheets >

Summary

17 shifts without start times
Only show these shifts

20 shifts without stop times
Only show these shifts

Set default start / stop times
Stop times will be based on the job card's typical shift length.

Add start / stop times

Selected site
TestClientCixhslaon / TestSite...

Showing 22 shifts

Monday 28th June / TestSiteRrol670

Worker	Booked
Test Adams	Mon 28 - 06:00

Tuesday 6th July / TestSiteRrol670

Worker	Booked
Test7689sharmaa A	Tue 06 - 04:00

Monday 12th July / TestSiteRrol670

Worker	Booked
Test7689a A	Mon 12 - 06:00

You can view the workers who have not got stop times.

Click on only show these shifts.

Only show these shifts

You can manually add the start and stop times or add all by clicking on add start/stop times.

Batch edit start / stop times

Shifts by site >
Shifts by worker >
Timesheets >

Summary

17 shifts without start times
Only show these shifts

20 shifts without stop times
Showing only these shifts
Remove filter

Set default start / stop times
Stop times will be based on the job card's typical shift length.

Add start / stop times

Selected site
TestClientCixhslaon / TestSite...

Showing 20 shifts without stop times

Monday 12th July / TestSiteRrol670

Worker	Booked	Actual start	Actual stop
Test7689a A	Mon 12 - 06:00	06:00	

Tuesday 13th July / TestSiteRrol670

Worker	Booked	Actual start	Actual stop
Test7689a A	Tue 13 - 04:00	06:00	
Test7689sharmaa A	Tue 13 - 06:00	06:00	
Test7689veenaa A	Tue 13 - 06:00		
Test 7689 Vst1AA	Tue 13 - 06:00		
Test Adams	Tue 13 - 06:00		
Test Akkfrubgz	Tue 13 - 06:00		

How To Add Start/Stop Times?

Batch edit start / stop times

All the times have been saved properly. x

Shifts by site >
Shifts by worker >
Timesheets >

Selected site
TestClientCixhslaon / TestSite...

Summary

17 shifts without start times
Only show these shifts

20 shifts without stop times
Only show these shifts

Set default start / stop times
Stop times will be based on the job card's typical shift lengthsamp.
Add start / stop times

Showing 22 shifts

Monday 28th June / TestSiteRrol670

Worker	Booked	Actual start	Actual stop
TestAdams	Mon 28 - 06:00	06:00	14:00

Tuesday 6th July / TestSiteRrol670

Worker	Booked	Actual start	Actual stop
Test7689sharmaa A	Tue 06 - 04:00	04:00	14:00

Monday 12th July / TestSiteRrol670

Worker	Booked	Actual start	Actual stop
Test7689a A	Mon 12 - 06:00	06:00	

Now we have viewed who has start or stop times we can now add those who haven't.

Click on Add Start/Stop Times.

How To Check And Complete Start/Stop Times?

Monday 12th July / TestSiteRrol670

Worker	Booked	Actual start	Actual stop
Test7689a A	Mon 12 - 06:00	06:00	14:00

Tuesday 13th July / TestSiteRrol670

Worker	Booked	Actual start	Actual stop
Test7689a A	Tue 13 - 04:00	06:00	14:00
Test7689sharmaa A	Tue 13 - 06:00	06:00	14:00
Test7689veenaa A	Tue 13 - 06:00	06:00	14:00
Test 7689 Vs1 A A	Tue 13 - 06:00	06:00	14:00
Test Adams	Tue 13 - 06:00	06:00	14:00
Test Akkrzuhgz	Tue 13 - 06:00	06:00	14:00
Test Aqlrfbyzfq	Tue 13 - 06:00	06:00	14:00
Test7689b B	Tue 13 - 06:00	06:00	14:00
Test7689veenab B	Tue 13 - 06:00	06:00	14:00
Test 7689 Vs2 B B	Tue 13 - 06:00	06:00	14:00
Test Kxjkkynmi	Tue 13 - 06:00	06:00	14:00

Wednesday 14th July / TestSiteRrol670

Worker	Booked	Actual start	Actual stop
Test7689a A	Wed 14 - 06:00	06:00	14:00
Test7689sharmaa A	Wed 14 - 06:00	06:00	14:00

Save shift times

This function will input the start/stop times for you.

Next click on save shift times.

You can either amend times now or you can save and go back and amend.

It is quicker to amend before saving.

How View Complete Start/Stop Times?

Batch edit start / stop times

Shifts by site

Shifts by worker

Timesheets

Summary

0 shifts without start times

0 shifts without stop times

Set default start / stop times

Stop times will be based on the job card's typical shift length samp.

Only show these shifts

Only show these shifts

Add start / stop times

Selected site

TestClientCixhhsiaon / TestSite...

Showing 22 shifts

Monday 28th June / TestSiteRrol670

Worker	Booked	Actual start	Actual stop
Test Adams	Mon 28 - 06:00	06:00	14:00

Tuesday 6th July / TestSiteRrol670

Worker	Booked	Actual start	Actual stop
Test7689sharmaa A	Tue 06 - 04:00	04:00	14:00

Monday 12th July / TestSiteRrol670

Worker	Booked	Actual start	Actual stop
Test7689a A	Mon 12 - 06:00	06:00	14:00

You can now see the start and stop times are greyed out and it is now showing no shifts without start or stop times.

You have now completed how to view shifts by site and complete start/stop times!

HOW TO VIEW SHIFTS BY WORKER

Where To Go To Open Shifts By Worker?

Next click on 'Shifts by worker'.

The screenshot shows the DatumRPO interface. At the top, it says "Batch edit start / stop times" with a wrench icon. Below this is a sidebar menu with three options: "Shifts by site", "Shifts by worker" (highlighted with a red box and a red arrow pointing to it), and "Timesheets". The main area contains a header with a "+ Add timesheet" button, a "Prev." button, a date selector showing "W27 / 2021", and a "Next" button. Below the header is a table with columns for "Worker / Template", "Sun 4th", "Mon 5th", "Tue 6th", "Wed 7th", "Thu 8th", "Fri 9th", and "Sat 10th". The table has two rows of data. The first row shows "A, Test7689a" with times 12:47 and 13:30. The second row shows "TestClientCixhslaon" and "TestSiteRrol670 / slJobCardTe..." with times 13:09 and 13:34.

Worker / Template	Sun 4th	Mon 5th	Tue 6th	Wed 7th	Thu 8th	Fri 9th	Sat 10th
A, Test7689a		12:47			13:30		
TestClientCixhslaon TestSiteRrol670 / slJobCardTe...		13:09			13:34		

Where To Go To Select The Worker?

Next, search and select the worker you would like to view.

Batch edit start / stop times

Shifts by site >
Shifts by worker >
Timesheets >

Selected worker
Test Adams
Test Adams

Summary

0 shifts
without start times
Only show these shifts

0 shifts
without stop times
Only show these shifts

Set default start / stop times
Stop times will be based on the job card's typical shift lengthsamp.
Add start / stop times

Showing 3 shifts

W26 (w/c 28 Jun 2021) / Test Adams

Site	Booked	Actual start	Actual stop
TestSiteRrol670	Mon 28 - 06:00	06:00	14:00

W28 (w/c 12 Jul 2021) / Test Adams

Site	Booked	Actual start	Actual stop
TestSiteRrol670	Tue 13 - 06:00	06:00	14:00
TestSiteRrol670	Wed 14 - 06:00	06:00	14:00

How To Only Show Shifts Without Start Times?

You can view the shifts of the worker that don't have start times.

Batch edit start / stop times

Shifts by site >

Shifts by worker >

Timesheets >

Summary

0 shifts
without start times

Only show these shifts

2 shifts
without stop times

Only show these shifts

Set default start / stop times
Stop times will be based on the job card's typical shift length sample.

Add start / stop times

Selected worker

Test Adams

Showing 2 shifts

W28 (w/c 12 Jul 2021) / Test Adams

Site	Booked	Actual start	Actual stop
TestSiteRrol670	Tue 13 - 06:00	06:00	
TestSiteRrol670	Wed 14 - 06:00	06:00	

Click on only show these shifts.

Only show these shifts

You can manually add the start and stop times or add all by clicking on add start/stop times.

How To Only Show Shifts Without Stop Times?

Batch edit start / stop times

Shifts by site >
Shifts by worker >
Timesheets >

Selected worker
Test Adams

Summary

0 shifts
without start times
Only show these shifts

2 shifts
without stop times
Only show these shifts

Set default start / stop times
Stop times will be based on the job card's typical shift length samp.
Add start / stop times

Showing 2 shifts

W28 (w/c 12 Jul 2021) / Test Adams

Site	Booked	Actual start	Actual stop
TestSiteRrol670	Tue 13 - 06:00	06:00	
TestSiteRrol670	Wed 14 - 06:00	06:00	

You can view the shifts of the worker that don't have stop times.

Click on only show these shifts.

Only show these shifts

You can manually add the start and stop times or add all by clicking on add start/stop times.

How To Add Start/Stop Times?

Batch edit start / stop times

Shifts by site >

Shifts by worker >

Timesheets >

Selected worker

Test Adams

Summary

0 shifts
without start times

2 shifts
without stop times

Set default start / stop times

Stop times will be based on the job card's typical shift length samp.

Add start / stop times

Showing 2 shifts

W28 (w/c 12 Jul 2021) / Test Adams

Site	Booked	Actual start	Actual stop
TestSiteRrol670	Tue 13 - 06:00	06:00	<input type="text"/>
TestSiteRrol670	Wed 14 - 06:00	06:00	<input type="text"/>

Now we have viewed the shifts that don't have start or stop times we can now add those in.

Click on Add Start/Stop Times.
This will add in both start and finish times which is taken from the job cards.

How To Check And Complete Start/Stop Times?

Batch edit start / stop times Clear unsaved start / stop times

Shifts by site

Shifts by worker

Timesheets

Summary

0 shifts
without start times

2 shifts
without stop times

Set default start / stop times
Stop times will be based on the job card's typical shift lengthsamp.

Selected worker

Test Adams

Showing 2 shifts

W28 (w/c 12 Jul 2021) / Test Adams

Site	Booked	Actual start	Actual stop
TestSiteRoi670	Tue 13 - 06:00	06:00	14:00
TestSiteRoi670	Wed 14 - 06:00	06:00	14:00

Save shift times

This function will input the start/stop times for you.

Next click on save shift times.

You can either amend times now or you can save and go back and amend.

It is quicker to amend before saving.

How View Complete Start/Stop Times?

Batch edit start / stop times

All the times have been saved properly.

Shifts by site >

Shifts by worker >

Timesheets >

Selected worker

Test Adams

Summary

0 shifts without start times

Only show these shifts

0 shifts without stop times

Only show these shifts

Set default start / stop times

Stop times will be based on the job card's typical shift lengthsamp.

Add start / stop times

Showing 2 shifts

W28 (w/c 12 Jul 2021) / Test Adams

Site	Booked	Actual start	Actual stop
TestSiteRrol670	Tue 13 - 06:00	06:00	14:00
TestSiteRrol670	Wed 14 - 06:00	06:00	14:00

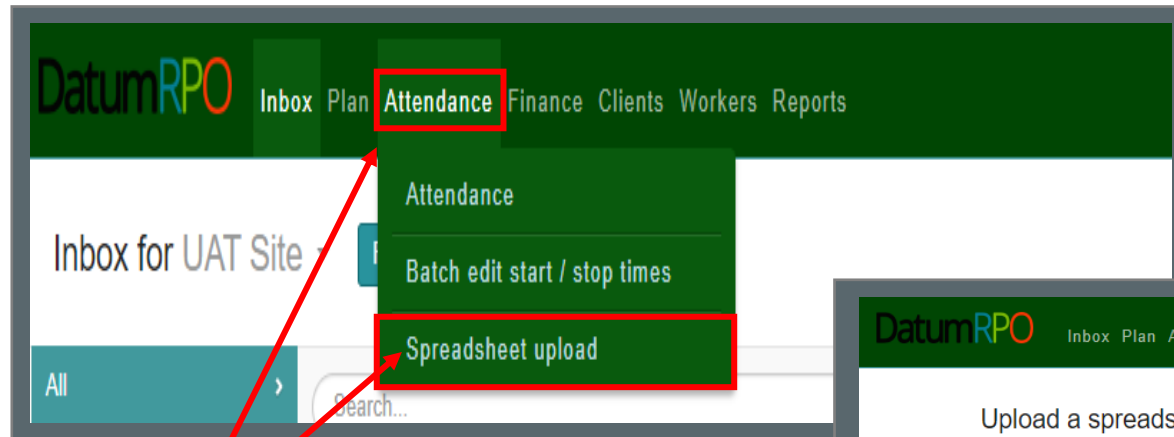
You will also notice at the top of the page when you save it will advise if it has saved properly

You can now see the start and stop times are greyed out and it is now showing no shifts without start or stop times.

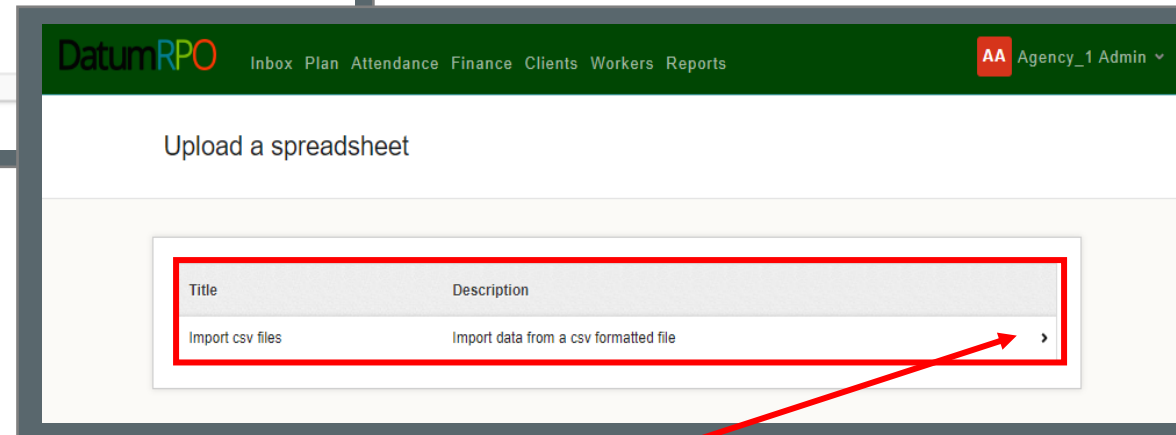
SPREADSHEET UPLOAD

HOW TO DOWNLOAD YOUR WORKERS THROUGH A CSV UPLOAD

How Download Workers Into Universe?



Go To Attendance>Spreadsheet Upload



Next, click on Import CSV Files and the arrow ➤

How Download Workers Into Universe?

CSV import:Workers

Steps

1. Choose and upload a file
2. Choose an agency
3. Fix any errors in the file prompted by the hints (re-upload if required)
4. Review the data to be created / updated

Agency

Please select... ▼

Upload a file

Download Template (CSV)

Click on the download Template to upload all your workers information. Once you download the template file out the information as required

How I Fill Out The Template?

Below shows the mandatory fields that need to be completed. Please ensure you complete the highlighted section to ensure our system doesn't contact your workers

First name	Surname	Email	NI number	Is driver role	Preferred site ID	Employment status	Skip email confirmation until	Enable email comms	Enable SMS comms
Upload	Test6	upload@test6.com	NA233333A	N	6.01E+08	PAYE	20/12/2022	N	N
Upload	Test7	upload@test7.com	SS663526C	N	6.01E+08	PAYE		Y	Y
Upload	Test8	omeradm2016@gmail.com	NA233335A	N	6.01E+08	PAYE		Y	N

First Name

Last Name

Email Address

NI Number

Is driver role (Y or N)

Preferred Site ID (the ID of a site the worker will work at, which can be found in the client page)

Employment Type (PAYE, LTD_Company, Umbrella)

Enable email comms = N

Enable SMS comms = N

How I Fill Out The Template?

You can also populate the 'Skip email confirmation until' column which will mean they don't need to manually skip the email to use the profile. They provide a date (e.g., 20/12/2022) and the email will be skipped until that point

If an email address or NI number exists anywhere in DatumRPO (not just that agency) the profile will not be created. You need to use a different email or NI number

If you don't **put N for email/SMS comms**, there is a risk that a worker will receive comms from the system.

Only a user for the agency can upload the workers for that agency. Eg Datum cannot upload for Bob's Recruitment and Bob's Recruitment cannot upload for Jeremy's Recruitment

Whilst the uploader only requires the details stated. The created profile cannot be linked to a job card until the following has been completed;

Mobile Number
Date of Birth
Nationality
Address

The personal and employment status validations must have been passed (by clicking the buttons at the bottom of the personal information page). For each profile you would need to manually validation (clicking those buttons) after the upload has happened

How To Download Workers Into Universe?

File errors

7 out of 8 lines were processed, **1 lines were ignored**. Within the 1 ignored lines there were 1 errors found. (Line refers to the original file):

- Line 9: Missing value for column 'NI number'

Import conflicts

7 items have been extracted from the file. 4 can be created. Please review the details in the table below.

Status key

- issue** Conflicts blocking item creation
- caution** Conflicts not blocking item creation
- valid** No conflicts
- created** Item created successfully

Items processed from: worker_import_template (1).csv

☒ **Create 4 items**

	Worker ID	First name	Surname	Email	Date of birth	NI number	Licence	Status	
<input type="checkbox"/>	-	Paul	Allen	paul@mail.com	10-03-1976 00:00:00	JJ123457C	654654546	2 issues	>
<input checked="" type="checkbox"/>	-	Piotr	Zacharczuk	piotr@mail.com	14-07-2000 00:00:00	JJ123458C	-	valid	
<input checked="" type="checkbox"/>	-	Simon	Mann	mann@mail.com	13-08-1984 00:00:00	JJ123459C	-	valid	
<input checked="" type="checkbox"/>	-	Alfred	Rose	rose@mail.com	12-12-1964 00:00:00	JJ123455C	-	valid	
<input type="checkbox"/>	-	Marta	Kurdybelska	marta@mail.com	15-10-1988 00:00:00	JJ123454C	7897979797	2 issues	>
<input checked="" type="checkbox"/>	-	Karen	Corr	karen@mail.com	03-03-1974 00:00:00	JJ123453C	-	valid	

Status key

- issue** Conflicts blocking item creation
- caution** Conflicts not blocking item creation
- valid** No conflicts
- created** Item created successfully

Now we have downloaded the report, we can now see who has no conflicts and who has conflicts blocking items creation.

Any worker that is not valid, will now show an issue and how many issues.

How To Download Workers Into Universe?

Items processed from: worker_import_template (1).csv

☒ [Create 4 items](#) [Cancel and upload another file](#) [Clear results](#)

	Worker ID	First name	Surname	Email	Date of birth	NI number	Licence	Status
<input type="checkbox"/>	601899892 (E)	John	Smith	bob@mail.com	01-02-1984 00:00:00	JJ123456C	-	created
<input type="checkbox"/>	-	Paul	Allen	paul@mail.com	10-03-1976 00:00:00	JJ123457C	654654546	2 issues ▼

- Line 3: '26545' is not a valid company number
- Line 3: '80000' is not a valid VAT number

When you click on the arrow ➤ it will dropdown the reasons of the issue and also which line from the report it is from for you to be able to rectify. Once amend re upload the report.

How To Download Workers Into Universe?

CSV import:Workers

8 out of 8 lines were processed successfully.
8 items have been extracted from the file.


Status key

- issue Conflicts blocking item creation
- caution Conflicts not blocking item creation
- valid No conflicts
- created Item created successfully

Items processed from: worker_import_template (1).csv

☒ Create 8 items

	Worker ID	First name	Surname	Email	Date of birth	NI number	Licence	Status
<input checked="" type="checkbox"/>	-	John	Smith	john@mail.com	02-02-1984 00:00:00	JJ123456C	-	valid
<input checked="" type="checkbox"/>	-	Paul	Allen	paul@mail.com	10-03-1976 00:00:00	JJ123457C	654654546	valid
<input checked="" type="checkbox"/>	-	Piotr	Zacharczuk	piotr@mail.com	14-07-2000 00:00:00	JJ123458C	-	valid
<input checked="" type="checkbox"/>	-	Simon	Mann	mann@mail.com	13-08-1984 00:00:00	JJ123459C	-	valid
<input checked="" type="checkbox"/>	-	Alfred	Rose	rose@mail.com	12-12-1964 00:00:00	JJ123455C	-	valid
<input checked="" type="checkbox"/>	-	Marta	Kurdybska	marta@mail.com	15-10-1988 00:00:00	JJ123454C	7897979797	valid
<input checked="" type="checkbox"/>	-	Karen	Corr	karen@mail.com	03-03-1974 00:00:00	JJ123453C	-	valid

Once the upload has been completed again you will now see Valid  on the right hand side. You can now create 8 items.

How To Download Workers Into Universe?

CSV import:Workers

8 out of 8 lines were processed successfully.
8 items have been extracted from the file.

Status key

- issue Conflicts blocking item creation
- caution Conflicts not blocking item creation
- valid No conflicts
- created Item created successfully

Items processed from: worker_import_template (1).csv

☒ Create 8 items Cancel and upload another file Clear results

	Worker ID	First name	Surname	Email	Date of birth	NI number	Licence	Status
<input checked="" type="checkbox"/>	-	John	Smith	john@mail.com	02-02-1984 00:00:00	JJ123456C	-	valid
<input checked="" type="checkbox"/>	-	Paul	Allen	paul@mail.com	10-03-1976 00:00:00	JJ123457C	654654546	valid
<input checked="" type="checkbox"/>	-	Piotr	Zacharczuk	piotr@mail.com	14-07-2000 00:00:00	JJ123458C	-	valid
<input checked="" type="checkbox"/>	-	Simon	Mann	mann@mail.com	13-08-1984 00:00:00	JJ123459C	-	valid
<input checked="" type="checkbox"/>	-	Alfred	Rose	rose@mail.com	12-12-1964 00:00:00	JJ123455C	-	valid
<input checked="" type="checkbox"/>	-	Marta	Kurdybelska	marta@mail.com	15-10-1988 00:00:00	JJ123454C	7897979797	valid
<input checked="" type="checkbox"/>	-	Karen	Corr	karen@mail.com	03-03-1974 00:00:00	JJ123453C	-	valid
<input checked="" type="checkbox"/>	-	Rosie	Park	rp@mail.com	05-11-1963 00:00:00	JJ123452C	-	valid

Next, click on Create 8 Items  and select all.

Top Tip

You can only create 50 at a time. Once you have created 50 select all again and repeat the process

How To Download Workers Into Universe?

CSV import: Workers

8 out of 8 lines were processed successfully.

[Import conflicts](#)

8 items have been extracted from the file. can be created. Please review the details in the table below.

Status key

- issue** Conflicts blocking item creation
- caution** Conflicts not blocking item creation
- valid** No conflicts
- created** Item created successfully

Items processed from: worker_import_template (1).csv

☒ No items selected [Cancel and upload another file](#) [Clear results](#)

	Worker ID	First name	Surname	Email	Date of birth	NI number	Licence	Status
<input type="checkbox"/>	601977886	John	Smith	john@mail.com	02-02-1984 00:00:00	JJ123456C	-	created
<input type="checkbox"/>	601977906	Paul	Allen	paul@mail.com	10-03-1976 00:00:00	JJ123457C	654654546	created
<input type="checkbox"/>	601977924	Piotr	Zacharczuk	piotr@mail.com	14-07-2000 00:00:00	JJ123458C	-	created
<input type="checkbox"/>	601977940	Simon	Mann	mann@mail.com	13-08-1984 00:00:00	JJ123459C	-	created
<input type="checkbox"/>	601977956	Alfred	Rose	rose@mail.com	12-12-1964 00:00:00	JJ123455C	-	created
<input type="checkbox"/>	601977972	Marta	Kurdybelska	marta@mail.com	15-10-1988 00:00:00	JJ123454C	7897979797	created
<input type="checkbox"/>	601977990	Karen	Corr	karen@mail.com	03-03-1974 00:00:00	JJ123453C	-	created

Once the system has created the items you will see conformation on the right side as created. [created](#)

Once completed search for your worker and double check the details.

FINANCE OVERVIEW

TIMESHEETS

Where To Find Timesheets?

Timesheets are the start and finish times you have processed through either Stop/Start or Batch Edit Shifts.

Each day is processed as a timesheet, and you will be able to find them on each worker.

The screenshot shows the DatumRPO Finance section. The navigation menu on the left includes: Shifts to be approved (0), Queried shifts (0), Approved shifts, Weekly guarantees, Unsubmitted shifts (3), Statements, **Timesheets** (highlighted with a red box), Adjustments, and Invoices. A red arrow points from the 'Timesheets' menu item to the 'Timesheets' table. The table is titled 'Timesheets' and shows data for 5 rows. The columns are: Worker, Hours, Work value, Expenses, Charge value, and Pay value. The data is as follows:

Worker	Hours	Work value	Expenses	Charge value	Pay value
Total: 5 rows	20.73	248.80	-	248.80	207.33
Arkil, Witty Warehouse Operative	0.03	0.40	-	0.40	0.33
Cutten, Andy Warehouse Operative	0.03	0.40	-	0.40	0.33
Gillmore, Daryle Packer (1)	8.17	98.00	-	98.00	81.67
Rowatt, Ursola Packer (1)	6.25	75.00	-	75.00	62.50
Whatling, Pablo Packer (1)	6.25	75.00	-	75.00	62.50

What's On The Timesheets?

Below is some information on the timesheets represented by different columns.

Status of open timesheets and unsubmitted

How many timesheets

Total value to client for all workers

Total charge to client with adjustments for all workers

Total pay for all workers

Total hours processed for all workers

Shifts to be approved >								
Queried shifts >								
Approved shifts >								
Weekly guarantees >								
Unsubmitted shifts >								
Statements >								
Timesheets >								
Adjustments >								
Invoices >								

< Previous									Next >	
Timesheets: W16 2021 (from 19-04-2021 to 25-04-2021)										
Worker	Job card	Adj.	Status	Hours	Work value	Expenses	Charge value	Pay value		
Total: 53 rows			189	1,982.50	30,276.49	-	30,276.49	23,250.12		
	Pallet Operative	①		19.50	134.24	-	134.24	103.36	>	
	Pallet Operative	③		34.50	487.50	-	487.50	375.36	>	
	Pallet Operative	⑤		55.00	847.38	-	847.38	647.36	>	
	Pallet Operative	③		32.50	459.24	-	459.24	353.60	>	

What's On The Timesheets?

Further information on the timesheets represented by different columns.

Job card which the worker is being pay rolled on

Total value to client

Total pay to worker

Worker's name

Total hours processed

Total charge to client with adjustments

Worker	Job card	Adj.	Status	Hours	Work value	Expenses	Charge value	Pay value	
Total: 53 rows				0	1,982.50	30,276.49	-	30,276.49	23,250.12
Achea	Pallet Operative			9.50	134.24	-	134.24	103.36	
	Pallet Operative			34.50	487.50	-	487.50	375.36	
	Pallet Operative			55.00	847.38	-	847.38	647.36	
	Pallet Operative			32.50	459.24	-	459.24	353.60	

How To View Timesheets?

