

DatumRPO

CLIENT
“HOW TO DO GUIDE”

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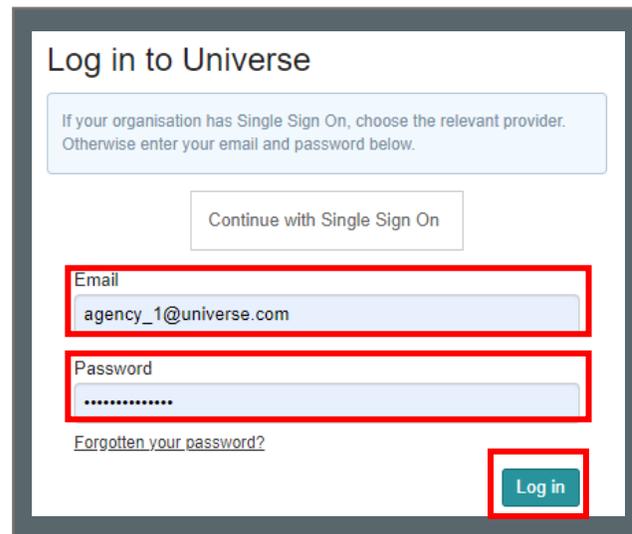
HOW TO LOG INTO UNIVERSE

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

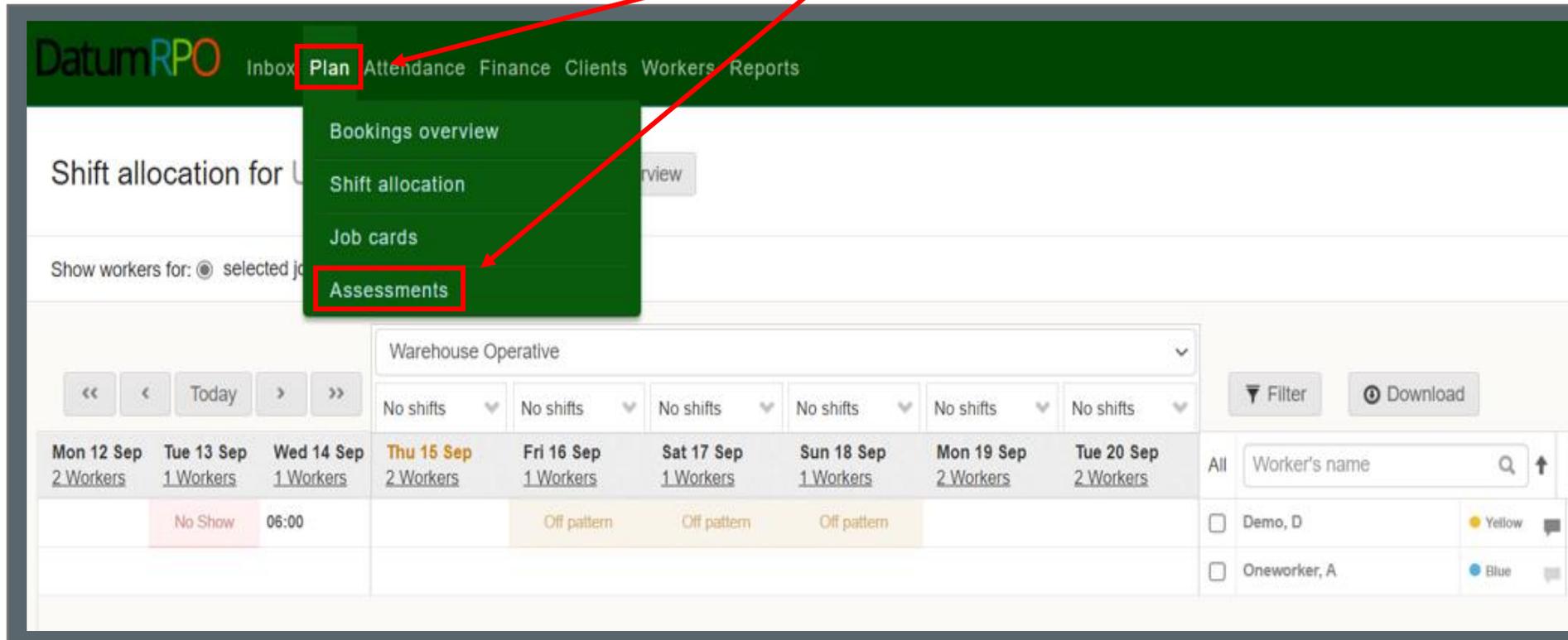
TOP TIP - save Universe to your favourites tab in your browser so you can locate it quicker!

PLAN

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 'Plan' menu is open, and the 'Assessments' option is highlighted with a red box. A red arrow points from the 'Assessments' option to the text above. The main content area shows a shift allocation table for 'Warehouse Operative' with columns for dates from Mon 12 Sep to Tue 20 Sep. The table includes worker names and shift status (e.g., 'No Show', 'Off pattern').

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 with a navigation bar at the top containing 'Inbox', 'Plan', 'Attendance', 'Finance', 'Clients', 'Workers', and 'Reports'. The user is logged in as 'AA Agency_1 Admin'. The main content area is titled 'Assessments for UAT Site' with a 'Follow?' button and a '+ Book an assessment' button. A calendar view is displayed with columns for Monday, Thursday, Friday, Saturday, and Sunday. The calendar shows dates from 05 Sep to 18 Sep. A dropdown menu is open for the 'UAT Site' selection, listing the following 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

Red arrows in the image point to the 'UAT Site' dropdown menu and the 'UAT Client / UAT Site' option in the list.

Where To Go To Book Assessments?

Click the + on the date you wish to create the assessment, or you can click [+ Book an assessment](#)

The screenshot shows the DatumRPO interface with a navigation bar at the top containing '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. A '+ Book an assessment' button is highlighted with a red box. Below is a calendar grid for the week of September 5th to 11th. The current week (W37) is highlighted in yellow, and the 15th of September is also highlighted with a red box and a red arrow pointing to it from the 'Book an assessment' button.

	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](#)

The screenshot shows the 'Book an assessment' pop-up form. The form contains the following fields:

- Worker: Dan Demo (dan@demomspagency1.com)
- Job card: Warehouse Operative
- Optional
- Assessment date: 15-09-2022, 09, 00
- Time is optional
- Comment: Any information goes here

At the bottom of the form, there are two buttons: 'Cancel' and 'Book an assessment'. A red box highlights the 'Book an assessment' button, and a red arrow points from it to the highlighted fields.

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](#)

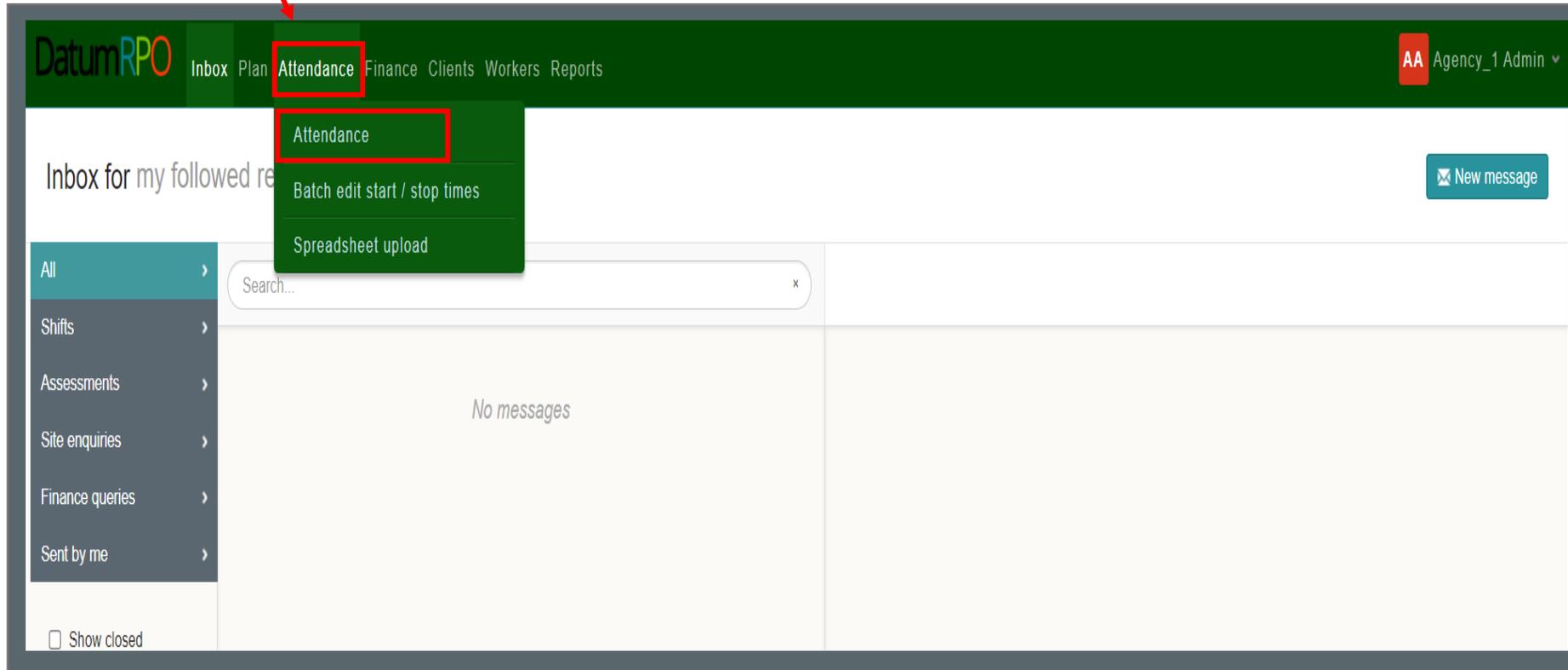
The screenshot displays the DatumRPO interface. At the top, there is a navigation bar with the DatumRPO logo and menu items: Inbox, Plan, Attendance, Finance, Clients, Workers, Reports, and Admin. Below this, the page title is 'Assessments for UAT Site' with a 'Follow?' button. The main content is a calendar grid for the week of September 12-18, 2022. The calendar shows two rows of assessments. The first row is for 'W37 (current)' and the second for 'W38'. The date '15 Sep' (Thursday) is highlighted in yellow, and a blue box highlights an assessment entry at '09:00 Demo, D.'. A red arrow points from this entry to a pop-up window titled 'Update assessment record'. The pop-up window contains the following fields and options:

- 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 (Time is optional)
- Comment:
- Buttons: Cancel, [Update assessment record](#)

ATTENDANCE

Where To 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

The screenshot shows the DatumRPO interface. The top navigation bar includes 'Inbox', 'Plan', 'Attendance', 'Finance', 'Clients', 'Workers', and 'Reports'. The user is logged in as 'AA Agency_1 Admin'. The main heading is 'Attendance for Test Site' with a 'Follow?' button. On the left, a calendar for September 2022 is displayed, with the 14th highlighted. On the right, a table for 'Wednesday 14 September' shows no shifts booked.

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

Worker	Status	Booked	Start	Stop
There are no shifts booked.				

Where To Start The Clock For A Worker?

The screenshot shows the DatumRPO Attendance page for 'Systems Test'. The page includes a navigation bar with 'Attendance' selected, a calendar for September 2022, and a table of worker attendance records. A red box highlights the 'Start' button for Ian Wright on Friday 9 September, which is currently set to 'Awaiting worker' at 06:00. A red arrow points to this button from the text on the right.

Worker	Status	Booked	Start	Stop
Friday 9 September 5 days ago				
11am				
IW Ian Wright	Awaiting worker	06:00	Start	
Wednesday 14 September Today				
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?

The screenshot shows the DatumRPO Attendance interface for 'Systems Test' on 'Friday 9 September'. A calendar on the left shows the date '14' selected. A 'Late starting shifts' table is visible below the calendar. The main area displays a list of workers with their start times and status. A modal dialog box is open, asking 'Was the worker late?' with a message: 'The shift is starting 2 hours 47 minutes late. Do you want to record the worker as late for the shift?'. The dialog has 'yes' and 'no' radio buttons, with 'no' selected. An 'Ok' button is at the bottom right of the dialog. A red arrow points from the 'Start' button in the background to the 'no' button in the dialog.

Worker	Start	Stop
IW	11am	
GX	3pm	
BS	4pm	

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

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?

The screenshot shows the DatumRPO Attendance interface. At the top, there is a navigation bar with 'Attendance' selected. A notification banner at the top right states 'Test7689AA has not been recorded late for this shift'. Below this, the main content area is titled 'Attendance for Systems Test' and shows a calendar for September 2022. The current date is Friday 9 September. A table shows the worker's status for the 11am shift: Ian Wright (IW) is 'In progress', with a booked time of 06:00 and a start time of 08:47. Below this, the table for Wednesday 14 September shows Granit Xhaka (GX) and Bukayo Saka (BS) both 'Awaiting worker' at 15:00 and 16:00 respectively. A 'Late starting shifts' table shows Ian Wright is booked at 06:00 and late by 2h 53m.

Worker	Status	Booked	Start	Stop
11am				
IW Ian Wright	In progress	06:00	08:47	Stop
3pm				
GX Granit Xhaka	Awaiting worker	15:00	Start	
4pm				
BS Bukayo Saka	Awaiting worker	16:00	Start	

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

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?

The screenshot shows the DatumRPO Attendance interface. At the top, there is a navigation bar with 'Inbox', 'Plan', 'Attendance', 'Finance', 'Clients', 'Workers', and 'Reports'. The user is logged in as 'AA Agency_1 Admin'. The main heading is 'Attendance for Systems Test' with a 'Following' filter. On the left, there is a calendar for September 2022 with the 14th highlighted. Below the calendar is a 'Late starting shifts:' table:

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

The main content area shows two dates: 'Friday 9 September' (5 days ago) and 'Wednesday 14 September' (Today). Each date has a table of workers with columns for 'Worker', 'Status', 'Booked', 'Start', and 'Stop'. For Friday 9 September, Ian Wright is shown with a status of 'Awaiting worker', booked at 06:00, and a stop time of 08:47. For Wednesday 14 September, Granit Xhaka and Bukayo Saka are shown with a status of 'Awaiting worker' and booked times of 15:00 and 16:00 respectively. A dropdown menu is open for the 15:00 slot, showing options: 'Start', 'Start shift', and 'Start shift at booked time'. A red box highlights these options, and a red arrow points from the text on the right to the 'Start shift' option.

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?

