How to use TTM Healthcare Online Timesheets

Step 1- To access the TTM Portal open your browser and type in *portals.ttmgroup.com*.

If you know your login details, then enter your Email & Password and click sign in.

If you don't know your email and password, then click the button **Forgotten your password?** and type in your email address.

If you don't have an account, please contact your TTM Recruitment Consultant who will set it up for you.

Step 2- Following a successful login, click on **Timesheets**.

This page will show you a summary of the status of your timesheets.

Here you will be able to submit new timesheets, view your approved timesheets and expenses and timesheets waiting for approval.

Step 3- To submit your hours worked through our online time sheet process, please follow these steps.

a. Click on the **Action Icon** next to the timesheet that you need to submit for approval, in order submit the hours you have worked.

b. This screen will show the details of your placement. The start and End time may be changed by clicking the **edit icon**.

c. Each day can be submitted for approval. Once all days in the timesheet are submitted, the status changes to **Ready for Approval**.

Step 4- If you need to amend the timesheet details, click on the **Pencil Icon**

This will allow you to:

- Amend the Shift Start and End times if required

- Select the Shift Location if this field is populated

- Select the Timesheet Approver for this shift

- Add a note for the Timesheet Approver if appropriate

- Tick the **Not Worked** box if you did not work that shift.

Step 5- To submit the timesheet for Approval, click the green **Submit** button.

The status of the Timesheet will be updated in the portal to Awaiting Approval.

Step 6- When the timesheet approver approves your timesheet, a confirmation email with a link back to the portal is sent to you and you will see that the status of the Timesheet will be listed as Approved.

The status of your Timesheet will simultaneously be updated in the portal.

Step 7- To advise you that your Timesheet Approver, can query your timesheet. If they do query your timesheet, you will receive an email with the query details.

You may then log back into the portal to answer the query, update the timesheet if that's appropriate and re-submit your timesheet for approval.