The timesheets represent each day the worker has worked, including hours processed with charge and pay totals for each day.

Shifts to be approved >

Queried shifts >

Approved shifts >

Weekly guarantees >

Unsubmitted shifts >

Statements >

Timesheets >

Adjustments >

Invoices >

Worker Choose a worker...

Job card Choose a job card...

Period for report

Previous

Timesheets: W17 2021 (from 26-04-2021 to 02-05-2021)

Worker	Job card	Adj.	Status	Hours	Work value	Expenses	Charge value	Pay value
Total: 50 rows			189	125.00	1,786.22	-	1,786.22	1,375.36
	Pallet Operative		①	9.50	134.24	-	134.24	100.36 >
	Pallet Operative		③	31.50	445.11	-	445.11	342.72 v

shifts

W17 2021 for Pallet Operative

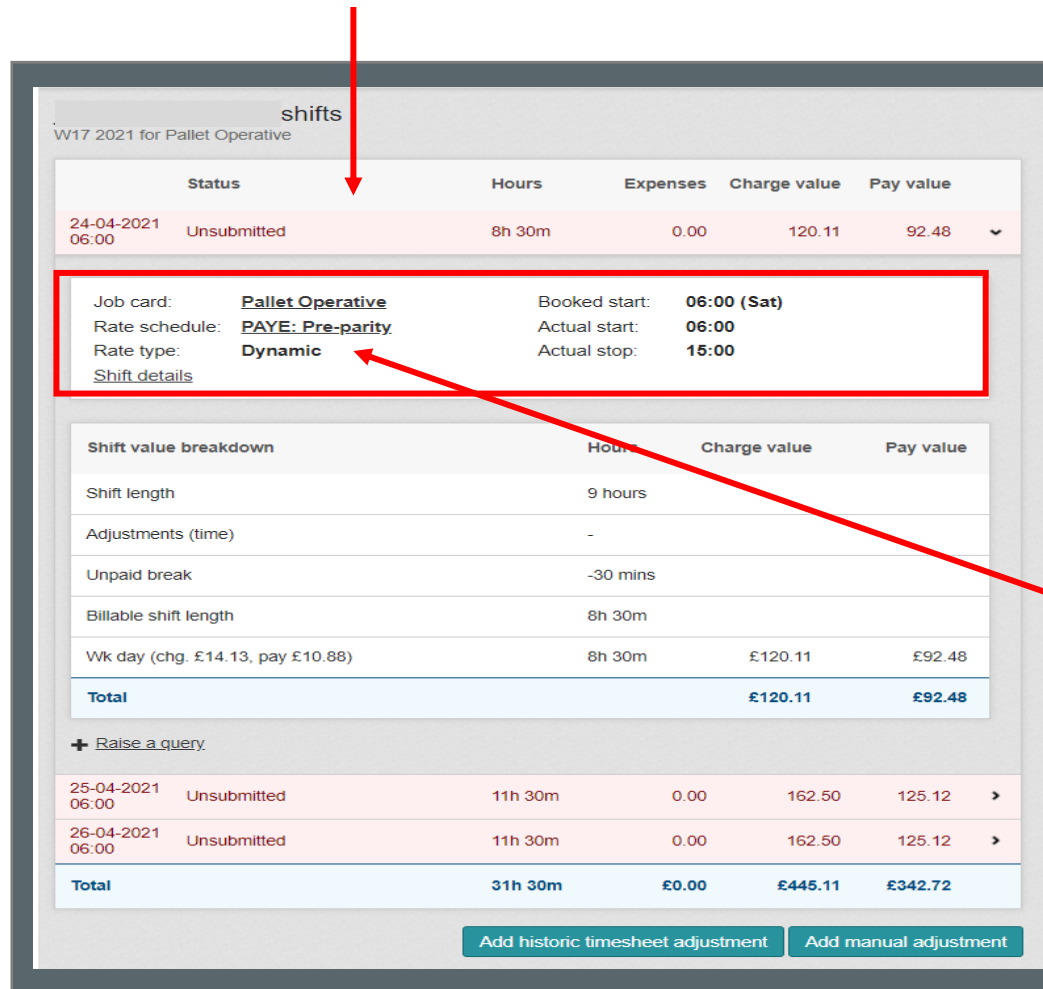
	Status	Hours	Expenses	Charge value	Pay value
24-04-2021 06:00	Unsubmitted	8h 30m	0.00	120.11	92.48 >
25-04-2021 06:00	Unsubmitted	11h 30m	0.00	162.50	125.12 >
26-04-2021 06:00	Unsubmitted	11h 30m	0.00	162.50	125.12 >
Total		31h 30m	£0.00	£445.11	£342.72

Add historic timesheet adjustment Add manual adjustment

Timesheets which have been created for the worker, that haven't yet been submitted and are highlighted pink

What Information Is On Each Timesheet?

Click on the day you would like to view. Each section represents the job card rules and hours processed.



The screenshot shows the 'shifts' section for 'W17 2021 for Pallet Operative'. A red arrow points to the 'Status' column header. Another red arrow points to the 'Job card' field in the 'Shift details' section. A third red arrow points from the 'Shift details' section to the text on the right.

Status	Hours	Expenses	Charge value	Pay value
24-04-2021 06:00 Unsubmitted	8h 30m	0.00	120.11	92.48

Job card: **Pallet Operative**

Rate schedule: **PAYE: Pre-parity**

Rate type: **Dynamic**

[Shift details](#)

Shift value breakdown	Hours	Charge value	Pay value
Shift length	9 hours		
Adjustments (time)	-		
Unpaid break	-30 mins		
Billable shift length	8h 30m		
Wk day (chg. £14.13, pay £10.88)	8h 30m	£120.11	£92.48
Total		£120.11	£92.48

[+ Raise a query](#)

25-04-2021 06:00 Unsubmitted	11h 30m	0.00	162.50	125.12
26-04-2021 06:00 Unsubmitted	11h 30m	0.00	162.50	125.12
Total	31h 30m	£0.00	£445.11	£342.72

[Add historic timesheet adjustment](#) [Add manual adjustment](#)

The first part is information that has been placed on the job card.
You can also go to the job card from this section by either clicking on:
Job Card
Rate schedule
Shift details

What Information Is On Each Timesheet?

The second part of the timesheet is the shift value breakdown.

shifts					
W17 2021 for Pallet Operative					
Status	Hours	Expenses	Charge value	Pay value	
24-04-2021 06:00	Unsubmitted	8h 30m	0.00	120.11	92.48
<div>Job card: Pallet Operative Booked start: 06:00 (Sat)</div> <div>Rate schedule: PAYE: Pre-parity Actual start: 06:00</div> <div>Rate type: Dynamic Actual stop: 15:00</div> <div>Shift details</div>					
Shift value breakdown		Hours	Charge value	Pay value	
Shift length		9 hours			
Adjustments (time)		-			
Unpaid break		-30 mins			
Billable shift length		8h 30m			
Wk day (chg. £14.13, pay £10.88)		8h 30m	£120.11	£92.48	
Total			£120.11	£92.48	
+ Raise a query					
25-04-2021 06:00	Unsubmitted	11h 30m	0.00	162.50	125.12
26-04-2021 06:00	Unsubmitted	11h 30m	0.00	162.50	125.12
Total		31h 30m	£0.00	£445.11	£342.72
<div>Add historic timesheet adjustment</div> <div>Add manual adjustment</div>					

This part shows the shift length, any adjustments, unpaid breaks and the total shift length billable to the client

What Information Is On Each Timesheet?

The last part of the timesheet is the total costs.

shifts

W17 2021 for Pallet Operative

Status	Hours	Expenses	Charge value	Pay value
24-04-2021 06:00 Unsubmitted	8h 30m	0.00	120.11	92.48

Job card: **Pallet Operative**

Rate schedule: **PAYE: Pre-parity**

Rate type: **Dynamic**

Booked start: **06:00 (Sat)**

Actual start: **06:00**

Actual stop: **15:00**

[Shift details](#)

Shift value breakdown	Hours	Charge value	Pay value
Shift length	9 hours		
Adjustments (time)	-		
Unpaid break	-30 mins		
Billable shift length	8h 30m		
Wk day (chg. £14.13, pay £10.88)	8h 30m	£120.11	£92.48
Total		£120.11	£92.48

+ Raise a query

25-04-2021 06:00 Unsubmitted	11h 30m	0.00	162.50	125.12
26-04-2021 06:00 Unsubmitted	11h 30m	0.00	162.50	125.12
Total	31h 30m	£0.00	£445.11	£342.72

[Add historic timesheet adjustment](#) [Add manual adjustment](#)

The final part is the charge rate, pay rate, hours, charge value and pay value

What Are Historic And Manual Adjustments?

These are for any missing payments or adjusted rates.

shifts

W17 2021 for Pallet Operative

Status	Hours	Expenses	Charge value	Pay value
24-04-2021 06:00 Unsubmitted	8h 30m	0.00	120.11	92.48

Job card: **Pallet Operative**

Rate schedule: **PAYE: Pre-parity**

Rate type: **Dynamic**

[Shift details](#)

Booked start: **06:00 (Sat)**

Actual start: **06:00**

Actual stop: **15:00**

Shift value breakdown	Hours	Charge value	Pay value
Shift length	9 hours		
Adjustments (time)	-		
Unpaid break	-30 mins		
Billable shift length	8h 30m		
Wk day (chg. £14.13, pay £10.88)	8h 30m	£120.11	£92.48
Total		£120.11	£92.48

+ Raise a query

25-04-2021 06:00 Unsubmitted	11h 30m	0.00	162.50	125.12
26-04-2021 06:00 Unsubmitted	11h 30m	0.00	162.50	125.12
Total	31h 30m	£0.00	£445.11	£342.72

Add historic timesheet adjustment

Add manual adjustment

Please see the How To Guide on historic and manual adjustments for more information.

UNSUBMITTED SHIFTS

What Is An Unsubmitted shift?

An **Unsubmitted Shifts** are timesheets that have been created and are waiting to be processed for payroll.

This is where you can check the hours and costing for each job card before submitting the **Unsubmitted Shifts**.

Go to Finance > Unsubmitted Shifts.

The screenshot shows the DatumRPO interface. The top navigation bar includes 'Inbox', 'Plan', 'Attendance', 'Finance', 'Clients', 'Workers', and 'Reports'. The 'Finance' menu is open, showing options: 'Shifts to be approved', 'Queried shifts', 'Approved shifts', 'Weekly guarantees', 'Unsubmitted shifts' (highlighted with a red box), 'Statements', 'Timesheets', 'Invoices', and 'Site locks'. On the left sidebar, under 'Unsubmitted', the 'Unsubmitted shifts 3' option is also highlighted with a red box. The main content area displays a table of shifts with columns: 'Date', 'Hours', 'Charge value', and 'Pay value'. The table shows three rows of data for Tuesday, 13 Sep 2022, with workers Gillmore, Daryle; Rowatt, Ursola; and Whatling, Pablo, all working as 'Packer'.

Date	Hours	Charge value	Pay value
Tue 13 Sep 2022	8.17	98.00	81.67
Tue 13 Sep 2022	6.25	75.00	62.50
Tue 13 Sep 2022	6.25	75.00	62.50

How To Submit Your Unsubmitted Shift?

You will be able to view all workers with hours on Universe.

When submitting unsubmitted shifts you are on your way to locking lines.

Unsubmitted shifts

☐ Submit

Date	Worker	Job card	Hours	Charge value	Pay value
Total: 2 rows			14.50	168.78	130.64
<input type="checkbox"/> 27.04.21		Induction	7.25	84.39	65.32
<input type="checkbox"/> 27.04.21		Induction	7.25	84.39	65.32

You can either submit all workers at a time or one by one.

For all workers you need to click on: [Unsubmitted shifts](#)



To submit worker's individually, click one box at a time.

APPROVED SHIFTS CLIENT PROCESS

The Client Will Need To Approve Shifts?

Approved shifts need to be approved by your client by completing the next stage.

Where To Find Shifts To Be Approved?

This process happens after the shift has been submitted and continues the process of locking the payroll. The process will need to be completed by your client, find your site, go to Finance > Shifts to be approved.

Finance for Argos Aberdeen Warehouse

Shifts to be approved
Queried shifts: 0
Approved shifts
Weekly guarantees
Unsubmitted shifts: 3
Statements
Timesheets
Adjustments
Invoices

Worker: Unselect
Choose a worker...

Job card: Unselect
Choose a job card...

Date	Worker	Hours	Charge value	Pay value
Total: 2 rows				
Tue 13 Sep 2022	Adair, Willy	Warehouse Operative	0.03	0.40
Tue 13 Sep 2022	Cutten, Andy	Warehouse Operative	0.03	0.40

Next **Unlock** the shifts to approve.

Finance for TestSiteRrol670

Following

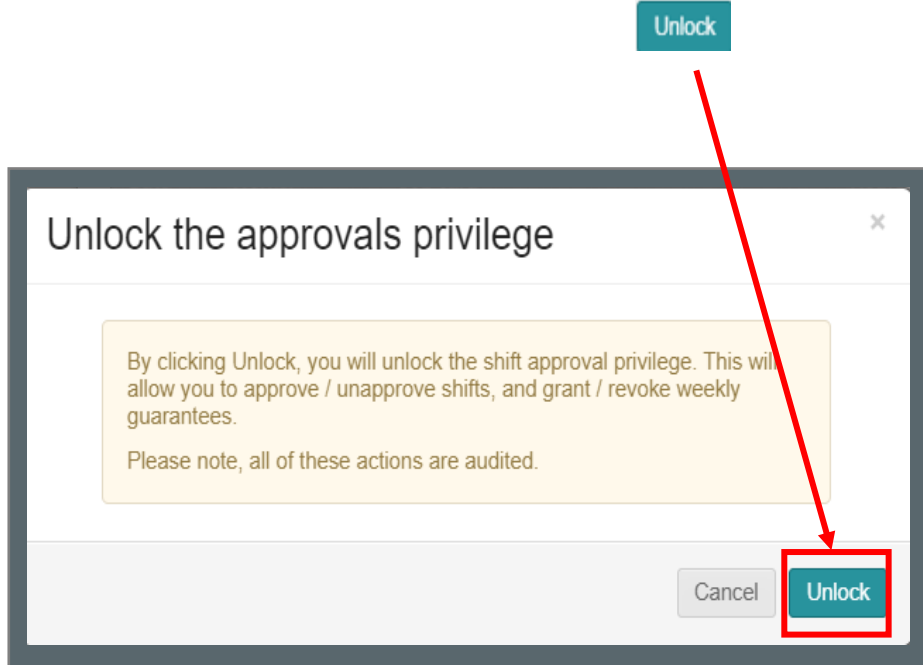
Shifts to be approved
Queried shifts
Approved shifts
Weekly guarantees
Unsubmitted shifts

Unlock

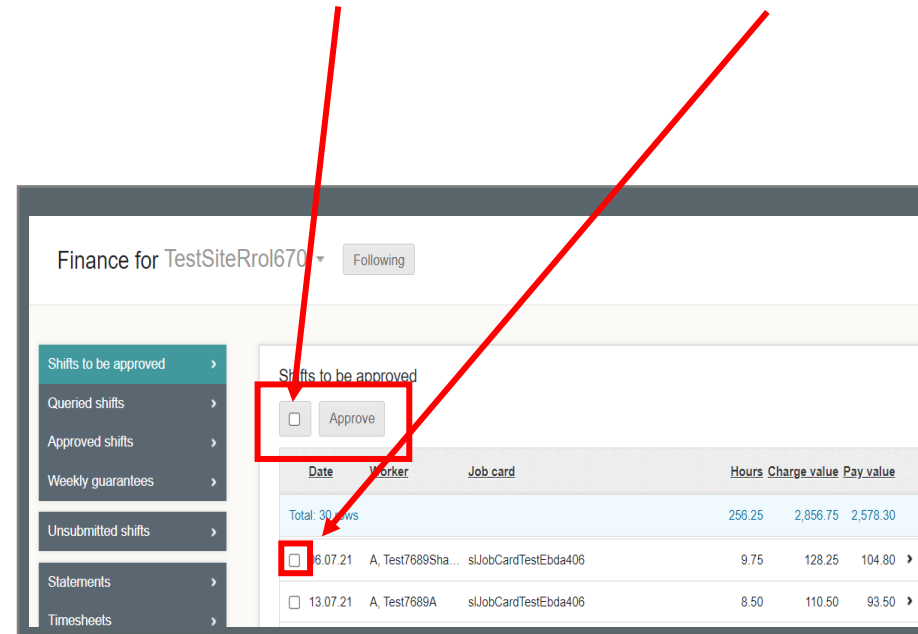
Date	Worker	Job card
Total: 12 rows		
24.05.21	A. Test7689A	slJobCardTestEbda

How To Approve Shifts?

Then a warning sign will pop up, and your client will need to press



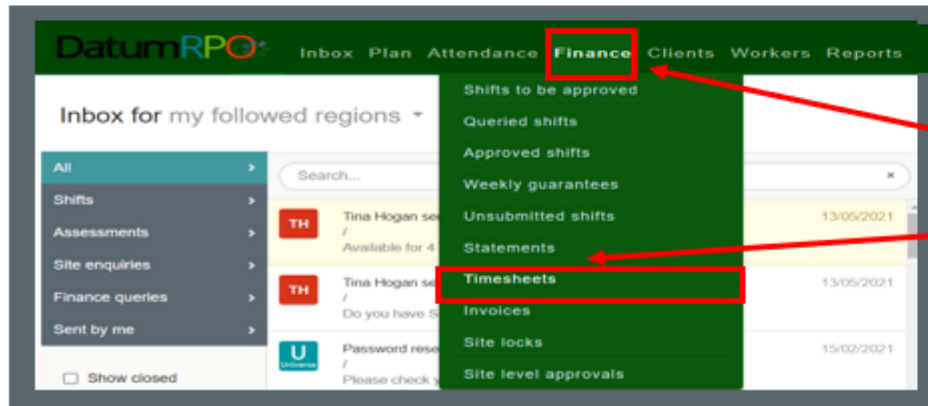
Client can now approve the shifts either individually or select all shifts.



QUERY SHIFTS

Where To Query A Shift?

A query is where you have processed hours, approved the shifts and then noticed they are overpaid or underpaid due to incorrect start/stop times.



To begin this process,
go to Finance>Timesheets.

Click on the worker where you need to
raise a query.

Finance for TestSiteRrol670 ▾ Following

Shifts to be approved >
Queried shifts >
Approved shifts >
Weekly guarantees >
Unsubmitted shifts >
Statements >
Timesheets >
Adjustments >
Invoices >

Timesheets: W21 2021 (from 24-05-2021 to 30-05-2021)

Worker	Job card	Adj.	Status	Hours	Work value	Expenses	Charge value	Pay value
Total: 4 rows				0	202.75	2,520.00	-	2,520.00 2,231.75
A, Test7689A	slJobCardTestEbda406			54.25	691.50	-	691.50	608.75
A, Test7689Sha...	slJobCardTestEbda406			51.50	643.00	-	643.00	568.50
A, Test 7689 VS...	slJobCardTestEbda406			53.50	678.50	-	678.50	598.00
Kxjkkynmi, Test	slJobCardTestEbda406			43.50	507.00	-	507.00	456.50

How To Raise The Query?

Open the timesheet you need to make the changes to.

Kxjkkynmi, Test slJobCardTestEbda406 43.50 507.00 - 507.00 456.50

Test Kxjkkynmi's shifts
W21 2021 for slJobCardTestEbda406

Status	Hours	Expenses	Charge value	Pay value	
25-05-2021 07:00	Approved	11h 15m	0.00	126.00	114.75 >
26-05-2021 06:00	Approved	11h 15m	0.00	126.00	114.75 >
27-05-2021 06:00	Approved	9h 45m	0.00	108.00	98.25 >
28-05-2021 06:00	Approved	11h 15m	0.00	126.00	114.75 >
Total worked		43h 30m		486.00	442.50
Weekly overtime			21.00	14.00	>
Total		43h 30m	£0.00	£507.00	£456.50

[Add historic timesheet adjustment](#) [Add manual adjustment](#)

Kxjkkynmi, Test slJobCardTestEbda406 43.50 507.00 - 507.00 456.50

Test Kxjkkynmi's shifts
W21 2021 for slJobCardTestEbda406

Status	Hours	Expenses	Charge value	Pay value	
25-05-2021 07:00	Approved	11h 15m	0.00	126.00	114.75 >

Job card: **slJobCardTestEbda406** Booked start: **07:00 (Tue)**
Rate schedule: **PAYE: Pre-parity** Actual start: **07:00**
Rate type: **Weekday** Actual stop: **19:00**
[Shift details](#)

Shift value breakdown	Hours	Charge value	Pay value
Shift length	12 hours		
Adjustments (time)	-		
Unpaid break	-45 mins		
Billable shift length	11h 15m		
Wk day (chg. £11.00, pay £10.00)	9 hours	£99.00	£90.00
Wk day OT (chg. £12.00, pay £11.00)	2h 15m	£27.00	£24.75
Total		£126.00	£114.75

[+ Raise a query](#)

Click on [+ Raise a query](#) this then will enable you to make changes.

How To Complete The Query?

Open the query and select from the dropdown the reason for the query.

The image displays two screenshots of a 'Raise a query' dialog box, illustrating the steps to complete a query.

Left Screenshot: The dialog box is titled 'Raise a query'. It contains a dropdown menu labeled 'Please select a subject...' and a text input field labeled 'Message (optional)'. At the bottom, there are two buttons: 'Cancel' and 'Raise a query'.

Right Screenshot: The dropdown menu is open, showing the following options: 'Please select a subject...', 'Invalid expenses', 'Rest period incorrect', 'Shift start or end time incorrect', and 'Other'. The 'Raise a query' button is highlighted.

Red arrows indicate the flow of the process: one arrow points from the 'Please select a subject...' dropdown in the left screenshot to the same dropdown in the right screenshot, and another arrow points from the 'Message (optional)' field in the left screenshot to the 'Raise a query' button in the right screenshot.

You can also add notes to message the worker regarding the query.

Where To Open And View Shift Details To Amend?

Go to Finance > Queried shifts.

The screenshot shows the DatumRPO interface. In the top navigation bar, the 'Finance' tab is highlighted. Below it, a dropdown menu lists various options, with 'Queried shifts' selected and highlighted. On the left sidebar, the 'Queried shifts' link is also highlighted. The main content area displays the details for a queried shift.

Open the query you have created and click on shift details.

Job card: slJobCardTestEbda406
Rate schedule: PAYE: Pre-parity
Rate type: Weekday
Shift details

Booked start: 07:00 (Tue)
Actual start: 07:00
Actual stop: 19:00

Shift value breakdown	Hours	Charge value	Pay value
Shift length	12 hours		
Adjustments (time)	-		
Unpaid break	-45 mins		
Billable shift length	11h 15m		
Wk day (chg. £11.00, pay £10.00)	9 hours	£99.00	£90.00
Wk day OT (chg. £12.00, pay £11.00)	2h 15m	£27.00	£24.75
Total		£126.00	£114.75

Queries

Raised by
4th June at 07:13

Shift start or end time incorrect

OPENED

Close

+ Raise another query

Where To Change The Time?

Click on the actual start time and change the start time to the correct time.

Finance

Shift information

TK

[Test Kxjkkyxnmi](#)

Mobile
+44 (0) 7549088636 ✕

Tue 25 May, 07:00

Cancel shift

Organisation

TestClientCixhhslaon

Site

TestSiteRrol670 - [Post shifts](#) | [Attendance](#) | [Finance](#)

Job card

slJobCardTestEbda406 - [Change](#)

Rate type

[PAYE: Pre-parity](#)

Daily guarantee

8h 30m

Status

Complete

 →

Queried

Charge rate

£11.00 per hour

Pay rate

£10.00 per hour (PAYE, Pre-parity)

	Start	Stop	Duration
Planned	07:00		
Actual	07:00	19:00	12 hours
Unpaid break			-45 mins

Where To Change The Time And Add Reason?

Add in the new time and use the dropdown to add in the reason. If required add a message for the worker. You will get a pop up advising on the start time, was the worker late. Click 'No' Unless they were late.

The image illustrates the process of changing a shift start time and adding a reason. It consists of three screenshots of the 'Change start time' dialog box, connected by red arrows indicating the sequence of steps.

Step 1 (Left Screenshot): The dialog box shows the 'Current time' as 'Tue 25 May 07:00'. The 'New date' is 'Tue 25 May'. The 'New start time' is set to '07:00' in the 'hh:mm' format. The 'Why the time has changed' dropdown is set to 'Please select...'. The 'Message' field contains 'Message to worker (optional)'. The 'Save shift details' button is highlighted with a red box.

Step 2 (Middle Screenshot): The dialog box shows the 'Current time' as 'Tue 25 May 07:00'. The 'New date' is 'Tue 25 May'. The 'New start time' is set to '09:00' in the 'hh:mm' format. The 'Why the time has changed' dropdown is set to 'Other'. The 'Message' field contains 'Incorrect start time'. A confirmation message is displayed: 'The shift is starting 2 hours late. Do you want to record the worker as late for the shift?' with 'yes' and 'no' radio buttons. The 'Save shift details' button is highlighted with a red box.

Step 3 (Right Screenshot): The dialog box shows the 'Current time' as 'Tue 25 May 09:00'. The 'New date' is 'Tue 25 May'. The 'New start time' is set to '09:00' in the 'hh:mm' format. The 'Why the time has changed' dropdown is set to 'Please select...'. The 'Message' field contains 'Incorrect start time'. The dropdown menu is open, showing options: 'Please select...', 'I forgot to start the timer', and 'Other'. The 'Save shift details' button is highlighted with a red box.

Once completed press: **Save shift details**

How To Close The Query?

There are two ways you can close a query under queries.

1. At the top of the page close queries and submit

☒ Close queries and submit

2. Or close - if you click on close you will then need to resubmit your shift

Raised by
4th June at 07:13

Shift start or end time incorrect

CLOSED

Finance for TestSiteRoi670 ▾ Following

Shifts to be approved >
Queried shifts >
Approved shifts >
Weekly guarantees >
Unsubmitted shifts >
Statements >
Timesheets >
Adjustments >
Invoices >

☐ Close queries and submit

Queried shifts

Date	Worker	Job card	Hours	Charge value	Pay value
Total: 1 rows			9.75	108.00	98.25
<input type="checkbox"/> 25.05.21	Kgjkkyxnm1, Test	slJobCardTestEbda406	9.75	108.00	98.25 ▾

Job card: [slJobCardTestEbda406](#) Booked start: 07:00 (Tue)
Rate schedule: [PAYE: Pre-parity](#) Actual start: 09:00
Rate type: [Weekday](#) Actual stop: 19:00
[Shift details](#)

Shift value breakdown	Hours	Charge value	Pay value
Shift length	10 hours		
Adjustments (time)	-		
Unpaid break	-15 mins		
Billable shift length	9h 45m		
Wk day (chg: £11.00, pay £10.00)	9 hours	£99.00	£90.00
Wk day OT (chg: £12.00, pay £11.00)	45 mins	£9.00	£8.25
Total		£108.00	£98.25

Queries

Raised by 4th June at 07:13	Shift start or end time incorrect	OPENED	Close
--------------------------------	-----------------------------------	---------------	-------

+ Raise another query

Where To View The Changes?

