



Table of contents

1 Requirements	2
1.1 Portal Invitation	2
1.2 Login	2
1.3 Important information	2
2 Structure	3
2.1 Start page	3
2.2 Profile	3
2.3 Schedule	6
2.4 Time report.....	6
2.4.1 Overview.....	6
2.4.2 Time reporting periods.....	7
2.4.3 Schedule	8
2.4.4 Not Scheduled	8
3 How to	8
3.1 Time reporting.....	8
3.1.1 Adjust the time worked.....	8
3.1.2 Add workday.....	8
3.1.3 Overtime.....	9
3.1.4 Rest time.....	10
3.1.5 Additional time	11
3.1.6 Absence	11
3.1.7 Unoccupied time	14
3.1.8 Summary.....	14
3.2 Approve time	15
3.3 Locked workdays	16
3.4 Download time sheet in PDF	16
3.5 Log out.....	17
4 Questions.....	17
4.1 Time registration	17
4.2 Getting Started	17
4.3 Technical specifications.....	17

1 Requirements

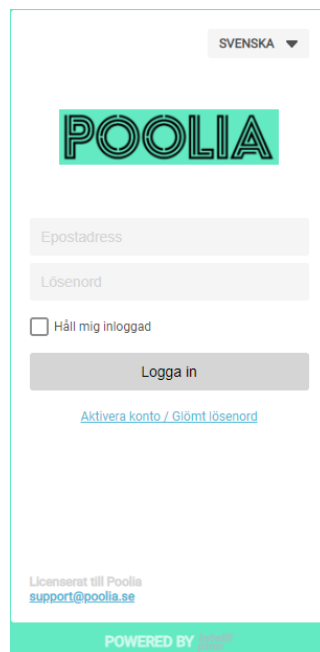
1.1 Portal Invitation

When you are hired, the system will automatically send out a portal invitation to the email address registered in your profile. The email contains a link that you click on to activate your account in the portal.

The link is active for 10 days, but you may certainly still access your time reporting by clicking on "Activate account / Forgot password?" on the home page of the time reporting portal. You can access the time reporting portal from poolia.se or via this web address <https://poolia-se.on.intelliplan.eu/>

1.2 Login

The first time you log in to the portal, you must create a password and it has to contain at least 8 characters, a capital letter and a number. If you want to save the user information, you can check *Keep me logged in*.



1.3 Important information

- You are automatically logged out after 30 minutes of inactivity
- Access to the time reporting portal is taken away when your employment has ended and the final work shifts are approved by your consultant manager.
- If you activated the account yourself or requested a password reset, the link is valid for 1 hour
- You must have a correct email address entered in your profile
- Have you forgotten your password? – Click the link “Activate account, forgot password”, enter your E-mail address and you will receive an email with a new activation link
- We recommend using Google Chrome since it's the most compatible web browser for the Consultant portal. Firefox and Edge should also work, but avoid Internet Explorer since it is no longer being updated by Microsoft.

2 Structure


2.1 Start page

When you have logged in, a start page is displayed. Here you can access your profile, see documents with information and timesheet, where you report time worked.


Summary

Personal information

My profile




Documents


 4

Work information


Timesheet

 11

Schedule



Shift inquiries

 0


Add workday

Add absence

2.2 Profile





Click on *My profile* to be able to view your profile information. You can change the information by clicking on the field you want to change. You may also add a profile picture by clicking on the three dots at the top by your name.

If you change e.g. your address, this must also be notified to Poolia, in order for updates to take place in all systems.




Testkonsult Test
 testkonsult@test.se


...

Personal information

Employee number	1067734
First name	Testkonsult
Surname	Test
Email	testkonsult@test.se
Mobile number	 111-1111111
Home number	
LinkedIn	
Social security number	700101-1111
Date of birth	01/01/1970
Gender	-

Address



Testgatan 1
 111 11 Teststaden

Banking details

Bank account number
Bank clearing number

Next of kin

First name
Surname
Phone number
Email

On your profile, you can change your information, But also enter bank account information and contact details to person which Poolia may contact in case of emergency (Next of kin). All of which can be found at the bottom of the profile. See separate manuals for this under *Documents* on the consultant portal.

2.3 Schedule

An overview of the month is displayed with scheduled time, absence, etc.

