



Forde Recruitment Work Ready App User Guide





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Welcome to Forde Recruitment Work Ready

Congratulations on successfully registering with Forde Recruitment. We are looking forward to getting you out to work soon.

This document is your handy guide to explain how to use our Forde Recruitment Work Ready app. You can use it to let us know about your availability for work and to submit timesheets to make sure you get paid on time.





Getting you started

You will need to download the Forde Recruitment Work Ready app to your mobile device, which can be found on either the App Store for Apple devices, or the Google Play Store for Android. During installation, you will be asked if the Forde Recruitment Work Ready App can send you notifications, please choose **OK** or **Allow**. You will also need to select **Allow** use of your camera when prompted.





Logging in to Work Ready

Open the Forde Recruitment Work Ready app on your mobile device. Enter your email address as your **Username** and your **Password**. Click **Enter** to access the application.

If you are using the Work Ready app for the first time and need to create a password or you have forgotten your password, click on **Forgot password?** You will need to enter the email address associated with your Forde Recruitment account if it is not already entered for you and then click **Enter**. Please check your email address inbox for a password reset email from Forde Recruitment. Follow the link to enter and confirm your new password and then click **Reset**. You can now use the same email address and your new password to logon.

If you have any problems, select **Having Trouble?** and then click on the telephone number to dial the office on **0114 276 0501** or click to send an email to **payroll@forde-recruitment.co.uk**



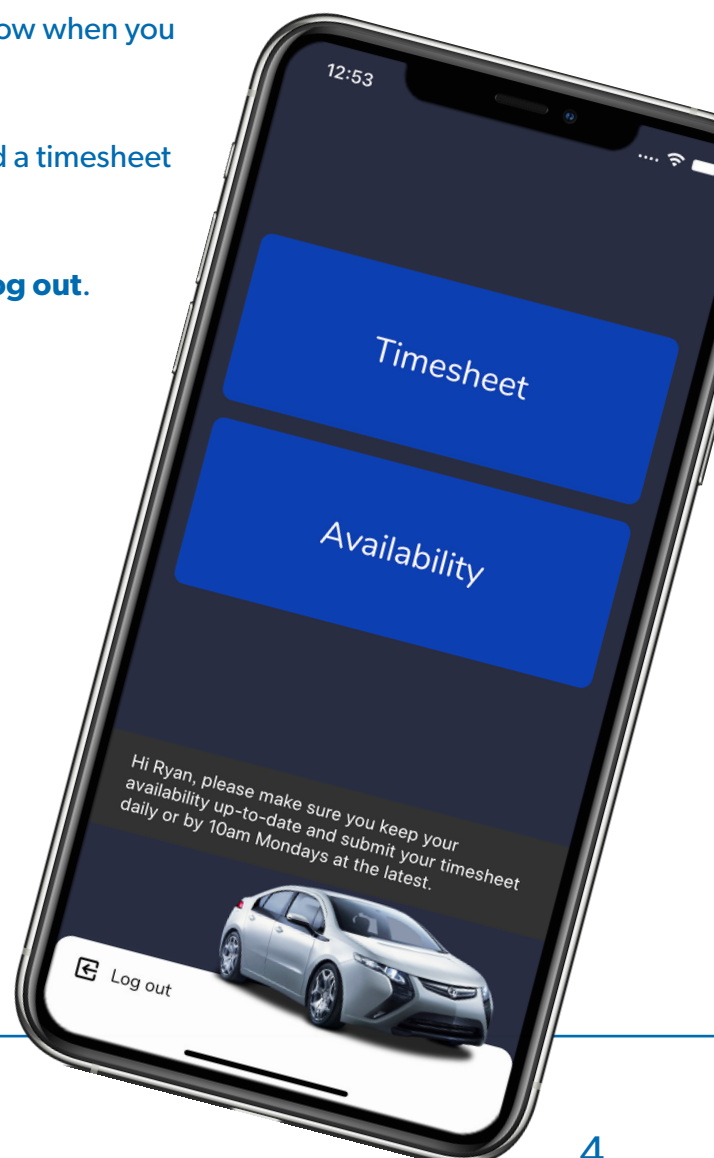


Choosing an option

Click on either the **Timesheet** button to enter your timesheet information or click on the **Availability** button to let us know when you are available for work.