Queried shifts

☐ Close queries and submit

Date	Worker	Job card	Hours	Charge value	Pay value
Total: 1 rows			9.75	108.00	98.25
<input type="checkbox"/> 25.05.21	Kxjkkyxnmi, Test	slJobCardTestEbda406	9.75	108.00	98.25

Job card: [slJobCardTestEbda406](#)

Rate schedule: [PAYE: Pre-parity](#)

Rate type: **Weekday**

[Shift details](#)

Booked start: 07:00 (Tue)

Actual start: 09:00

Actual stop: 19:00

Shift value breakdown	Hours	Charge value	Pay value
Shift length	10 hours		
Adjustments (time)	-		
Unpaid break	-15 mins		
Billable shift length	9h 45m		
Wk day (chg. £11.00, pay £10.00)	9 hours	£99.00	£90.00
Wk day OT (chg. £12.00, pay £11.00)	45 mins	£9.00	£8.25
Total		£108.00	£98.25

Queries

Raised by
4th June at 07:13

Shift start or end time incorrect

CLOSED

+ [Raise another query](#)

Once you have completed the changes you can view the closed query on the timesheet.

You have now completed how to amend, view and close a query!

WEEKLY GUARANTEES

How Do I View & Action Weekly Guarantees?

To view and manage any weekly guarantees you may have, go to the 'Finance' tab and select 'Weekly Guarantees'. You will now see any workers how are eligible for weekly guarantees.

The screenshot shows the DatumRPO interface. The top navigation bar includes 'Plan', 'Attendance', 'Finance' (highlighted with a red box), 'Workers', and 'Reports'. A user profile 'CU Client User' is visible. Below the navigation bar, the page title is 'Finance for Acton Gate - Warehouse' with a dropdown arrow and a 'Following' button. On the left sidebar, there are several menu items: 'Shifts to be approved 5', 'Queried shifts 0', 'Approved shifts', 'Weekly guarantees' (highlighted with a red box), 'Unsubmitted shifts 0', 'Statements', and 'Timesheets'. The main content area displays 'Weekly guarantees: W38 2022 (from Mon 19 Sep to Sun 25 Sep)'. A table with columns 'Worker', 'Job card', 'Status', 'Hours', 'Charge value', and 'Pay value' is shown. A red box highlights the table content, and a red arrow points from the 'Weekly guarantees' menu item to the table. Another red arrow points from the 'Finance' tab to the table. The table data is as follows:

Worker	Job card	Status	Hours	Charge value	Pay value
Total: 3 rows			20.00	246.50	0.00
One, Jamie	Van Driver	Granted	20.00	246.50	N/A
One, Leanne	Van Driver	Eligible	0	0.00	N/A
One, Tina	Van Driver	Eligible	0	0.00	N/A

How Do I View & Action Weekly Guarantees?

The screenshot shows the DatumRPO interface for the Finance section, specifically for Acton Gate Warehouse. The main content area displays weekly guarantees for W38 2022 (from Mon 19 Sep to Sun 25 Sep). A table lists the worker, job card, status, hours, charge value, and pay value. The worker 'One, Jamie' is listed as 'Eligible' with 1.00 hours and a charge value of 18.50. Below this, a section titled 'Jamie One's shifts' shows a table of shifts for W38 2022 for Van Driver. The shifts table includes columns for date, status, hours, expenses, and charge value. Two shifts are listed: Sun, 18 Sep 2022, 06:00 (Approved, 30 mins, 0.00 expenses, 12.50 charge value) and Mon, 19 Sep 2022, 06:00 (Approved, 30 mins, 0.00 expenses, 6.00 charge value). A 'Total' row shows 1 hour, £0.00 expenses, and £18.50 charge value. A 'Grant weekly guarantee' button is located at the bottom right of the shifts table.

Finance for Acton Gate - Warehouse Following

Shifts to be approved 5 >
Queried shifts 0 >
Approved shifts >
Weekly guarantees >
Unsubmitted shifts 0 >
Statements >
Timesheets >
Adjustments >

Worker Unselect
Choose a worker...
Job card Unselect
Choose a job card...

Weekly guarantees: W38 2022 (from Mon 19 Sep to Sun 25 Sep)

Worker	Job card	Status	Hours	Charge value	Pay value
Total: 1 rows			1.00	18.50	0.00
One, Jamie	Van Driver	Eligible	1.00	18.50	N/A

Jamie One's shifts
W38 2022 for Van Driver

	Status	Hours	Expenses	Charge value
Sun, 18 Sep 2022, 06:00	Approved	30 mins	0.00	12.50
Mon, 19 Sep 2022, 06:00	Approved	30 mins	0.00	6.00
Total		1 hour	£0.00	£18.50

Grant weekly guarantee

To grant a workers weekly guarantees, click on the eligible workers banner to view the detail and then click 'Grant Weekly Guarantees'.

How Do I View & Action Weekly Guarantees?

Once the weekly guarantees have been granted, you will be able to view the details of the weekly guarantee and see the hours and charge value.

The screenshot displays the DatumRPO interface for viewing weekly guarantees. On the left, a sidebar contains navigation links: 'Shifts to be approved 5', 'Queried shifts 0', 'Approved shifts', 'Weekly guarantees' (highlighted), 'Unsubmitted shifts 0', 'Statements', 'Timesheets', and 'Adjustments'. Below these are filters for 'Worker' (Unselect), 'Job card' (Unselect), and 'Period for report' (W38 2022).

The main content area shows 'Weekly guarantees: W38 2022 (from Mon 19 Sep to Sun 25 Sep)'. It contains a table with columns: Worker, Job card, Status, Hours, Charge value, and Pay value. The table shows a total of 1 row and a single entry for 'One, Jamie' (Van Driver) with a status of 'Granted', 20.00 hours, and a charge value of 246.50.

Below this, the section 'Jamie One's shifts' for 'W38 2022 for Van Driver' is shown. It contains a table with columns: Status, Hours, Expenses, and Charge value. The table lists shifts for 'Sun, 18 Sep 2022, 06:00' and 'Mon, 19 Sep 2022, 06:00', both with a status of 'Approved'. A 'Total worked' row shows 1 hour and a charge value of 18.50. A 'Weekly guarantee' row is highlighted with a red box, showing 19 hours and a charge value of 228.00. A 'Total' row shows 20 hours and a charge value of £246.50. A 'Revoke weekly guarantee' button is located at the bottom right of the shifts table.

Worker	Job card	Status	Hours	Charge value	Pay value
Total: 1 rows			20.00	246.50	0.00
One, Jamie	Van Driver	Granted	20.00	246.50	NA

Status	Hours	Expenses	Charge value
Sun, 18 Sep 2022, 06:00 Approved	30 mins	0.00	12.50
Mon, 19 Sep 2022, 06:00 Approved	30 mins	0.00	6.00
Total worked	1 hour		18.50
Weekly guarantee	19 hours		228.00
Total	20 hours	£0.00	£246.50

How Do I View & Action Weekly Guarantees?

If a weekly guarantee has been granted in error, you will be able to remove it by clicking 'Revoke Weekly Guarantee'. This will remove the weekly guarantee & restore the timesheet to its original state.

The screenshot displays the DatumRPO interface. On the left, a sidebar contains navigation links: 'Weekly guarantees', 'Unsubmitted shifts 0', 'Statements', 'Timesheets' (highlighted), and 'Adjustments'. Below these are filters for 'Worker' (set to 'Choose a worker...'), 'Job card' (set to 'Choose a job card...'), and 'Period for report' (set to 'W38 2022'). There is also a checkbox for 'Hide historic adjustments' and a '+ Add historic adjustment' button.

The main area shows a table of workers with columns: Worker, Job card, Adj. Status, Hours, Work value, Expenses, Charge value, and Pay value. The table lists several workers, including 'Demo, Dan', 'Four, Jamie', 'Four, Leanne', 'Four, Tina', 'One, Jamie', and 'One, Jamie' (Van Driver). A red circle highlights the '1' in the 'Adj. Status' column for 'Four, Jamie', 'Four, Leanne', and 'Four, Tina'.

Below the main table, a section titled 'Jamie One's shifts' shows a detailed view of his shifts for 'W38 2022 for Van Driver'. This section includes a table with columns: Status, Hours, Expenses, and Charge value. The table shows shifts for 'Sun, 18 Sep 2022, 06:00' and 'Mon, 19 Sep 2022, 06:00', both marked as 'Approved'. A 'Total worked' row shows 1 hour and 13.50 charge value. A 'Weekly guarantee' row shows 19 hours and 223.00 charge value. A 'Total' row shows 20 hours and £246.50 charge value.

A red box highlights the 'Revoke weekly guarantee' button at the bottom right of the 'Jamie One's shifts' section.

STATEMENTS

How To Find Statements?

The screenshot shows the DatumRPO interface. The top navigation bar includes 'Inbox', 'Plan', 'Attendance', 'Finance', 'Clients', 'Workers', and 'Reports'. The 'Finance' menu is open, showing options: 'Shifts to be approved', 'Queried shifts', 'Approved shifts', 'Weekly guarantees', 'Unsubmitted shifts', 'Statements', 'Timesheets', 'Invoices', and 'Site locks'. The 'Statements' option is highlighted with a red box. Below the menu, there are filters for 'Job card' (set to 'Packer') and 'Period for report' (set to 'Choose a week'). A table titled 'Statements' shows data for 'W37' with columns: 'Hours', 'Work value', 'Expenses', 'Charge value', and 'Pay value'.

Go to Finance > Statements

This gives you past or present timesheets where you can review hours and costings per job card.

The screenshot shows the 'Statements' page in DatumRPO. The left sidebar has the same menu as the previous screenshot, with 'Statements' highlighted. The main area displays a table titled 'Statements' with columns: 'Week', 'Job card', 'Status', 'Hours', 'Work value', 'Expenses', 'Charge value', and 'Pay value'. The table lists various job cards and their associated costs and hours. A red box highlights the 'Job card' filter dropdown, which is set to 'Choose a job card...'. Below the filter, there is a 'Period for report' dropdown set to 'Choose a week' and a checkbox for 'Site summary'.

Week	Job card	Status	Hours	Work value	Expenses	Charge value	Pay value
Total: 616 rows		471	403,414.00	4,430,583.61	-	4,430,583.61	3,541,733.18
W20	General Operative 26 weeks	9	40.00	504.27	-	504.27	400.00
W20	Supervisor PNC	5	24.00	0.00	-	0.00	221.04
W20	General Operative Nights Shift - new	22	119.00	1,559.16	-	1,559.16	1,236.54
W20	General Operative	319	1,501.25	18,214.32	-	18,214.32	14,465.18
W20	Induction	2	4.00	44.40	-	44.40	35.64
W19	General Operative		3,043.75	37,195.54	-	37,195.54	29,537.53
W19	Induction		6.00	66.60	-	66.60	53.46
W19	Key Op Pre 5th Apr 2021		54.00	741.96	-	741.96	588.06
W19	Supervisor PNC		40.00	0.00	-	0.00	368.40
W19	General Operative 26 weeks		94.00	1,186.00	-	1,186.00	940.00
W19	General Operative Nights Shift - new		107.00	1,372.79	-	1,372.79	1,089.10
W18	General Operative Nights Shift - new		92.75	1,152.94	-	1,152.94	915.14

How To View Statements?

Shifts to be approved >

Queried shifts >

Approved shifts >

Weekly guarantees >

Unsubmitted shifts >

Statements >

Timesheets >

Adjustments >

Invoices >


Job card ✕ Unselect

Choose a job card... ▾

Period for report ✕ Unselect

Choose a week ▾

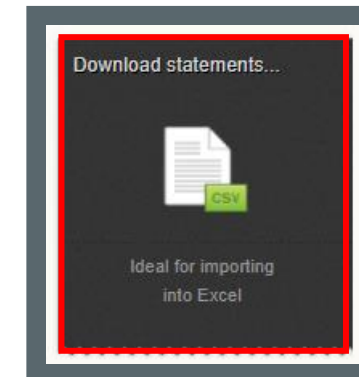
☐ Site summary

Download statements...

Ideal for importing into Excel

Statements

Week	Job card	Status	Hours	Work value	Expenses	Charge value	Pay value
Total: 516 rows		103	222,380.62	3,062,402.94	-	3,062,402.94	2,376,815.86
W20	Cream Production Nights G3	①	11.50	175.15	-	175.15	134.67 >
W20	Despatch Days G3	①7	101.50	1,275.89	-	1,275.89	982.52 >
W20	ESL Nights	②	11.50	175.15	-	175.15	134.67 >
W20	Milk Production Days G3	①1	79.00	1,118.40	-	1,118.40	860.18 >
W20	Milk Production Nights G3	⑨	125.00	1,932.78	-	1,932.78	1,485.88 >
W20	Induction		2.50	28.90	-	28.90	22.28 >
W20	Cream Production Days G3	⑧	69.00	867.36	-	867.36	667.92 >
W20	Despatch Nights G3	④5	435.50	6,758.43	-	6,758.43	5,195.57 >
W19	Cream Production Nights G3		80.50	1,235.71	-	1,235.71	950.05 >
W19	Induction		13.50	156.06	-	156.06	120.30 >
W19	Despatch Nights G3		994.33	15,518.07	-	15,518.07	11,915.47 >
W19	Milk Production Days G3		255.50	3,488.93	-	3,488.93	2,686.48 >
W19	ESL Nights		57.50	875.75	-		
W19	Milk Production Nights G3		354.50	5,526.96	-		
W19	Cream Production Days G3		80.50	1,074.59	-		
W19	Despatch Days G3		443.17	5,707.44	-		
W18	FLT Operative Nights G3		34.50	531.34	-		
W18	ESL Days		50.00	691.19	-		
W18	Milk Production Days G3		314.50	4,294.69	-		

You can view a statement by downloading the CSV into excel spreadsheet.



Client on the week or weeks you require and click on download.

Download statements CSV report

You can download statements report for specified weeks.

From week

W20 2021 ▾

To week

W20 2021 ▾

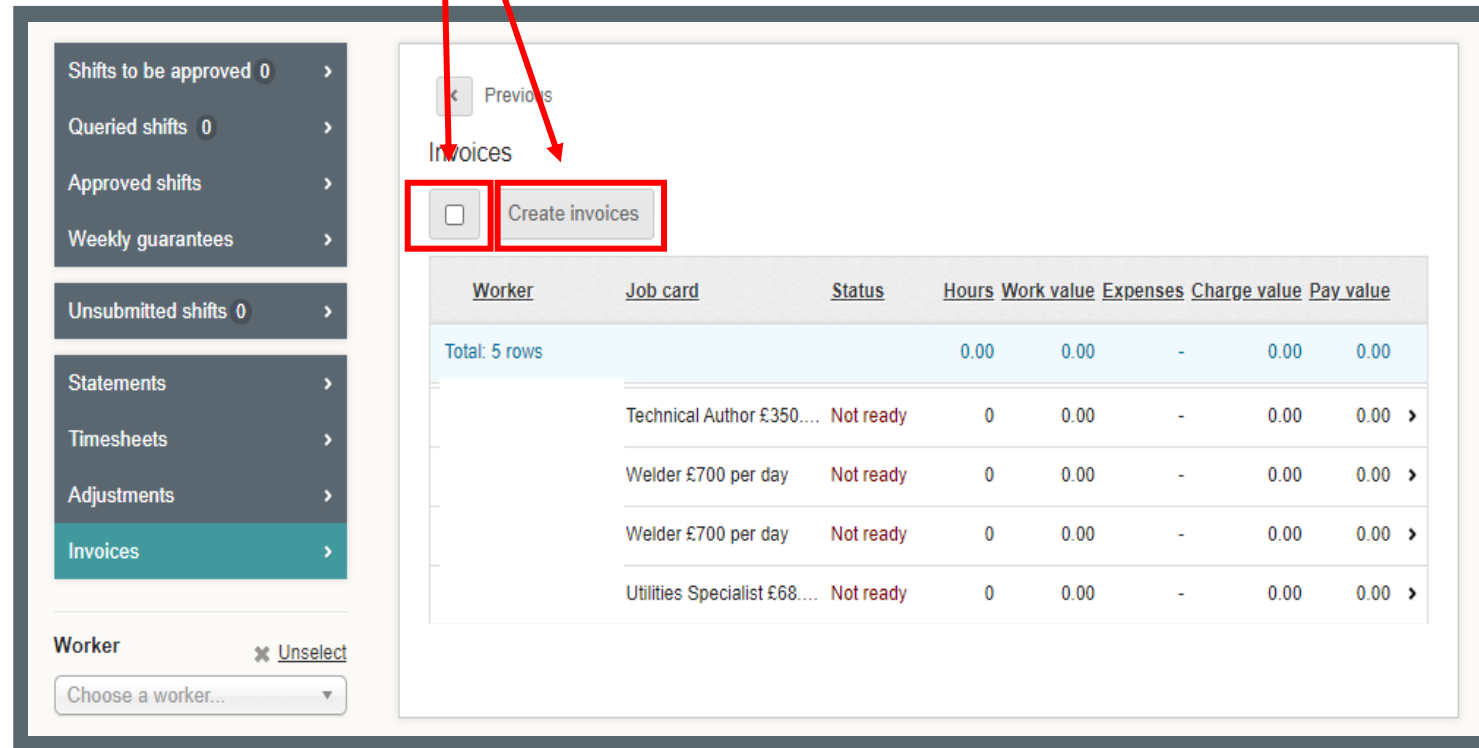
Cancel

Download

INVOICES

How Do I Create A Invoice?

On your finance page go to your Invoices and once you have processed the hours you need to click on invoices.

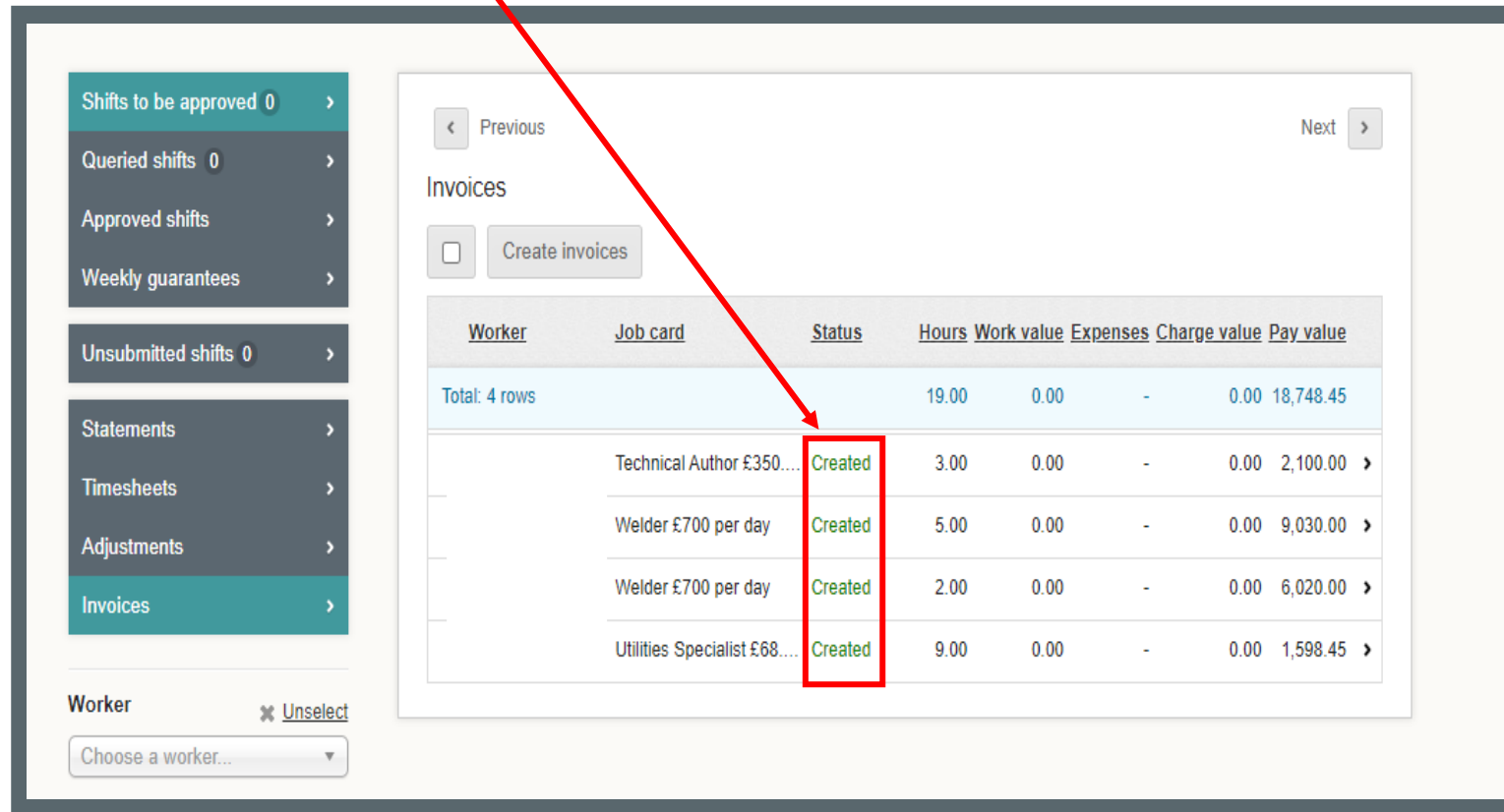


The screenshot shows the DatumRPO interface. On the left is a sidebar with navigation links: Shifts to be approved 0, Queried shifts 0, Approved shifts, Weekly guarantees, Unsubmitted shifts 0, Statements, Timesheets, Adjustments, and Invoices (highlighted). Below the sidebar is a 'Worker' section with an 'Unselect' button and a dropdown menu labeled 'Choose a worker...'. The main content area is titled 'Invoices' and contains a 'Create invoices' button, which is highlighted with a red box. Below the button is a table with the following columns: Worker, Job card, Status, Hours, Work value, Expenses, Charge value, and Pay value. The table shows a total of 5 rows and lists several workers with their job cards, status (Not ready), and values.

Worker	Job card	Status	Hours	Work value	Expenses	Charge value	Pay value
Total: 5 rows			0.00	0.00	-	0.00	0.00
Technical Author £350....		Not ready	0	0.00	-	0.00	0.00
Welder £700 per day		Not ready	0	0.00	-	0.00	0.00
Welder £700 per day		Not ready	0	0.00	-	0.00	0.00
Utilities Specialist £68....		Not ready	0	0.00	-	0.00	0.00

How Do I Create A Invoice?

Once you have created your invoice you will see created on the profile.



The screenshot displays the 'Invoices' section of the DatumRPO interface. On the left, a sidebar contains navigation links: 'Shifts to be approved 0', 'Queried shifts 0', 'Approved shifts', 'Weekly guarantees', 'Unsubmitted shifts 0', 'Statements', 'Timesheets', 'Adjustments', and 'Invoices' (which is highlighted). Below the sidebar, there is a 'Worker' section with an 'Unselect' button and a dropdown menu labeled 'Choose a worker...'. The main area shows a table of invoices. At the top, there are 'Previous' and 'Next' navigation buttons, a 'Create invoices' button, and a 'Total: 4 rows' summary. The table has columns for Worker, Job card, Status, Hours, Work value, Expenses, Charge value, and Pay value. A red box highlights the 'Created' status of the first four rows, with a red arrow pointing from the text above to the first 'Created' status.

Worker	Job card	Status	Hours	Work value	Expenses	Charge value	Pay value
Total: 4 rows			19.00	0.00	-	0.00	18,748.45
Technical Author £350....		Created	3.00	0.00	-	0.00	2,100.00
Welder £700 per day		Created	5.00	0.00	-	0.00	9,030.00
Welder £700 per day		Created	2.00	0.00	-	0.00	6,020.00
Utilities Specialist £68....		Created	9.00	0.00	-	0.00	1,598.45

MANUAL ADJUSTMENTS - BONUS

What Is A Manual Adjustment?

A manual adjustment can be entered at any time if there is a timesheet. A manual adjustment is where we need to deduct, refund or pay a shift bonus. The **correct** way to process this is through a manual adjustment and not an historic adjustment.

Click on Finance > Timesheets and search for your site.

The screenshot displays the DatumRPO interface for the 'Finance' section. The top navigation bar includes 'Inbox', 'Plan', 'Attendance', 'Finance', 'Clients', 'Workers', and 'Reports'. The 'Finance' menu is open, showing options like 'Shifts to be approved', 'Queried shifts', 'Approved shifts', 'Weekly guarantees', 'Unsubmitted shifts', 'Statements', 'Timesheets', 'Invoices', and 'Site locks'. The 'Timesheets' option is highlighted. Below the menu, the 'Timesheets' section is visible, showing a list of workers and their shifts. A search bar is present, and the search results for 'ARGOS Home Delivery DHL / Acton Gate - Warehouse' are displayed. The search results table shows the following data:

Status	Hours	Work value	Expenses	Charge value	Pay value
9	171.03	2,058.90	-	2,058.90	1,715.33
1	8.00	96.00	-	96.00	80.00
1	8.28	99.40	-	99.40	82.83

Shifts to be approved >

Queried shifts >

Approved shifts >

Weekly guarantees >

Unsubmitted shifts >

Statements >

Timesheets >

Adjustments >

← Previous

Timesheets: W17 2021 (from 26-04-2021 to 02-05-2021)

Worker	Job card	Adj. Status	Hours	Work value	Expenses	Charge value	Pay value
Total: 180 rows			830	14.50	168.78	-	168.78 130.64
Nadir	CT6E5W00 Warehouse GM	5	0	0.00	-	0.00	0.00 >
Julie	CT6E5W00 Warehouse GM	3	0	0.00	-	0.00	0.00 >
Ghulam	CT6E5W00 Warehouse GM	5	0	0.00	-	0.00	0.00 >

from 26-04-2021 to 02-05-2021)

Adj. Status	Hours	Work value	Expenses	Charge value	Pay value
830	14.50	168.78	-	168.78	130.64
Warehouse GM 5	0	0.00	-	0.00	0.00 v

Shifts

Warehouse GM

Hours	Expenses	Charge value	Pay value
-	0.00	0.00	0.00 >
-	0.00	0.00	0.00 >
-	0.00	0.00	0.00 >
-	0.00	0.00	0.00 >
-	0.00	0.00	0.00 >
Total	-	£0.00	£0.00 £0.00

Worker ✕ Unselect

Choose a worker...

Job card ✕ Unselect

Choose a job card...

Period for report

W17 2021

28-04-2021 14:00 Unsubmitted - 0.00 0.00 0.00 >

29-04-2021 14:00 Unsubmitted - 0.00 0.00 0.00 >

30-04-2021 14:00 Unsubmitted - 0.00 0.00 0.00 >

01-05-2021 10:00 Unsubmitted - 0.00 0.00 0.00 >

Add historic timesheet adjustment

Add manual adjustment

Next click on

Next click on **Add manual adjustment**

How To Add A Manual Shift Bonus Adjustment?