Schedule 5

Date period: April 2021

Week 13: Mon 29/3, Tue 30/3, Wed 31/3, Thu 1/4, Fri 2/4, Sat 3/4, Sun 4/4

Empty Week

Week 14: Mon 5/4, Tue 6/4, Wed 7/4, Thu 8/4, Fri 9/4, Sat 10/4, Sun 11/4

Controller (683426) Jonas Testkund 32 hrs

Week 15: Mon 12/4, Tue 13/4, Wed 14/4, Thu 15/4, Fri 16/4, Sat 17/4, Sun 18/4

Empty Week

Week 16: Mon 19/4, Tue 20/4, Wed 21/4, Thu 22/4, Fri 23/4, Sat 24/4, Sun 25/4

Empty Week

Week 17: Mon 26/4, Tue 27/4, Wed 28/4, Thu 29/4, Fri 30/4, Sat 1/5, Sun 2/5

Empty Week

683426 - Controller Testkund

Confirm Delete

Pass times

Fri 09 Apr 08:00 - 17:00 Break 01:00

Overtime (hours) 0

Note

Write here...

Article Quantity

Normal tid 8,00

Add article

If you mark a day, you will see the details on the right. You can also add workdays from this view by clicking on the three dots at the top right of the schedule.

2.4 Time report

2.4.1 Overview

The top row shows various display mode options:

Not reported Displays the workdays that are not marked as approved

Week Displays a week and you can choose which week to show

Month Displays an entire month, you can also choose which month to show

Timesheet 6

Not reported Week Month

Week 44 2020

0 selected (e) Confirm


08:00 - 17:05 (30) Assistant (IT) (674276) House of test

08:00 - 17:00 (60) Assistant (IT) (674276) House of test

08:00 - 17:00 (60) Assistant (IT) (674276) House of test

You may approve your time in two ways, either by clicking on a workday and clicking *Confirm* on the new section that appears on the right.

NOTE! Always enter the time in quarters of an hour 0:00, 0:15, 0:30, 0:45



674276 - Assistent (IT)
House of test

Confirm

Delete

Pass times

2020
27 Oct

08:00 - 17:00

Break
01:00

Overtime (hours)

0

You may also check the box above the list to check all workdays below. To confirm the time for the selected sessions, click on *Confirm* above the sessions.


☒ 2 selected (e)

Confirm

At the bottom of the page there is a summary that can be expanded by clicking on the double arrows.

Summary

After expanding the view, the summary is displayed

Summary	
Article	Quantity
 Normal tid	16
Hours	16

Summary Shows the total number of reported hours and any items (overtime, travel time)

2.4.2 Time reporting periods

The time reporting is divided into two periods, 1 - 15 and 16 - last. Report your time regularly - preferably every day - but no later than the 15th and last day the month. When you are done, approve your time. Feel free to add a reminder in Outlook or equivalent, to approve your time reporting period on the 15th and last of each month.

2.4.3 Schedule

In the time reporting, there is a schedule for how you are supposed to work, if it is correct, you just approve. You report deviations, i.e. if the schedule is not correct, you make corrections and approve. If you also report hours in the client's system, it is important that these two time reports match.

2.4.4 Not Scheduled

If you are scheduled Monday to Friday and must work on a Saturday. Since Saturday is not a default choice in the schedule, you have to add it yourself. You can then press *Add workday* on the *Overviews/Start page*.

3 How to

3.1 Time reporting

3.1.1 Adjust the time worked

If the times in the schedule do not match how actually have been working, click on the day you want to change and then on the date and time section.

674276 - Assistent (IT)
House of test

Confirm Delete

Pass times

2020 27 Oct 08:00 - 16:50 1:00

Cancel Save

Write here...

Article	Quantity
Normal tid	8,00

Add article

Change the time by typing directly in the field. Any breaks you have had during the workday is reported in hours and minutes, for example if you had a break for 45 minutes it should be stated as 00:45. You can write a note in the field "Note".

3.1.2 Add workday



If you have worked on a different day than the ones scheduled, you can easily add a workday. Click *Add workday* on the Overview.

Add workday


Select from the list. Enter the date you want to add, you can add several days at the same time by clicking on a date and fill in that day and then click on more days. Then they are filled in with the same time as the first day you filled in. It is possible to adjust afterwards. Enter start time, end time and the break. In the case of overtime, the number of hours for overtime needs to be filled in afterwards. (see below). Press Save to add the days to the schedule.


Add workday

Selected Assignment

 **Assistent (IT)**
674276 House of test 

Selected days/times

 **08:00 - 17:00**
9/4 Break 1 h 0 m

 **08:00 - 17:00**
10/4 Break 1 h 0 m


BackToList Cancel Save

3.1.3 Overtime

Overtime must always be ordered by the consultant manager and approved by both the client and your consultant manager. Overtime is included in the total working hours for the day.

