

## TimePlan launches online timesheets for teachers and schools

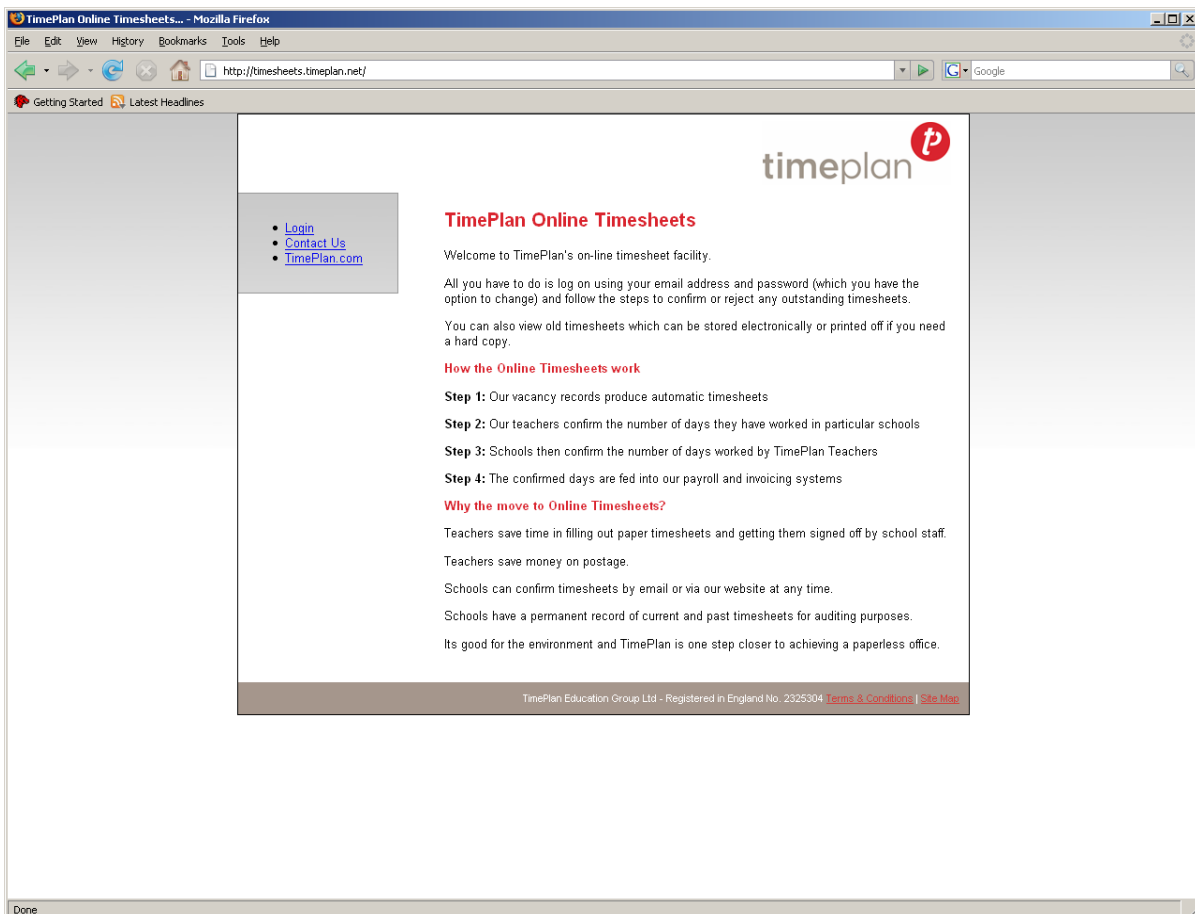
Simple and quick to use this new system has some great benefits:

- No more paper timesheets
- No more postal costs and delivery problems
- A unique login and individual profile page for teacher
- Quick and easy timesheet confirmation
- A complete historical record of all timesheets
- A calendar displaying all advance bookings with school details

