



# Netive Portal User Guide (Workers)

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## System Access

**Step - 1** - Once your account has been activated you will receive 2 emails, one containing your Username and the other with your password.

**Step - 2** - Open your internet browser and navigate to [https://randstad-uk-com.force.com/vms/s/login/?language=en\\_US&bid=UEL](https://randstad-uk-com.force.com/vms/s/login/?language=en_US&bid=UEL)

**Step- 3** - Enter your Username and Password on the screen below.

\*\*\*TEST SYSTEM\*\*\* Randstad Contingent Workforce Management System

**TEST**

Welcome to the Randstad Contingent Workforce Management System (Nétive).

Nétive has been designed to support the end-to-end management of your temporary workers and contractors; you can raise/authorise new job requirements, review/approve submitted candidates and approve timesheets/expenses that have been assigned to you.

If you need any support using this system, please contact your Randstad Account Team. If you have not yet been set up to use the system and would like more details please email [client.solutions@randstad.co.uk](mailto:client.solutions@randstad.co.uk)

**Login**

Please provide your username and password:

Username

Password

**Login**

[Forgot Your Password?](#)

[Forgot username?](#)

**Registration**

[Independent contractor? Register here!](#)

After your first login, you will be prompted to set a new password

Your password must

- be at least 8 characters long
- contain characters
- contain numbers
- be a new password (you cannot reuse old passwords)

If you have forgotten your password you can click [Forgot Your Password](#), enter your Username and the system will email you out instructions for resetting your password.

If you don't know your username, please contact your supplier who will be able to assist you.

If you want to change your password at any time you can do this via the "my settings" menu once you have logged in.



Logged on as: Andrew Adams [My settings](#) [Log out](#)

[Home](#) [Assignments](#) [Timesheets](#)

Once in this menu, click my personal information and then change password

The image shows a user profile page for "Supplier User Grattan, A (Amie)". The page has a header with a gear icon and the user's name. Below the header, there are two buttons: "Edit" and "Change password". The main content area is titled "General information" and contains a table of user details.

First name(s)	Amie	Username	grattan.amie1@randstad.co.uk
Initials	A	Status	Active
Middle name		ID	USS105363
Surname	Grattan	User profile	Consultant & Payroll employee
Gender	Male		
Phone	0123456789	Application language	English
Email	simeon.miller@randstad.co.uk		
Supplier	Randstad Care - Newcastle		

You can then enter and save your new password

The image shows a "Change password" form. The header includes a gear icon and the user's name. The form has a "Save" button and a "Cancel" button. The "Username" field is pre-filled with "grattan.amie1@randstad.co.uk". There are two input fields: "Enter new password" and "Verify new password".

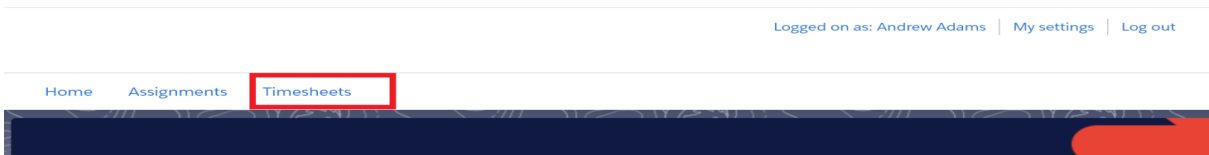
Username	grattan.amie1@randstad.co.uk
Enter new password	<input type="password"/>
Verify new password	<input type="password"/>

## Submitting Timesheets

You will need to submit timesheets on a weekly basis so they can be approved by your manager, allowing you to be paid.

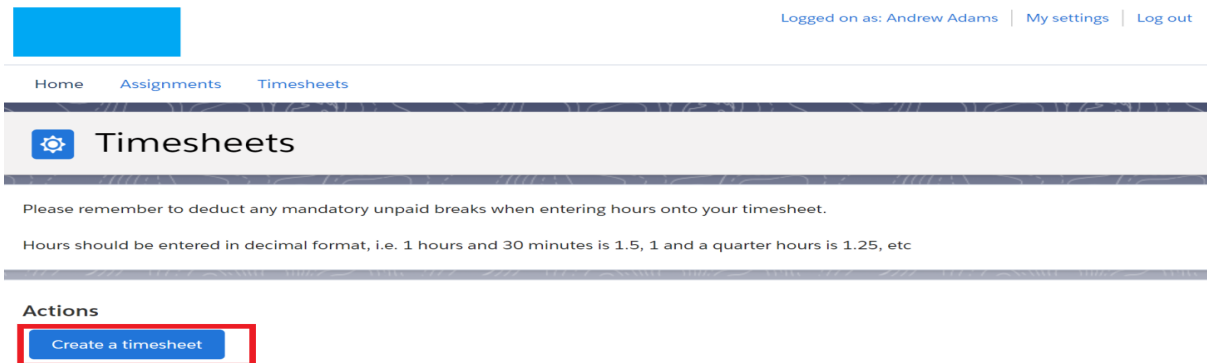
Submitting timesheets is quick and easy, and can be completed by following the instructions below