The screenshot displays the DatumRPO Attendance interface. At the top, there is a navigation bar with 'DatumRPO' logo, menu items (Inbox, Plan, Attendance, Finance, Clients, Workers, Reports), and a user profile 'AA Agency_1 Admin'. Below the navigation bar, the page title is 'Attendance for Systems Test' with a 'Following' button. On the left, there is a calendar for September 2022 with the 14th highlighted. The main content area shows two date panels: 'Friday 9 September' (5 days ago) and 'Wednesday 14 September' (Today). Each date panel contains a table of worker attendance records. A red box highlights the 'In progress' status for three workers: Ian Wright (IW) on Friday 9th, Granit Xhaka (GX) on Wednesday 14th, and Bukayo Saka (BS) on Wednesday 14th. The table columns are Worker, Status, Booked, Start, and Stop.

Worker	Status	Booked	Start	Stop
11am				
IW Ian Wright	In progress	06:00	08:47	Stop
3pm				
GX Granit Xhaka	In progress	06:00	08:47	Stop
4pm				
BS Bukayo Saka	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?

The screenshot shows the DatumRPO Attendance interface. At the top, there is a navigation bar with 'Inbox', 'Plan', 'Attendance', 'Finance', 'Clients', 'Workers', and 'Reports'. The user is logged in as 'AA Agency_1 Admin'. The main heading is 'Attendance for Systems Test' with a 'Following' filter. On the left, a calendar for September 2022 is shown, with the 14th highlighted. Below the calendar is a 'Select today' button. The main content area displays two dates: 'Friday 9 September' (5 days ago) and 'Wednesday 14 September' (Today). Each date has a table of workers with columns for Worker, Status, Booked, Start, and Stop. For Friday 9 September, Ian Wright (IW) is shown with a status of 'In progress', booked at 06:00, and starting at 08:47. A 'Stop' button is visible next to his entry. For Wednesday 14 September, Granit Xhaka (GX) and Bukayo Saka (BS) are shown with a status of 'In progress'. A red box highlights the 'Stop' button for Ian Wright, which has a dropdown menu open showing 'Stop shift' and 'Stop for night out'. A red arrow points to the 'Stop shift' option.

Worker	Status	Booked	Start	Stop
11am				
IW Ian Wright	In progress	06:00	08:47	Stop
3pm				
GX Granit Xhaka	In progress	06:00	08:47	Stop
4pm				
BS 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	<input type="checkbox"/> VAT applies	+ -
-----------------	----------------	---	-------	--------------------------------------	-----

Were there any issues with the shift? yes no

Is the worker starting a night out? yes no

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?

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

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?

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](#)

Once you are happy that all the details are correct, click 'Stop timer'.

What It Shows When You Have Added The Stop Time?

The screenshot shows the DatumRPO Attendance interface. At the top, there is a navigation bar with 'Inbox', 'Plan', 'Attendance', 'Finance', 'Clients', 'Workers', and 'Reports'. The user is logged in as 'AA Agency_1 Admin'. The main heading is 'Attendance for Systems Test' with a 'Following' filter. On the left, a calendar for September 2022 is shown with the 14th highlighted. Below the calendar is a 'Select today' button. The main content area displays two date-specific views:

- Friday 9 September (5 days ago):** Shows a table with columns: Worker, Status, Booked, Start, and Stop. A record for Ian Wright (IW) is shown with a status of 'Complete' (highlighted in a red box), a booked time of 04:00, a start time of 04:00, and a stop time of 10:23.
- Wednesday 14 September (Today):** Shows a table with columns: Worker, Status, Booked, Start, and Stop. Two records are shown: Granit Xhaka (GX) with status 'In progress', booked 06:00, start 08:47, and a 'Stop' button; and Bukayo Saka (BS) with status 'In progress', booked 10:00, start 10:00, and a 'Stop' button.

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

How Do I Amend The Time?

The screenshot shows the DatumRPO Attendance interface. At the top, there is a navigation bar with 'Inbox', 'Plan', 'Attendance', 'Finance', 'Clients', 'Workers', and 'Reports'. The user is logged in as 'AA Agency_1 Admin'. The main heading is 'Attendance for Systems Test' with a 'Following' filter. On the left, a calendar for September 2022 is shown, with the 14th highlighted. Below the calendar is a 'Select today' button. The main content area displays two sections: 'Friday 9 September' (5 days ago) and 'Wednesday 14 September' (Today). Each section contains a table of worker attendance records.

Worker	Status	Booked	Start	Stop
Friday 9 September				
11am				
IW Ian Wright	Complete	04:00	04:00	10:47
Wednesday 14 September				
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

Save shift details

Where To Restart The Clock?

The screenshot shows the DatumRPO Attendance interface. At the top, there is a navigation bar with 'DatumRPO' logo, 'Inbox Plan Attendance Finance Clients Workers Reports', and a user profile 'AA Agency_1 Admin'. Below the navigation bar, the page title is 'Attendance for Systems Test' with a 'Following' button. On the left, there is a calendar for September 2022 with the 14th highlighted. Below the calendar is a 'Select today' button. The main content area displays attendance records for two dates: Friday 9 September (5 days ago) and Wednesday 14 September (Today). Each date has a table with columns: Worker, Status, Booked, Start, and Stop. For Friday 9 September, the record for Ian Wright (IW) shows 'In progress' status, '06:00' booked time, '08:47' start time, and a 'Stop' button with a dropdown arrow. A red box highlights the 'In progress' status, '06:00', '08:47', and 'Stop' button. For Wednesday 14 September, there are two records: Granit Xhaka (GX) with 'In progress' status, '06:00' booked time, '08:47' start time, and a 'Stop' button; and Bukayo Saka (BS) with 'In progress' status, '10:00' booked time, '10:00' start time, and a 'Stop' button.

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?

The screenshot shows the DatumRPO Attendance interface. At the top, there is a navigation bar with 'Inbox', 'Plan', 'Attendance', 'Finance', 'Clients', 'Workers', and 'Reports'. The user is logged in as 'AA Agency_1 Admin'. The main heading is 'Attendance for Systems Test' with a 'Following' filter. A calendar on the left shows 'September 2022' with the 14th highlighted. The main content area displays a table of attendance records for 'Friday 9 September' (5 days ago). The table has columns for Worker, Status, Booked, Start, and Stop. Two records are visible: one for 'Ian Wright' (IW) starting at 06:00 and another for 'Bukayo Saka' (BS) starting at 10:00. A modal dialog titled 'Reset shift stop timer' is open over the Ian Wright record. The dialog contains the text: 'This will reset the stop timer of this shift. Are you sure you want to do this?'. There are two buttons: 'No, cancel' and 'Yes, reset'. A red box highlights the 'Yes, reset' button, and a red arrow points from a larger 'Yes, reset' button on the right towards it.

Worker	Status	Booked	Start	Stop
11am				
IW Ian Wright	In progress	06:00	08:47	Stop
3pm				
GX Granit X				Stop
4pm				
BS Bukayo Saka	In progress	10:00	10:00	Stop

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

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 | 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				
IW Ian Wright	Complete	04:00	04:00	10:47

Wednesday 14 September Today

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

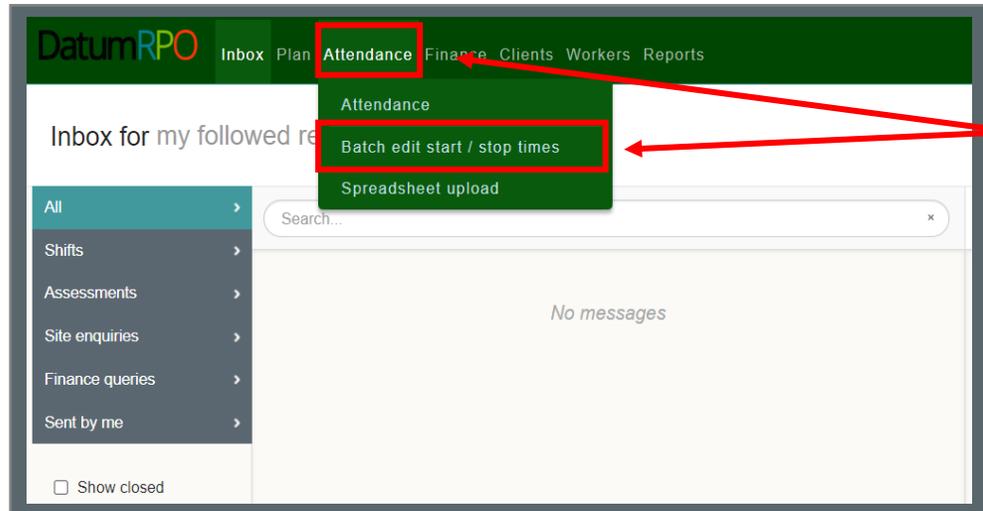
You can now see the workers are all completed.

BATCH EDIT START / STOP TIMES

AMEND TIME ON BATCH EDIT SHIFTS

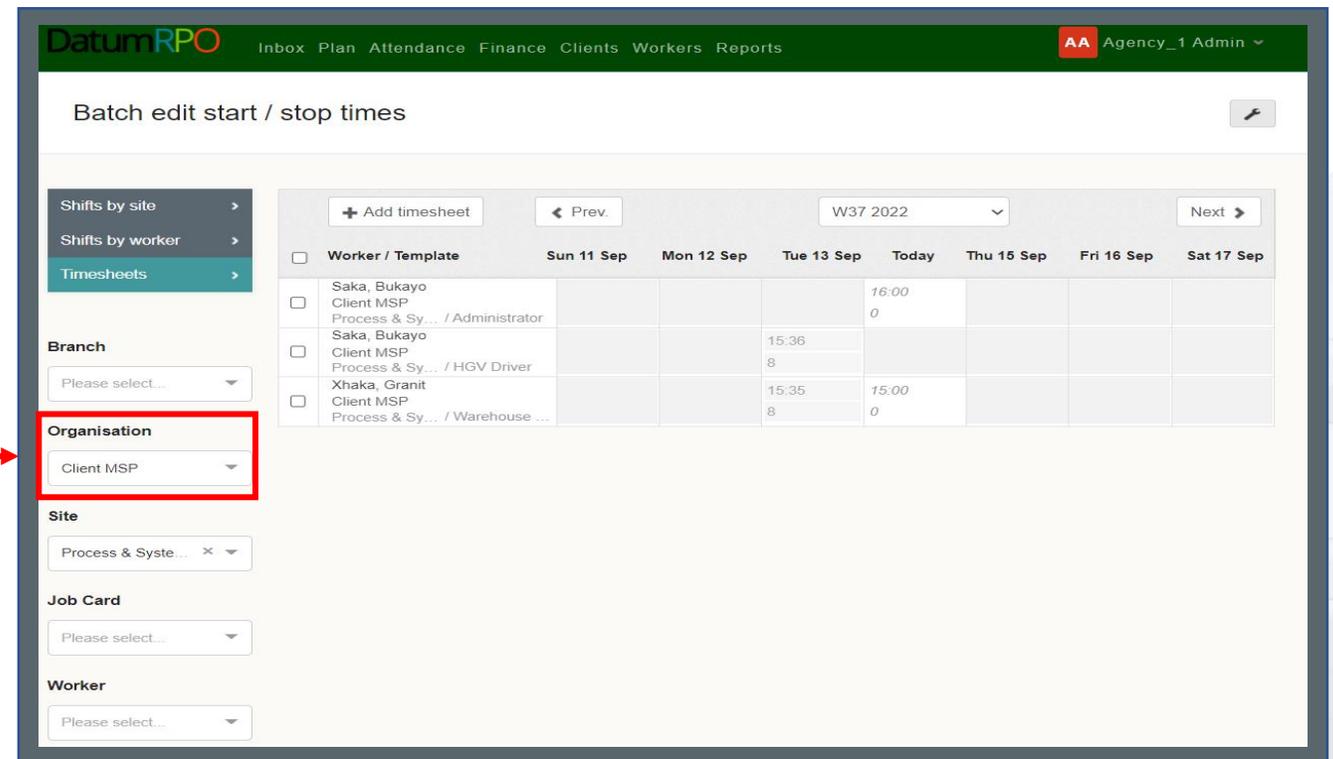
Where To Find Batch Edit Shifts?

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.)

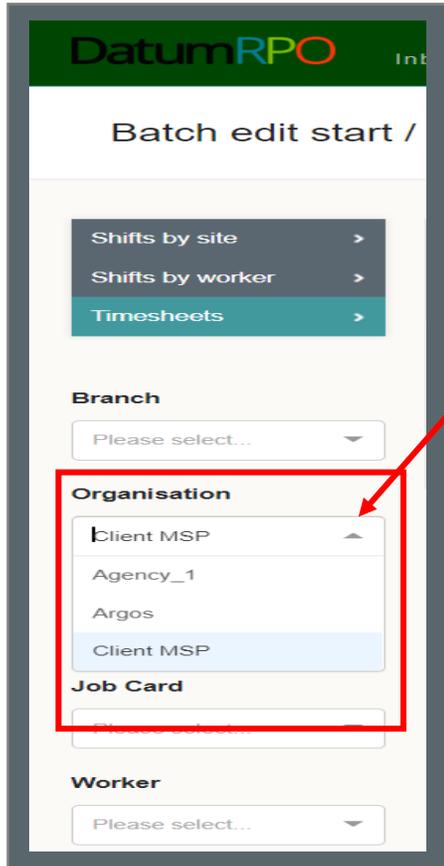


Go to Attendance>Batch edit start/stop times.

Next go to Organisation to search for your Client.

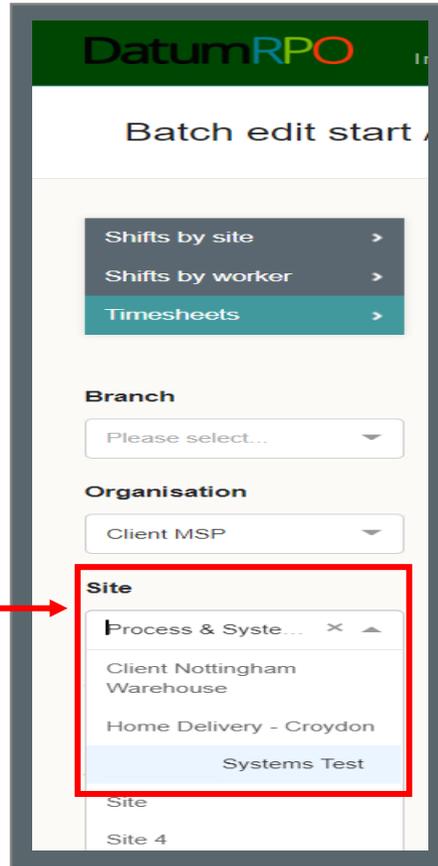


Where To Find Your Organisation, Site and Workers?