To report overtime, change the *From* and *To* times to indicate when you started and stopped working. Also enter in the box "Overtime" how many hours of the total time worked refer to overtime for which you claim overtime pay. The system calculates whether it will be "simple" or "qualified" overtime (ÖT Enkel and ÖT Kvalificerad).

Overtime must always be reported as full half hours. Rounding up is not allowed. Times must be reported in hours and minutes.


674276 - Assistent (IT)
 House of test

Confirm
 Delete

Pass times

2020 22 Oct	08:00 - 18:00	Break 01:00
----------------	----------------------	----------------

Overtime (hours) 1,00

Note

Write here...

Article	Quantity
Normal tid	9,00
ÖT enkel	1,00

Add article


In the example above, you have worked a total of 9 hours, of which 1 hour is overtime.


3.1.4 Travel time


When reporting travel time, **the regular scheduled time** should not normally be changed. Travel time **must not be included** in regular working hours but must be reported separately. To add travel time, click *Add Item*.


Choose article ×

Search


Mertid
 Pay: 0.00


Restid
 Pay: 0.00


Restid helg
 Pay: 0.00


Timlön extra
 Pay: 0.00

Select the appropriate item (travel time or travel time weekend) *Restid* or *Restid helg*.

Add article ×

Article name	Restid
Quantity	2,50
Amount	0,00
Note	

Add

Fill in the number of hours and minutes (reported in hundredths). The amount is pre-filled, but has no effect, it is only the number of hours you register. In the box, write a short explanation. When everything is reported, click *Save*.

3.1.5 Additional hours

Part-time employees who have worked in addition to regular working hours report *additional hours* (mertid). To report *additional hours* change the *From* and *To* times to indicate when you started and stopped working. *Additional hours* is included in the total working hours for the day. Click the Add item button and select *mertid* (see above, same as for travel time). Additional hours must always be reported in full half hours. Rounding up is not allowed.

Add article ×

Article name	Mertid
Quantity	1,50
Amount	0,00
Note	
<div>Add</div>	

Fill in the number of hours and minutes (reported in hundredths). The amount is pre-filled, but has no effect, it is only the number of hours you register.










3.1.6 Absence

You must register all types of absence, there is a list of different types, for example if you have been ill or cared for a sick child. (Unoccupied time see below under 3.1.7).

Absence can be added from the Overview / start page. Then the reasons for absence appear in a list.

Add absence

Choose the absence cause ✕

-  **Avböjt uppdrag**
Konsulten tackar nej till uppdrag
-  **Fackligt cen uppdrag**
Fackligt uppdrag utan lön
-  **Fackligt uppdrag**
Fackligt uppdrag med lön
-  **Föräldraled ML 1-5**
Föräldraled ML dag 1-5
-  **Föräldraled ML 6-**
Föräldraledighet ML dag 6-
-  **Föräldraled timmar**
Föräldraled del av dag, timmar
-  **Havskled tim**
Havandeskapsledighet tim
-  **Interntid**
Interntid
-  **Interntid Kundpres**
Interntid Kundpresentation

When you have selected a reason for absence, enter the start and end time for the absence. Then click *Done*.

Set time

Tue
13 Apr

08:00 - 17:00

Cancel

Done

You can select several days with the same type of absence and time by clicking on more dates in the calendar. To proceed, click Next.

A summary of the absence you selected is then displayed. To confirm, click Save.

Add absence

The screenshot shows a web form titled "Add absence". It has three main sections: "Selected absence reason", "Enter note", and "Selected days/times". In the "Selected absence reason" section, there is a dropdown menu with "SJUK" selected. The "Enter note" section has a text input field with the placeholder "Write here...". The "Selected days/times" section shows three rows, each with a calendar icon, a date (13/4, 14/4, and 15/4), and a time range (08:00 - 17:00). At the bottom, there are three buttons: "BackToList", "Cancel", and "Save".

Planned absence that must be approved by your consultant manager in advance, e.g. holidays and longer leave are entered by your consultant manager.

However, if you want to change an absence that you have registered or your consulting manager has entered, you cannot correct this yourself. Contact 020support or your consulting manager to help you correct.

Part-time absence

You may register absence for multiple days and specify which part of the day the absence will apply to.

Add absence

This screenshot shows the same "Add absence" form as above, but with a different time range selected. The "Selected days/times" section now shows three rows with dates 13/4, 14/4, and 15/4, each with a time range of 13:00 - 17:00. The "BackToList", "Cancel", and "Save" buttons are still present at the bottom.