The manual adjustment can be entered at any time, if there is a timesheet.

Shift bonus payments are for any extra pay that is a bonus, and the worker doesn't accrue holiday pay. This means it doesn't go through the shift allocation but is done as a manual adjustment or a download adjustment.

Add manual adjustment

Template: Milk Production Days G3
Week: W18 2021

Type: Shift bonus

Charge amount: £

☐ Charge and pay are different

Description: Mandatory

Invoice description: Please select...

Remove adjustment Cancel Save

Go to type and click in the box.

You will then see your drop down and click on shift bonus.

Next click on the charge amount then add the payment amount click on the ☒ Charge and pay are different box and add amount.

Add manual adjustment

Template: Milk Production Days G3
Week: W18 2021

Type: Shift bonus

Charge amount: £ 30.00

☒ Charge and pay are different

Pay amount: £ 25.00

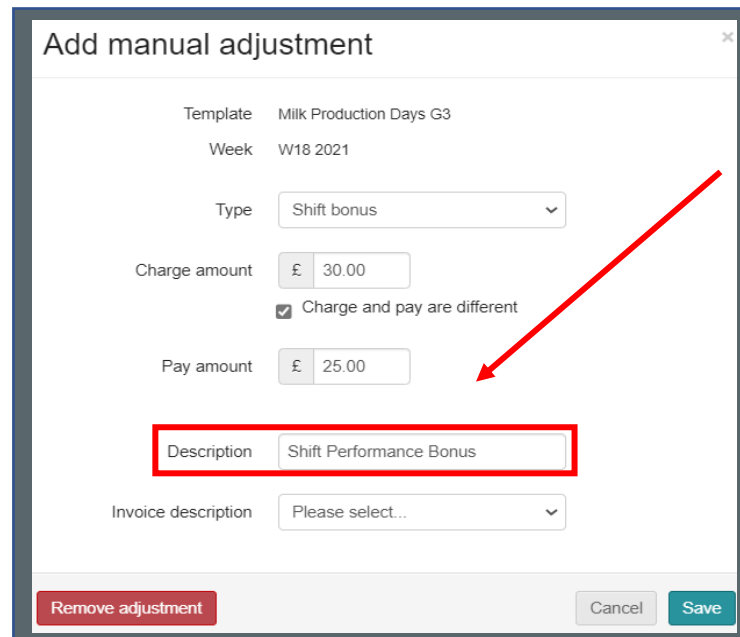
Description: Mandatory

Invoice description: Please select...

Remove adjustment Cancel Save

How To Add A Manual Shift Bonus Adjustment?

Next you need to add your description and invoice description.

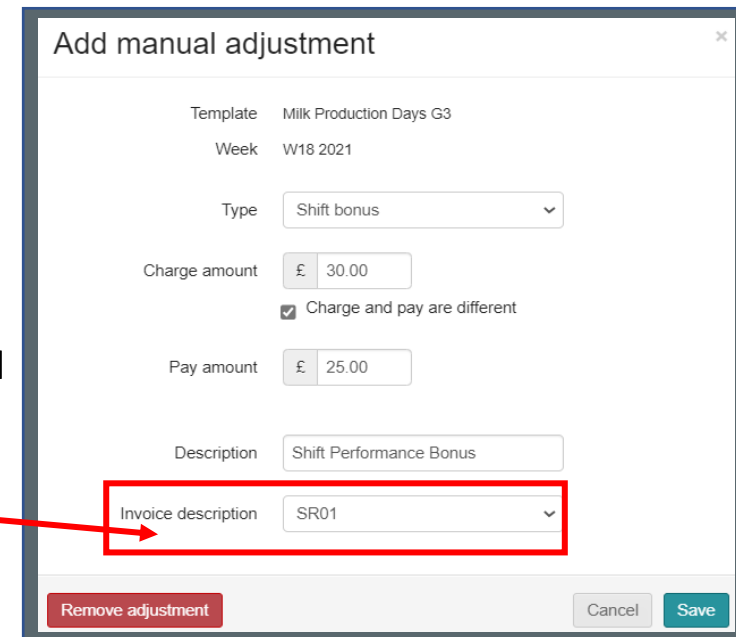


The screenshot shows the 'Add manual adjustment' form. The 'Description' field is highlighted with a red box and a red arrow pointing to it. The form contains the following fields:

- Template: Milk Production Days G3
- Week: W18 2021
- Type: Shift bonus (dropdown)
- Charge amount: £ 30.00
- ☒ Charge and pay are different
- Pay amount: £ 25.00
- Description: Shift Performance Bonus (highlighted)
- Invoice description: Please select... (dropdown)
- Buttons: Remove adjustment, Cancel, Save

Go to Description, click in the box and type in what it is for.

Last thing is to click on invoice description and select SR01 from the drop down.



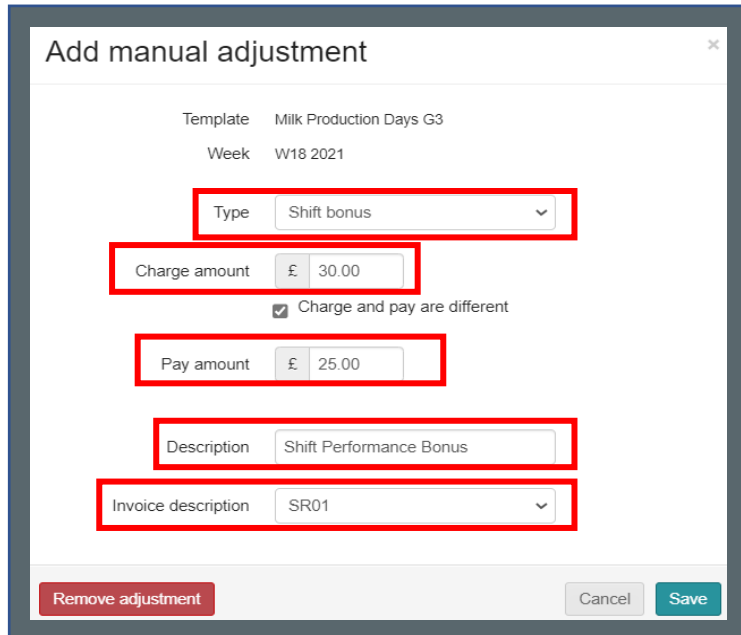
The screenshot shows the 'Add manual adjustment' form. The 'Invoice description' field is highlighted with a red box and a red arrow pointing to it. The form contains the following fields:

- Template: Milk Production Days G3
- Week: W18 2021
- Type: Shift bonus (dropdown)
- Charge amount: £ 30.00
- ☒ Charge and pay are different
- Pay amount: £ 25.00
- Description: Shift Performance Bonus
- Invoice description: SR01 (highlighted)
- Buttons: Remove adjustment, Cancel, Save

If shift bonus is for supervisor check in don't add charge amount, add in description 'Supervisor Check In'.

How To Complete A Manual Shift Bonus Adjustment?

Finally do your check list before saving.



The screenshot shows a dialog box titled "Add manual adjustment" with a close button (X) in the top right corner. The dialog contains the following fields and options:

- Template: Milk Production Days G3
- Week: W18 2021
- Type: Shift bonus (dropdown menu)
- Charge amount: £ 30.00
- ☒ Charge and pay are different
- Pay amount: £ 25.00
- Description: Shift Performance Bonus
- Invoice description: SR01 (dropdown menu)

At the bottom of the dialog, there are three buttons: "Remove adjustment" (red), "Cancel" (grey), and "Save" (teal).

Correct Type ✓

Correct Charge amount ✓

Correct Pay amount ✓

Correct Description ✓

Correct Invoice description ✓

Then click on 

HISTORIC ADJUSTED RATES

What Is A Historic Adjustment?

A historic adjustment is where we have missed payment for a worker. It might be basic hours, overtime or backpay. This is the **correct** way to process missing payments and **not through manual adjustments**.

Click on Finance > Timesheets and then search for your site.

The screenshot shows the DatumRPO interface. The top navigation bar includes 'Inbox', 'Plan', 'Attendance', 'Finance', 'Clients', 'Workers', and 'Reports'. The 'Finance' menu is open, showing options like 'Shifts to be approved', 'Queried shifts', 'Approved shifts', 'Weekly guarantees', 'Unsubmitted shifts', 'Statements', 'Timesheets', 'Invoices', and 'Site locks'. The 'Timesheets' option is highlighted. Below the navigation bar, the 'Finance for Acton Gate - Warehouse' page is visible. It shows a list of shifts to be approved, queried shifts, approved shifts, weekly guarantees, and unsubmitted shifts. The 'Timesheets' section is also visible, showing a list of workers and their shifts. A search bar is present, and the search results show 'ARGOS Home Delivery DHL / Acton Gate - Warehouse' selected.

Search for sites...

- Agency_1 / HQ
- ARGOS Home Delivery DHL / Acton Gate - Transport
- ARGOS Home Delivery DHL / Acton Gate - Warehouse
- ARGOS Home Delivery DHL / Argos Aberdeen Transport
- ARGOS Home Delivery DHL / Argos Aberdeen Warehouse
- ARGOS Home Delivery DHL / Carlisle
- KAM / KAM Peterborough
- UAT Client / UAT Site

Status	Hours	Work value	Expenses	Charge value	Pay value
9	171.03	2,058.90	-	2,058.90	1,715.33
1	8.00	96.00	-	96.00	80.00
1	8.28	99.40	-	99.40	82.83

How To Add An Historic Adjustment?

To add an historic adjustment, click on the worker you require to make the adjustment to and open the timesheet.

The interface shows a sidebar on the left with navigation options: Shifts to be approved, Queried shifts, Approved shifts, Weekly guarantees, Unsubmitted shifts, Statements, Timesheets (highlighted), and Adjustments. The main area displays 'Timesheets: W17 2021 (from 26-04-2021 to 02-05-2021)'. A table lists workers and their timesheet data. The worker 'Nadir' is highlighted with a red box. Below the table, there are dropdowns for 'Worker' and 'Job card', and a 'Period for report' dropdown set to 'W17 2021'. At the bottom right, there are two buttons: 'Add historic timesheet adjustment' (highlighted with a red box) and 'Add manual adjustment'.

Worker	Job card	Adj. Status	Hours	Work value	Expenses	Charge value	Pay value
Total: 180 rows		830	14.50	168.78	-	168.78	130.64
Nadir	CT6E5W00 Warehouse GM	5	0	0.00	-	0.00	0.00
Julie	CT6E5W00 Warehouse GM	3	0	0.00	-	0.00	0.00
Ghulam	CT6E5W00 Warehouse GM	5	0	0.00	-	0.00	0.00

Next click on **Add historic timesheet adjustment**

How To Add An Adjustment To The Relevant Week?

When adding an adjustment for a historic week you must ensure you are on the week you need to pay and the week the payment was missing from.

Job card: CT6E5W00 Warehouse GM
Worker: Nadir
Historic week: W16 / 2021
Adjustment week: W17 - 2021

Rates	OT	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total	Type
Chrg: £ 11.64 Pay: £ 9.01	<input type="checkbox"/>	0	7.25	7.25	7.25	7.25	7.25	0	36.25	Standard rates
Chrg: £ 16.03 Pay: £ 12.01	<input checked="" type="checkbox"/>	0	0	0	0	0	0	8.58	8.58	Standard rates

+ Add rate band

Original (total)	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total
0	7.25	7.25	7.25	7.25	7.25	7.25	8.58	44.83
Adjustment (total)	0	0	0	0	0	0	0	0
Original + Adjustment (total)	0	7.25	7.25	7.25	7.25	7.25	8.58	44.83

Expenses

Chrg.	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total
£ 0.00	£ 0.00	£ 0.00	£ 0.00	£ 0.00	£ 0.00	£ 0.00	£ 0.00	£ 0.00
Pay	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total
£ 0.00	£ 0.00	£ 0.00	£ 0.00	£ 0.00	£ 0.00	£ 0.00	£ 0.00	£ 0.00

Cancel Save

Adjustment week is the current week that you are payrolling.

Historic week is the week you need to pay the worker.

Click on the relevant week for the Historic Adjustment.

How To Add In The Charge And Pay Rate Difference?

Next, we need to add the rate band which will bring up charge rate and the pay rate for processing the hours. **You must ensure a charge rate is processed and not just a pay only.**

Now add the difference of the charge rate and the pay rate. You can work this out by the difference between the **New Pay Rate** and **Old Pay Rate**. Then do the same with the charge rate.

The screenshot shows the 'Rates' table with the following data:

Rates	OT	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total	Type
Chrg: £ 11.64	<input type="checkbox"/>	0	0	7.25	7.25	7.25	7.25	0	29	Standard rates
Pay: £ 9.01	<input type="checkbox"/>	0	0	7.25	7.25	7.25	7.25	0	29	Standard rates
+ Add rate band										
Original (total)		0	0	7.25	7.25	7.25	7.25	0	29	
Adjustment (total)		0	0	0	0	0	0	0	0	
Original + Adjustment (total)		0	0	7.25	7.25	7.25	7.25	0	29	
Expenses										
Chrg.		£ 0.00	£ 0.00	£ 0.00	£ 0.00	£ 0.00	£ 0.00	£ 0.00	£ 0.00	
Pay		£ 0.00	£ 0.00	£ 0.00	£ 0.00	£ 0.00	£ 0.00	£ 0.00	£ 0.00	

The zoomed-in view of the 'Rates' table shows the following data:

Rates	OT	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total	Type
Chrg: £ 12.57	<input type="checkbox"/>	0	0	7.25	7.25	7.25	7.25	0	29	Standard rates
Pay: £ 9.68	<input type="checkbox"/>	0	0	7.25	7.25	7.25	7.25	0	29	Standard rates
Chrg: £ 2.13	<input type="checkbox"/>	0	0	0	0	0	0	0	0	
Pay: £ 1.78	<input type="checkbox"/>	0	0	0	0	0	0	0	0	

The 'Add rate band' button is highlighted in red. The 'Chrg: £ 2.13' and 'Pay: £ 1.78' rows are highlighted in green. A 'Missed pay (basic)' button is visible in the bottom right corner of the zoomed-in view.

Job card

Milk Production Days G3

Worker

Gidane

Historic week

W17 / 2021

Adjustment week

W18 - 2021

Rates	OT	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total	Type
<div>Chrg: £ 12.57</div> <div>Pay: £ 9.68</div>	<input type="checkbox"/>	0	11.5	11.5	0	0	0	0	23	Standard rates
<div>Chrg: £ 2.13</div> <div>Pay: £ 1.78</div>	<input type="checkbox"/>	0	11.50	11.50	0	0	0	0	23	Missed pay (basic)
+ Add rate band										
Original (total)		0	11.5	11.5	0	0	0	0	23	
Adjustment (total)		0	11.5	11.5	0	0	0	0	23	
Original + Adjustment (total)		0	23	23	0	0	0	0	46	
Expenses	Chrg.	£ 0.00	£ 0.00	£ 0.00	£ 0.00	£ 0.00	£ 0.00	£ 0.00	£ 0.00	
	Pay	£ 0.00	£ 0.00	£ 0.00	£ 0.00	£ 0.00	£ 0.00	£ 0.00	£ 0.00	

Cancel

Save

How To Add In Standard Rate Information?

Once with have opened the edit adjustment section, you need to select either Missed pay (basic), Missed pay (overtime), Adjustment rate or Adjustment Rate Overtime **ONLY**.

Next click on **Adjusted Rate** or if overtime adjustment click **Adjusted Rate OT**.

This will be on your drop down.

Job card: CT6ESW00 Warehouse GM, Worker: Nadir, Historic week: W12 / 2021, Adjustment week: W17 - 2021

Adjustment type: **Adjusted Rate**

Save

Edit Adjustment Type

Adjustment type: **Adjusted Rate OT**

Cancel Save

Next click on the reason and

Save

How To Check Before Saving?

We have now added all the information to save the adjustment. Next, we need to check to ensure the information is correct.

Job card: CT6E5W00 Warehouse GM
Worker: , Nadir

Historic week: W12 / 2021
Adjustment week: W17 - 2021

Rates	OT	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total	Type
Chrg: £ 12.57 Pay: £ 9.68	<input type="checkbox"/>	0	11.5	11.5	0	0	0	0	23	Standard rates
Chrg: £ 2.13 Pay: £ 1.79	<input type="checkbox"/>	0	11.50	11.50	0	0	0	0	23	Adjusted Rate
+ Add rate band										
Original (total)		0	0	7.25	7.25	7.25	7.25	0	29	
Adjustment (total)		0	7.25	0	0	0	0	0	7.25	
Original + Adjustment (total)		0	7.25	7.25	7.25	7.25	7.25	0	36.25	
Expenses										
Chrg.		£ 0.00	£ 0.00	£ 0.00	£ 0.00	£ 0.00	£ 0.00	£ 0.00	£ 0.00	
Pay		£ 0.00	£ 0.00	£ 0.00	£ 0.00	£ 0.00	£ 0.00	£ 0.00	£ 0.00	

Cancel Save

Correct Adjustment week of payment ✓

Correct Historic week of payment ✓

Correct Charge & Pay Rate Difference ✓

Correct Hours ✓

Correct reason ✓

Then click on **Save**

If you have inputted anything incorrect you will see the below message appear.

Adjusted Rate is used if the pay rate is below NMW, please use Missed Pay for pay rates above NMW (above minimum rate on the job card)

How To View The Adjustment In Timesheets?

The Adjustment has now been processed and there are two ways of finding the adjustment.

The first one is allocated on the timesheet **A**

When you open the timesheet, you will see the adjustment.

The screenshot displays the DatumRPO interface for viewing timesheet adjustments. On the left, a sidebar lists navigation options: Shifts to be approved, Queried shifts, Approved shifts, Weekly guarantees, Unsubmitted shifts, Statements, Timesheets (highlighted), Adjustments, and Invoices. The main area shows the 'Timesheets: W12 2021 (from 22-03-2021 to 28-03-2021)' for worker 'Zeray'. A table lists timesheet entries with columns: Worker, Job card, Adj., Status, Hours, and Work. The first row is highlighted with a red box, showing 'Zeray', 'Milk Production Nights G3', 'A', and '11.50' hours. To the right, a detailed view of 'Zeray shifts' for 'W12 2021 for Milk Production Nights G3' is shown. This view includes a table with columns: Status, Hours, Expenses, Charge value, and Pay value. The first row shows '21-03-2021 18:30' with 'Approved' status, '11h 30m' hours, '0.00' expenses, '184.81' charge value, and '142.03' pay value. The second row is a 'Manual adjustment' for a 'Historic timesheet (created by Lisa)' with '167.75' charge value and '128.81' pay value. A 'Total' row at the bottom shows '11h 30m' hours, '£0.00' expenses, '£352.56' charge value, and '£270.84' pay value.

Worker	Job card	Adj.	Status	Hours	Work
Total: 3 rows					
Zeray	Milk Production Nights G3	A		11.50	3
Zeray	Milk Production Days G3			21.50	2
Zeray	ESL Nights			10.50	1

Status	Hours	Expenses	Charge value	Pay value
21-03-2021 18:30 Approved	11h 30m	0.00	184.81	142.03
Manual adjustment Historic timesheet (created by Lisa)			167.75	128.81
Total	11h 30m	£0.00	£352.56	£270.84

How To View The Adjustment In Adjustments?

The second way is to go to timesheets and on the left side you will see adjustments.

When you open the timesheet, you will see the adjustment. If required, you can adjust from here by clicking

Edit historic timesheet adjustment

Adjustments: W12 2021 (from 22-03-2021 to 28-03-2021)

Worker	Job card	Charge value	Pay value
Total: 1 rows		167.75	128.81
Zeray	Milk Production Nights G3	167.75	128.81

Adjustments: W12 2021 (from 22-03-2021 to 28-03-2021)

Worker	Job card	Charge value	Pay value
Total: 1 rows		167.75	128.81
Kbrom, Zeray	Milk Production Nights G3	167.75	128.81

Historic timesheet adjustment breakdown

Week	Charge	Pay
Week 07 2021	167.75	128.81

Edit historic timesheet adjustment

HISTORIC ADJUSTED MISSING HOURS

What Is An Historic Adjustment?

An historic adjustment is where we have missed payment for a worker. It might be basic hours, overtime or backpay. This is the **correct** way to process missing payments and **not through manual adjustment**.

Click on Finance > Timesheets and then search for your site.

The screenshot displays the DatumRPO interface. The top navigation bar includes 'Inbox', 'Plan', 'Attendance', 'Finance', 'Clients', 'Workers', and 'Reports'. The 'Finance' menu is open, showing options like 'Shifts to be approved', 'Queried shifts', 'Approved shifts', 'Weekly guarantees', 'Unsubmitted shifts', 'Statements', 'Timesheets', 'Invoices', and 'Site locks'. The 'Timesheets' option is highlighted. Below the navigation bar, the 'Finance for Acton Gate - Warehouse' page is shown. On the left, a sidebar lists various shift categories with counts: 'Shifts to be approved 8', 'Queried shifts 1', 'Approved shifts', 'Weekly guarantees', 'Unsubmitted shifts 0', 'Statements', 'Timesheets', 'Adjustments', and 'Invoices'. The 'Timesheets' option is highlighted. The main content area shows a search bar labeled 'Search for sites...' with a dropdown list of sites. The site 'ARGOS Home Delivery DHL / Acton Gate - Warehouse' is highlighted. Below the search bar, a table displays shift data for the selected site, including columns for 'Status', 'Hours', 'Work value', 'Expenses', 'Charge value', and 'Pay value'.

Status	Hours	Work value	Expenses	Charge value	Pay value
9	171.03	2,058.90	-	2,058.90	1,715.33
1	8.00	96.00	-	96.00	80.00
1	8.28	99.40	-	99.40	82.83

How To Add An Historic Adjustment?

To add an historic adjustment, click on the worker you require to make the adjustment to and open the timesheet.

The screenshot displays the DatumRPO interface for managing timesheets. On the left, a sidebar contains navigation links: Shifts to be approved, Queried shifts, Approved shifts, Weekly guarantees, Unsubmitted shifts, Statements, Timesheets (highlighted), and Adjustments. The main content area shows a table titled 'Timesheets: W17 2021 (from 26-04-2021 to 02-05-2021)'. The table has columns for Worker, Job card, Adj. Status, Hours, Work value, Expenses, Charge value, and Pay value. A red box highlights the row for 'Nadir CT6E5W00 Warehouse GM' with an adjustment status of 5. Below this, a detailed view for 'Nadir shifts' is shown, including a table of shifts with columns for Status, Hours, Expenses, Charge value, and Pay value. At the bottom, there are two buttons: 'Add historic timesheet adjustment' and 'Add manual adjustment'. A red arrow points from the text 'Next click on Add historic timesheet adjustment' to the 'Add historic timesheet adjustment' button.

Shifts to be approved >
Queried shifts >
Approved shifts >
Weekly guarantees >
Unsubmitted shifts >
Statements >
Timesheets >
Adjustments >

Previous
Timesheets: W17 2021 (from 26-04-2021 to 02-05-2021)

Worker	Job card	Adj. Status	Hours	Work value	Expenses	Charge value	Pay value
Total: 180 rows			830	14.50	168.78	-	168.78 130.64
Nadir	CT6E5W00 Warehouse GM	5	0	0.00	-	0.00	0.00

Nadir shifts
W17 2021 for CT6E5W00 Warehouse GM

Status	Hours	Expenses	Charge value	Pay value
25-04-2021 10:00 Unsubmitted	-	0.00	0.00	0.00
28-04-2021 14:00 Unsubmitted	-	0.00	0.00	0.00
29-04-2021 14:00 Unsubmitted	-	0.00	0.00	0.00
30-04-2021 14:00 Unsubmitted	-	0.00	0.00	0.00
01-05-2021 10:00 Unsubmitted	-	0.00	0.00	0.00
Total	-	£0.00	£0.00	£0.00

Worker Unselect
Choose a worker...
Job card Unselect
Choose a job card...
Period for report
W17 2021

Next click on Add historic timesheet adjustment

Add historic timesheet adjustment Add manual adjustment

How To Add An Adjustment To The Relevant Week?

When adding an adjustment for a historic week you must ensure you are on the week you need to pay and the week the payment was missing from.

Job card

Worker

Historic week

Adjustment week

CT6E5W00 Warehouse GM

W16 / 2021

W17 - 2021

Rates	OT	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total	Type
Chrg: £ 11.64 Pay: £ 9.01	<input type="checkbox"/>	0	7.25	7.25	7.25	7.25	7.25	0	36.25	Standard rates
Chrg: £ 16.03 Pay: £ 12.01	<input checked="" type="checkbox"/>	0	0	0	0	0	0	8.58	8.58	Standard rates
+ Add rate band										
Original (total)		0	7.25	7.25	7.25	7.25	7.25	8.58	44.83	
Adjustment (total)		0	0	0	0	0	0	0	0	
Original + Adjustment (total)		0	7.25	7.25	7.25	7.25	7.25	8.58	44.83	
Expenses	Chrg.	£ 0.00	£ 0.00	£ 0.00	£ 0.00	£ 0.00	£ 0.00	£ 0.00	£ 0.00	
	Pay	£ 0.00	£ 0.00	£ 0.00	£ 0.00	£ 0.00	£ 0.00	£ 0.00	£ 0.00	

Cancel

Save

Adjustment week is the current week that you are payrolling.

Historic week is the week you need to pay the worker.

Click on the relevant week for the Historic Adjustment.

How To Add In The Charge And Pay Rate?

Next, we need to add the rate band which will bring up charge rate and the pay rate for processing the hours.
You must ensure a charge rate is processed and not just a pay only.

Job card: CT6E5W00 Warehouse GM
Worker:
Historic week: W12 / 2021
Adjustment week: W17 - 2021

Rates	OT	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total	Type
Chrg: £ 11.64	<input type="checkbox"/>	0	0	7.25	7.25	7.25	7.25	0	29	Standard rates
Pay: £ 9.01	<input type="checkbox"/>									
+ Add rate band										
Original (total)		0	0	7.25	7.25	7.25	7.25	0	29	
Adjustment (total)		0	0	0	0	0	0	0	0	
Original + Adjustment (total)		0	0	7.25	7.25	7.25	7.25	0	29	
Expenses										
Chrg.		£ 0.00	£ 0.00	£ 0.00	£ 0.00					
Pay		£ 0.00	£ 0.00	£ 0.00	£ 0.00					

Now add in the charge rate and the pay rate.

Rates	OT
Chrg: £ 11.64	<input type="checkbox"/>
Pay: £ 9.01	<input type="checkbox"/>
Chrg: 11.64	<input type="checkbox"/>
Pay: £ 9.01	<input type="checkbox"/>

Rates	OT	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total	Type
Chrg: £ 11.64	<input type="checkbox"/>	0	0	7.25	7.25	7.25	7.25	0	29	Standard rates
Pay: £ 9.01	<input type="checkbox"/>									
Chrg: £ 0.00	<input type="checkbox"/>	0	0	0	0	0	0	0	0	
Pay: £ 0.00	<input type="checkbox"/>									
+ Add rate band										

Missed pay (basic) x

How To Add In The Hours?