Please follow the following steps to receive your online login details

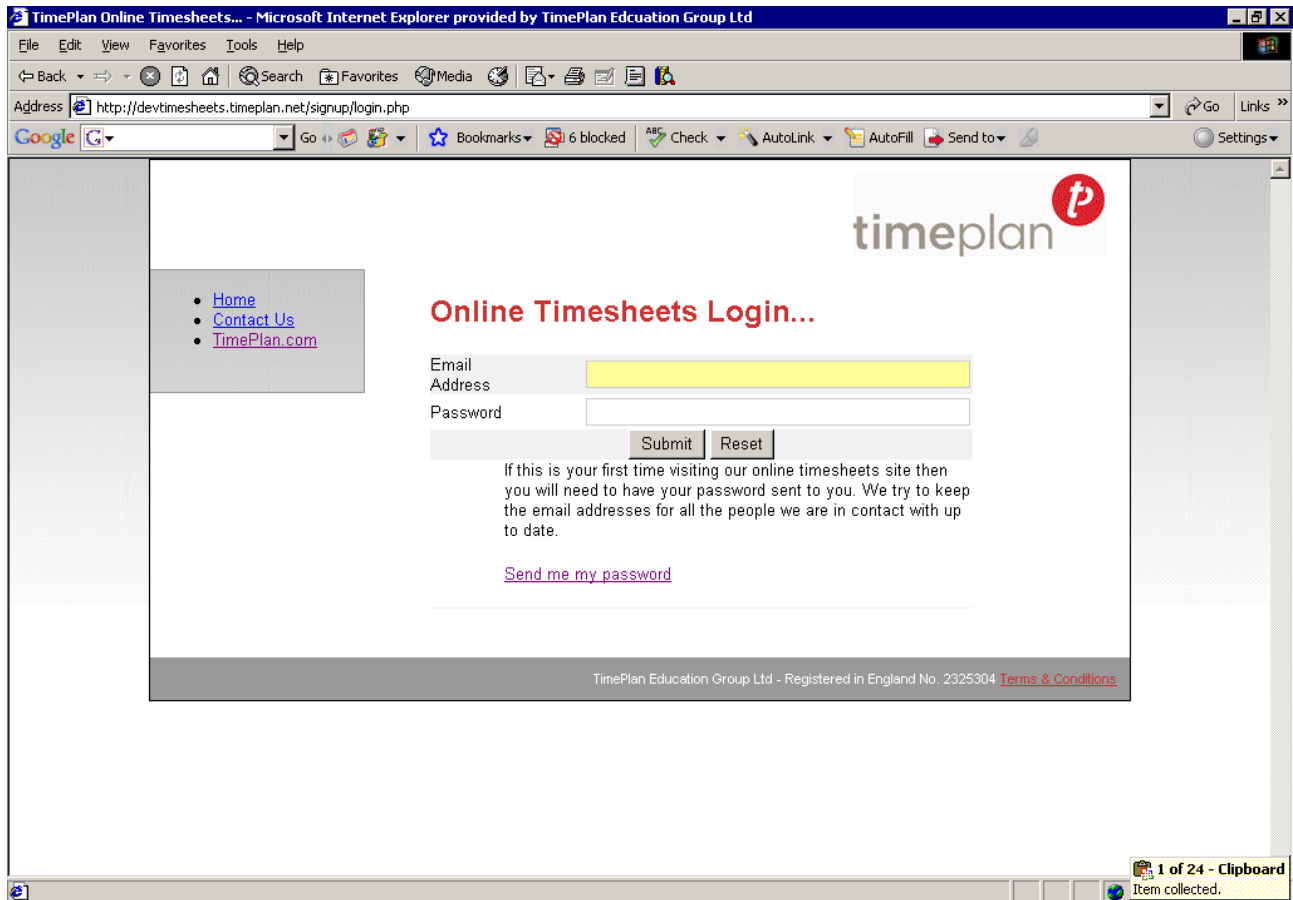
### Step 1: Enter the following website to access the timesheets programme

<http://timesheets.timeplan.net>

A screenshot of a Mozilla Firefox browser window displaying the TimePlan Online Timesheets website. The browser's address bar shows the URL "http://timesheets.timeplan.net/". The website's header features the "timeplan" logo. A navigation menu on the left includes links for "Login", "Contact Us", and "TimePlan.com". The main content area is titled "TimePlan Online Timesheets" and contains a welcome message, a description of the facility, and a list of steps explaining how the online timesheets work. The steps are: Step 1: Our vacancy records produce automatic timesheets; Step 2: Our teachers confirm the number of days they have worked in particular schools; Step 3: Schools then confirm the number of days worked by TimePlan Teachers; Step 4: The confirmed days are fed into our payroll and invoicing systems. Below the steps, there is a section titled "Why the move to Online Timesheets?" which lists benefits such as saving time, money on postage, and having a permanent record. The footer of the website includes the text "TimePlan Education Group Ltd - Registered in England No. 2325304" and links for "Terms & Conditions" and "Site Map".