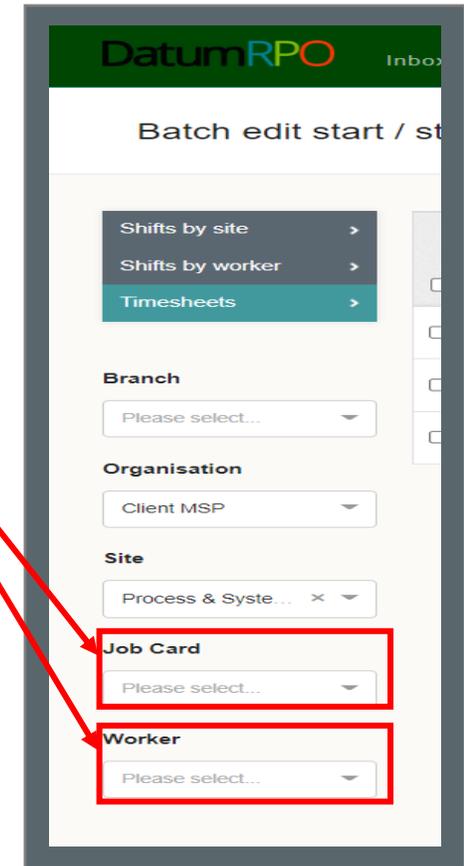


Once you have found your client add.

Then search for your site and add.



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



How To Amend Time?

Go to the day you would like to amend.

The screenshot shows the 'Batch edit start / stop times' interface in DatumRPO. The top navigation bar includes 'DatumRPO', 'Inbox', 'Plan', 'Attendance', 'Finance', 'Clients', 'Workers', and 'Reports'. The user is logged in as 'AA Agency_1 Admin'. The main content area is titled 'Batch edit start / stop times' and features a sidebar with navigation options: 'Shifts by site', 'Shifts by worker', and 'Timesheets'. The main table displays a weekly view of shifts for three workers: Saka, Bukayo (Administrator), Saka, Bukayo (HGV Driver), and Xhaka, Granit (Warehouse). The 'Today' column is highlighted, and the '16:00' time for Saka, Bukayo (Administrator) is highlighted with a red box. A modal window is open, showing '06:00' and '15:00' times, with a red arrow pointing to the '15:00' time. A 'Save changes (1)' button is visible in the bottom right corner.

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		

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.

Save changes (1)

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.

Batch edit start / stop times

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 >

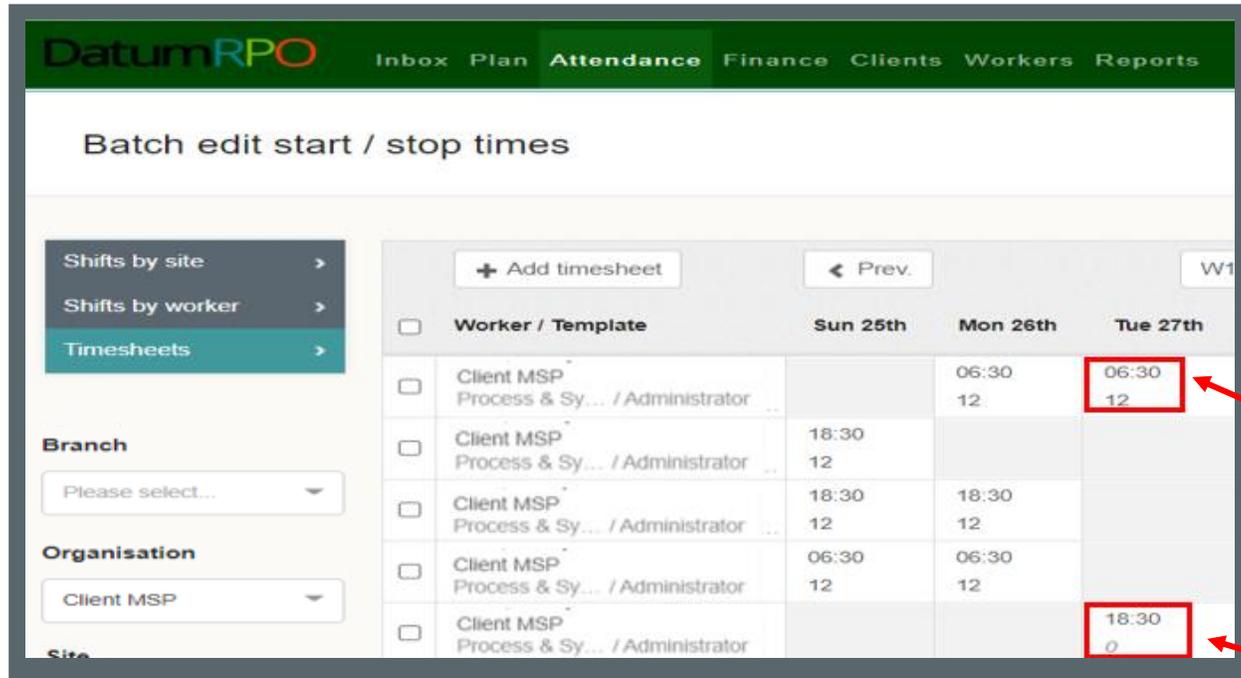
Worker / Template	Sun 25th	Mon 26th	Tue 27th	Wed 28th	Today	Fri 30th	Sat 1st
<input type="checkbox"/> Client MSP Process & Sy... / Administrator	14:00 22:00						
<input type="checkbox"/> Client MSP Process & Sy... / Administrator	05:00 11:30						
<input type="checkbox"/> Client MSP Process & Sy...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

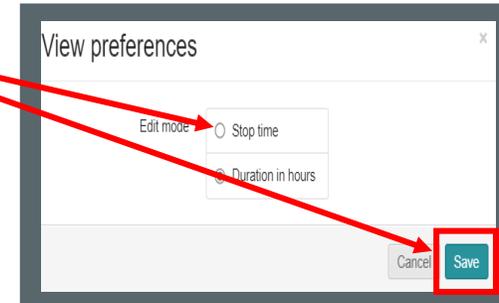
A notification will pop up if you have a student working with restricted hours.

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

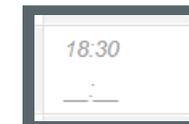
Duration in hours

Cancel Save

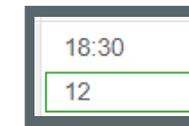
Add your finish time working on a 24-hour clock.

This can also be done on a 100 decimal.

Once added click on the  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"/> Kxjkkyxnmi, Test TestClientCixhhslaon TestSiteRrol670 / sJobCardTe...			04:00 10:29		06:00		

Click on the  to open the shift.

How To Open The Shift Details?

The screenshot shows the 'Batch edit start / stop times' interface. A modal window titled 'A, Test7689a's shift' is open, displaying the following details:

Client	TestClientCixhhslaon
Site	TestSiteRrol670
Job card	sJobCardTestEbda406
Planned start time	Monday 5th Jul, 06:00
Actual start time	Tuesday 6th Jul, 12:47
Stop time	Not defined yet
Shift details	

A red arrow points to the 'Shift details' link in the modal window.

Click here to open the shift details.

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.

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

Add in the reason why?

Once complete click 'Yes cancel the shift'.

How To View The Cancelled Shift?

The screenshot shows the DatumRPO interface. At the top, there is a navigation bar with 'Inbox', 'Plan', 'Attendance', 'Finance', 'Clients', 'Workers', and 'Reports'. The user is logged in as 'AA Agency_1 Admin'. Below the navigation bar, there is a 'Shift information' section. On the left, there is a sidebar with a 'TA' button, a 'Test7689AA' link, and a mobile number '+44 (0) 7570225222'. The main content area shows the shift details for 'Tue 6 Jul, 04:00'. The shift is marked as 'Cancelled'. The details include: Organisation: TestClientCixhhsia, Site: TestSiteRrol670 - Post shifts | Attendance, Job card: slJobCardTestEdda406, Rate type: PAYE: Pre-parity, Status: Cancelled, Charge rate: £13.00 per hour, and Pay rate: £11.00 per hour (PAYE, Pre-parity). Below the details is a table with columns 'Start', 'Stop', and 'Duration'. The table shows 'Planned' at 04:00, 'Actual' (empty), and 'Next shift' at 19:23 with a 'View this shift' link. There is also a '+ Raise a query' button. At the bottom, there is a 'Messages about this shift' section with a 'Contact the worker' button. A message from 'MSP Admin' is shown, stating 'Reason: Client cancelled Machine broken down'.

Edit timesheets Shift information

TA

[Test7689AA](#)

Mobile
+44 (0) 7570225222 ✕

Tue 6 Jul, 04:00 Today

Organisation: TestClientCixhhsia

Site: TestSiteRrol670 - Post shifts | Attendance

Job card: slJobCardTestEdda406

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: TestClientCixhslaon
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 TestClientCixhslaon TestSiteRrol670 / sJobCardTe...		12:47 ---			06:00 ---		
<input type="checkbox"/> A, Test7689sharmaa TestClientCixhslaon TestSiteRrol670 / sJobCardTe...			04:00 10:24		06:00 ---		
<input type="checkbox"/> A, Test7689veenaa TestClientCixhslaon TestSiteRrol670 / sJobCardTe...			04:00 10:24		06:00 ---		
<input type="checkbox"/> A, Test 7689 Vs1 A TestClientCixhslaon TestSiteRrol670 / sJobCardTe...			04:00 10:24		06:00 ---		
<input type="checkbox"/> Adams, Test TestClientCixhslaon TestSiteRrol670 / sJobCardTe...			04:00 10:24		06:00 ---		
<input type="checkbox"/> Akkfrzuhgz, Test TestClientCixhslaon TestSiteRrol670 / sJobCardTe...			04:00 10:25		06:00 ---		
<input type="checkbox"/> Aqirfbyzfq, Test TestClientCixhslaon TestSiteRrol670 / sJobCardTe...			04:00 10:25		06:00 ---		
<input type="checkbox"/> B, Test7689b TestClientCixhslaon TestSiteRrol670 / sJobCardTe...			04:00 10:25		06:00 ---		
<input type="checkbox"/> B, Test7689sharmab TestClientCixhslaon TestSiteRrol670 / sJobCardTe...			04:00 10:25		06:00 ---		
<input type="checkbox"/> B, Test7689veenab TestClientCixhslaon 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 / sJobCardTe...		12:47 13:00			13:30 13:34		
<input type="checkbox"/> A, Test7689sharmaa TestClientCixhslaon TestSiteRrol670 / sJobCardTe...			04:00 10:24		13:10 13:35		
<input type="checkbox"/> A, Test7689veenaa TestClientCixhslaon TestSiteRrol670 / sJobCardTe...			04:00 12:00		13:50 21:50		
<input type="checkbox"/> A, Test 7689 Vs1 A TestClientCixhslaon TestSiteRrol670 / sJobCardTe...			04:00 10:24		13:50 21:50		
<input type="checkbox"/> Adams, Test TestClientCixhslaon TestSiteRrol670 / sJobCardTe...		06:00 14:00	04:00 12:30		13:50 22:00		
<input type="checkbox"/> Akkfrizuhgz, Test TestClientCixhslaon TestSiteRrol670 / sJobCardTe...		07:00 15:00	04:00 10:25		13:52 21:52		
<input type="checkbox"/> Aqlrfbyzfq, Test TestClientCixhslaon TestSiteRrol670 / sJobCardTe...			04:00 10:25		13:52 21:52		
<input type="checkbox"/> B, Test7689b TestClientCixhslaon TestSiteRrol670 / sJobCardTe...			04:00 10:25		13:34 13:52		
<input type="checkbox"/> B, Test7689sharmab TestClientCixhslaon TestSiteRrol670 / sJobCardTe...			04:00 10:25		13:30 13:45		
<input type="checkbox"/> B, Test7689veenab TestClientCixhslaon TestSiteRrol670 / sJobCardTe...			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 shows the DatumRPO interface with a modal window open. The modal title is "A, Test7689sharmaa's shift". It contains the following information:

Client	TestClientCixhhslaon
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

At the bottom of the modal, there is a button 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 button. A "Cancel" button is also visible 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 SHIFT BY SITE

Where To 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 >

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"/> TestClientCixhhslaon TestSiteRrol670 / slJobCardTe...		13:09			13:34		

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.

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 / TestSiteRrol670

Worker	Booked
TestAdams	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 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 / TestSiteRrol670

Worker	Booked	Actual Start	Actual Stop
Test7689veeanaa.A	Tue 13 - 06:00		
Test7689 Vst1.A.A	Tue 13 - 06:00		
TestAdams	Tue 13 - 06:00		
Test Akkrzuhgz	Tue 13 - 06:00		
TestAnlthvzfg	Tue 13 - 06:00		
Test7689b.B	Tue 13 - 06:00		
Test7689veeanaab.B	Tue 13 - 06:00		
Test7689 Vsz.B.B	Tue 13 - 06:00		
TestKxjkkynmi	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

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
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

Selected site
TestClientCixhhsiaon / 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 lengthsamp.
Add start / stop times

Selected site
TestClientCixhhsiaon / 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	
Test7689veena A	Tue 13 - 06:00		
Test 7689 Vs1 A A	Tue 13 - 06:00		
Test Adams	Tue 13 - 06:00		
Test Akkfrzubgz	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
TestClientCixhhsllaon / 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?

Worker	Booked	Actual start	Actual stop
Monday 12th July / TestSiteRrol670			
Test7689a A	Mon 12 - 06:00	06:00	14:00
Tuesday 13th July / TestSiteRrol670			
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			
Test7689a A	Wed 14 - 06:00	06:00	14:00
Test7689sharmaa A	Wed 14 - 06:00	06:00	14:00

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 >

Selected site
TestClientCixhhslaon / TestSite...

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 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 SHIFT BY WORKER

Where To Go To Open Shifts By Worker?

Next click on 'Shifts by worker'.