Now we have added the charge and pay rate we now need to add the hours in the correct day of which the hours were missing.

Job card

Worker

Historic week

Adjustment week

CT6E5W00 Warehouse GM

W12 / 2021

W17 - 2021

Rates	OT	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total	Type
Chrg: £ 11.64	<input type="checkbox"/>	0	0	7.25	7.25	7.25	7.25	0	29	Standard rates
Pay: £ 9.01	<input type="checkbox"/>									
Chrg: £ 11.64	<input type="checkbox"/>	0	7.25	0	0	0	0	0	7.25	Missed pay (basic)
Pay: £ 9.01	<input type="checkbox"/>									

+ Add rate band

Original (total)	0	0	7.25	7.25	7.25	7.25	0	29
Adjustment (total)	0	7.25	0	0	0	0	0	7.25
Original + Adjustment (total)	0	7.25	7.25	7.25	7.25	7.25	0	36.25

Expenses		Mon	Tue	Wed	Thu	Fri	Sat	Total
Chrg.		£ 0.00	£ 0.00	£ 0.00	£ 0.00	£ 0.00	£ 0.00	£ 0.00
Pay		£ 0.00	£ 0.00	£ 0.00	£ 0.00	£ 0.00	£ 0.00	£ 0.00

Cancel

Save

Next, click on **Missed pay** and add in the reason (if missed pay (basic) you don't need to click and change).

This will then bring up a drop down to select reason.

Please correct the errors listed below:
One or more of the rate rows has no hours assigned yet

Edit Adjustment Type

Adjustment type
Missed pay (basic) ▼

Invoice description
SR01 ▼

Cancel Save

How To Add In Standard Rate Information?

Once you have opened the Edit Adjustment you need to select either Missed pay (basic), Missed pay (overtime), Adjustment Rate or Adjustment Rate Overtime **ONLY**.

The screenshot shows the 'Edit Adjustment' interface in DatumRPO. A red arrow points from the text 'Next click on the reason and' to the 'Save' button in the 'Edit Adjustment Type' modal. Another red arrow points from the text 'Once you have opened the Edit Adjustment you need to select either Missed pay (basic), Missed pay (overtime), Adjustment Rate or Adjustment Rate Overtime ONLY.' to the 'Adjustment type' dropdown menu in the same modal. The modal shows 'Missed pay (basic)' selected. The background shows a table with rates and a 'Save' button.

Next click on the reason and

Save

Adjustment type

Missed pay (basic)

Missed pay (basic)

Missed pay (overtime)

Accommodation deduction

Adjusted Rate

Adjusted Rate OT

FLT Licence deduction

Locker Keys deduction

PPE deduction

PPE leaver deduction

PPE refund

Shift bonus

Travel direct debit deduction

Workwear deduction

Workwear refund

Invoice description

SR01

Cancel Save

Rates	OT	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total	Type
Chrg: £ 11.64	<input type="checkbox"/>	0	0						29	Standard rates
Pay: £ 9.01	<input type="checkbox"/>	0	7.25						7.25	
Chrg: £ 11.64	<input type="checkbox"/>	0								
Pay: £ 9.01	<input type="checkbox"/>	0								
+ Add rate band										
Original (total)		0	0							
Adjustment (total)		0	7.25							
Original + Adjustment (total)		0	7.25							
Expenses	Chrg.	£ 0.00	£ 0.00						£ 0.00	
	Pay	£ 0.00	£ 0.00						£ 0.00	

How To Check Before Saving?

We have now added all the information to save the adjustment. Next, we need to check to ensure the information is correct.

Job card: CT6E5W00 Warehouse GM

Worker: [Redacted]

Historic week: W12 / 2021

Adjustment week: W17 - 2021

Rates	OT	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total	Type
Chrg: £ 11.64	<input type="checkbox"/>	0	0	7.25	7.25	7.25	7.25	0	29	Standard rates
Pay: £ 9.01	<input type="checkbox"/>	0	0	7.25	7.25	7.25	7.25	0	29	Standard rates
Chrg: £ 11.64	<input type="checkbox"/>	0	7.25	0	0	0	0	0	7.25	Missed pay (basic)
Pay: £ 9.01	<input type="checkbox"/>	0	7.25	0	0	0	0	0	7.25	Missed pay (basic)
+ Add rate band										
Original (total)		0	0	7.25	7.25	7.25	7.25	0	29	
Adjustment (total)		0	7.25	0	0	0	0	0	7.25	
Original + Adjustment (total)		0	7.25	7.25	7.25	7.25	7.25	0	36.25	
Expenses	Chrg.	£ 0.00	£ 0.00	£ 0.00	£ 0.00	£ 0.00	£ 0.00	£ 0.00	£ 0.00	
	Pay	£ 0.00	£ 0.00	£ 0.00	£ 0.00	£ 0.00	£ 0.00	£ 0.00	£ 0.00	

Cancel Save

Correct Adjustment week of payment ✓

Correct Historic week of payment ✓

Correct Charge & Pay Rate ✓

Correct Hours ✓

Correct reason ✓

Then click on **Save**

If you have inputted anything incorrect you will see the below message appear.

Adjusted Rate is used if the pay rate is below NMW, please use Missed Pay for pay rates above NMW (above minimum rate on the job card)

How To View The Adjustment In Timesheets?

The Adjustment has now been processed and there are two ways of finding the adjustment.

The first one is allocated on the timesheet **A**

When you open the timesheet, you will see the adjustment.

The screenshot shows the DatumRPO interface. On the left is a sidebar with navigation links: Shifts to be approved, Queried shifts, Approved shifts, Weekly guarantees, Unsubmitted shifts, Statements, Timesheets (highlighted), Adjustments, and Invoices. The main area displays 'Timesheets: W12 2021 (from 22-03-2021 to 28-03-2021)' for 'Worker: Zeray'. A table lists shifts with columns: Worker, Job card, Adj. Status, and Hours. The first row is highlighted with a red box: Zeray, Milk Production Nights G3, A, 11h 30m. A red arrow points from the 'A' in the 'Adj. Status' column to a detailed view of the adjustment.

Zeray shifts
W12 2021 for Milk Production Nights G3

Status	Hours	Expenses	Charge value	Pay value
21-03-2021 18:30 Approved	11h 30m	0.00	184.81	142.03
Manual adjustment Historic timesheet (created by Lisa)			167.75	128.81
Total	11h 30m	£0.00	£352.56	£270.84

How To View The Adjustment In Adjustments?

The second way is to go to timesheets and on the left side you will see adjustments.

When you open the timesheet, you will see the adjustment. If required, you can adjust here by clicking

Edit historic timesheet adjustment

Finance for Stourton

Shifts to be approved
Queried shifts
Approved shifts
Weekly guarantees
Unsubmitted shifts
Statements
Timesheets
Invoices
Site locks
Site level approvals

Adjustments

Worker
Total: 1 rows
Zeray

Shifts to be approved
Queried shifts
Approved shifts
Weekly guarantees
Unsubmitted shifts
Statements
Timesheets
Adjustments
Invoices

Adjustments: W12 2021 (from 22-03-2021 to 28-03-2021)

Worker	Job card	Charge value	Pay value
Total: 1 rows		167.75	128.81
Zeray	Milk Production Nights G3	167.75	128.81

Adjustments: W12 2021 (from 22-03-2021 to 28-03-2021)

Worker	Job card	Charge value	Pay value
Total: 1 rows		167.75	128.81
Zeray	Milk Production Nights G3	167.75	128.81

Historic timesheet adjustment breakdown

Week	Charge	Pay
Week 07 2021	167.75	128.81

Edit historic timesheet adjustment

SITE LOCKS

When Is The Deadline For Locking Sites?

DEADLINE FOR LOCKING SITES IS:

MONDAY

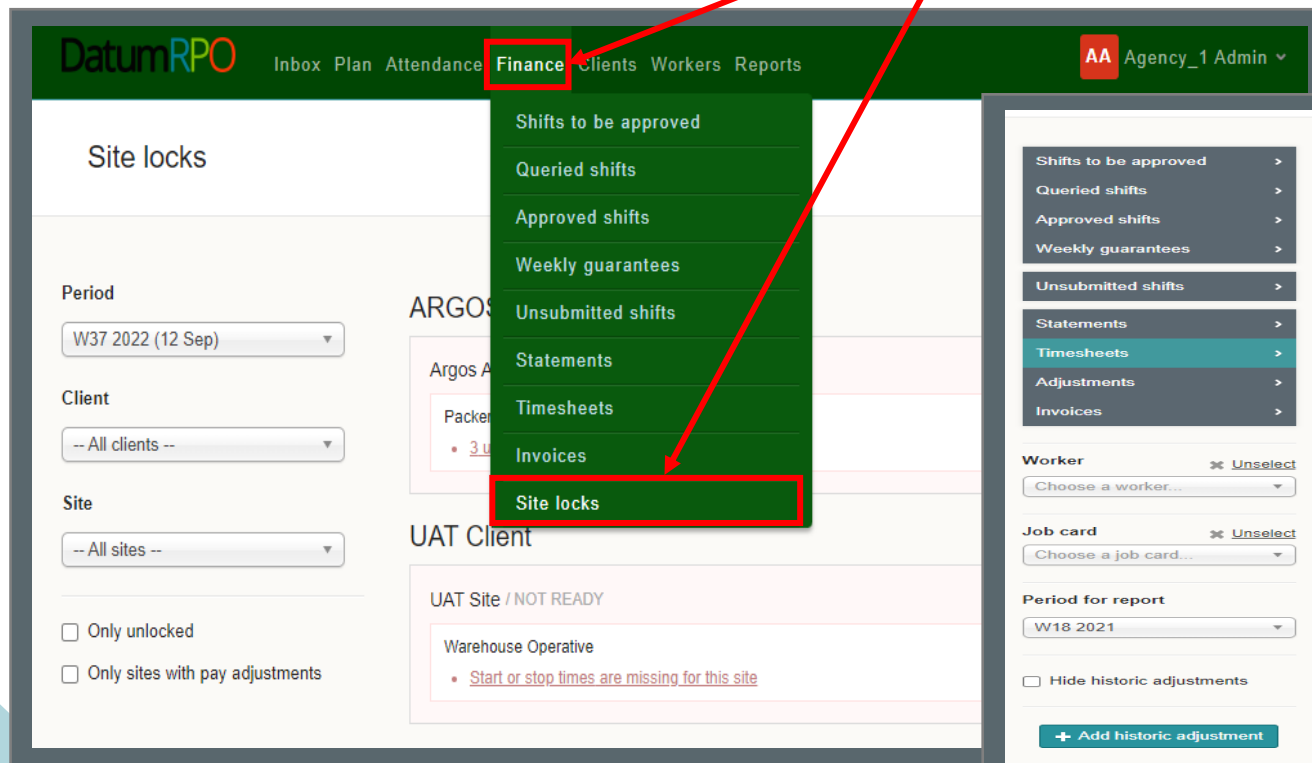
2PM

If you don't lock or advise of an issue the site will be locked for you which could result in workers not being paid.

What Do I Need To Check Before I Lock Site?

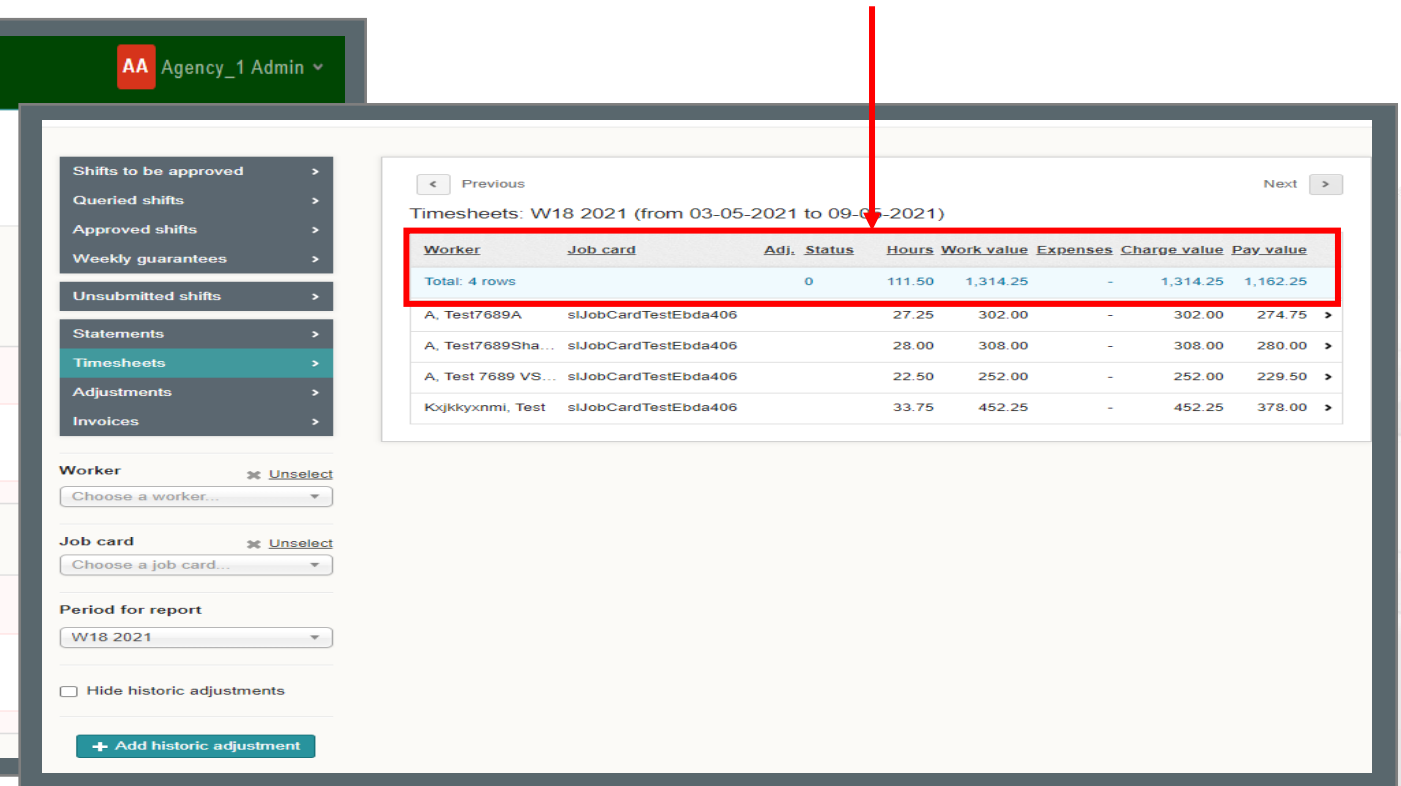
Site Locks is the final process before you complete payroll. Once you lock the site you are not able to do anything if you find something wrong. It is important that you do your checks before finalising.

Go to Finance and back to your timesheet page.



The screenshot shows the DatumRPO interface with the 'Finance' menu open. The menu items are: Shifts to be approved, Queried shifts, Approved shifts, Weekly guarantees, Unsubmitted shifts, Statements, Timesheets, Invoices, and Site locks. The 'Site locks' option is highlighted with a red box. A red arrow points from the 'Site locks' option to the 'Timesheets' page in the adjacent screenshot.

You need to check your hours and charge rates match.

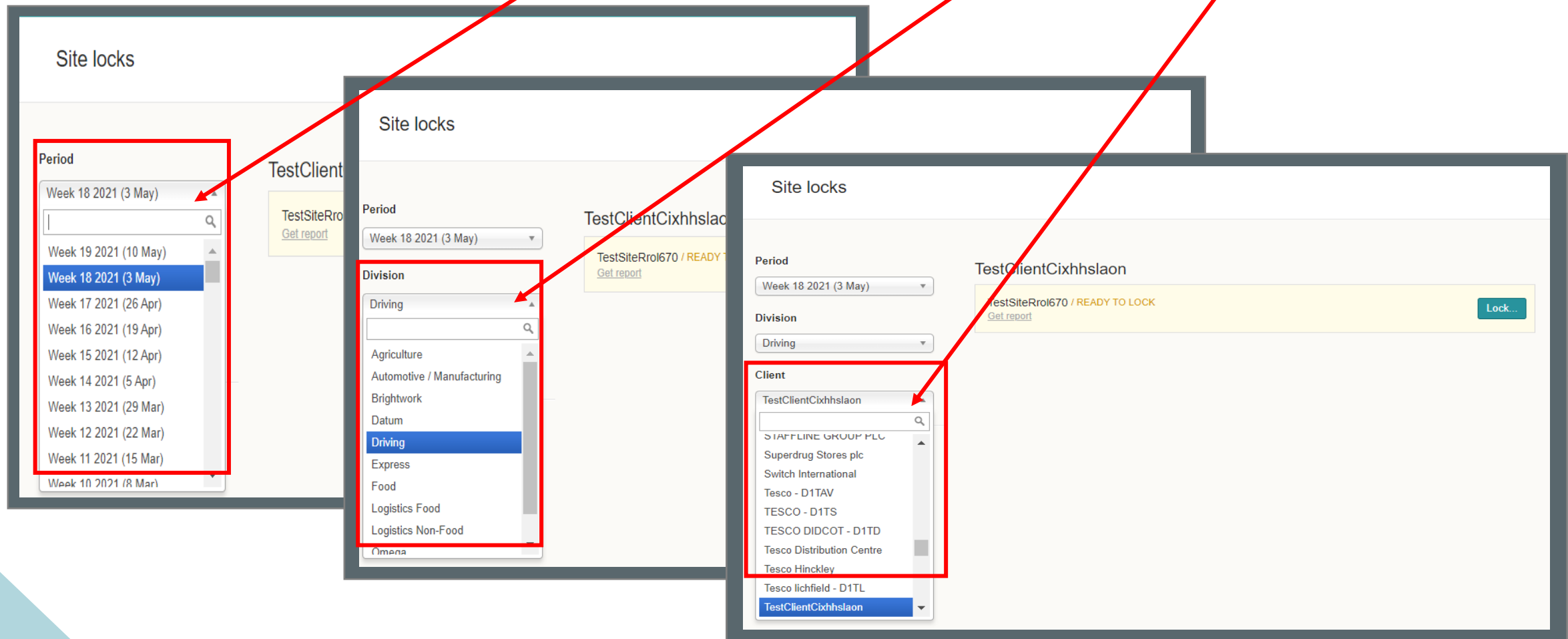


The screenshot shows the 'Timesheets' page for 'W18 2021 (from 03-05-2021 to 09-05-2021)'. The table below shows the data for the period. A red box highlights the table, and a red arrow points from the 'Site locks' option in the previous screenshot to the table.

Worker	Job card	Adj.	Status	Hours	Work value	Expenses	Charge value	Pay value
Total: 4 rows		0		111.50	1,314.25	-	1,314.25	1,162.25
A, Test7689A	sJobCardTestEbda406			27.25	302.00	-	302.00	274.75
A, Test7689Sha...	sJobCardTestEbda406			28.00	308.00	-	308.00	280.00
A, Test 7689 VS...	sJobCardTestEbda406			22.50	252.00	-	252.00	229.50
Kxjkkynmli, Test	sJobCardTestEbda406			33.75	452.25	-	452.25	378.00

Where To Find Period (Week), Division And Client?

Next you will need to add your Period. This is the **week** of payroll you are processing, **division** which your **client** sits under and then find your client.



Where To Generate Your Lock Report?

Click on get report and this will then generate a CSV report.

Site locks

Period
Week 18 2021 (3 May)

Division
Driving

Client
TestClientCixhhsaon

TestClientCixhhsaon

TestSiteRrol670 / READY TO LOCK

Get report

Lock...

Employer	Division	Consultar	Candidate	Original	Candidate	Candidate	Employe	Week Star	Week End	Client	Orc	Job Proj	Job Id	Job Ref	Job Type	Timesheet	Hours	Wc	Time Rate	Rate Cod	Pay Rate	Charge R	Customer	Customer	Pension C	Apprentic	Holiday A	Invoice	Pay Subto	Charge Su	Client clock
SL	DR	1.7E+08	6.4E+08	6.4E+08	Test7689	A	PAYE	2E+07	2E+07	10IT	6.3E+08	slJobCard Driver	6.4E+08	28	BASE_RAT Y	10	11	6.3E+08	testsiterr	1	1	28	Basic pay	280	308						
SL	DR	1.7E+08	6.3E+08	6.3E+08	Test	Kxjkkynxnn	PAYE	2E+07	2E+07	10IT	6.3E+08	slJobCard Driver	6.4E+08	27	BASE_RAT Y	11	13	6.3E+08	testsiterr	1	1	28	Basic pay	297	351						
SL	DR	1.7E+08	6.3E+08	6.3E+08	Test	Kxjkkynxnn	PAYE	2E+07	2E+07	10IT	6.3E+08	slJobCard Driver	6.4E+08	6.75	OT_RATE N	12	15	6.3E+08	testsiterr	1	1	0	Overtime	81	101.25						
SL	DR	1.7E+08	6.4E+08	6.4E+08	Test 7689	A	PAYE	2E+07	2E+07	10IT	6.3E+08	slJobCard Driver	6.4E+08	18	BASE_RAT Y	10	11	6.3E+08	testsiterr	1	1	28	Basic pay	180	198						
SL	DR	1.7E+08	6.4E+08	6.4E+08	Test 7689	A	PAYE	2E+07	2E+07	10IT	6.3E+08	slJobCard Driver	6.4E+08	4.5	OT_RATE N	11	12	6.3E+08	testsiterr	1	1	0	Overtime	49.5	54						
SL	DR	1.7E+08	6.4E+08	6.4E+08	Test7689	A	PAYE	2E+07	2E+07	10IT	6.3E+08	slJobCard Driver	6.4E+08	25	BASE_RAT Y	10	11	6.3E+08	testsiterr	1	1	28	Basic pay	250	275						
SL	DR	1.7E+08	6.4E+08	6.4E+08	Test7689	A	PAYE	2E+07	2E+07	10IT	6.3E+08	slJobCard Driver	6.4E+08	2.25	OT_RATE N	11	12	6.3E+08	testsiterr	1	1	0	Overtime	24.75	27						
Total																															

The report will show you
Worker, Workers ID, Job Card, Hours,
Pay Rate, Charge Rate, Total Pay and
Total Charge.

This will enable you to do a final check
before locking your payroll.

How To Lock Your Site?

You are now ready to lock your site. The final stage is to add in PO if required. There are also options to add to job card or worker.

PO for week 18 at TestSiteRrol670

Customers usually need a Purchase Order (PO) number to approve weekly spend, and automate payment.

Job cards	Workers
1	4

Enter Purchase Order details

☒ PO number is not required

☐ PO number for the whole site

☐ PO number for each job card

☐ PO number for each worker

Cancel Lock

You can now lock your site.

TestClientCixhhsloa

TestSiteRrol670 / LOCKED

[Get report](#) | [View POs](#)

Unlock

The site will go from lock to unlock.

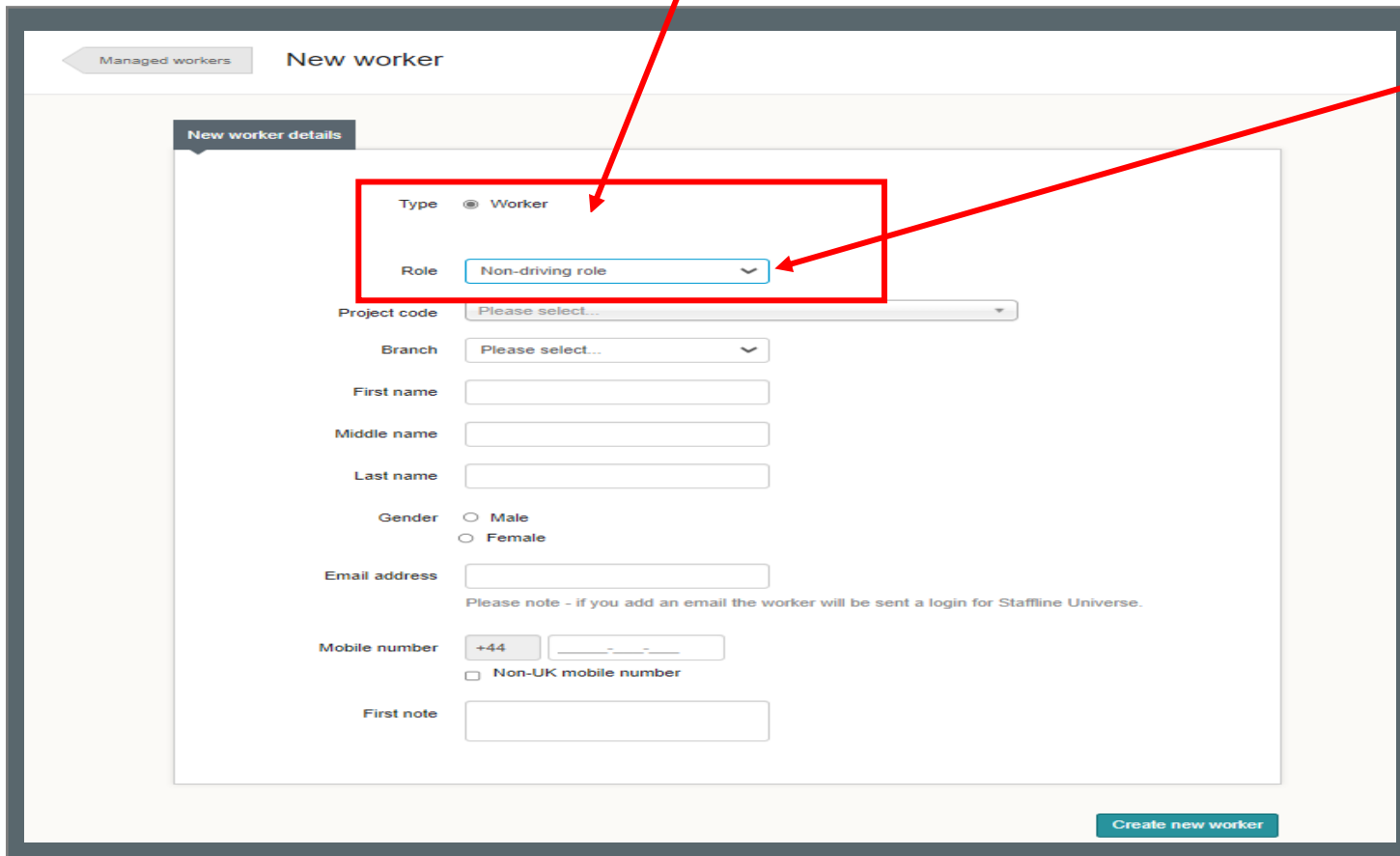
It is forbidden to unlock a site and will not allow you to do so.

WORKER OVERVIEW

MANAGE WORKER

How To Fill Out The Workers Details?

Enter the worker's type. You need to select worker here.