Once logged into the system, click timesheets from the main menu bar

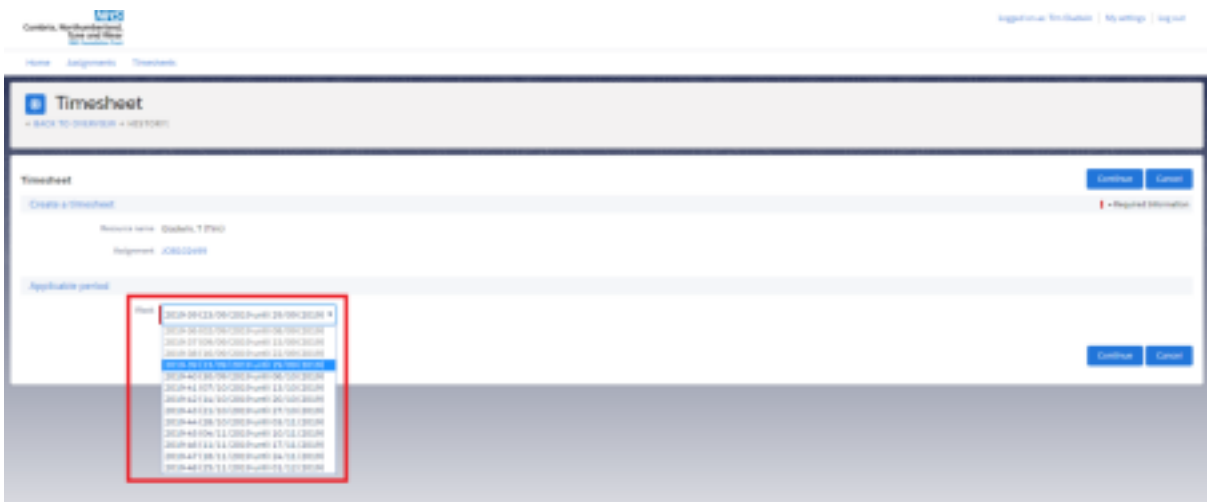




Then click "create a timesheet"



If you have more than one assignment in the system, pick the correct one from the drop down menu, then pick the week you want to submit hours for and click continue



Enter the number of hours you have worked for each rate type on your timesheet. If you are on a daily rate, you should simply enter 1 per day rather than the number of hours you have worked. If you have any unpaid breaks, you should exclude these from the totals you enter.



Adams, A. (Andrew) - JOB102698 : Week 44

Select a different period Save Save and next Submit for approval

Workflow status

Current status New

Assignment information

Resource Adams, A. (Andrew) Assignment JOB102698

Contractor company name

Role IT Support

Start date 04/10/2020 Contract type PAYE

End date 04/10/2021

Customer (test) Rhondda Cynon Taf

Service agreement RCT - With MSP Fee (6p or 11p) Department ICT & Digital Services

Supplier Randstad Direct Delivery

Timesheet

		REB - Basic	REB - OT
		100.00%	150.00%
		Hour	Hour
Monday	26 October 2020	8	0.00
Tuesday	27 October 2020	0.00	0.00
Wednesday	28 October 2020	8	2
Thursday	29 October 2020	8	0.00
Friday	30 October 2020	8	0.00
Saturday	31 October 2020		
Sunday	1 November 2020		

If you have any expense types available to you will find this below the hour entry(s). In the columns with the '£' symbol, you will have to enter the cash total, and in the Column with 'miles', you must enter the distance travelled. Enter the total amount of your expenses and leave a comment (if required) by clicking the pencil next to each expense line(s)

Allowances / deductions

		NTW - Mileage (Miles)	NTW - Parking (£)	NTW - Travel & Subsistence (£)
Monday	30 September 2019	30	10	10
Tuesday	1 October 2019	0	0	0
Wednesday	2 October 2019	0	0	0
Thursday	3 October 2019	0	0	0
Friday	4 October 2019	0	0	0
Saturday	5 October 2019			
Sunday	6 October 2019			

\* Allowances / deductions: Automatically inserted allowances / deductions can be edited by the system depending on the amount of hours worked per day.