You can return to this page after you have either submitted a timesheet or your availability by clicking the **Close** button.

If you do not need to return to this page, simply choose **Log out**.





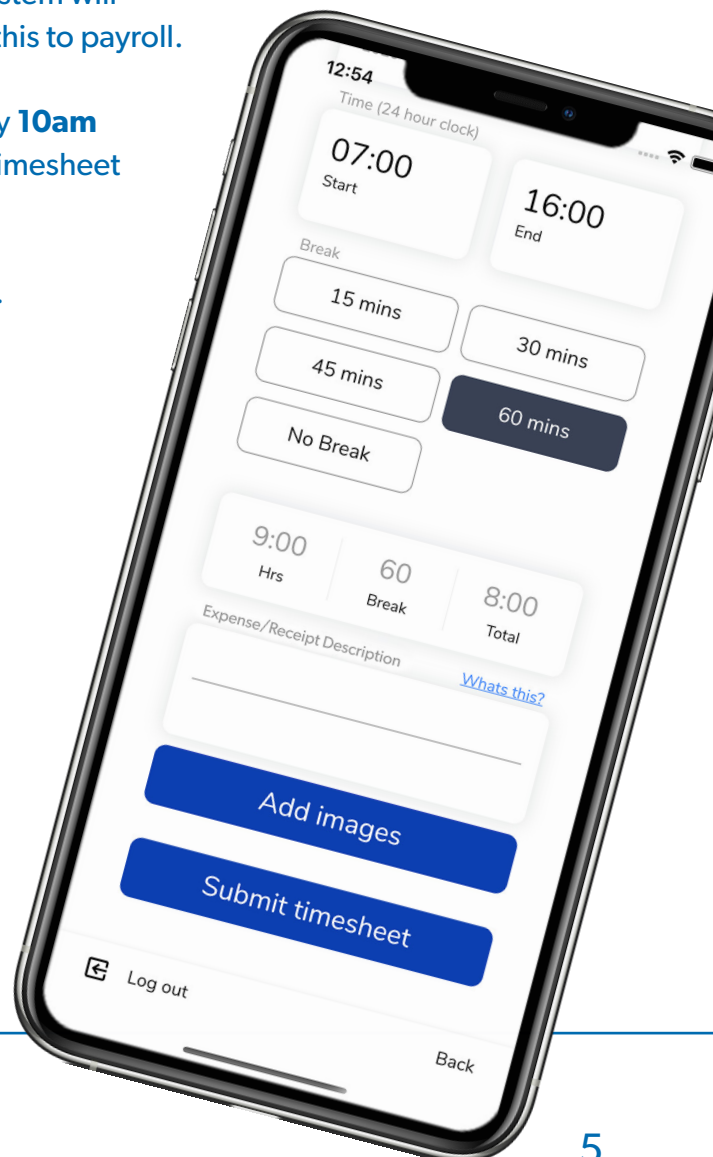
Timesheets

You will need to submit a timesheet for each day you work in order to get paid.

Submit your timesheet at the end of each day and the system will automatically calculate your hours for the week and send this to payroll.

All timesheets must be submitted for the previous week by **10am Mondays** to ensure you are paid on time otherwise your timesheet will be processed the following week.

If you have any questions, please contact the Payroll team.