The screenshot shows the 'New worker' form. A red box highlights the 'Type' and 'Role' fields. The 'Type' field is set to 'Worker'. The 'Role' field is a dropdown menu currently showing 'Non-driving role'. A red arrow points from the text 'You need to select worker here.' to the 'Type' field. Another red arrow points from the text 'Select the role from the dropdown.' to the 'Role' dropdown menu.

Managed workers New worker

New worker details

Type ☒ Worker

Role

Project code

Branch

First name

Middle name

Last name

Gender ☐ Male ☐ Female

Email address

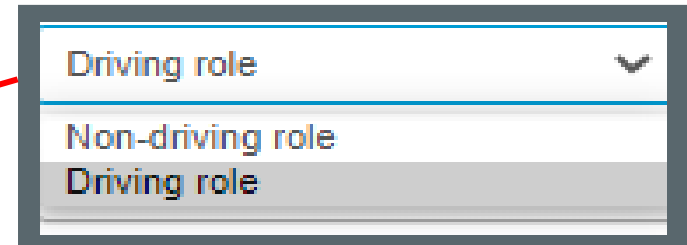
Please note - if you add an email the worker will be sent a login for Staffline Universe.

Mobile number

☐ Non-UK mobile number

First note

Create new worker



The close-up shows the 'Role' dropdown menu. It has a blue border and a downward arrow on the right. The menu is open, showing three options: 'Driving role', 'Non-driving role', and 'Driving role'. The 'Non-driving role' option is highlighted with a grey background.

Driving role

Non-driving role

Driving role

Select the role from the dropdown.

How To Fill Out The Workers Details?

Enter the candidate's name here. 'First name' and 'Last name' must be completed, but 'Middle name' is optional.

Managed workers New worker

New worker details

Type ☒ Worker ☐ Partner agency worker

Role

Project code

Branch

First name

Middle name

Last name

Gender ☐ Male ☐ Female

Email address

Please note - if you add an email the worker will be sent a login for Staffline Universe.

Mobile number

☐ Non-UK mobile number

First note

Create new worker

Enter gender here.

How To Fill Out The Workers Details?

The screenshot shows a web form titled 'New worker' with a sub-section 'New worker details'. The form contains the following fields and options:

- Type: ☒ Worker, ☐ Partner agency worker
- Role:
- Project code:
- Branch:
- First name:
- Middle name:
- Last name:
- Gender: ☐ Male, ☐ Female
- Email address:
Please note - if you add an email the worker will be sent a login for Staffline Universe
- Mobile number:
☐ Non-UK mobile number
- First note:
-

Red annotations include a box around the Email address, Mobile number, and First note fields, and arrows pointing to the Mobile number field and the 'Create new worker' button.

Enter their mobile number.

Mobile number
☐ Non-UK mobile number

If Non-UK mobile number, please tick the box.

If you required to add any notes add in the First Note section

Finally press on the right hand corner to create new worker.

How Do I Fill Out The Workers Details?

Next, we need to complete the about you section, add date of birth and nationality.

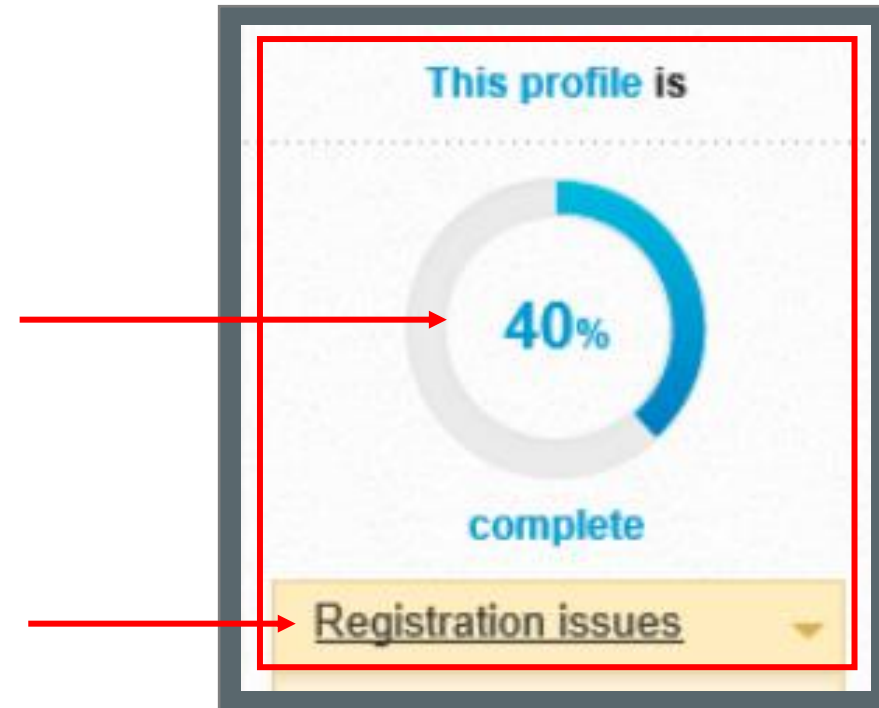
The image shows two screenshots from a web application. The top screenshot is the 'About you' form, which includes fields for First name (Tina), Middle name, Last name (Test), Date of birth (Day, Month, Year dropdowns), Gender (Male, Female radio buttons), and Nationality (British, Other radio buttons). Red boxes highlight the Date of birth and Nationality sections, with red arrows pointing to them. The bottom screenshot shows a note in the system, with a red box highlighting the note content and a red arrow pointing to it. The note content is: Tina, Monday 19th April 2021 17:13, Onboarding email sent, Prospect level: Open.

Under notes on the top right, you will notice a message stating 'Onboarding email sent'.

How To Reduce Incomplete Profile?

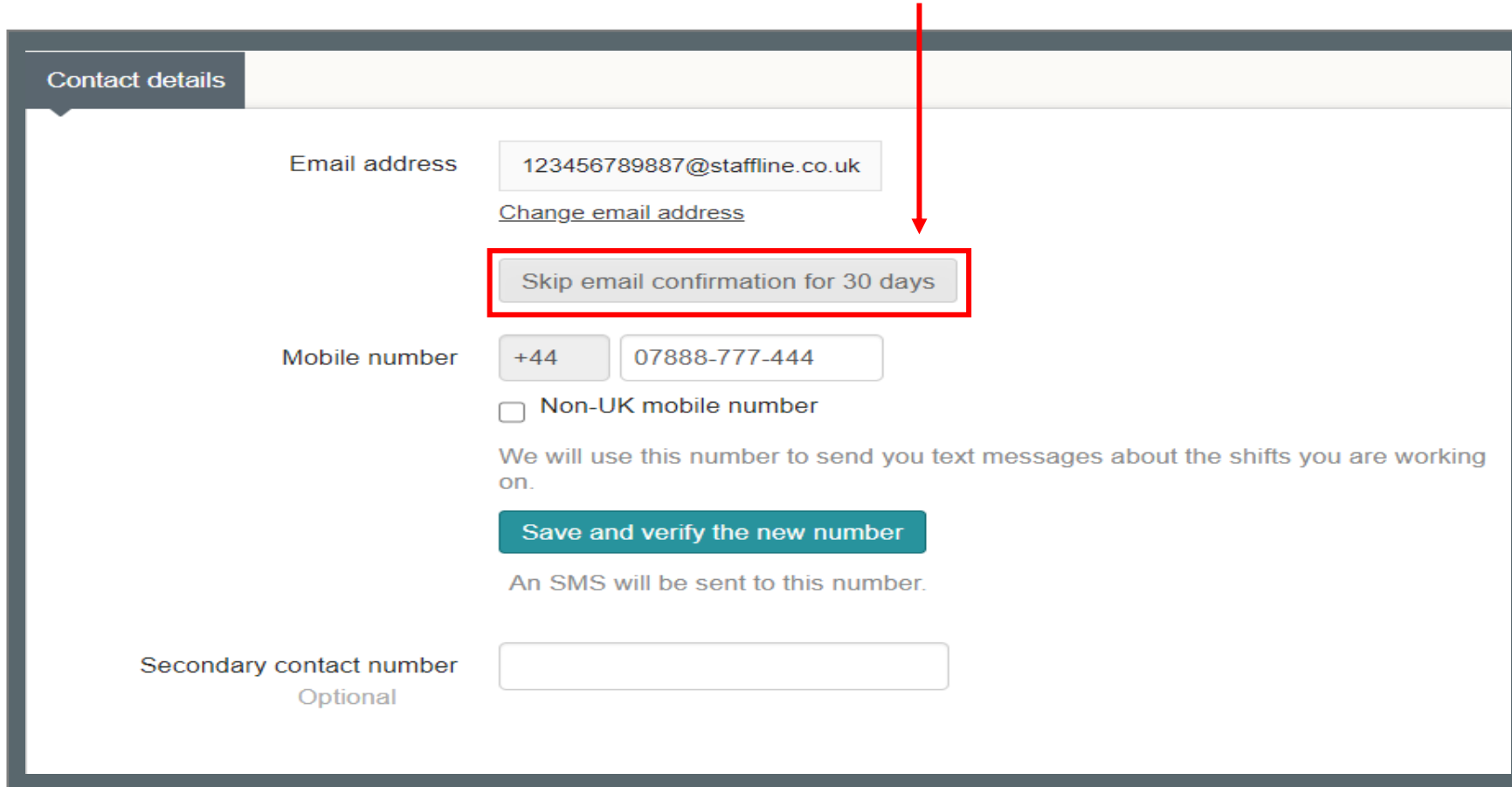
Once a section is completed, the profile percentage will start to decrease until it reaches 100%. Underneath the profile percentage, it will also show issues that are outstanding with the profile.

The following sections will need to be completed so that the registration percentage reaches 100%, this way the worker can then be made compliant.



How To Complete Contact Details?

Contact details need to be verified, this will be through email and text message. If the worker doesn't confirm email address, you can skip for 30 days while you get the worker to confirm.



Contact details

Email address
[Change email address](#)

Skip email confirmation for 30 days

Mobile number
☐ Non-UK mobile number

We will use this number to send you text messages about the shifts you are working on.

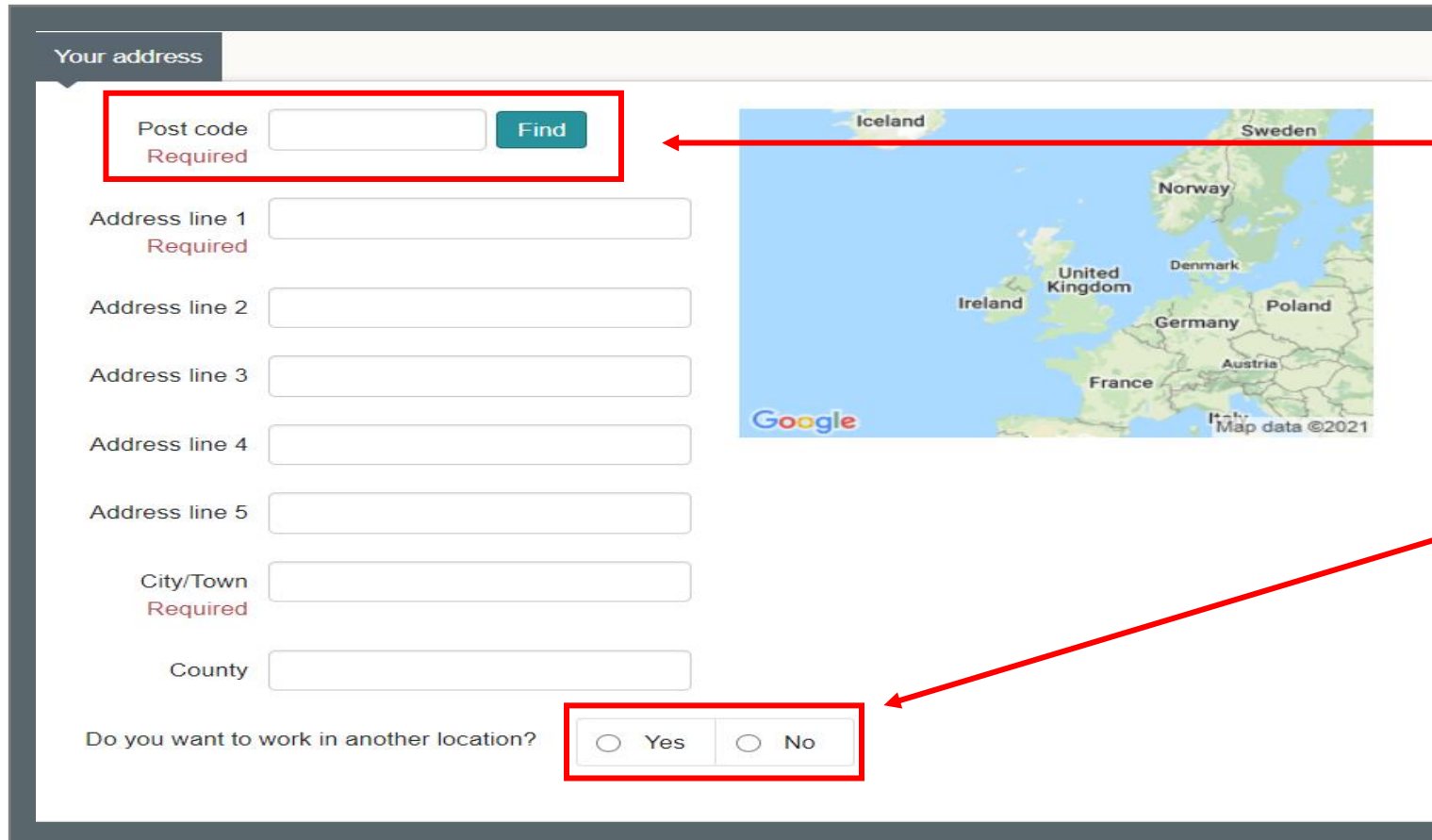
Save and verify the new number

An SMS will be sent to this number.

Secondary contact number
Optional

How To Complete Your Address?

To complete the address, you can manually add in all the information or add in the post code which will give you a drop down to find the number of the house/road.



The screenshot shows a form titled "Your address" with the following fields:

- Post code** (Required) with a "Find" button. This field is highlighted with a red box.
- Address line 1** (Required)
- Address line 2**
- Address line 3**
- Address line 4**
- Address line 5**
- City/Town** (Required)
- County**
- Do you want to work in another location?** with radio buttons for "Yes" and "No". This section is highlighted with a red box.

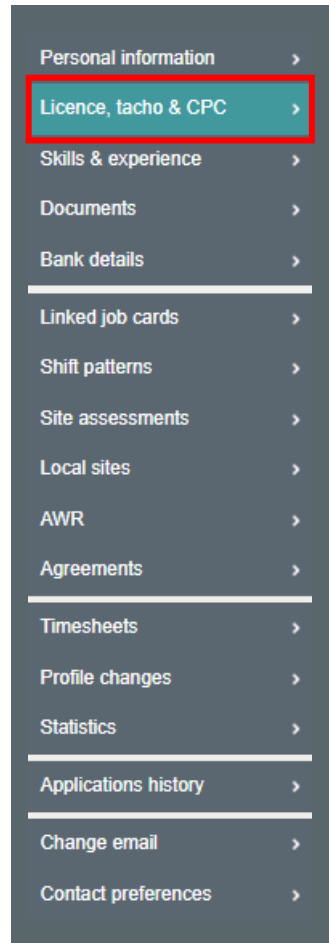
A Google map of Europe is displayed to the right of the form. Two red arrows point from the explanatory text on the right to the highlighted areas: one from the first paragraph to the "Post code" field, and another from the second paragraph to the "Do you want to work in another location?" section.

Once the address has been found press enter and this will fill out all the slots.

The worker can also be added to – Do you want to work in another location, click 'Yes' or 'No'.

How To Complete Licence?

Go to Licence, Tacho and CPC on the left-hand side of the worker's profile.

A screenshot of the 'Your licence' form. The form is titled 'Your licence' and contains several input fields. A red box highlights the following fields: 'Country of issue' (with radio buttons for 'United Kingdom' and 'Other'), 'First name on licence (if not Tina)' (with a text input field and 'Optional' below it), 'Licence number' (with a text input field), 'Issue number' (with a text input field), 'Date of issue' (with dropdowns for Day, Month, and Year), and 'Date of expiry' (with dropdowns for Day, Month, and Year). A red arrow points from the 'Licence number' field to the text 'Entre the full name on the Licence.' on the right.

Please fill in the following information:

Add in the country of issue. Follow the UK guidelines for licenses. If other use the dropdown to select the country.

Entre the full name on the Licence.

Enter the Licence number on the driving Licence card

Enter the issue number.

Date of Issue.

Date of Expiry.

How To Complete Licence Categories?

Licence categories

<input type="checkbox"/> B	
<input type="checkbox"/> B+E	
<input type="checkbox"/> C	
<input type="checkbox"/> C+E	
<input type="checkbox"/> C1	
<input type="checkbox"/> C1+E	
<input type="checkbox"/> D	
<input type="checkbox"/> D1	

Licence categories

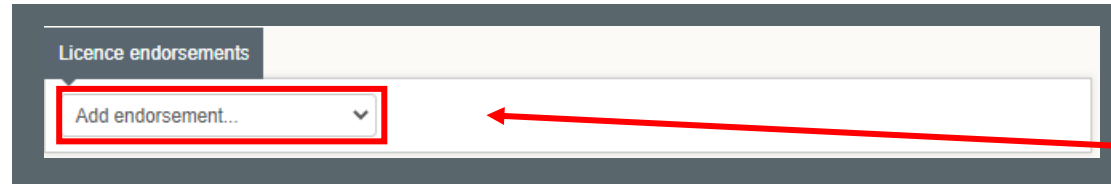
<input type="checkbox"/> B	
<input type="checkbox"/> B+E	
<input checked="" type="checkbox"/> C	<div>Valid from Day Month Year</div> <div>Valid to Day Month Year</div>
<input checked="" type="checkbox"/> C+E	<div>Valid from Day Month Year</div> <div>Valid to Day Month Year</div>
<input type="checkbox"/> C1	
<input type="checkbox"/> C1+E	
<input type="checkbox"/> D	
<input type="checkbox"/> D1	

To add a category, click on to the category that appears on the licence.

Then enter the valid date from and to.

Click on save changes.

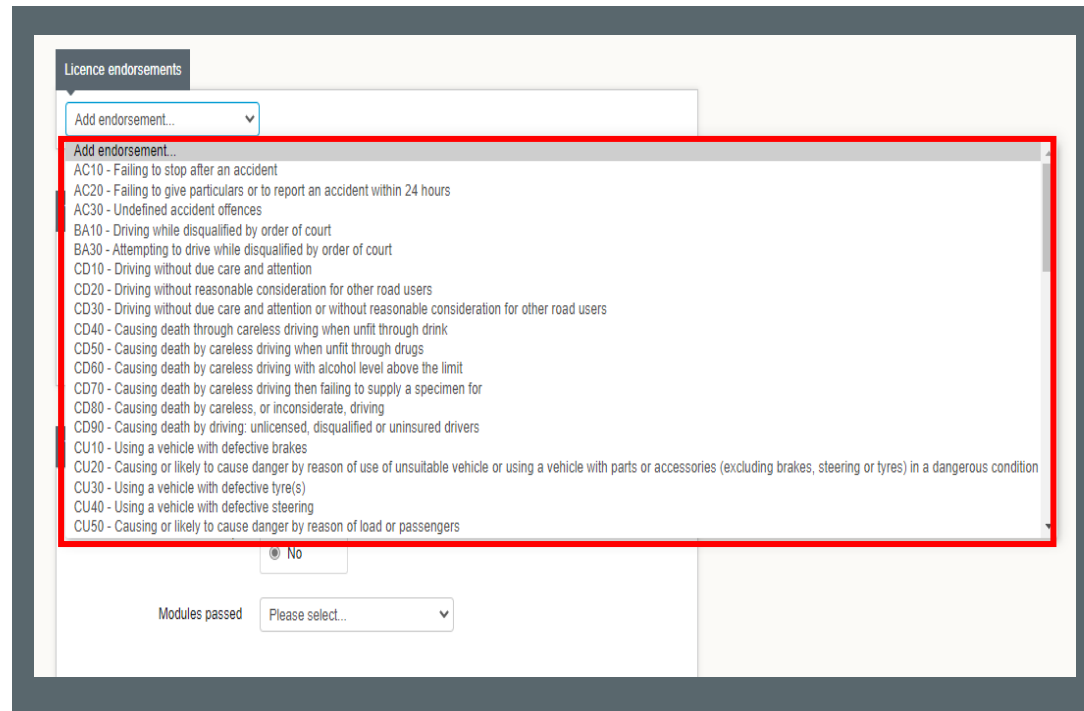
How To Complete Licence Endorsements?



Licence endorsements

Add endorsement...

If a worker has any endorsements on their licence, you need to make sure you add them to Universe. To find your endorsement click on the drop-down arrow to review the dropdown list.



Licence endorsements

Add endorsement...

Add endorsement...

- AC10 - Failing to stop after an accident
- AC20 - Failing to give particulars or to report an accident within 24 hours
- AC30 - Undefined accident offences
- BA10 - Driving while disqualified by order of court
- BA30 - Attempting to drive while disqualified by order of court
- CD10 - Driving without due care and attention
- CD20 - Driving without reasonable consideration for other road users
- CD30 - Driving without due care and attention or without reasonable consideration for other road users
- CD40 - Causing death through careless driving when unfit through drink
- CD50 - Causing death by careless driving when unfit through drugs
- CD60 - Causing death by careless driving with alcohol level above the limit
- CD70 - Causing death by careless driving then failing to supply a specimen for
- CD80 - Causing death by careless, or inconsiderate, driving
- CD90 - Causing death by driving: unlicensed, disqualified or uninsured drivers
- CU10 - Using a vehicle with defective brakes
- CU20 - Causing or likely to cause danger by reason of use of unsuitable vehicle or using a vehicle with parts or accessories (excluding brakes, steering or tyres) in a dangerous condition
- CU30 - Using a vehicle with defective tyre(s)
- CU40 - Using a vehicle with defective steering
- CU50 - Causing or likely to cause danger by reason of load or passengers

☒ No

Modules passed Please select...

Once you have entered the reason you will need to fill out the dates of offence.

How To Complete Licence Endorsements?

The screenshot shows a web form titled 'Licence endorsements'. On the left, there is a sidebar with 'AC20' and a 'Remove' link. The main form area has a title 'Failing to give particulars or to report an accident within 24 hours'. Below this, there are three red boxes with arrows pointing to them from the right: 1. A box around the 'Date of offence' section, which contains three dropdown menus with values '2', 'March', and '2021'. 2. A box around the 'Points received' dropdown menu, which has the value '6'. 3. A box around the 'Add endorsement...' dropdown menu at the bottom. Below the 'Points received' box, it says 'Total points: 6'.

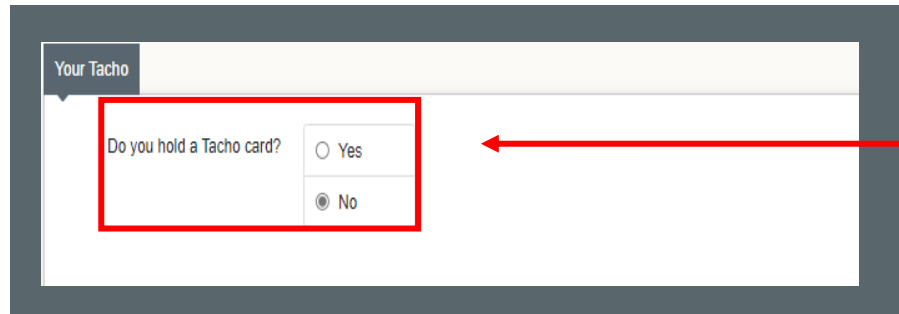
Add the date of the offence

The points issued

If required add any additional endorsements.

Once completed press save change.

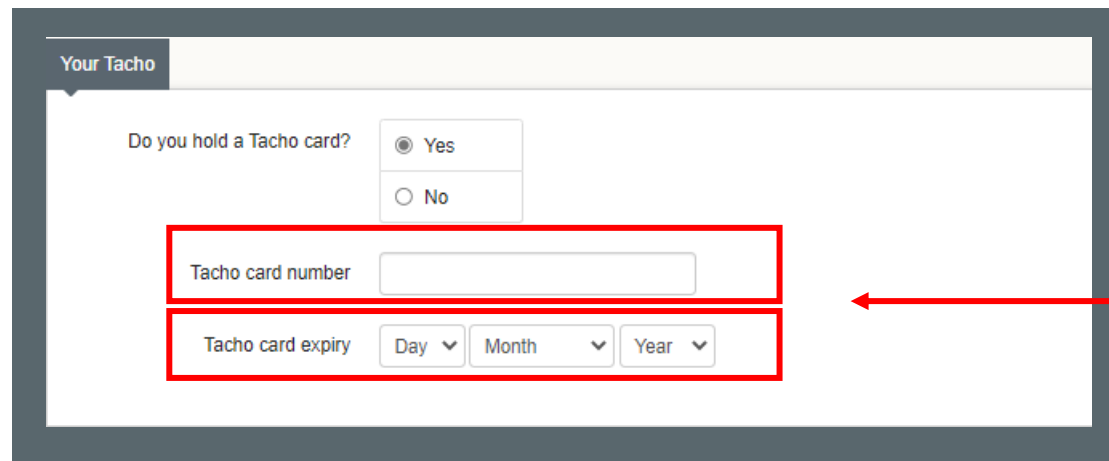
How To Complete Your Tacho?



Your Tacho

Do you hold a Tacho card? ☐ Yes ☒ No

Now we need to complete the Tacho part, if required click 'Yes'.



Your Tacho

Do you hold a Tacho card? ☒ Yes ☐ No

Tacho card number

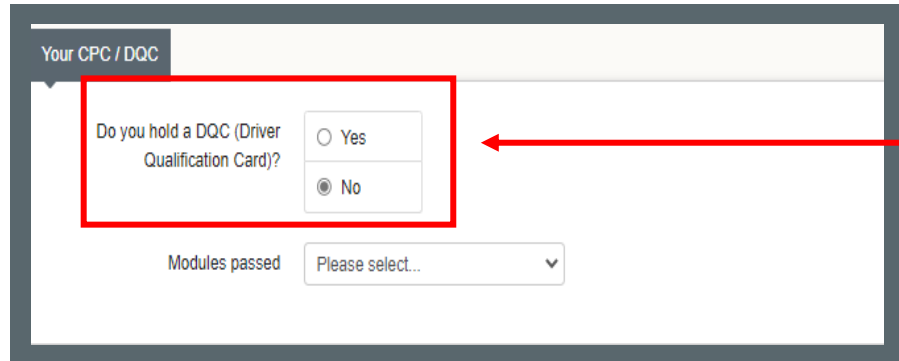
Tacho card expiry Day Month Year

Save changes

Next, we need to add in the Tacho number and expiry date.

Once completed press save changes.

How To Complete Your CPC/DQC?