Enter the period for the absence *From* and *To* dates. What time of day and which days of the week this applies to. According to the picture above, this will be registered as care for a sick child Mon-Fri 13-17 from 19 to 21 October. Time not included in the part-time absence will be according to schedule on assignment or according to previous registration.

Timesheet
6

Not reported
Week
Month

<
Week 15
>

☐ 0 selected (e)
Confirm

<input type="checkbox"/>	 08:00 - 13:00 (60) Assistent (IT) (674276) Tue 1... House of test	
	 13:00 - 17:00 (0) Tue 1... Testkonsult Test	
<input type="checkbox"/>	 08:00 - 13:00 (60) Assistent (IT) (674276) Wed 1... House of test	
	 13:00 - 17:00 (0) Wed 1... Testkonsult Test	
<input type="checkbox"/>	 08:00 - 13:00 (60) Assistent (IT) (674276) Thu 1... House of test	
	 13:00 - 17:00 (0) Thu 1... Testkonsult Test	




Above is an excerpt of the result from the part-time absence that was registered. The absence is locked and cannot be changed by you.

3.1.7 Unoccupied time

If you become involuntarily unoccupied, you do not need to register anything at all. The system automatically takes care of time that does not have assignments and treats it as unoccupied.

3.1.8 Summary

The Summary box shows a total of all reported time except absence. Here you get a good overview of all hours.

Summary	
Article	Quantity
 Normal tid	102
 ÖT enkel	1
 Mertid	2
Hours	102

3.2 Approve time



You can choose to approve your time in two ways, either by clicking on a workday and clicking Confirm on the new section that appears on the right. You can also check the box above the workouts to mark all workouts below. To accept the time for the selected sessions, click on Confirm above the sessions.



Timesheet 6


Not reported Week Month

< Week 44 2020 >

☐ 0 selected (e) Confirm

☐  08:00 - 17:00 (60)
Assistent (IT) (674276)
Mon 2... House of test 

☐  08:00 - 17:00 (60)
Assistent (IT) (674276)
Tue 2... House of test 

 674276 - Assistent (IT)
House of test

Confirm Delete

Pass times

2020 26 Oct	08:00 - 17:00	Break 01:00
----------------	---------------	----------------

Overtime (hours) 0

Note
Write here...

To approve several workdays at the same time, click on the check mark next to *0 selected* and then confirm when the workdays have been selected.

You know that you have reported time when there are blue padlocks instead of red ones next to workday in the list. Also note that the workday disappears from *Not reported* when approved.

Timesheet 0

Not reported Week Month



☐ 0 selected (e) Confirm

Timesheet 1

Not reported Week Month

< Week 14 >

☐ 0 selected (e) Confirm

☒  08:00 - 17:00 (60)
Assistent (IT) (674276)
Wed 7... House of test 

Before the Consultant Manager has approved your time report, you may go back and forth between the weeks and change working hours by unchecking a day to make your adjustment. Do not forget to always save and check (approve) the day again if you change the already reported day.



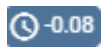
Workday not approved by anyone



Workday approved by you, not consultant manager. Can be unlocked and edited.



Workday approved by you and your consultant manager. Unable to edit.



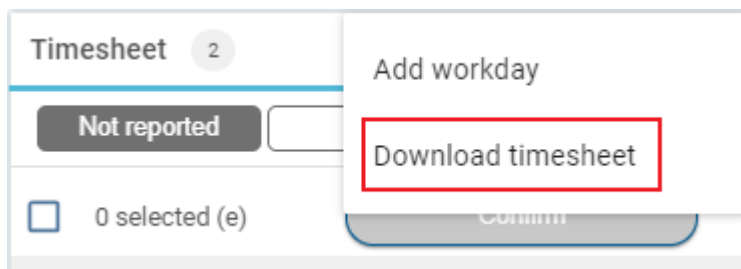
Deviating time on the workday, the number shows if it is more or less than the original time of the workday.