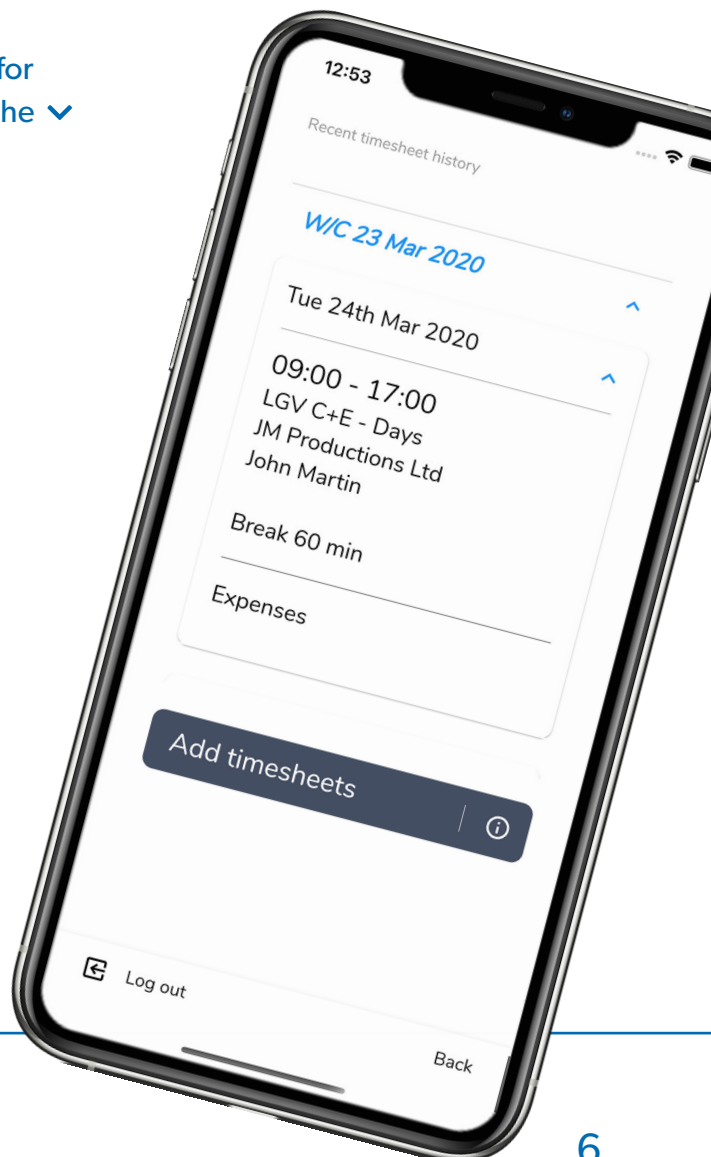
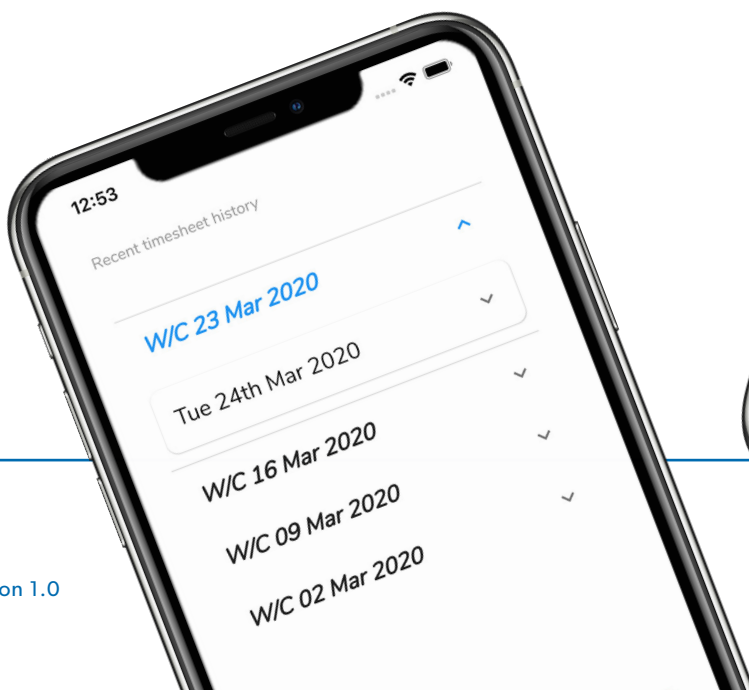


Adding a timesheet

On the recent timesheet history page, click **Add timesheets**.

Remember if you have any queries about your timesheets for the previous four weeks, you can view these by selecting the **▼** button for the relevant week commencing. All timesheets submitted during that week will be displayed.

If you have any questions, please contact the Payroll team.





Adding timesheet details

To enter your timesheet details, first select the **Job title** relevant to your assignment from the drop down list by clicking the **↓** button. Enter the **Company Name** and the name of the person you report to at this company.

Add any references that are applicable for your assignment or if not applicable, leave blank. You can add more than one reference by clicking on the **+** sign. You can delete a reference added in error by swiping right.

Add a vehicle registration or job no. if applicable for your assignment. This is mandatory if your assignment is for a car delivery / trade plate driver. You can add more than one vehicle registration or job no. by clicking on the **+** sign. You can delete if added in error by swiping right.