## Step 2: Your log in details

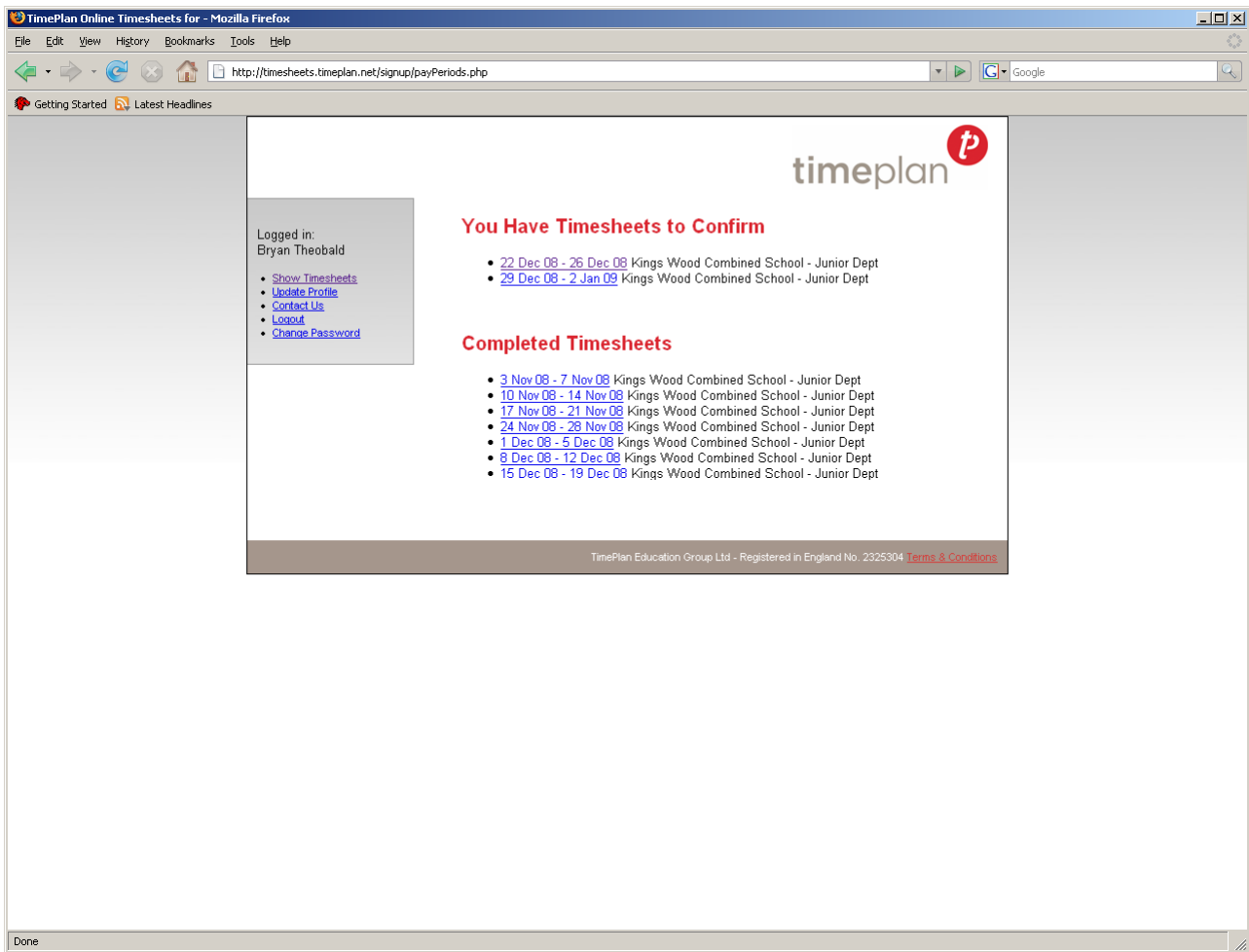
Click **Login** on the navigation bar on the left side.



If this is your first visit then you will need to request a password. Click [Send me my password](#) and enter the email address that we have on our system.

Click Submit and you will be sent a random computer generated password.

Once you have received the password you can use your email address and password to login to the system. You will be taken to your individual profile, where you will have details of timesheets that will need to be completed in the future as well as a history of completed timesheets. If you do not have any bookings in the future then only completed timesheets will be displayed.



### Step 3: There is an option to change your password

The computer generated password is not the easiest password to remember. Once you have logged in you will have the option to change the password to something more memorable.


Select CHANGE PASSWORD on the navigation bar on the left side. You can also update your contact details by selecting UPDATING YOUR PROFILE

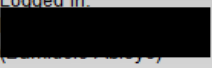
**Step 4: Confirm your Timesheets each FRIDAY before 4pm**

Click on the timesheets that include the current weeks dates

The daily timesheet will be displayed.

Complete and remember to click the boxes and enter your mileage if you have any.

timeplan 

Logged in: 


[Select an Office](#)  
[Email Invoices](#)  
[Find a Teacher](#)  
[Find a School](#)


[Pay Dates](#)  
[Show Timesheets](#)  
[Archived Timesheets](#)  
[Calendar](#)  
[My Profile](#)  
[My Checks](#)  
[Contact Us](#)  
[Logout](#)

[This Backscreen](#)

[Waiting for Teacher](#)  
[Waiting for School](#)  
[Rejected by Teacher](#)  
[Rejected by School](#)  
[Completed](#)  
[Checked](#)  
[Send to Finance](#)  
[Old - sent to Finance](#)  
[New Payroll Company](#)  
[Payroll Company Changes](#)  
[Chase Offices](#)  
[Chase Payroll Companies](#)

### Daily Timesheet

Teacher's Name : 

School / Client : 

Day	Date	I confirm I worked these days	
Monday	11 Feb 13	Whole Day ▾	Teaching Assistant
Tuesday	12 Feb 13	Whole Day ▾	Teaching Assistant

TimePlan Education Group Ltd - Registered in England No. 2325304 [Terms & Conditions](#)

Once you complete your timesheet(s) you need to click **CONFIRM**.

The system will now generate an email to the timesheet contact at the school/s in which you have been working asking them to confirm the days you have worked.

**If you make any mistakes or have any problems please call your local TimePlan office.**

**Additional Notes:** Please make sure that all additional expenses are sent to KEY each fortnight.