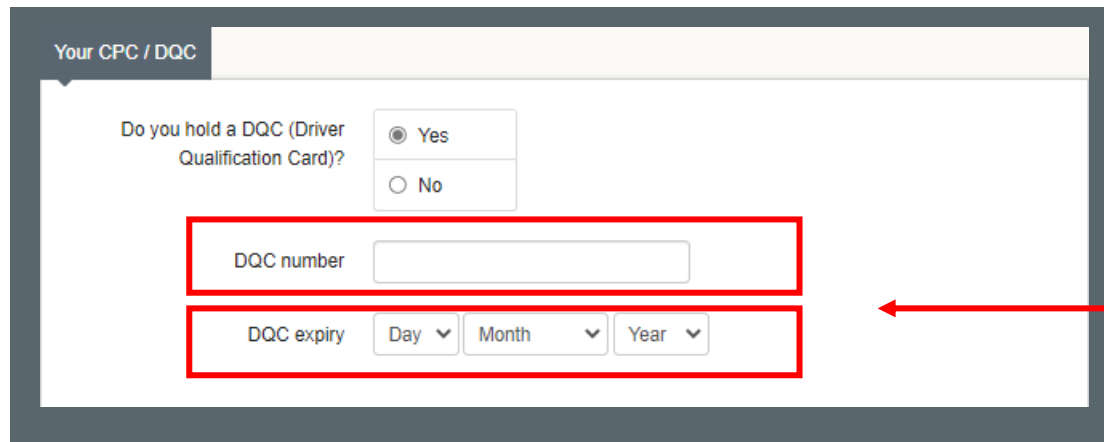
Do you hold a DQC (Driver Qualification Card)?

☐ Yes

☒ No

Modules passed

Now we need to complete the CPC/DQC part if required click on 'Yes'.



Do you hold a DQC (Driver Qualification Card)?

☒ Yes

☐ No

DQC number

DQC expiry

Add in the DQC number and expiry date.

Once completed press save changes.

How To Complete Validations For Licence And Tacho?

To validate the workers Licence And Tacho, you will need to click onto each one and validate.

Validations

Type	By	Date	Comment	Status
Driving licence	-	-	-	-
Tacho card	-	-	-	-

Click on update.

Pass the worker.
If you click fail the worker will not be able to be placed out into work. This would be a decline in the interview process.

Create validation

Validation result

☒ Pass

☐ Fail

Comment

Cancel Create validation record

Add any comments.

Click on 'Create Validation record'.

Repeat the process on the Tacho Card.
You will now see both sections have been updated and status is **Pass**.

Validations

Type	By	Date	Comment	Status
Driving licence	Tina H.	03-06-2021	-	Pass
Tacho card	Tina H.	03-06-2021	-	Pass

How To Upload Driving Licenses And Checks?

The next section to complete is the scanned document section.

Scanned documents

Documents marked do not show when the worker accesses their profile.

- DVLA check document
- Digicard download
- Driver qualification card: front
- Driver qualification card: back
- Driving licence: front
- Driving licence: back
- Tacho card: front
- Tacho card: back

DVLA check document

Not uploaded yet

Upload this document

You can drag and drop a file here... or click to select a file.

Click on the section you would like to upload DVLA checks.

You can either drag and drop the file or upload from your desktop.

Click on the section and take the expiry date from the passport/ID card.

Once you have pressed upload this file, you will see a padlock next to the selected box. This means the worker cannot delete the file.

Scanned documents

Documents marked do not show when the worker accesses their profile.

- DVLA check document
- Digicard download
- Driver qualification card: front
- Driver qualification card: back
- Driving licence: front
- Driving licence: back
- Tacho card: front
- Tacho card: back

DVLA check document

Not uploaded yet

Upload this document

File name:

Expiry date

Day Month Year

Upload this file (567 KB)

How To Complete Skills And Experience?

To complete Skill's first select a primary skill.

If you don't have a primary skill, click on the roles that they have experience on in their previous work history. You can also select other skills and sub-skills.

The screenshot displays the 'Skills & experience' section of a user profile. The left sidebar contains a menu with options: Personal information, Skills & experience (highlighted), Documents, Bank details, Linked job cards, Shift patterns, Site assessments, Local sites, Agreements, Timesheets, Profile changes, Statistics, Applications history, Change email, and Contact preferences. The main content area is divided into several sections: Skills, Professional qualifications, and Your employment history. The Skills section is further divided into Primary skill, Other skills, and Sub-skills. The Primary skill dropdown menu is open, showing a list of skills including Food Production (highlighted), LGV driver, Assembly, Labourer, Cleaning, Facilities, Hospitality, Machine Operating, Packing, QC/Inspection, Warehouse OP/Order picking, and Fork Lift Truck Driver. The Other skills section lists LGV driver, Cleaning, Hospitality, and QC/Inspection. The Sub-skills section shows Food Production and Butchery. The Professional qualifications section asks 'Do you have an FLT qualification?'. The Your employment history section shows a progress bar indicating 91% completion and a button to 'Add an employer'.

Personal information

Skills & experience

Documents

Bank details

Linked job cards

Shift patterns

Site assessments

Local sites

Agreements

Timesheets

Profile changes

Statistics

Applications history

Change email

Contact preferences

This profile is 91% complete

Skills

Primary skill

Please select...

Other skills

☐ LGV driver

☐ Cleaning

☐ Hospitality

☐ QC/Inspection

Professional qualifications

Do you have an FLT qualification?

Your employment history

You haven't added any employment history

+ Add an employer

You can always add more employers later

Skills

Primary skill

Food Production

Please select...

LGV driver

Assembly

Labourer

Cleaning

Facilities

Food Production

Hospitality

Machine Operating

Packing

QC/Inspection

Warehouse OP/Order picking

Fork Lift Truck Driver

☐ Assembly

☐ Facilities

☐ Machine Operating

☐ Warehouse OP/Order picking

☐ Labourer

☒ Food Production Primary

☐ Packing

☐ Fork Lift Truck Driver

Sub-skills

Food Production

☐ Butchery

Once added press save changes.

How To Complete Skills And Experience?

To complete professional qualifications, select whether you have an FLT license or not.

If yes is selected, an additional box will appear with FLT qualification provider and FLT qualification date. Insert the license from the drop down and input the most recent qualification date or refresher date.

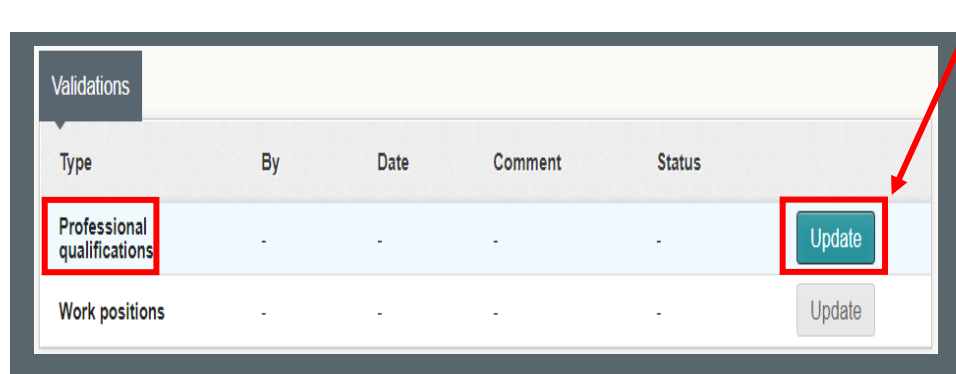
The image shows three sequential screenshots of a web form titled 'Professional qualifications'. Red arrows indicate the flow of the process:

- First Screenshot:** Shows the question 'Do you have an FLT qualification?' with radio buttons for 'Yes' and 'No'. The 'No' button is highlighted with a red box.
- Second Screenshot:** Shows the 'Yes' option selected. Below it, the 'FLT qualification provider' dropdown menu is open, displaying a list of providers: AITT, CITB, CPCS, ITSAAR, NOTLS, NPORS, and RTITB. The dropdown is highlighted with a red box.
- Third Screenshot:** Shows the 'FLT qualification provider' set to 'RTITB'. Below it, the 'FLT qualification date' is set to '1 February 2021'. The date selection area is highlighted with a red box. A note below the date field reads: 'Your most recent qualification date, or refresher date'.

Once added press save changes.

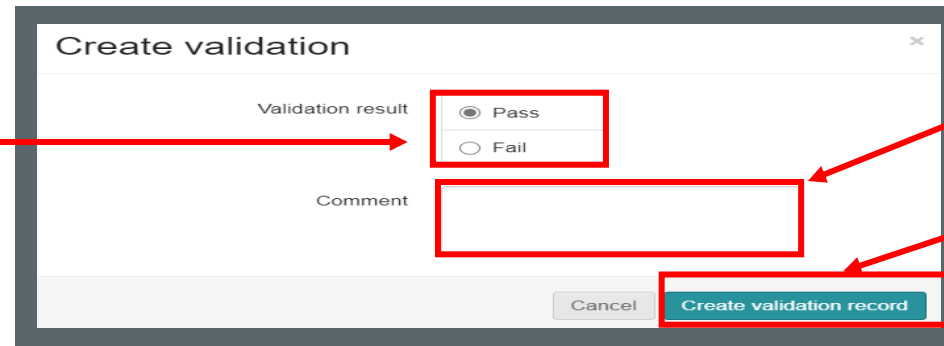
How To Complete Validations For Skills?

To validate the skills section of a worker's profile, you will need to click on each one to validate.



Type	By	Date	Comment	Status
Professional qualifications	-	-	-	-
Work positions	-	-	-	-

Pass the worker.
If you click fail the worker will not be able to be placed out into work. This would be a decline in the interview process.



Create validation

Validation result

☒ Pass
☐ Fail

Comment


Cancel Create validation record

Add any comments

Click on
'Create
Validation record'.

Repeat the process on the work positions.

You will now see both sections have been updated
and the status is **Pass**.



Type	By	Date	Comment	Status
Professional qualifications	Tina H.	21-04-2021	-	Pass
Work positions	Tina H.	21-04-2021	-	Pass

How To Validate The Workers Personal Information And Employment Status?

This is the same process as validating the skills section, but you will have to do your check list before you click pass.

Validations

Type	By	Date	Comment	Status
Personal information	-	-	-	-
Employment status	-	-	-	-

Click on update for personal information and employment status.

Create validation

I can confirm the following:

- All agreements have been completed and signed by the worker such as Key facts document for PAYE workers.
- The original right to work documents have been verified and uploaded.
- The worker has provided proof of their right to work in the UK.
- The ID doesn't appear to be forged or tampered with.
- The ID photograph matches the worker name, DOB and appearance.
- The bank account details, telephone number and email address have been verified.
- Evidence of their student status and term dates has been uploaded (if worker holds a student visa).

The worker's right to work documentation supporting the above statements was verified on

2021-04-21

Validation result

☒ Pass

☐ Fail

Comment

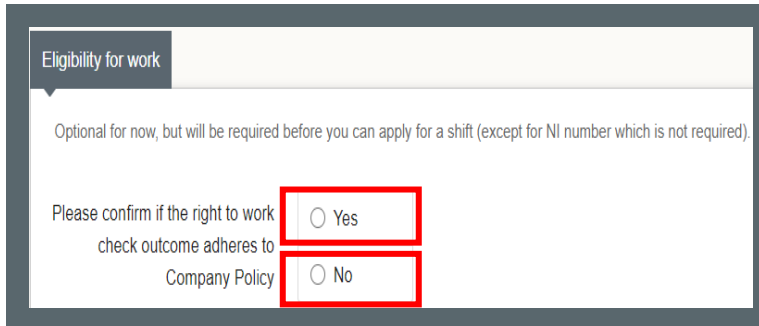
Cancel Create validation record

When confirming the validation of the worker you are confirming the following.

One happy, you can pass the worker, add a comment and then select 'Create validation record'.

How To Make The Worker Compliant?

The last requirement to enable you to place the worker onto an Induction is to confirm if the right to work check outcome adheres to company policy.



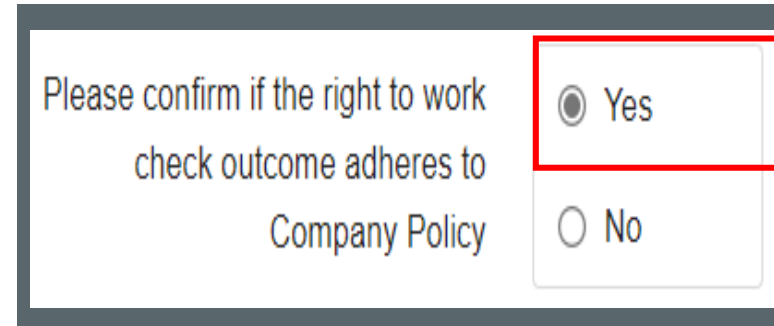
Eligibility for work

Optional for now, but will be required before you can apply for a shift (except for NI number which is not required).

Please confirm if the right to work check outcome adheres to Company Policy

☐ Yes

☐ No

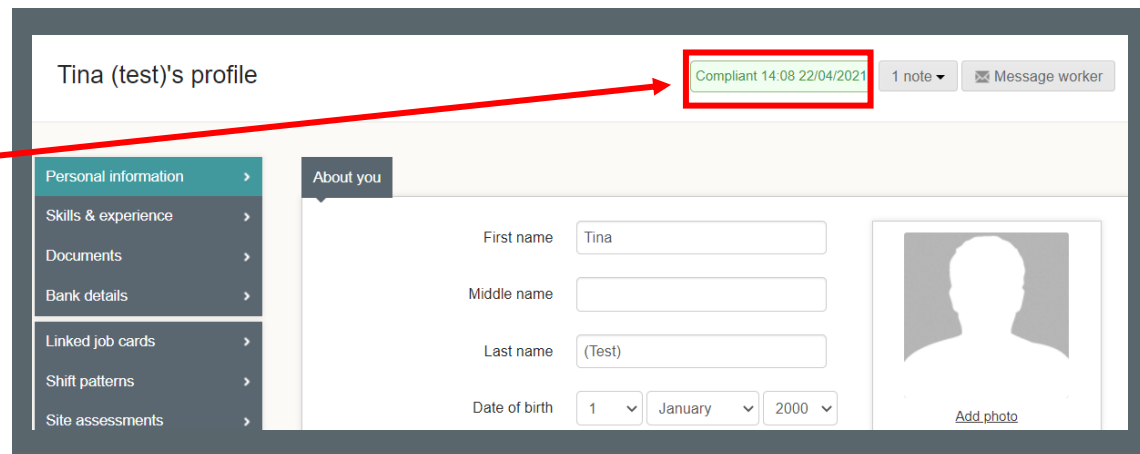


Please confirm if the right to work check outcome adheres to Company Policy

☒ Yes

☐ No

Once you have click on 'Yes' you will see at the top of the page the worker will turn compliant.



Tina (test)'s profile

Compliant 14:08 22/04/2021 1 note Message worker

Personal information >

Skills & experience >

Documents >

Bank details >

Linked job cards >

Shift patterns >

Site assessments >

About you

First name Tina


Middle name

Last name (Test)

Date of birth 1 January 2000

Add photo

If you click on 'No' you will see at the top of the page the worker will have failed compliant.



Failed compliance 14:16 22/04/2021 Send compliance request

LINKING A WORKER TO A JOB CARD

How To Search For A Worker?

Open Universe go to workers and then search for your worker in the search bar.

The image shows two screenshots of the DatumRPO 'Managed workers' interface. The top screenshot shows the main menu with 'Workers' highlighted, and a dropdown menu with 'Managed workers', 'Working time', and 'Agency worker regulations'. A red arrow points from the 'Managed workers' option to the search bar in the bottom screenshot. The bottom screenshot shows the search bar with 'tina Test' entered, and a red arrow points from the search bar to the worker entry '(Test), Tina' in the table.

Once you have searched for your worker click on their name to open.

Main Interface:

- Navigation: Inbox, Plan, Attendance, Finance, Clients, **Workers**, Reports
- User: AA Agency_1 Admin
- Section: Managed workers
- Buttons: + Create new worker
- Filters: All 35, Registration issues, Invalidated workers 0, Assessment request 0, Not linked to job cards, Onboarding 12
- Search: Search

Name	Region	Registration	Agency	Prospect	Assessments
Arkil, Witty	Milton Keynes	✓		✓	
Company, Chris		91%			
Cutten, Andy	Milton				
Demo, Dan	Notting				
Four, Jamie	Glouce				
Four, Leanne	Glouce				
Four, Tina	Glouce				

Search Results:

- Navigation: All 1, Registration issues, Invalidated workers 1, Assessment requests 0, Not linked to job cards, Onboarding 1, On site registrations 0, Compliance 0
- Search: Search tina Test

Name	Branch	Registration	Agency	Prospect	Assessments
(Test), Tina		RV		Open	

How To Add And Link Job Card?

Managed workers + Create new worker

All 482.1k >

Registration issues >

Invalidated workers 152.5k >

Assessment requests 2.3k >

Not linked to job cards >

Onboarding 377.3k >

On site registrations 110.4k >

Compliance 55.8k >

Search

Prospect status ✕ Unselect

Please select... ▼

Name	Branch	Registration	Agency	Prospect	Assessments	
(Test), Tina		✓		Open		note ▼

Registration status: Registered ✓

Linked job cards ▼

No job card linked.

+ Add another job card

Tina (Test)

Email ✕

Mobile ✕

+44 (0) 7654321000 ✕

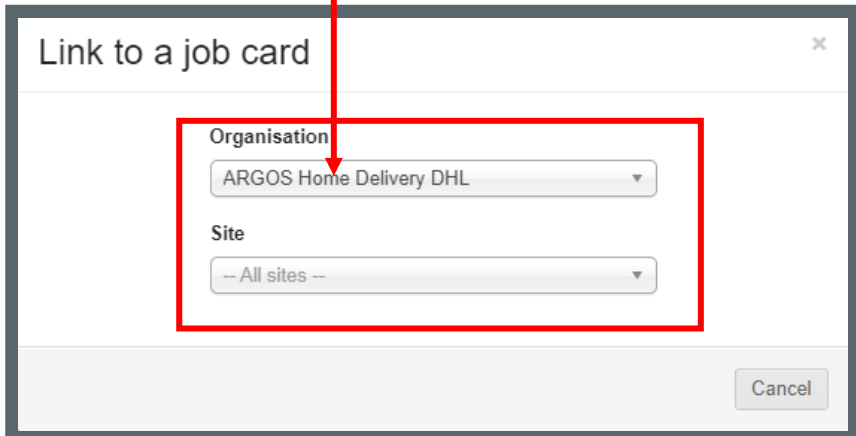
760062696

Message Locate

Click on add
another job card.

How To Link A Worker To Job Card In sections?

Click on organisation and add your site.



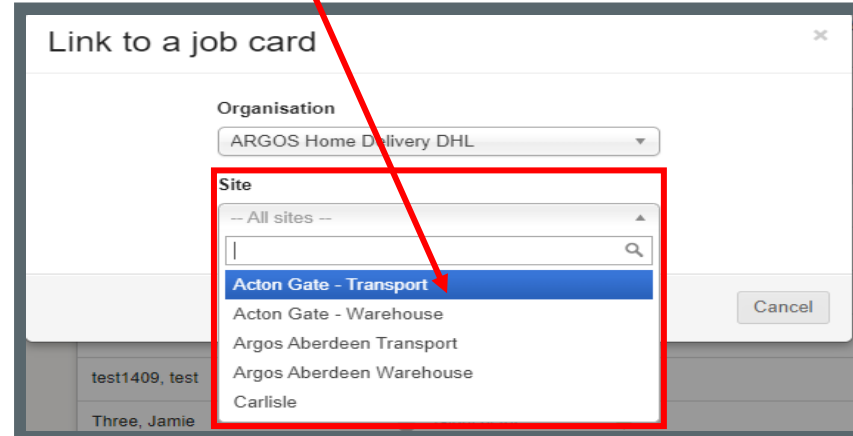
Link to a job card

Organisation
ARGOS Home Delivery DHL

Site
-- All sites --

Cancel

Next click on Site.



Link to a job card

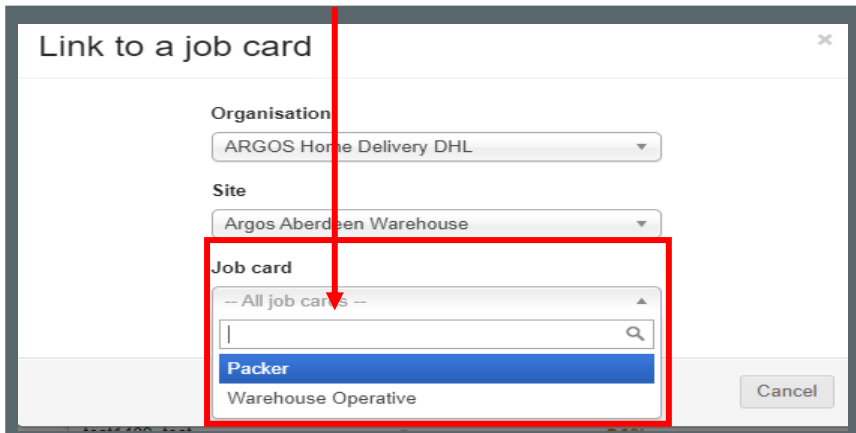
Organisation
ARGOS Home Delivery DHL

Site
-- All sites --
Acton Gate - Transport
Acton Gate - Warehouse
Argos Aberdeen Transport
Argos Aberdeen Warehouse
Carlisle

test1409, test
Three, Jamie

Cancel

Next allocate the job card.



Link to a job card

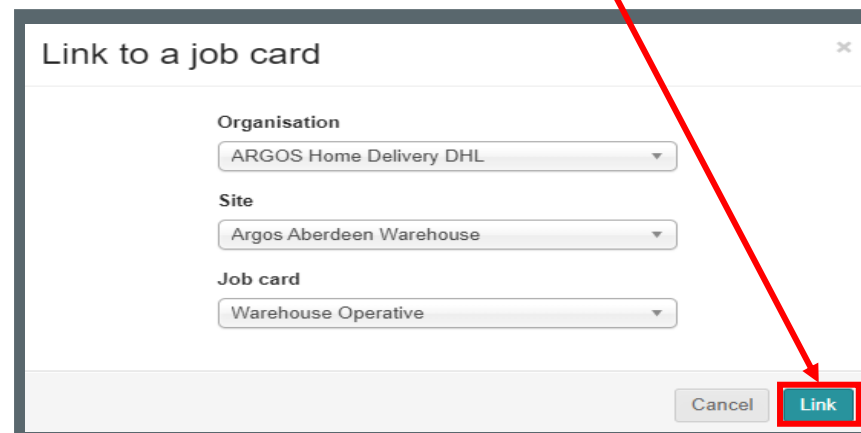
Organisation
ARGOS Home Delivery DHL

Site
Argos Aberdeen Warehouse

Job card
-- All job cards --
Packer
Warehouse Operative

Cancel

Finally click link to add the job card.



Link to a job card

Organisation
ARGOS Home Delivery DHL

Site
Argos Aberdeen Warehouse

Job card
Warehouse Operative

Cancel Link

How To View The Linked Job Card?

You can now see your job card is linked to the worker. Click on add another job card to repeat the process if required.

The screenshot displays the 'Managed workers' section of the DatumRPO application. The top navigation bar includes 'Inbox', 'Plan', 'Attendance', 'Finance', 'Clients', 'Workers', and 'Reports'. The user is logged in as 'Agency_1 Admin'. The main content area shows a list of workers, with 'Arkil, Witty' selected. The worker's profile is displayed, including their name, region (Milton Keynes), registration status (Registered), and linked job cards. The job cards are listed as 'Warehouse Operative (ARGOS Home Delivery DHL - Argos Aberdeen Warehouse)' and 'Packer (ARGOS Home Delivery DHL - Argos Aberdeen Warehouse)'. A red box highlights the 'Add another job card' button at the bottom of the job cards list. Red arrows point from the text above to this button and the job cards list.

Name	Region	Registration	Agency	Prospect	Assessments
Arkil, Witty	Milton Keynes	✓		✓	

Registration status: Registered ✓

Linked job cards

- Warehouse Operative (ARGOS Home Delivery DHL - Argos Aberdeen Warehouse) ✓
- Packer (ARGOS Home Delivery DHL - Argos Aberdeen Warehouse) ✓
- + Add another job card

You can also repeat this process on the workers profile!

UNLINKING A WORKER

How To Search For A Worker To Unlink?

Open Universe go to workers and then search for your worker in the search bar.

The screenshot illustrates the process of searching for a worker to unlink in the DatumRPO system. It shows the 'Managed workers' page with a sidebar menu on the left and a main table of workers.

Navigation Steps:

- Click on the **Workers** tab in the top navigation bar.
- Click on the **Managed workers** sub-tab.
- Click on the **Search** input field in the sidebar menu.

Worker List:

Name	Region	Registration	Agency	Prospect	Assessments
Arkil, Witty	Milton Keynes	✓		✓	
Company, Chris		91%			
Cutten, Andy	Milton				
Demo, Dan	Notting				
Four, Jamie	Glouce				
Four, Leanne	Glouce				
Four, Tina	Glouce				

Search Example:

Once you have searched for your worker click on their name to open.

The search results show a table with the following data:

Name	Branch	Registration	Agency	Prospect	Assessments
(Test), Tina		RV		Open	

How To Link A Worker To A Job Card?

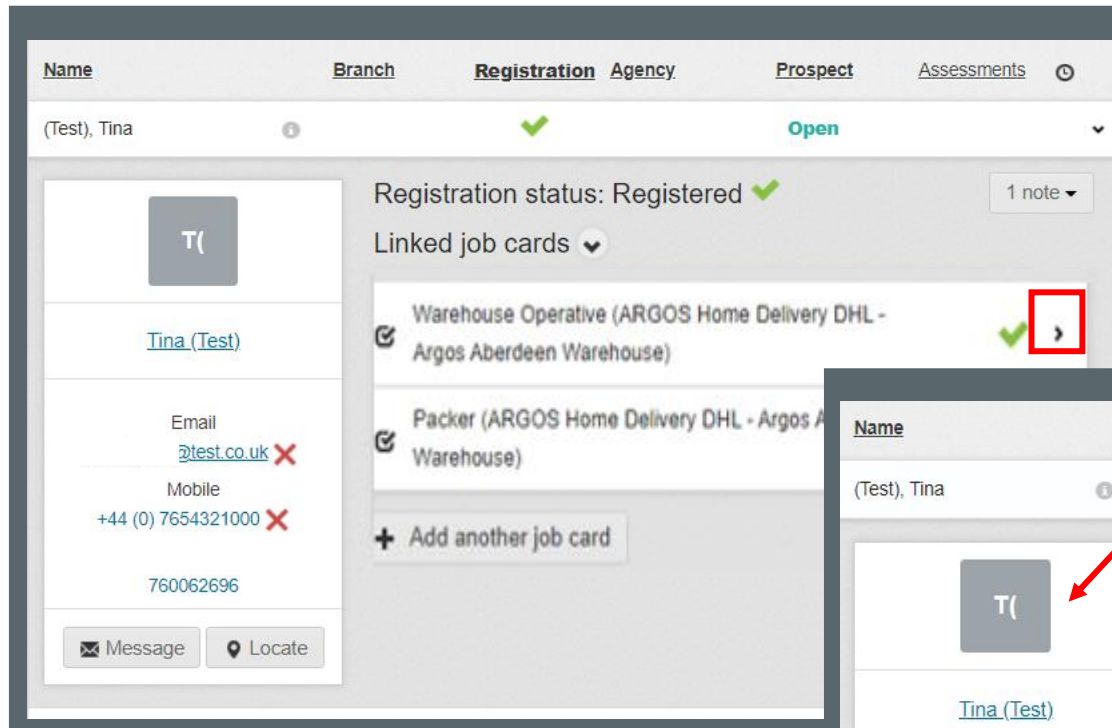
You can either go into the workers profile or click on the linked job cards.