Enter the date that you worked. Today's date will already be entered for you.

If necessary, you can enter a date in the past by clicking on the **date** button, selecting the relevant date from the calendar and clicking **OK**. Note that timesheets can be submitted for the current and previous two weeks, however, we strongly advise you to submit your timesheet at the end of each working day to ensure you are paid on time.

The screenshot shows a mobile app interface for adding timesheet details. At the top right is an information icon (i). Below it is a 'Job title' section with a dropdown menu showing 'Please select'. The 'Company Name' section has a text input field. The 'Report to' section has a text input field. The 'Reference (if applicable)' section has a text input field with a '+' button and a link 'Whats this?'. The 'Vehicle registration or Job No' section has a text input field with a '+' button. The 'Date' section shows 'Tue 3rd Nov 2020'. The 'Time (24 hour clock)' section has two input fields for 'Start' and 'End', both set to '00:00'. At the bottom are 'Log out' and 'Back' buttons.

The screenshot shows the mobile app interface with a confirmation dialog. At the top, the time is 12:53. Below it, the 'Time (24 hour clock)' section shows 'Start' at 07:00 and 'End' at 16:00. The 'Break' section has four buttons: '15 mins', '30 mins', '45 mins', and '60 mins'. A dark blue dialog box is overlaid with the text 'Are you sure?' and 'Before you submit, please ensure all your details are filled in correctly and if you have added an image please make sure it is not blurred.' Below the dialog are 'Yes' and 'Close' buttons. At the bottom are 'Add images' and 'Submit timesheet' buttons. At the very bottom are 'Log out' and 'Back' buttons.



Enter the **Start** and **End** times that you worked using the scrolling time wheel. Remember to use the 24 hr clock so that your hours worked are calculated correctly.

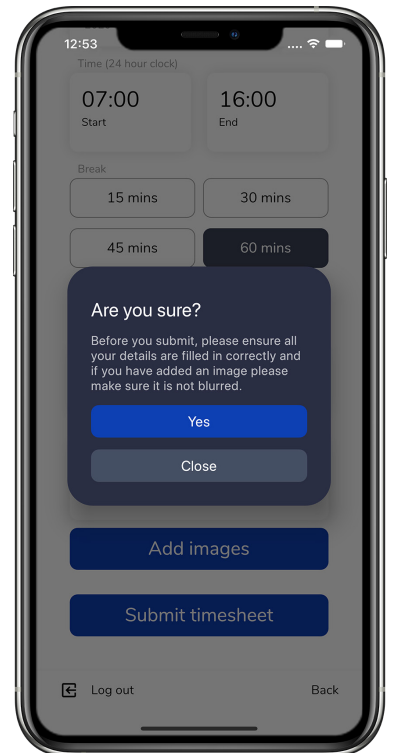
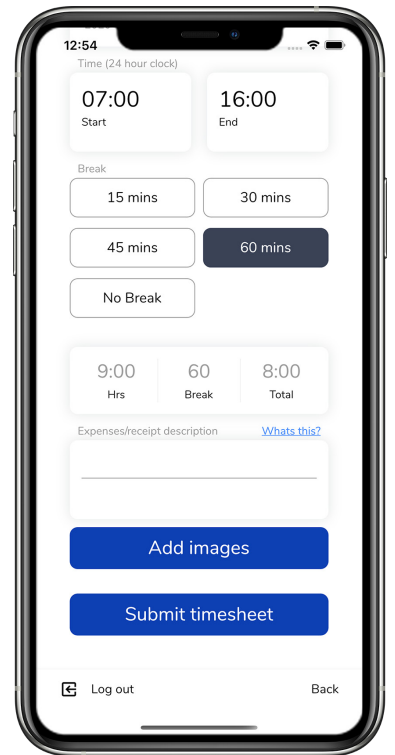
Select the length of time taken for your break or **No Break**. The total hours worked will be automatically calculated.

If you need to claim for any expenses, enter the **Expense/receipt description** e.g. petrol, tolls, overnight accommodation etc. or if not applicable, leave blank.

If you are claiming for expenses, you must submit an image of the paper receipt by selecting **Add images**. This will open the camera on your mobile device so that you can capture an image. Please ensure the image is clear and not blurred and then press **OK** or **Retry** to capture a better image. If the expense being claimed relates to a vehicle, you must also add the vehicle registration number in the expenses description.