Batch edit start / stop times

Shifts by site >

Shifts by worker >

Timesheets >

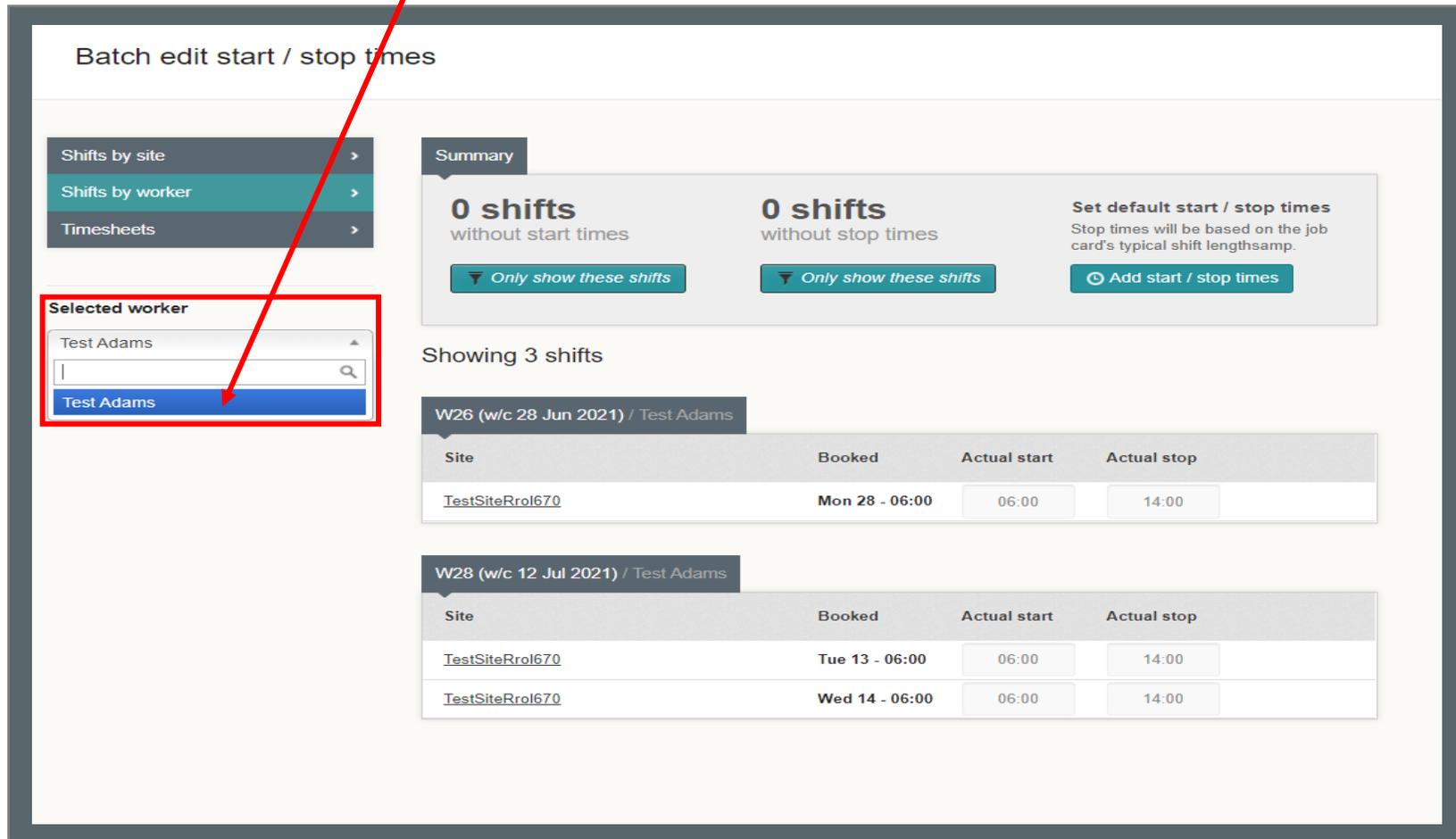
+ Add timesheet

◀ 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"/> TestClientCixhhslaon 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 >

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	

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?

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

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 >

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 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

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 >

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 lengthsamp.

Only show these shifts

Only show these shifts

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	14:00
TestSiteRrol670	Wed 14 - 06:00	06:00	14:00

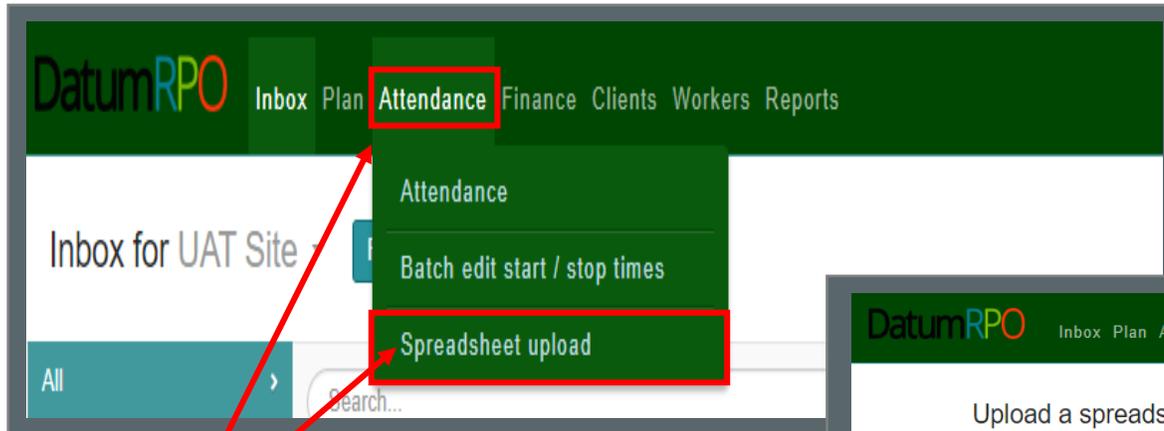
You will also notice at the top of the page when you save it will advise if it has saved properly

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

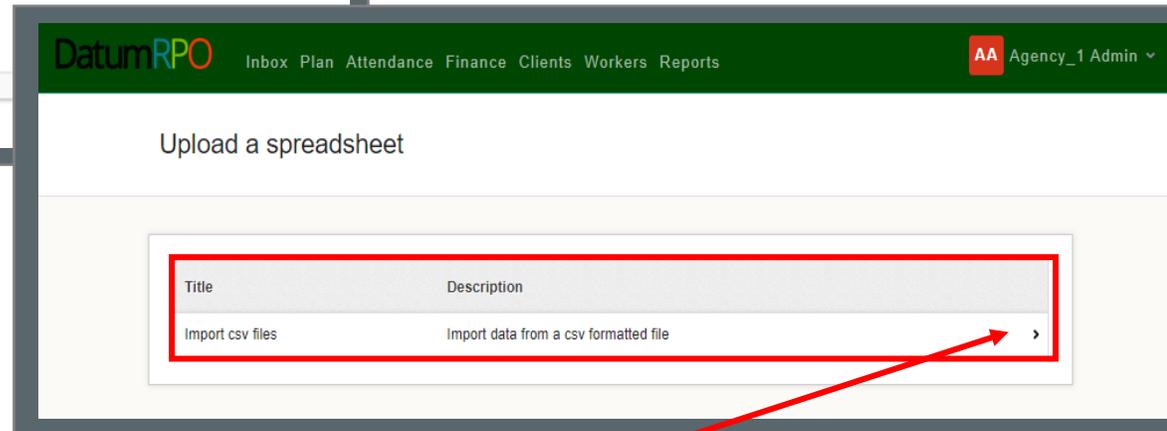
SPREADSHEET UPLOAD

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?

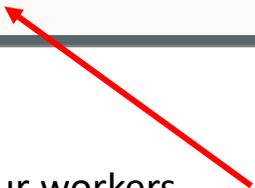
CSV import:Workers

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...



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 as 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 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 show as an issue and how many issues.

How 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 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	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

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

How 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	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 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 confirmation on the right side as created. [created](#)

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

FINANCE

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 interface. The navigation menu is open, highlighting 'Unsubmitted shifts'. The 'Timesheets' option in the left sidebar is also highlighted. A table of timesheets is displayed below, showing worker details and associated values.

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	8.17	98.00	-	98.00	81.67
Rowatt, Ursola Packer	6.25	75.00	-	75.00	62.50
Whatling, Pablo Packer	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

Total value to client for all workers

Total charge to client with adjustments for all workers

How many timesheets

Total pay for all workers

Total hours processed for all workers

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	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	359.60	

Worker's name

Total hours processed

Total charge to client with adjustments

How To View Timesheets?

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

Worker: Unselect

Job card: Unselect

Period for report

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	

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.

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

Job card: **Pallet Operative** Booked start: **06:00 (Sat)**
 Rate schedule: **PAYE: Pre-parity** Actual start: **06:00**
 Rate type: **Dynamic** 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

[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

Job card: **Pallet Operative** Booked start: **06:00 (Sat)**
 Rate schedule: **PAYE: Pre-parity** Actual start: **06:00**
 Rate type: **Dynamic** 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](#)

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** Booked start: **06:00 (Sat)**
 Rate schedule: **PAYE: Pre-parity** Actual start: **06:00**
 Rate type: **Dynamic** 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** Booked start: **06:00 (Sat)**
 Rate schedule: **PAYE: Pre-parity** Actual start: **06:00**
 Rate type: **Dynamic** 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	£342.75

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 Finance interface. The 'Finance' menu is open, and 'Unsubmitted shifts' is highlighted. The 'Unsubmitted shifts' menu item in the left sidebar is also highlighted. A table of shift data is visible below the menu.

Date	Worker	Job Card	Hours	Charge value	Pay value
Total: 3 rows					
Tue 13 Sep 2022	Gillmore, Daryle	Packer	8.17	98.00	81.67
Tue 13 Sep 2022	Rowatt, Ursola	Packer	6.25	75.00	62.50
Tue 13 Sep 2022	Whatling, Pablo	Packer	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.

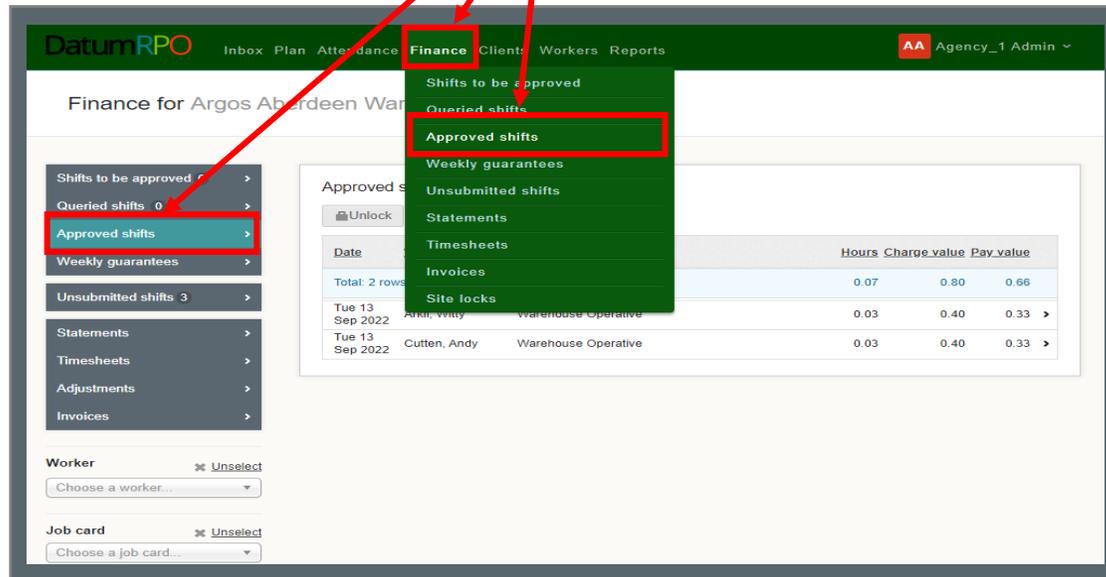
APPROVED SHIFTS

Client Will Need To Approve Shifts?

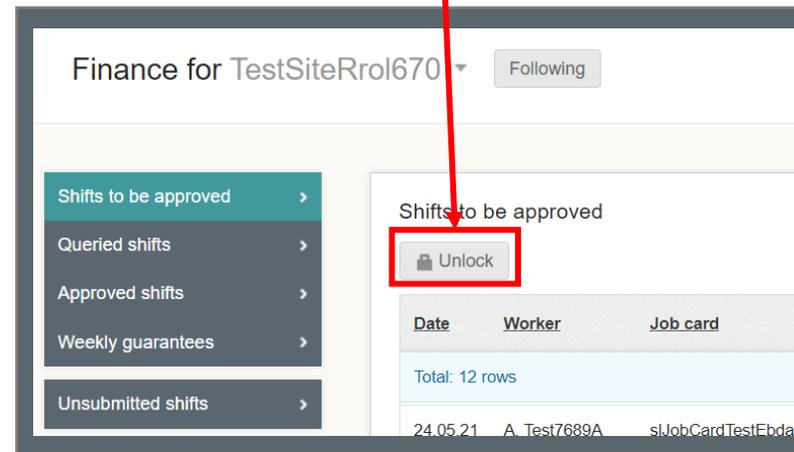
Approved shifts need to be approved by your client by completing the next stage.

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.

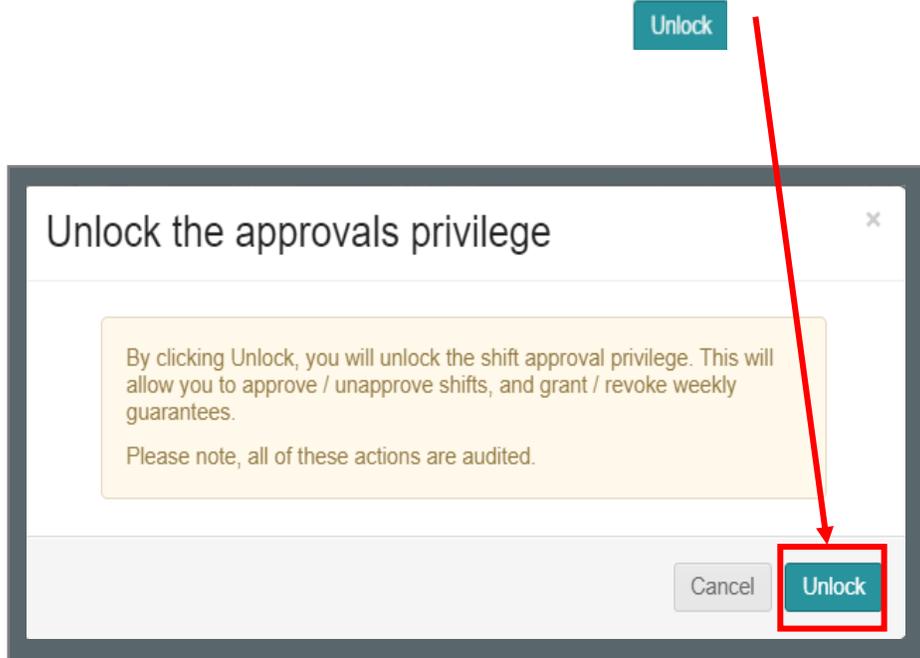


Next **Unlock** the shifts to approve.