Once you have entered everything onto your timesheet click "submit for approval" at the top of the screen

Logged on as: Andrew Adams | My settings | Log out

Home Assignments Timesheets

Timesheet

BACK TO OVERVIEW HISTORY

Please remember to deduct any mandatory unpaid breaks when entering hours onto your timesheet.  
Hours should be entered in decimal format, i.e. 1 hour and 30 minutes is 1.5, 1 and a quarter hours is 1.25, etc.

Adams, A. (Andrew) - JOB102698 : Week 44

Select a different period Save Save and next Submit for approval

Workflow status

Current status New

Assignment information

Resource Adams, A. (Andrew) Assignment JOB102698

Contractor company name

Role IT Support

Start date 04/10/2020 Contract type PAYE

End date 04/10/2021

Customer (test) Rhondda Cynon Taf

With your timesheet submitted, it will now show with a status of "Sent to manager" meaning it is currently with your manager pending their approval



Home Assignments Timesheets

### Timesheet

← BACK TO OVERVIEW ← HISTORY: ← TIMESHEET WEEK 42 2020

Please remember to deduct any mandatory unpaid breaks when entering hours onto your timesheet.  
Hours should be entered in decimal format, i.e. 1 hours and 30 minutes is 1.5, 1 and a quarter hours is 1.25, etc

Adams, A. (Andrew) - JOB102698 : Week 42 Back Print

Workflow status

Current status: **Sent to manager**

Assignment information

Resource	Adams, A. (Andrew)	Assignment	JOB102698
Contractor company name		Role	IT Support

Once the timesheet has been approved you will get an email informing you and your timesheet will show in the system with a status of "Sent to Supplier" or "Processed by Supplier" depending on how your supplier uses the system

### Timesheet

← BACK TO OVERVIEW ← HISTORY: TIMESHEET WEEK 40 2019

Please remember to deduct any mandatory unpaid breaks when entering hours onto your timesheet.  
Hours should be entered in decimal format, i.e. 1 hours and 30 minutes is 1.5, 1 and a quarter hours is 1.25, etc

Gladwin, T (Tim) - JOB102499 : Week 40 Return Print

Workflow status

Current status: **Sent to supplier**

Assignment information Required Information

Resource	Gladwin, T (Tim)	Assignment	JOB102499
Contractor company name		Role	Nurse - Band 6 (Wards)
Start date	02/09/2019	Contract type	Umbrella
End date	30/11/2019	Customer	Cumbria, Northumberland, Tyne & Wear Trust (Test)
Service agreement	Cumbria, Northumberland, Tyne and Wear NHS Foundation Trust	Department	CABS S&G
Supplier	Randstad Care - Newcastle		

If your timesheet isn't approved before the payroll deadline, you are at risk of not being paid, so it is a good idea to submit your timesheets for approval as early as practical each week

## Disputing Timesheets

If a timesheet has been submitted and approved and you realise there were mistakes made on it, you should contact your supplier, they can make arrangements for the timesheet to be adjusted in the system.

When your timesheets have been adjusted in the system, you can see the adjustment history by clicking the "show timesheet corrections" option and clicking refresh

In the screenshot below basic hours have been adjusted on Thursday, overtime hours have been changed on nights for Tuesday & Sunday. Tuesday – Night were previously 4 hours but have been decreased to 2. The hours on Thursday – Basic started at 8, changed to 10 but



then rectified back to 8 hours. Sunday has started on 4 hours and then decreased back to 2 hours.

Timesheet

Show timesheet corrections?  Refresh

	RC - Basic 100.00%	RC - Night Band 4-9 130.00%	RC - Saturday Band 4-9 130.00%	RC - Bank Holiday Band 4-9 160.00%	RC - Sunday Band 4-9 160.00%	Total (Hour)	Total amount Rate (£)
Monday 30 September 2019	7.50			4.00		11.50	393.10
Tuesday 1 October 2019	8.50	4.00 -4.00 2.00				10.50	313.90
Wednesday 2 October 2019	8.00					8.00	226.24
Thursday 3 October 2019	8.00 -8.00 10.00 -10.00 8.00					8.00	226.24
Friday 4 October 2019	8.00	4.00				12.00	373.28
Saturday 5 October 2019			4.00			4.00	147.04
Sunday 6 October 2019					4.00 -4.00 2.00	2.00	90.50
<b>Total</b>	40.00	6.00	4.00	4.00	2.00	56.00	1,770.30

\* The invoice amounts have to be regarded as an approximation. Rounding differences can occur between the amounts shown in this timesheet and the final invoice depending on the distribution of billable hours across multiple invoices.

All adjustments need re-approval before they become effective, you will be alerted via email when a timesheet is reapproved in the same way as you are when a regular timesheet is approved