A thumbnail of the image will appear. You can add multiple images if applicable. For any expenses that do not have a receipt e.g. certain tolls, ensure that you add the full amount of the expense to be claimed in pounds and pence and advise no receipt was obtained as part of the description field. Once all details are entered and correct, select **Submit timesheet**.

If you are sure the details are correct, select **Yes** to confirm you are sure or **Close** to go back and correct any details. Once submitted, a timesheet cannot be amended and you will need to contact the Payroll team to make any corrections.





Availability

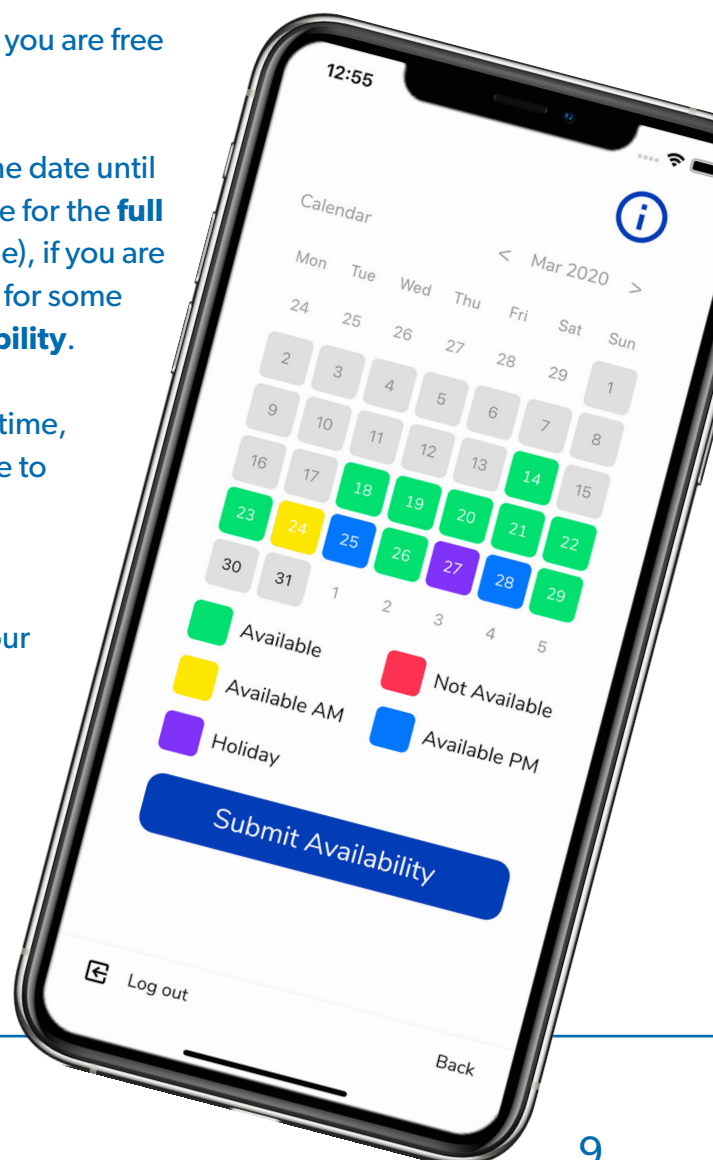
If you are going to be working on a day-to-day basis through us, it is very important that we are kept up-to-date about your availability at least for the current and following week.

Keeping your availability up-to-date will let us know when you are free to work and stop us from calling you when you are not.

Select each date in the calendar and repeatedly click on the date until it is the correct colour to show us whether you are available for the **full day** (green), **morning only** (yellow); **afternoon only** (blue), if you are on **Holiday** and unable to work (purple) or **Not Available** for some other reason (red). Once complete, select **Submit Availability**.

Note that you can add and change your availability at any time, If you have accepted an assignment and are no longer able to work, you must contact the office to let us know.

Keeping your availability up-to-date as far into the future as possible (preferably at least four weeks) will increase your chances of longer term assignments and regular work.





Welcome to the Forde Recruitment team

That's it - we hope you find this guide helpful and the Forde Recruitment Work Ready app makes your time working with us much more effective.

We wish you all the best during your time with us.