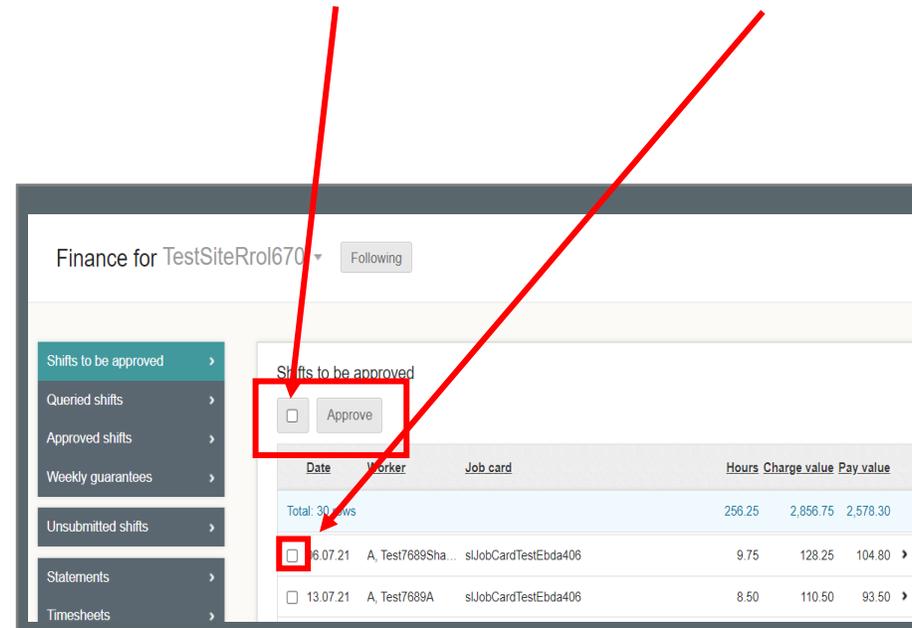


How To Approve Shifts?

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



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

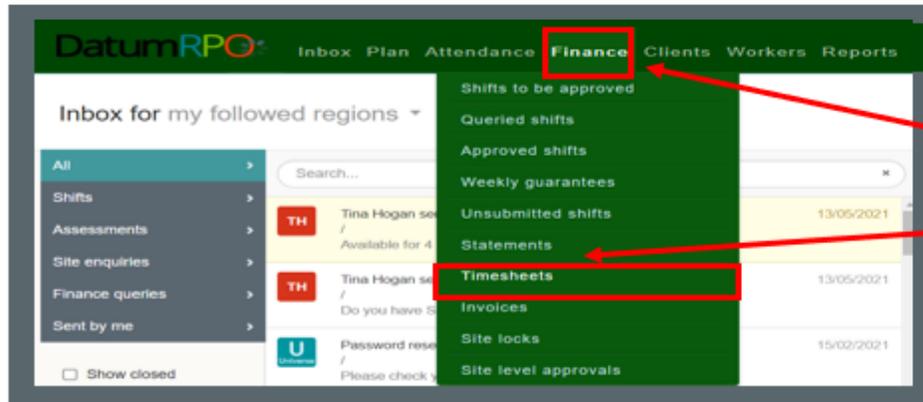


You have now completed how to approve shifts!

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	sJobCardTestEbda406			54.25	691.50	-	691.50	608.75	
A, Test7689Sha...	sJobCardTestEbda406			51.50	643.00	-	643.00	568.50	
A, Test 7689 VS...	sJobCardTestEbda406			53.50	678.50	-	678.50	598.00	
Kxjkkynmi, Test	sJobCardTestEbda406			43.50	507.00	-	507.00	456.50	

How To Raise The Query?

Open the timesheet you need to make the changes to.

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

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 web form titled "Raise a query".

The left screenshot shows the form with a dropdown menu labeled "Please select a subject..." and a text input field labeled "Message (optional)". The "Raise a query" button is highlighted with a red box.

The right screenshot shows the dropdown menu open, displaying 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 also highlighted with a red box.

Red arrows indicate the flow of the process: one arrow points from the text "Open the query and select from the dropdown the reason for the query." to the dropdown menu in the right screenshot, and another arrow points from the text "You can also add notes to message the worker regarding the query." to the "Message (optional)" field in the left 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, 'Finance' is highlighted. A dropdown menu is open, showing 'Queried shifts' as the selected option. On the left sidebar, 'Queried shifts 0' is also highlighted. A red arrow points from the 'Finance' menu to the 'Queried shifts' option in the sidebar. Another red arrow points from the 'Queried shifts' option in the sidebar to the 'Shift details' view.

The 'Shift details' view shows the following information:

- Job card: [sIJobCardTestEbda406](#)
- Rate schedule: **PAYE: Pre-parity**
- Rate type: **Weekday**
- Booked start: **07:00 (Tue)**
- Actual start: **07:00**
- Actual stop: **19:00**

Below this is a 'Shift value breakdown' table:

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

At the bottom, there is a 'Queries' section with a query raised by Tina Hogan (agent) on 4th June at 07:13. The query is titled 'Shift start or end time incorrect' and is in an 'OPENED' state. A red box highlights a '+ Raise another query' button.

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

Where To Change The Time?

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

The screenshot displays the 'Shift information' page for a shift on 'Tue 25 May, 07:00'. The page includes a sidebar with user information (TK, Test Kxjkkyxnmi, Mobile: +44 (0) 7549088636) and a main content area with shift details. A red arrow points to the 'Actual' start time '07:00' in the table below, which is highlighted with a red box.

Shift information

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 workflow consists of three main steps:

- Initial Form:** The user enters the current time (Tue 25 May 07:00), the new date (Tue 25 May), and the new start time (07:00). They select a reason from the 'Why the time has changed' dropdown and enter an optional message.
- Confirmation:** A pop-up message asks: "The shift is starting 2 hours late. Do you want to record the worker as late for the shift?" with radio buttons for 'yes' and 'no'.
- Dropdown Selection:** The 'Why the time has changed' dropdown menu is shown with options: 'Please select...', 'I forgot to start the timer', and 'Other'.

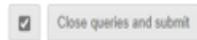
Once completed press:

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



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

Raised by Tina Hogan (agent)
4th June at 07:13

Shift start or end time incorrect

CLOSED

Finance for TestSiteRrol670 Following

Shifts to be approved >
Quered shifts >
 Approved shifts >
 Weekly guarantees >
 Unsubmitted shifts >

Statements >
 Timesheets >
 Adjustments >
 Invoices >

Worker ✖ Unselect
 Choose a worker...

Job card ✖ Unselect
 Choose a job card...

Quered 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	Kkjkyxnmj, Test	sJobCardTestEbda406	9.75	108.00	98.25

Job card: [sJobCardTestEbda406](#) 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 Tina Hogan (agent) 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	Kxjkkynmi, Test	sJobCardTestEbda406	9.75	108.00	98.25

Job card: [sJobCardTestEbda406](#) 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 Tina Hogan (agent) 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'. The user is logged in as 'CU Client User'. The main content area is titled 'Finance for Acton Gate - Warehouse' and shows a 'Following' status. On the left sidebar, 'Weekly guarantees' is highlighted with a red box. The main content displays a table for 'Weekly guarantees: W58 2022 (from Mon 19 Sep to Sun 25 Sep)'. The table has columns for Worker, Job card, Status, Hours, Charge value, and Pay value. A red box highlights the table content, and a red arrow points from the 'Finance' tab to the table.

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?

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

The screenshot displays the DatumRPO interface for 'Finance for Acton Gate - Warehouse'. The left sidebar contains navigation options: 'Shifts to be approved 5', 'Queried shifts 0', 'Approved shifts', 'Weekly guarantees' (highlighted), 'Unsubmitted shifts 0', 'Statements', 'Timesheets', and 'Adjustments'. Below the sidebar, there are dropdown menus for 'Worker' and 'Job card'. The main content area shows 'Weekly guarantees: W38 2022 (from Mon 19 Sep to Sun 25 Sep)'. A table lists the worker 'One, Jamie' as 'Eligible' with 1.00 hours and a charge value of 18.50. Below this, 'Jamie One's shifts' are listed for the week, including 'Sun, 18 Sep 2022, 06:00' (Approved, 30 mins, 12.50) and 'Mon, 19 Sep 2022, 06:00' (Approved, 30 mins, 6.00). A 'Grant weekly guarantee' button is visible at the bottom right. Red boxes and arrows highlight the 'Eligible' worker row, the shift details, and the 'Grant weekly guarantee' button.

Finance for Acton Gate - Warehouse Following

CU Client User

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

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 'Weekly guarantees' section in the DatumRPO system. On the left, a sidebar contains navigation options: '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)'. A table lists the guarantee details:

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	N/A

Below this, the 'Jamie One's shifts' section for 'W38 2022 for Van Driver' is shown. It includes a table of individual shifts:

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

A red box highlights the 'Weekly guarantee' row in the shifts table, and a red arrow points to it from the top right. A 'Revoke weekly guarantee' button is located at the bottom right of the shifts table.

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 'Weekly guarantees' section of the DatumRPO interface. On the left, there is a sidebar with navigation options: 'Weekly guarantees', 'Unsubmitted shifts 0', 'Statements', 'Timesheets', and 'Adjustments'. Below this, there are filters for 'Worker' (Unselect, Choose a worker...), 'Job card' (Unselect, Choose a job card...), and 'Period for report' (W38 2022). There is also a checkbox for 'Hide historic adjustments' and a '+ Add historic adjustment' button.

The main content area shows a table of weekly guarantees. The table has columns: Worker, Job card, Adj. Status, Hours, Work value, Expenses, Charge value, and Pay value. The data is as follows:

Worker	Job card	Adj. Status	Hours	Work value	Expenses	Charge value	Pay value	
Total: 9 rows			5	57.37	694.90	-	694.90	0.00
Demo, Dan	Warehouse Operative		8.00	96.00	-	96.00	N/A	
Four, Jamie	Warehouse Operative	①	8.00	96.00	-	96.00	N/A	
Four, Leanne	Warehouse Operative x3	①	4.30	51.60	-	51.60	N/A	
Four, Tina	Warehouse Operative	①	1.05	12.60	-	12.60	N/A	
One, Jamie	Warehouse Operative x3		7.25	87.00	-	87.00	N/A	
One, Jamie	Van Driver		20.00	246.50	-	246.50	N/A	

Below the table, there is a section for 'Jamie One's shifts' for 'W38 2022 for Van Driver'. It contains a sub-table with columns: Status, Hours, Expenses, and Charge value.

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	5.00
Total worked	1 hour		18.50
Weekly guarantee	19 hours		228.00
Total	20 hours	£0.00	£246.50

A red box highlights the 'Revoke weekly guarantee' button at the bottom right of the interface. A red line points from the text above to this button.

STATEMENTS

How To Find Statements?

Finance for Argos Aberdeen War

- Shifts to be approved
- Queried shifts
- Approved shifts
- Weekly guarantees
- Unsubmitted shifts
- Statements**
- Timesheets
- Invoices
- Site locks

Go to Finance > Statements

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

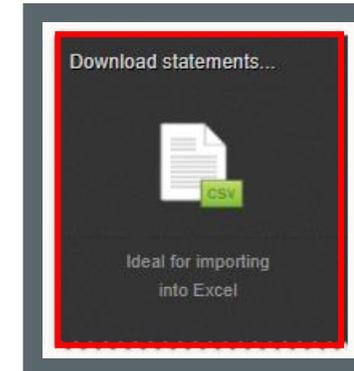
Statements

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?

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.



Download statements CSV report

You can download statements report for specified weeks.

From week W20 2021

To week W20 2021

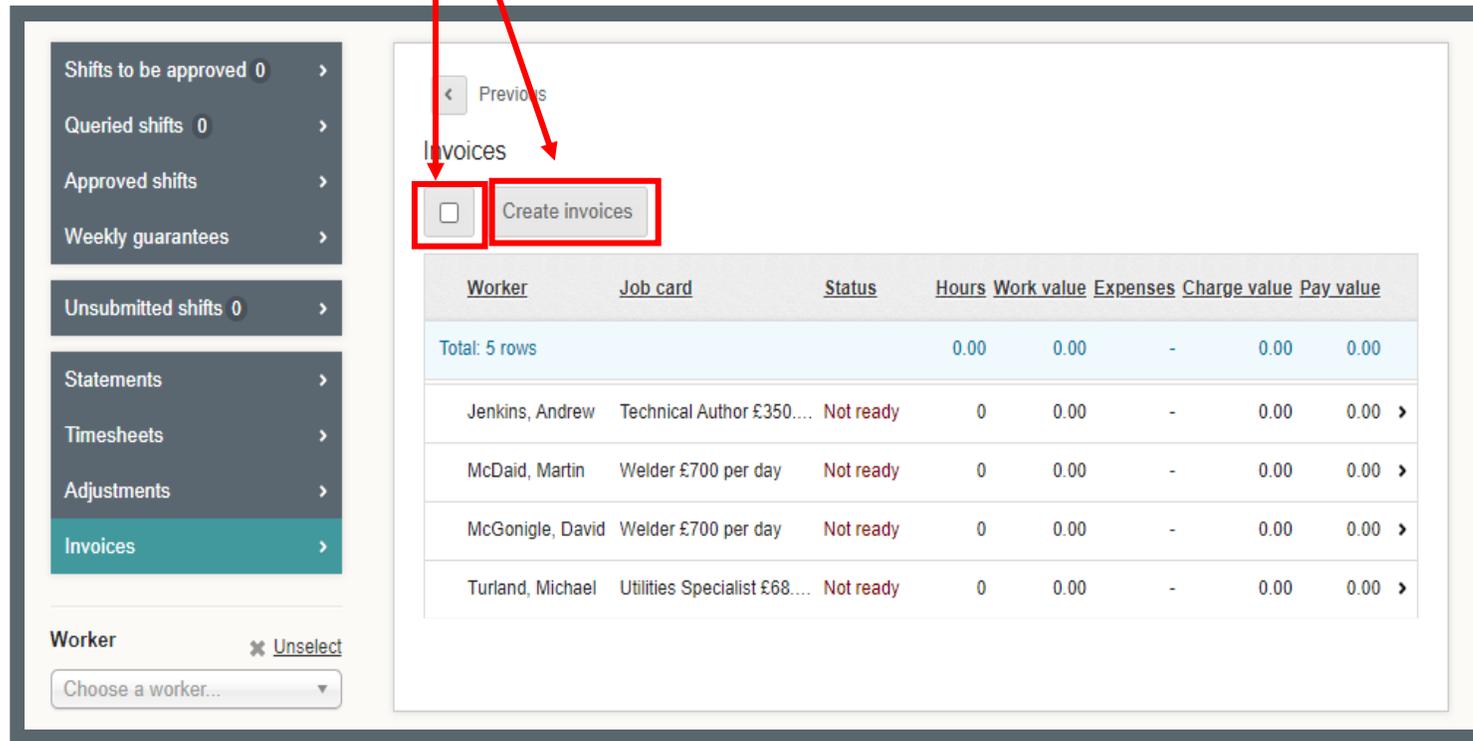
Cancel Download

Client on the week or weeks you require and click on 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 displays the 'Invoices' page in the DatumRPO system. On the left sidebar, the 'Invoices' menu item is highlighted. Below the sidebar, there is a 'Worker' dropdown menu with the text 'Choose a worker...' and an 'Unselect' button. The main content area shows a table of invoices with the following data:

Worker	Job card	Status	Hours	Work value	Expenses	Charge value	Pay value
Total: 5 rows			0.00	0.00	-	0.00	0.00
Jenkins, Andrew	Technical Author £350....	Not ready	0	0.00	-	0.00	0.00
McDaid, Martin	Welder £700 per day	Not ready	0	0.00	-	0.00	0.00
McGonigle, David	Welder £700 per day	Not ready	0	0.00	-	0.00	0.00
Turland, Michael	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 shows a sidebar on the left with navigation options: Shifts to be approved (0), Queried shifts (0), Approved shifts, Weekly guarantees, Unsubmitted shifts (0), Statements, Timesheets, Adjustments, and Invoices (selected). 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 includes a 'Create invoices' button. Below this is a table with the following data:

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 image shows two screenshots of the DatumRPO Finance interface. The top screenshot shows the 'Finance' menu with 'Timesheets' highlighted. The bottom screenshot shows the search results for sites.

Finance Menu:

- Shifts to be approved
- Queried shifts
- Approved shifts
- Weekly guarantees
- Unsubmitted shifts
- Statements
- Timesheets**
- Invoices
- Site locks

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

Timesheets Table:

Worker	Hours	Work value	Expenses	Charge value	Pay value
Total 23 rows	171.03	2,058.90	-	-	-
Bell, Sarah - Warehouse Operative	8.00	96.00	-	-	-
Demo, Dan - Warehouse Operative	8.28	99.40	-	-	-
Harris, Ian - Warehouse Operative	0	0.00	-	-	-
Hodgson, Lisa - Van Driver	10.00	120.00	-	-	-
Hodgson, Lisa - Warehouse Operative	0	0.00	-	-	-

Timesheets Table (Search Results):

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

Where To Find Manual Adjustment To Add Shift Bonus?

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

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

Next click on **Add manual adjustment**

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

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

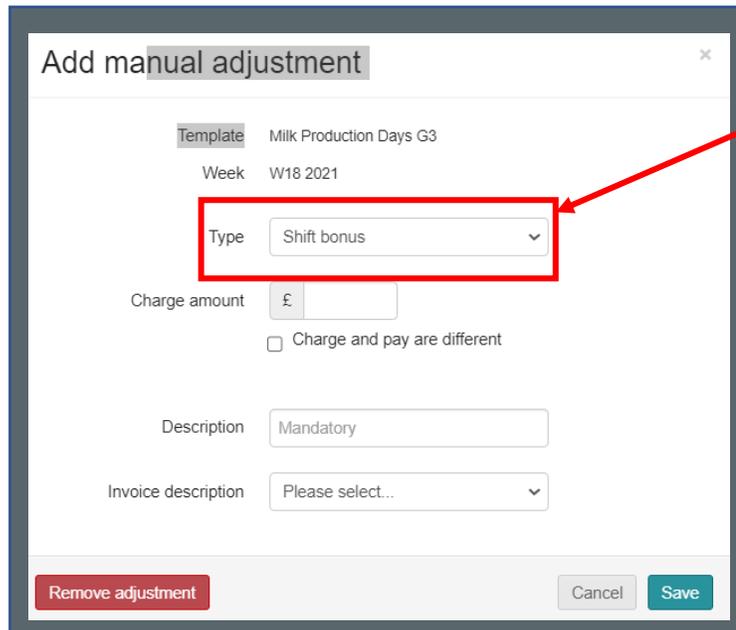
Worker: Unselect
 Choose a worker...
 Job card: Unselect
 Choose a job card...
 Period for report: W17 2021

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.

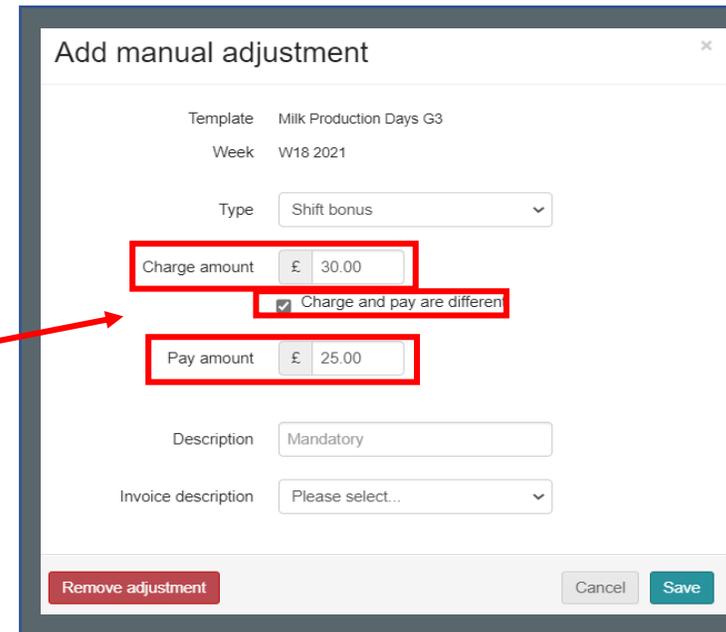


The screenshot shows the 'Add manual adjustment' form. The 'Type' dropdown menu is highlighted with a red box and contains the text 'Shift bonus'. Other fields include 'Template' (Milk Production Days G3), 'Week' (W18 2021), 'Charge amount' (£), and 'Description' (Mandatory). The 'Charge and pay are different' checkbox is unchecked.

Go to type and click in the box.

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

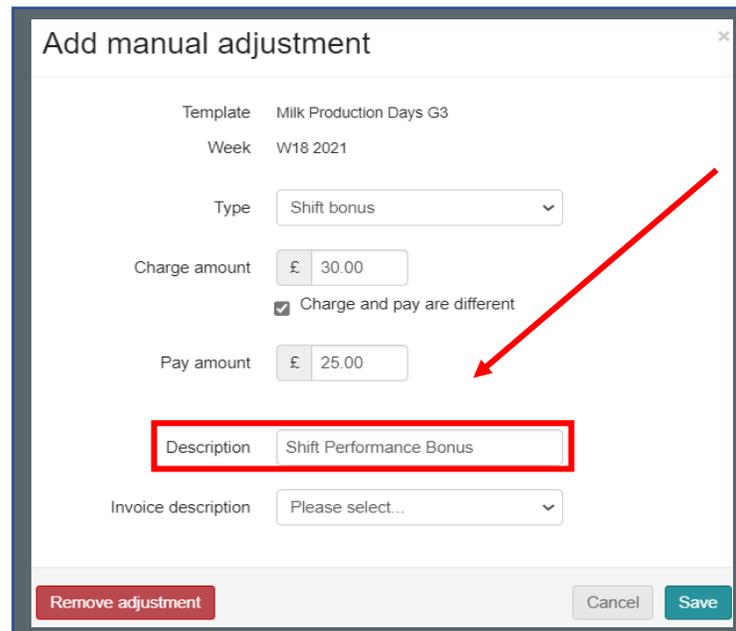
Next click on the charge amount then add the payment amount click on the Charge and pay are different box and add amount.



The screenshot shows the 'Add manual adjustment' form with the 'Type' dropdown set to 'Shift bonus'. The 'Charge amount' field is set to £ 30.00 and the 'Pay amount' field is set to £ 25.00. The 'Charge and pay are different' checkbox is checked. Other fields include 'Template' (Milk Production Days G3), 'Week' (W18 2021), and 'Description' (Mandatory).

How To Add A Manual Shift Bonus Adjustment?

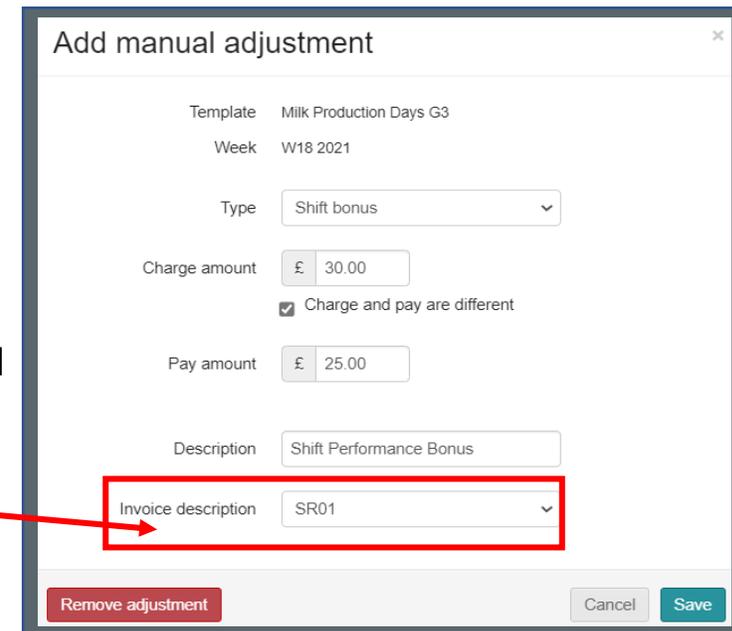
Next you need to add your description and invoice description.



The screenshot shows the 'Add manual adjustment' form. The fields are: Template: Milk Production Days G3, Week: W18 2021, Type: Shift bonus, Charge amount: £ 30.00, Charge and pay are different: checked, Pay amount: £ 25.00, Description: Shift Performance Bonus (highlighted with a red box), and Invoice description: Please select... (highlighted with a red box). A red arrow points from the Description field to the Invoice description field.

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 fields are: Template: Milk Production Days G3, Week: W18 2021, Type: Shift bonus, Charge amount: £ 30.00, Charge and pay are different: checked, Pay amount: £ 25.00, Description: Shift Performance Bonus, and Invoice description: SR01 (highlighted with a red box). A red arrow points from the Invoice description field to the Description field.

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.

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 Shift Performance Bonus

Invoice description SR01

Remove adjustment Cancel Save

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 image shows two screenshots of the DatumRPO Finance Timesheets interface. The top screenshot shows the navigation menu with 'Finance' selected and a dropdown menu open, highlighting 'Timesheets'. The bottom screenshot shows the search results for sites, with 'ARGOS Home Delivery DHL / Acton Gate - Warehouse' selected.

Navigation Steps:

- Click on Finance
- Click on Timesheets
- Search for sites

Search Results:

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

Timesheets Table:

Worker	Hours	Work value	Expenses	Charge value	Pay value
Total 23 rows	171.03	2,058.90	-	-	-
Bell, Sarah Warehouse Operative	8.00	96.00	-	-	-
Demo, Dan Warehouse Operative	8.28	99.40	-	-	-
Harris, Ian Warehouse Operative	0	0.00	-	-	-
Hodgson, Lisa Van Driver	10.00	120.00	-	-	-
Hodgson, Lisa Warehouse Operative	0	0.00	-	-	-

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.

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

Next click on **Add historic timesheet adjustment**

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
28-04-2021 14:00	Unsubmitted	-	0.00	0.00
29-04-2021 14:00	Unsubmitted	-	0.00	0.00
30-04-2021 14:00	Unsubmitted	-	0.00	0.00
01-05-2021 10:00	Unsubmitted	-	0.00	0.00
Total	-	0.00	0.00	0.00

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: 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)		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	£ 0.00
	Pay	£ 0.00	£ 0.00	£ 0.00	£ 0.00	£ 0.00	£ 0.00	£ 0.00	£ 0.00	£ 0.00

Buttons: 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.