3.3 Locked workdays

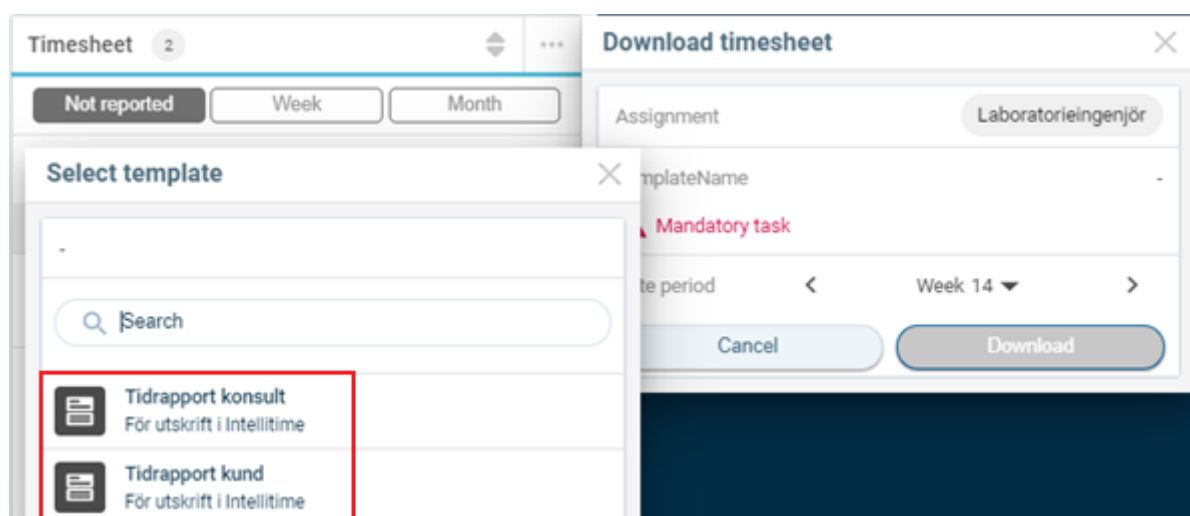
Once your consultant manager has approved your working hours, the workdays will be locked for you to change. This is marked with a grey padlock and means that you can no longer edit the time. If you have any changes after this, you must contact 020support or your consultant manager.

3.4 Download time sheet as PDF

To download a timesheet as a PDF, click on the three dots at the top right and select *Download sheet* when you are in *Timesheet* section.



A window will pop up where you'll be able choose which assignment and period you want to download the timesheet for.



There are two different templates; *Tidrapport kund* is intended for the client and has client information and line for approval, this template shows only time worked and no absence. *Tidrapport*

konsult is another template without client details with all reported time. Select the template and press "Download".



Namn	Anställningsnr	
Testkonsult Test	1067734	
Kund	Uppdragsnr	Tjänst
House of test	674276	Assistent (IT)

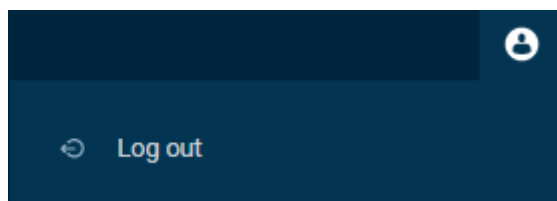
Arbetstider

Dag	Datum	Tid	Rast	Tim	OB	ÖT	Frånv.orsak	Beskr.
Må	2020-10-19	07:00 - 13:00	60	5.00				
Må	2020-10-19	13:00 - 17:00	0	4.00			Vård av sjukt	
Tis	2020-10-20	08:00 - 13:00	60	4.00				
Tis	2020-10-20	13:00 - 17:00	0	4.00			Vård av sjukt	
Ons	2020-10-21	08:00 - 13:00	60	4.00				
Ons	2020-10-21	13:00 - 17:00	0	4.00			Vård av sjukt	
Tor	2020-10-22	08:00 - 17:00	60	8.00				
Fre	2020-10-23	08:00 - 17:00	60	8.00				
						Totala arbetspass:	5.00	
						Total arbetstid:	29.00	
						Hittills arbetade timmar:	29.00	
						Totala frånvarodagar:	3.00	
						Total OB:		
						Total ÖT:		

A PDF opens, the template *Tidrapport konsult* is shown above. This report can then be chosen to be e-mailed or printed.

3.5 Log out

When you are finished with your reporting for this time, click on the line at the top left and select log out. If you have not been active for 30 minutes, you are automatically logged out of the system.



4 Questions

4.1 Time registration

For any questions that apply to contracts, attendance / absence, contact your consultant manager.

4.2 Getting Started

If you have questions regarding the *portal invitation*, *username*, *password* and *how to report your time*, please contact the central support department on telephone 020- 69 50 70 or email 020support@poolia.se. The support is staffed Mon-Fri 7: 30- 16:00, day before red day 7: 30-13: 00.

4.3 Technical specifications

The following combinations of browsers and operating systems are tested and recommended.

Android	Browsers:	Chrome (latest)
iOS	Version: Browsers:	(latest) Safari (latest)
Macintosh	Browsers:	Safari (latest)
Windows	Versions: Browsers:	Win 10 (latest) Chrome (latest) Firefox (latest) Edge (latest)