The screenshot shows the 'Managed workers' interface in DatumRPO. The top navigation bar includes 'Inbox', 'Plan', 'Attendance', 'Finance', 'Clients', 'Workers', and 'Reports'. The 'Workers' tab is active, showing a list of managed workers. On the left, a sidebar lists filters: 'All 35', 'Registration issues', 'Invalidated workers 0', 'Assessment request 0', 'Not linked to job cards', and 'Onboarding 12'. The main area displays a worker profile for 'Arkil, Witty' from the 'Milton Keynes' region. The profile includes a 'WA' icon, a red box around the name 'Witty Arkil', and contact details: Email 'warkil2@patch.com', Mobile '+44 (0) 7147053599', and DatumRPO ID '661098441'. The 'Registration status' is 'Registered'. The 'Linked job cards' section, highlighted with a red box, lists two roles: 'Warehouse Operative (ARGOS Home Delivery DHL - Argos Aberdeen Warehouse)' and 'Packer (ARGOS Home Delivery DHL - Argos Aberdeen Warehouse)', both with green checkmarks and links to view details. A '+ Add another job card' button is at the bottom of this section.

On the left of the workers profile, select 'Linked job cards'.

Otherwise you can remove from this page.

How To Unlink A Worker From Job Card?

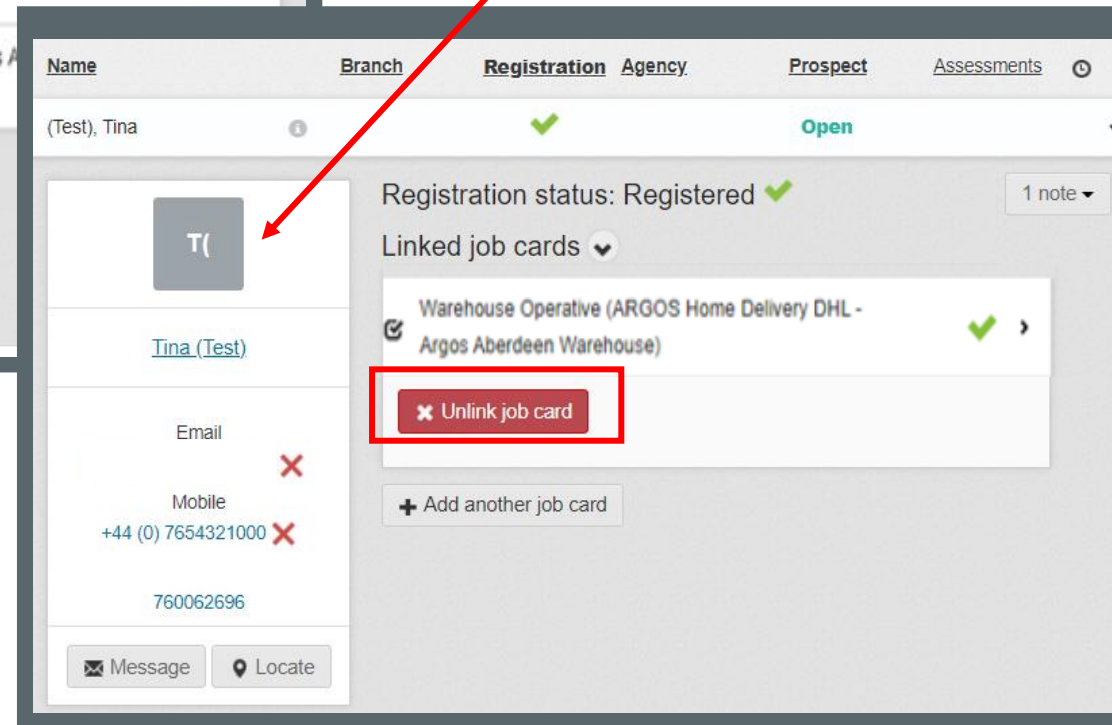


Click on the arrow.

It will then drop down to show you

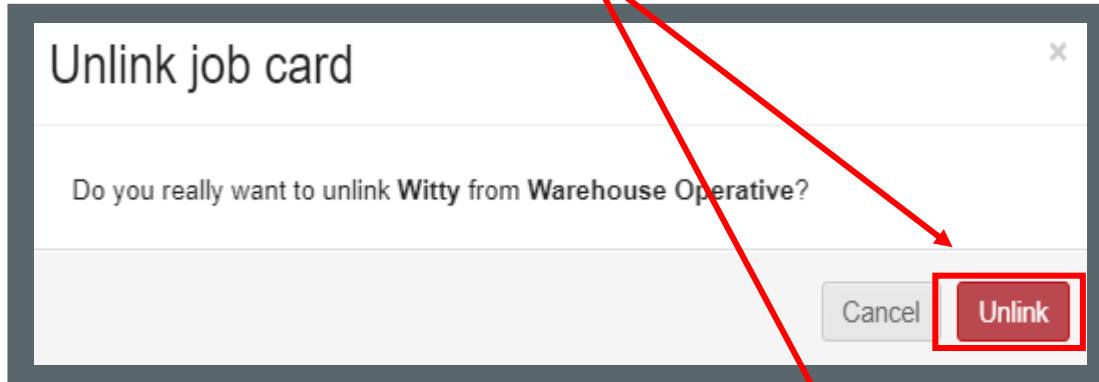
✕ Unlink job card

Click on the 'Unlink job card'.



How To Complete The Unlinking Of The Worker?

Click on the unlink and it will remove the linked job card.



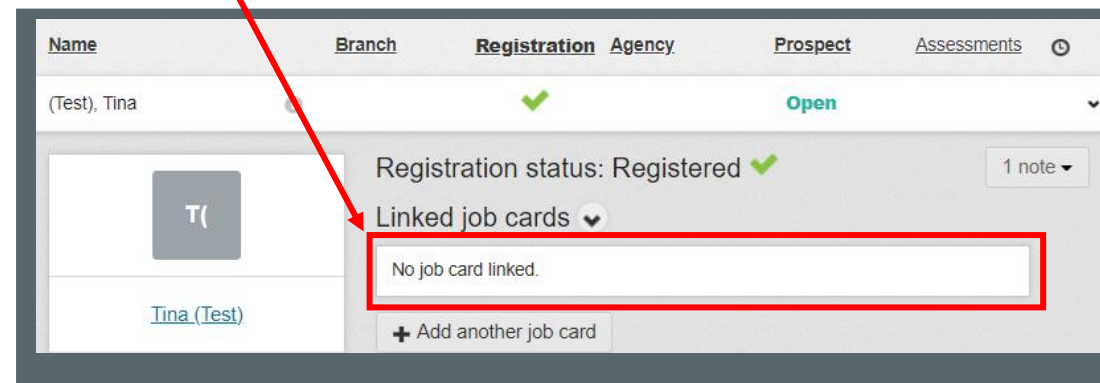
Unlink job card

Do you really want to unlink Witty from Warehouse Operative?

Cancel Unlink

A red arrow points from the 'Unlink' button in this dialog to the 'Linked job cards' section in the worker profile below.

This should be completed every time you stop using a worker or you make them a leaver.



Worker profile for Tina (Test). The profile shows registration status as 'Registered' with a green checkmark. The 'Linked job cards' section is highlighted with a red box and contains the text 'No job card linked.' Below this is a button labeled '+ Add another job card'. A red arrow points from the 'Unlink' button in the dialog above to this section.

Name	Branch	Registration	Agency	Prospect	Assessments
(Test), Tina		✓		Open	

Registration status: Registered ✓

Linked job cards ▼

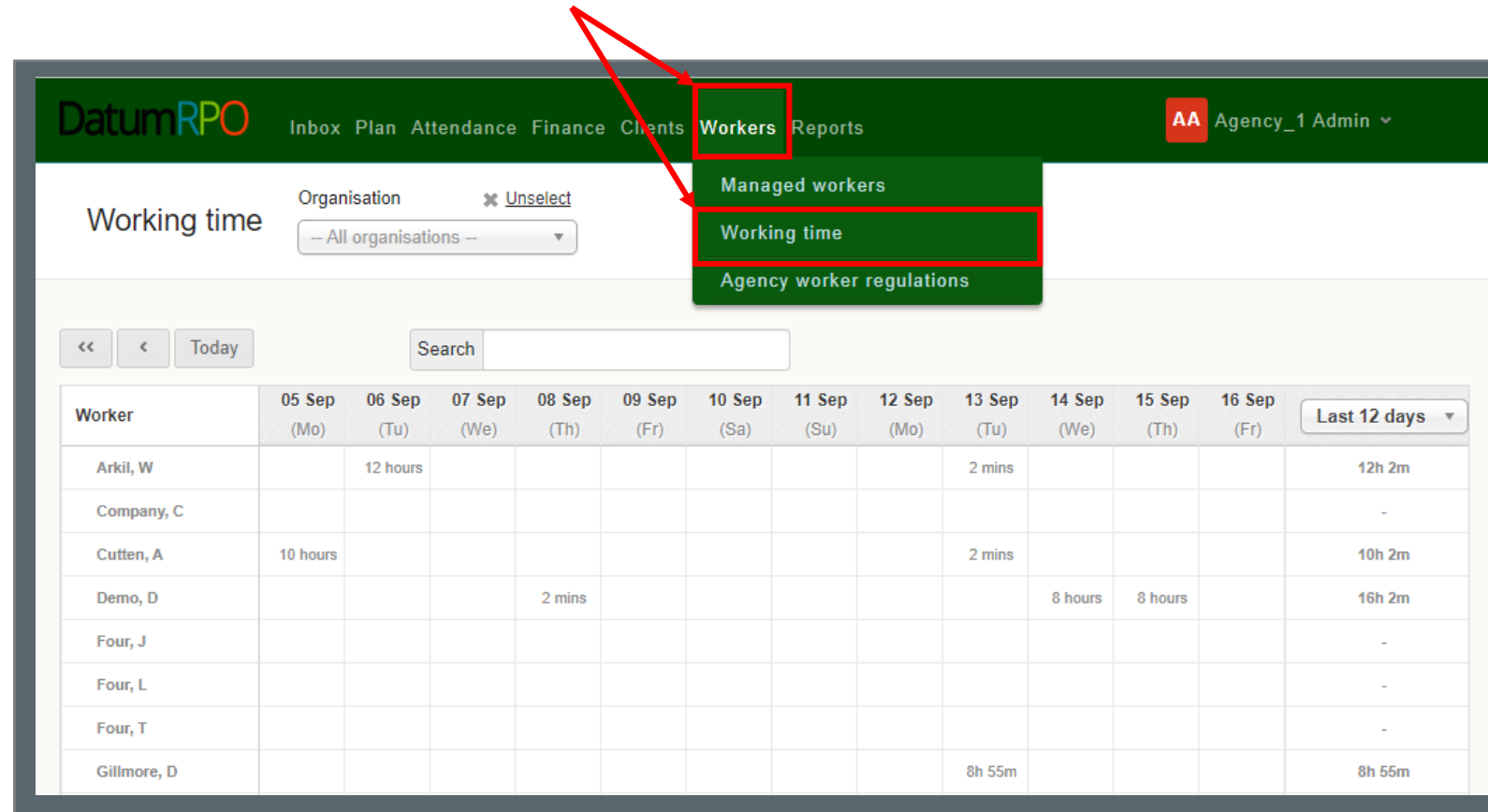
No job card linked.

+ Add another job card

WORKING TIME

How Do I View Working Time?

Go to Workers>Working Time



The screenshot shows the DatumRPO interface. The top navigation bar includes 'Inbox', 'Plan', 'Attendance', 'Finance', 'Clients', 'Workers', and 'Reports'. The 'Workers' menu is highlighted with a red box, and its dropdown menu is open, showing 'Managed workers', 'Working time' (highlighted with a red box), and 'Agency worker regulations'. A red arrow points from the 'Workers' menu to the 'Working time' option. Below the navigation bar, the 'Working time' page is displayed. It features a search bar, a date range selector (05 Sep to 16 Sep), and a table of working hours for various workers.

Worker	05 Sep (Mo)	06 Sep (Tu)	07 Sep (We)	08 Sep (Th)	09 Sep (Fr)	10 Sep (Sa)	11 Sep (Su)	12 Sep (Mo)	13 Sep (Tu)	14 Sep (We)	15 Sep (Th)	16 Sep (Fr)	Last 12 days
Arkil, W		12 hours							2 mins				12h 2m
Company, C													-
Cutten, A	10 hours								2 mins				10h 2m
Demo, D				2 mins						8 hours	8 hours		16h 2m
Four, J													-
Four, L													-
Four, T													-
Gillmore, D									8h 55m				8h 55m

How Do I Navigate Around Working Time?

You can type in the
workers name and search

The screenshot shows the 'Working time' page in DatumRPO. The interface includes a navigation bar with 'Inbox', 'Plan', 'Attendance', 'Finance', 'Clients', 'Workers', and 'Reports'. The 'Workers' tab is active. Below the navigation bar, there is a search bar labeled 'Search' and a dropdown menu for 'Organisation' set to '-- All organisations --'. A red arrow points from the text 'You can type in the workers name and search' to the search bar. To the left of the main table is a list of workers, including 'Arkil, W', 'Company, C', 'Cutten, A', 'Demo, D', 'Four, J', 'Four, L', 'Four, T', and 'Gillmore, D'. A red box highlights this list, and a red arrow points from the text 'Workers Names' to it. The main table displays working time data for the period from 05 Sep to 16 Sep. A red box highlights the 'Last 12 days' dropdown menu, and a red arrow points from the text 'You can view from 2 to 16 days' to it.

Worker	05 Sep (Mo)	06 Sep (Tu)	07 Sep (We)	08 Sep (Th)	09 Sep (Fr)	10 Sep (Sa)	11 Sep (Su)	12 Sep (Mo)	13 Sep (Tu)	14 Sep (We)	15 Sep (Th)	16 Sep (Fr)
Arkil, W		12 hours							2 mins			12h 2m
Company, C												-
Cutten, A	10 hours								2 mins			10h 2m
Demo, D				2 mins						8 hours	8 hours	16h 2m
Four, J												-
Four, L												-
Four, T												-
Gillmore, D									8h 55m			8h 55m

You can view from
2 to 16 days

Workers Names

How Do I Navigate Around Working Time?

Find Your Client

DatumRPO

Inbox Plan Attendance Finance Clients Workers Reports

AA Agency_1 Admin

Working time

Organisation [Unselect](#)

-- All organisations --

<< < Today Search

Worker	05 Sep (Mo)	06 Sep (Tu)	07 Sep (We)	08 Sep (Th)	09 Sep (Fr)	10 Sep (Sa)	11 Sep (Su)	12 Sep (Mo)	13 Sep (Tu)	14 Sep (We)	15 Sep (Th)	16 Sep (Fr)	Last 12 days
Arkil, W		12 hours							2 mins				12h 2m
Company, C													-
Cutten, A	10 hours								2 mins				10h 2m
Demo, D				2 mins						8 hours	8 hours		16h 2m
Four, J													-
Four, L													-
Four, T													-
Gillmore, D								8h 55m					8h 55m

Days/Dates

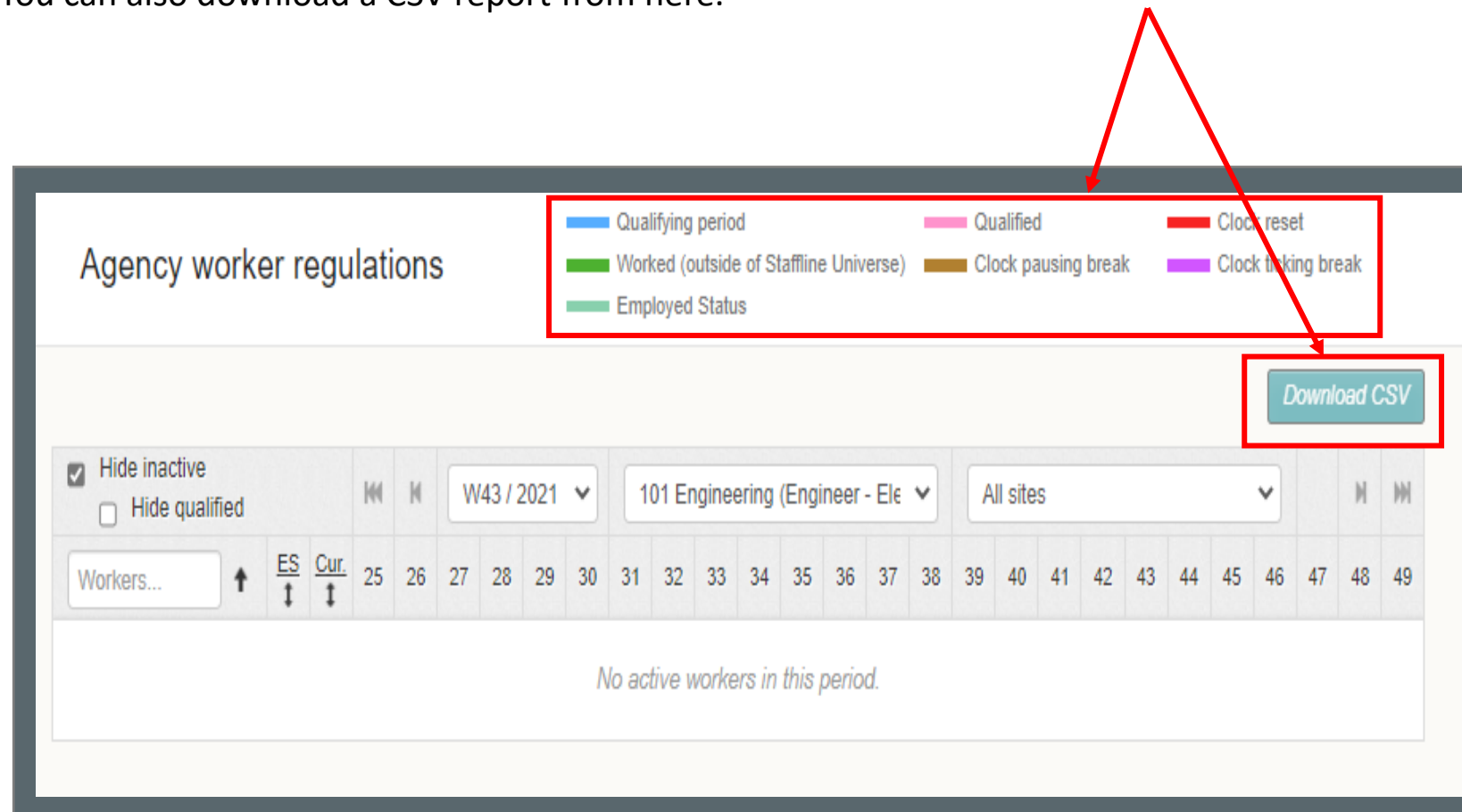
Total hours for the days you have showing

Hours for the day

AGENCY WORKER REGULATION

How To View Your Sites AWR?

At the top of the page, you will see a colour chart, which gives you the reason for the colour. You can also download a CSV report from here.



How To View Your Sites AWR?

As we go from left to right you have 2 tick boxes where you can hide inactive or hide qualified. You can add the week you want to view, organisation and site.

The screenshot shows the 'Agency worker regulations' interface. At the top, there is a legend with six items: 'Qualifying period' (blue), 'Worked (outside of Staffline Universe)' (green), 'Employed Status' (light green), 'Qualified' (pink), 'Clock pausing break' (brown), and 'Clock reset' (red). Below the legend, there are two more items: 'Clock pausing break' (brown) and 'Clock ticking break' (purple). The main interface has a header 'Agency worker regulations' and a 'Download CSV' button on the right. Below the header, there are four red boxes highlighting specific controls: 1. A box containing two checkboxes: 'Hide inactive' (checked) and 'Hide qualified' (unchecked). 2. A box containing a week selector dropdown menu showing 'W43 / 2021'. 3. A box containing an organization selector dropdown menu showing '101 Engineering (Engineer - Ele'. 4. A box containing a site selector dropdown menu showing 'All sites'. Below these controls, there is a calendar grid with days 25 through 49. The grid shows a 'Workers...' button and 'ES' and 'Cur.' labels. The text 'No active workers in this period.' is displayed below the calendar grid. Red arrows point from a central point above the interface to the four highlighted red boxes.

How To View Your Sites AWR?

Next you can search for a worker, and you can also view the weeks of employment. The tab at the side will move you back or forward a week.

The screenshot shows the 'Agency worker regulations' interface. A legend at the top identifies various status colors: Qualifying period (blue), Qualified (pink), Clock reset (red), Worked (outside of Staffline Universe) (green), Clock pausing break (brown), and Clock ticking break (purple). Below the legend, there are filters for 'Hide inactive' (checked) and 'Hide qualified' (unchecked). The main display area shows a calendar grid for week W43 / 2021, with the selected worker being '101 Engineering (Engineer - Ele' and 'All sites'. A 'Download CSV' button is visible. Red annotations highlight the 'Workers...' search box, the 'ES' and 'Cur.' tabs, the calendar grid, and the navigation arrows. The text 'No active workers in this period.' is displayed at the bottom.

Agency worker regulations

Qualifying period Qualified Clock reset
Worked (outside of Staffline Universe) Clock pausing break Clock ticking break
Employed Status

Hide inactive ☒ Hide qualified ☐

Workers... ES Cur. W43 / 2021 101 Engineering (Engineer - Ele All sites Download CSV

25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49

No active workers in this period.

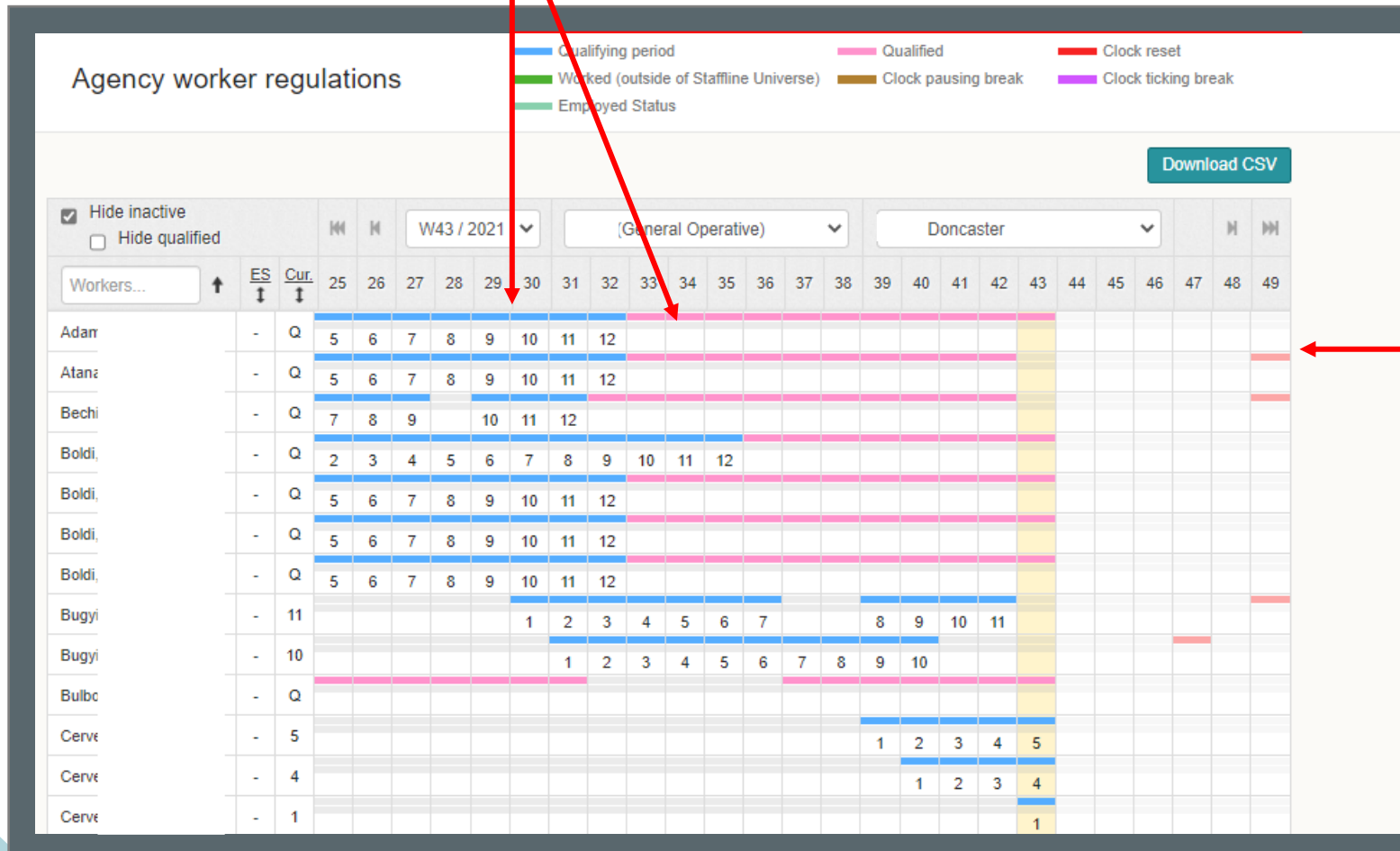
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Here you can use the arrow up (A-Z) or down (Z-A). 'ES' will show your employed status workers and 'Cur' is current qualified workers.

The screenshot displays the 'Agency worker regulations' interface. At the top, there is a legend with six items: 'Qualifying period' (blue), 'Qualified' (pink), 'Clock reset' (red), 'Worked (outside of Staffline Universe)' (green), 'Clock pausing break' (brown), and 'Clock ticking break' (purple). Below the legend, there is a 'Download CSV' button. The main interface features a filter bar with 'Hide inactive' (checked) and 'Hide qualified' (unchecked) checkboxes, and three dropdown menus: 'W43 / 2021', '101 Engineering (Engineer - Ele', and 'All sites'. Below the filter bar, there is a 'Workers...' label and three sorting buttons: an upward arrow, 'ES', and 'Cur'. These three buttons are highlighted with a red box, and three red arrows point from the text above to them. To the right of the sorting buttons is a calendar grid showing dates from 25 to 49. Below the calendar, there is a message: 'No active workers in this period.'

How To View Your Sites AWR?

Below you can see we have blue and pink lines. The blue lines mean they were in their qualifying period and once qualified they move to pink.



The salmon pink shows when their clock would reset if they didn't work.

REPORTS OVERVIEW

COMING SOON