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: £ 11.64	<input type="checkbox"/>	0	0	7.25	7.25	7.25	7.25	0	29	Standard rates
Pay: £ 9.01										
+ 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							

Rates

Chrg:	£ 12.57
Pay:	£ 9.68
Chrg:	£ 2.13
Pay:	£ 1.78

Rates

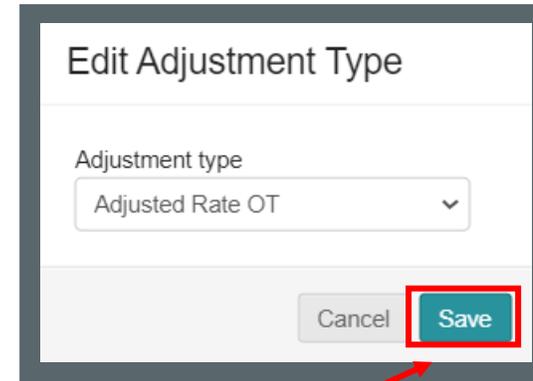
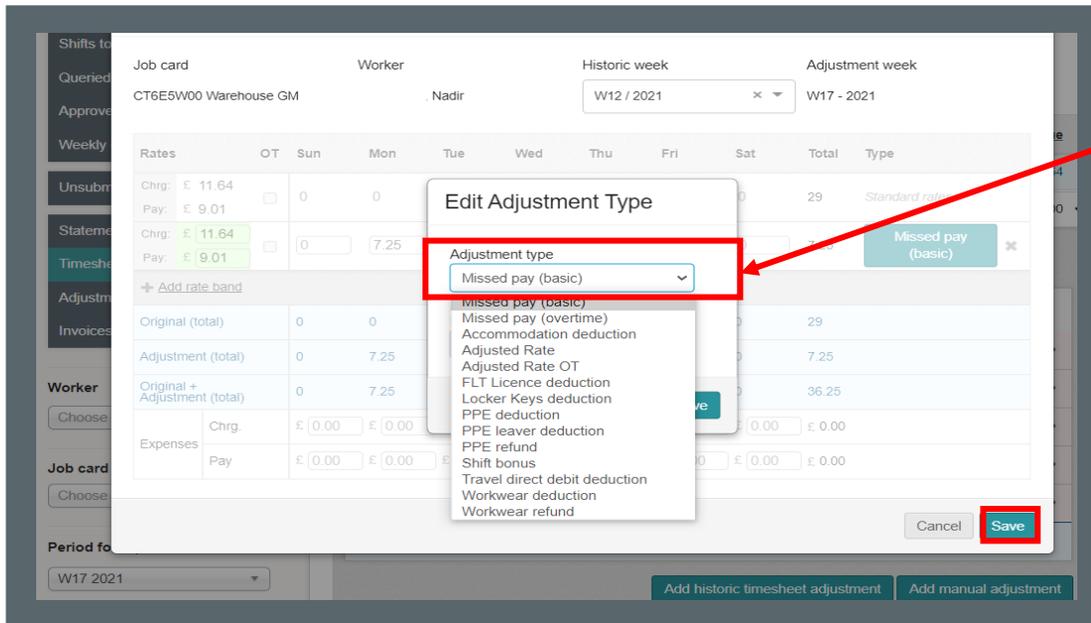
Rates	OT	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total	Type
Chrg: £ 11.64	<input type="checkbox"/>	0	0	7.25	7.25	7.25	7.25	0	29	Standard rates
Pay: £ 9.01										
Chrg: £ 0.00	<input type="checkbox"/>	0	0	0	0	0	0	0	0	Missed pay (basic)
Pay: £ 0.00										
+ Add rate band										

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.



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	£ 0.00
Pay		£ 0.00	£ 0.00	£ 0.00	£ 0.00	£ 0.00	£ 0.00	£ 0.00	£ 0.00	£ 0.00

Buttons: Cancel, Save

Correct Adjustment week of payment ✓

Correct Historic week of payment ✓

Correct Charge & Pay Rate Difference ✓

Correct Hours ✓

Correct reason ✓

Then click on 

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.

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

Timesheets: W12 2021 (from 22-03-2021 to 28-03-2021)
 Worker: Zeray Kbrom

Worker	Job card	Adj.	Status	Hours	Work value	Expenses	Charge value	Pay value	
Total: 3 rows				0	43.50	802.06	-	802.06	616.41
Zeray	Milk Production Nights G3	A		11.50	352.56	-	352.56	270.84	
Zeray	Milk Production Days G3			21.50	270.26	-	270.26	208.12	
Zeray	ESL Nights			10.50	179.24	-	179.24	137.45	

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 ...)			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](#)

The image illustrates the navigation path through the DatumRPO interface to view and edit a historic timesheet adjustment. It consists of three sequential screenshots:

- Screenshot 1:** Shows the main navigation menu on the left. The 'Adjustments' option is highlighted with a red box. A dropdown menu is open, showing options like 'Weekly guarantees', 'Unsubmitted shifts', 'Statements', 'Timesheets', 'Invoices', 'Site locks', and 'Site level approvals'. The 'Invoices' option is highlighted with a red box.
- Screenshot 2:** Shows the 'Adjustments' page. The left sidebar has 'Adjustments' highlighted with a red box. The main content area displays a table titled 'Adjustments: W12 2021 (from 22-03-2021 to 28-03-2021)'. A row for 'eray Milk Production Nights G3' is highlighted with a red box. A blue button labeled 'Edit historic timesheet adjustment' is positioned above the table.
- Screenshot 3:** Shows a detailed view of the adjustment. The table is titled 'Adjustments: W12 2021 (from 22-03-2021 to 28-03-2021)'. Below the table, there is a section titled 'Historic timesheet adjustment breakdown' which includes a sub-table with columns for 'Week', 'Charge', and 'Pay'. The row for 'Week 07 2021' shows a charge of 167.75 and a pay of 128.81. A blue button labeled 'Edit historic timesheet adjustment' is located at the bottom right of this section.

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 image shows two screenshots of the DatumRPO Finance interface. The top screenshot shows the 'Finance' menu with 'Timesheets' highlighted. The bottom screenshot shows the search results for sites.

Finance for Acton Gate - Warehouse

Navigation: Finance > Timesheets

Worker	Hours	Work value	Expenses	Charge value	Pay value
Total: 23 rows	171.03	2,058.90	-	-	-
Bell, Sarah - Warehouse Operative	8.00	96.00	-	-	-
Demo, Dan - Warehouse Operative	8.28	99.40	-	-	-
Harris, Ian - Warehouse Operative	0	0.00	-	-	-
Hodgson, Lisa - Van Driver	10.00	120.00	-	-	-
Hodgson, Lisa - Warehouse Operative	0	0.00	-	-	-

Finance for

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.

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

Next click on **Add historic timesheet adjustment**

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
28-04-2021 14:00	Unsubmitted	-	0.00	0.00
29-04-2021 14:00	Unsubmitted	-	0.00	0.00
30-04-2021 14:00	Unsubmitted	-	0.00	0.00
01-05-2021 10:00	Unsubmitted	-	0.00	0.00
Total		-	€0.00	€0.00

Buttons: **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: 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)		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	£ 0.00
	Pay	£ 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?

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: Nadir
 Historic week: W12 / 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	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	

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

Now add in the charge rate and the pay rate.

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: 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: £ 11.64 Pay: £ 9.01	<input type="checkbox"/>	0	7.25	7.25	7.25	7.25	7.25	0	29	Standard rates
Chrg: £ 11.64 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	£ 0.00
	Pay	£ 0.00	£ 0.00	£ 0.00	£ 0.00	£ 0.00	£ 0.00	£ 0.00	£ 0.00	£ 0.00

Buttons: 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

on Sat

Edit Adjustment Type

Adjustment type
 Missed pay (basic) ▼

Invoice description
 SR01 ▼

Buttons: 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**.

Job card: CT6E5W00 Warehouse GM
Worker: Abdulkarim, Nadir
Historic week: W12 / 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	0						29	Standard rates
Chrg: £ 11.64 Pay: £ 9.01	<input type="checkbox"/>	0	7.25						7.25	Missed pay (basic) *
+ Add rate band										
Original (total)		0	0							
Adjustment (total)		0	7.25						7.25	
Original + Adjustment (total)		0	7.25						36.25	
Expenses	Chrg.	£ 0.00	£ 0.00						£ 0.00	£ 0.00
	Pay	£ 0.00	£ 0.00						£ 0.00	£ 0.00

Adjustment type: Missed pay (basic)

Buttons: Cancel, Save

Next click on the reason and

Save

Adjustment type: Missed pay (overtime)

Invoice description: SR01

Buttons: Cancel, 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: £ 11.64 Pay: £ 9.01	<input type="checkbox"/>	0	0	7.25	7.25	7.25	7.25	0	29	Standard rates
Chrg: £ 11.64 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	£ 0.00
	Pay	£ 0.00	£ 0.00	£ 0.00	£ 0.00	£ 0.00	£ 0.00	£ 0.00	£ 0.00	£ 0.00

Buttons: Cancel, Save

Correct Adjustment week of payment ✓

Correct Historic week of payment ✓

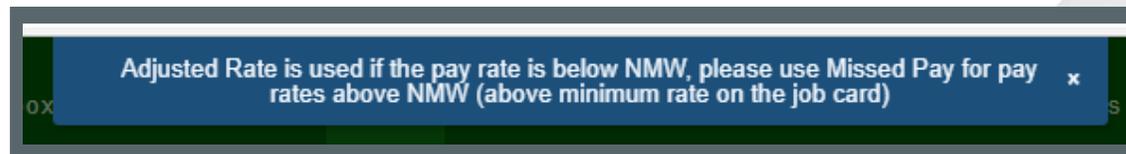
Correct Charge & Pay Rate ✓

Correct Hours ✓

Correct reason ✓

Then click on **Save**

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



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.

Worker	Job card	Adj. status	Hours	Work value	Expenses	Charge value	Pay value
Total: 3 rows			0	43.50	802.06	-	802.06 616.41
Zeray	Milk Production Nights G3	A	11.50	352.56	-	352.56	270.84
Zeray	Milk Production Days G3		21.50	270.26	-	270.26	208.12
eray	ESL Nights		10.50	179.24	-	179.24	137.45

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 ...)			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](#)

The image shows a three-step navigation process:

- Step 1:** The 'Adjustments' menu item is highlighted in the left sidebar. A dropdown menu is open, showing 'Timesheets' as the selected option.
- Step 2:** The 'Adjustments: W12 2021 (from 22-03-2021 to 28-03-2021)' table is shown. A row for 'eray Milk Production Nights G3' is highlighted.
- Step 3:** The 'Historic timesheet adjustment breakdown' view is shown. A table lists the breakdown for 'Week 07 2021' with a 'Charge' of 167.75 and 'Pay' of 128.81. An 'Edit historic timesheet adjustment' button is visible at the bottom right.

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

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

Week	Charge	Pay
Week 07 2021	167.75	128.81

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. The 'Finance' menu is open, and 'Site locks' is highlighted with a red box. A red arrow points from the text above to the 'Site locks' option. The interface also shows filters for 'Period' (W37 2022 (12 Sep)), 'Client' (All clients), and 'Site' (All sites). Below these, there are sections for 'ARGO' and 'UAT Client' with a 'Warehouse Operative' listed under 'UAT Site / NOT READY'.

You need to check your hours and charge rates match.

The screenshot shows the 'Timesheets' page in DatumRPO. A table of worker data is highlighted with a red box. A red arrow points from the text above to the table. The table has the following columns: Worker, Job card, Adj, Status, Hours, Work value, Expenses, Charge value, and Pay value.

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, Test7689Sha...	sJobCardTestEbd4406			28.00	308.00	-	308.00	280.00
A, Test 7689 VS...	sJobCardTestEbd4406			22.50	252.00	-	252.00	229.50
Kpkyxnm, Test	sJobCardTestEbd4406			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.

The image displays three sequential screenshots of the 'Site locks' interface, illustrating the steps to configure filters for a report. Red arrows point from the text above to the corresponding fields in each screenshot.

- First Screenshot:** Shows the 'Period' dropdown menu open, listing weeks from 'Week 10 2021 (8 Mar)' to 'Week 18 2021 (3 May)'. The 'Period' field is highlighted with a red box.
- Second Screenshot:** Shows the 'Division' dropdown menu open, listing categories such as 'Driving', 'Agriculture', 'Automotive / Manufacturing', 'Brightwork', 'Datum', 'Express', 'Food', 'Logistics Food', and 'Logistics Non-Food'. The 'Division' field is highlighted with a red box.
- Third Screenshot:** Shows the 'Client' dropdown menu open, listing various clients including 'STAFFLINE GROUP PLC', 'Superdrug Stores plc', 'Switch International', 'Tesco - D1TAV', 'TESCO - D1TS', 'TESCO DIDCOT - D1TD', 'Tesco Distribution Centre', 'Tesco Hinckley', 'Tesco lichfield - D1TL', and 'TestClientCixhhslaon'. The 'Client' field is highlighted with a red box.

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.

TestClientCixhhslaon

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.

You have now completed site locks!

How To Fill Out The Workers Details?

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

Managed workers | New worker

New worker details

Type Worker

Role

Project code

Branch

First name

Middle name

Last name

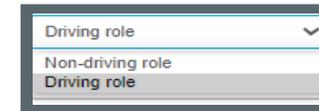
Gender Male Female

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



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?

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

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 To Fill Out The Workers Details?

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

First name: Tina
Middle name:
Last name: Pyrah (Test)
Date of birth: Day | Month | Year
Gender: Male Female
Nationality: British Other

Photo for facial recognition: Add photo

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

Send compliance request: 1 note Message worker

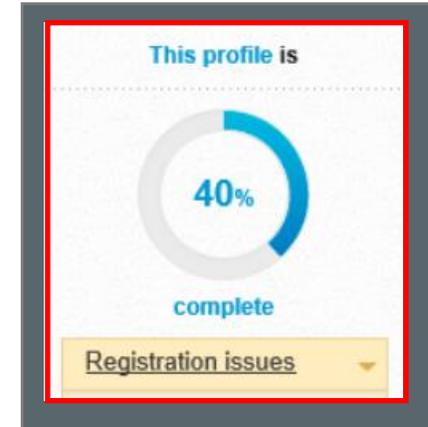
Add a note... Save

Tina Hogan on Monday 19th April 2021 17:13
Onboarding email sent.
Prospect level: **Open**

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](#)

Mobile number
 Non-UK mobile number

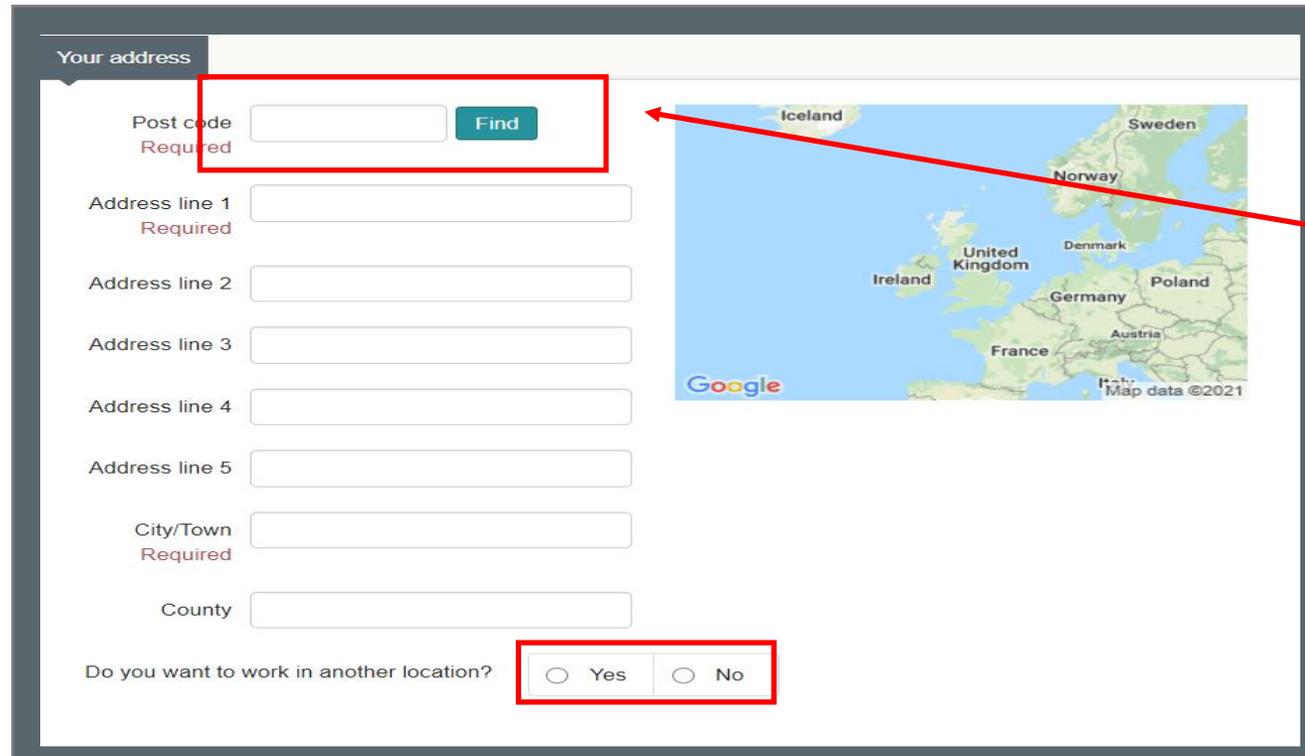
We will use this number to send you text messages about the shifts you are working on.

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)
- Address line 1 (Required)
- Address line 2
- Address line 3
- Address line 4
- Address line 5
- City/Town (Required)
- County

At the bottom, there is a question: "Do you want to work in another location?" with radio buttons for "Yes" and "No".

A red box highlights the "Post code" field and the "Find" button. A red arrow points from the text on the right to the "Find" button. Another red box highlights the "Yes" and "No" radio buttons.

The map shows Europe with labels for Iceland, Sweden, Norway, Denmark, United Kingdom, Ireland, Germany, Poland, France, and Austria. The Google logo and "Map data ©2021" are visible at the bottom of the map.

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.

- Personal information >
- Licence, tacho & CPC >**
- Skills & experience >
- Documents >
- Bank details >

- Linked job cards >
- Shift patterns >
- Site assessments >
- Local sites >
- AWR >
- Agreements >

- Timesheets >
- Profile changes >
- Statistics >

- Applications history >

- Change email >
- Contact preferences >

Your licence

Country of issue United Kingdom
 Other

First name on licence (if not Tina)
Optional

Licence number

Issue number

This is the 2-3 characters found at the end of the long licence number, separated by a space

Date of issue

Date of expiry

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	

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

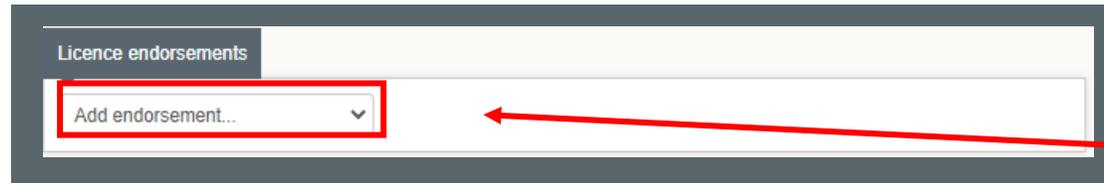
Licence categories

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

Then enter the valid date from and to.

Click on save changes.

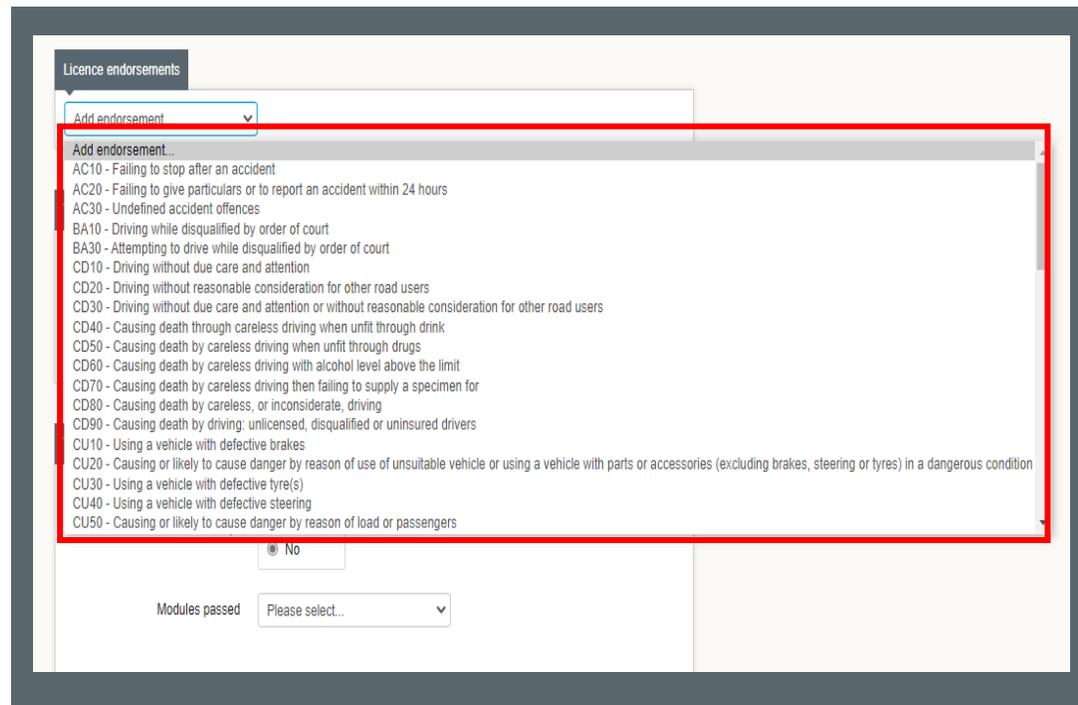
How To Complete Licence Endorsements?



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?

Licence endorsements

Failing to give particulars or to report an accident within 24 hours

AC20
[Remove](#)

Date of offence
2 March 2021

Points received
6

Total points: 6

Add endorsement...

Add the date of the offence and 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

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

Once completed press save changes.

How To Complete Your CPC/DQC?

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'.

Your CPC / DQC

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.

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.

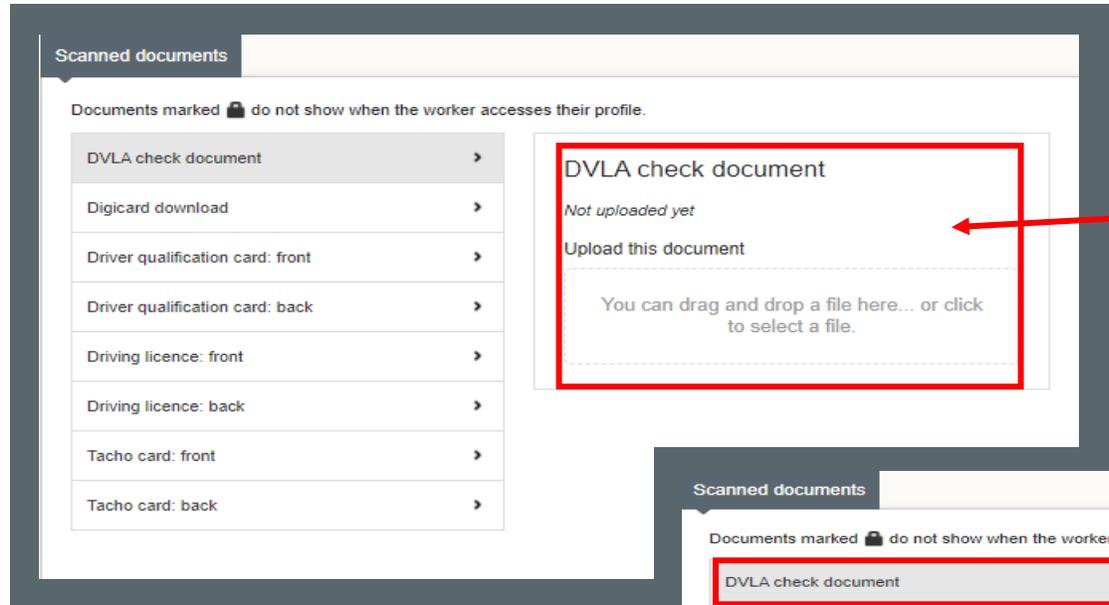
Click on 'Create Validation record'.

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

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.

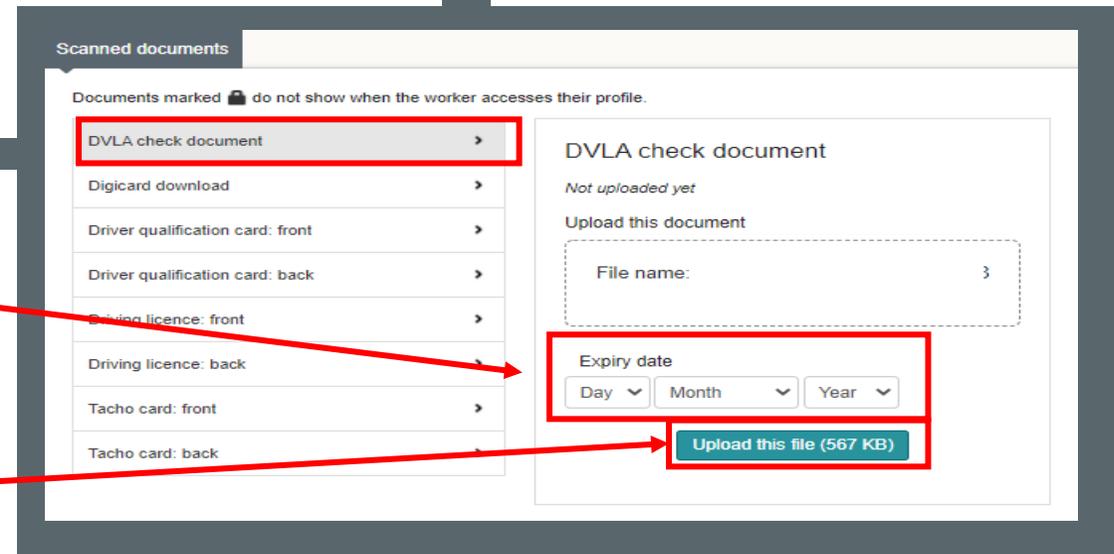


Click on the section you would like to upload DVLA checks.

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.



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 shows the 'Skills & experience' section of a user profile. On the left is a navigation menu with options like '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', and 'Contact preferences'. The main content area is divided into several sections:

- Skills:** A dropdown menu for 'Primary skill' is highlighted with a red box, showing 'Please select...'. Below it is a grid of 'Other skills' with checkboxes for LGV driver, Assembly, Labourer, Cleaning, Facilities, Food Production, Hospitality, Machine Operating, Packing, QC/Inspection, Warehouse OP/Order picking, and Fork Lift Truck Driver.
- Professional qualifications:** A question 'Do you have an FLT qualification?' with radio buttons for 'Yes' and 'No'.
- Your employment history:** A section stating 'You haven't added any employment history.' with an 'Add an employer' button and the note 'You can always add more employers later'.
- Skills (Zoomed-in view):** A second screenshot shows the 'Primary skill' dropdown menu open, with 'Food Production' selected and highlighted with a red box. In the 'Other skills' grid below, the 'Food Production' checkbox is also checked and highlighted with a red box, and a 'Primary' label is visible next to it.
- Sub-skills:** A section with checkboxes for 'Food Production' and 'Butchery', both highlighted with red boxes.

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.

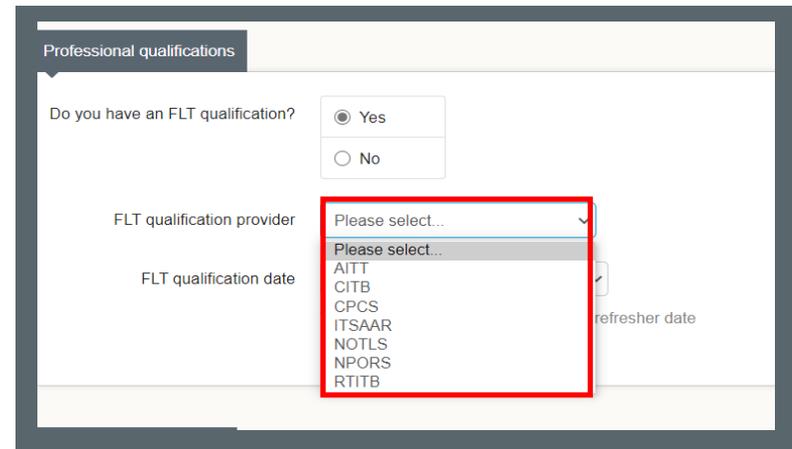


Professional qualifications

Do you have an FLT qualification?

Yes

No



Professional qualifications

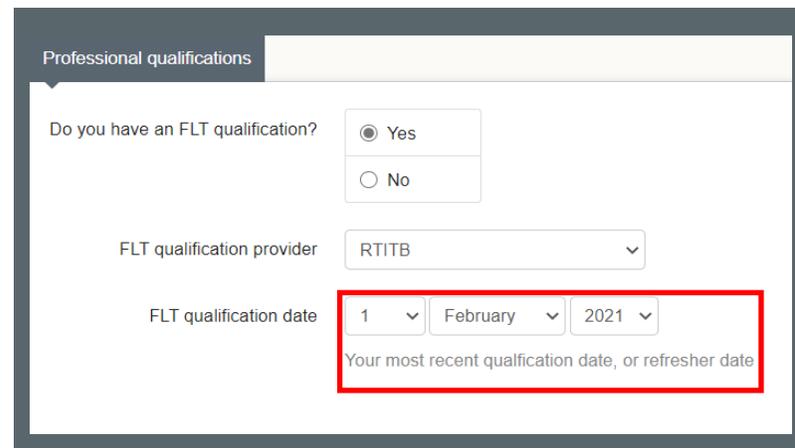
Do you have an FLT qualification? Yes No

FLT qualification provider Please select...

FLT qualification date Please select...

refresher date

- AITT
- CITB
- CPCS
- ITSAAR
- NOTLS
- NPORS
- RTITB



Professional qualifications

Do you have an FLT qualification? Yes No

FLT qualification provider RTITB

FLT qualification date 1 February 2021

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.

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.

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

Click on update for personal information and employment status.

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: [Text Area]

Buttons: 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

REPORTS

COMING SOON