

Clinician's Guide

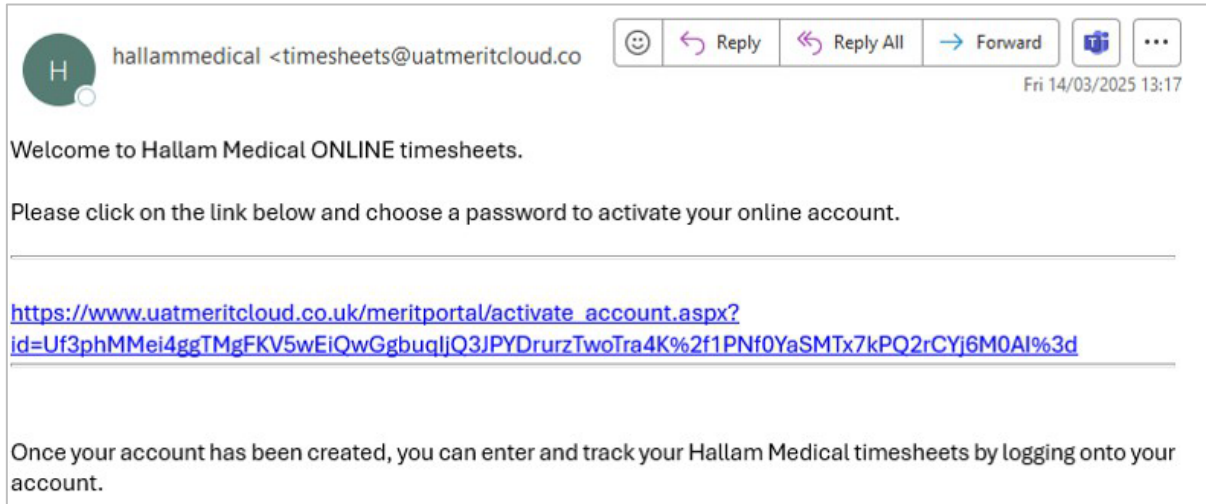
Online Payroll Portal & Digital Timesheets

Registered Office: 2nd Floor, Westfield House, 60 Charter Row Sheffield, S1 3FZ

Registered in England No. 6203714.

Accessing your online portal

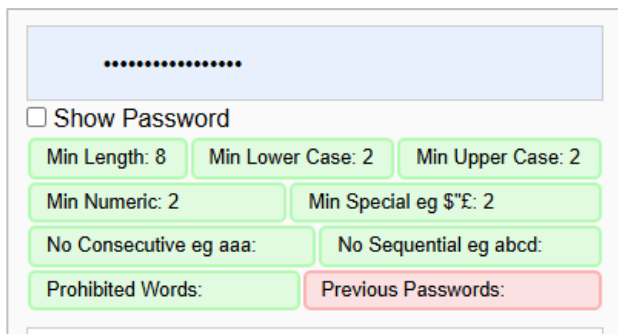
A link will be provided to your nominated email address as shown below. In which you will be asked to create a password for your online Hallam Medical Portal.



Creating your password

Make a note of your user ID. Your user ID is chosen for you automatically.

Your password must include the following criteria which are listed below.



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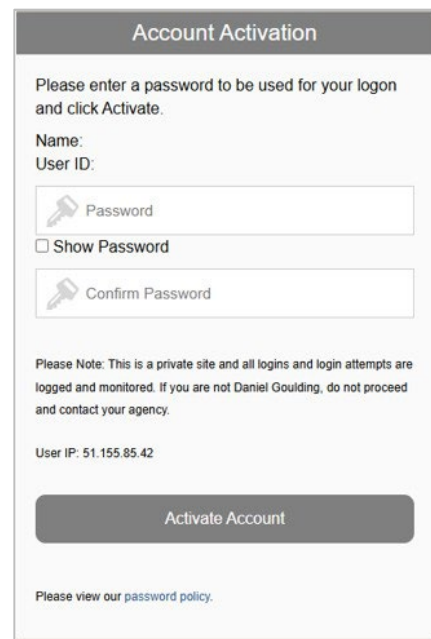
Show Password

Min Length: 8 Min Lower Case: 2 Min Upper Case: 2

Min Numeric: 2 Min Special eg \$"£: 2

No Consecutive eg aaa: No Sequential eg abcd:

Prohibited Words: Previous Passwords:



Account Activation

Please enter a password to be used for your logon and click Activate.

Name:
User ID:

Password

Show Password

Confirm Password

Please Note: This is a private site and all logins and login attempts are logged and monitored. If you are not Daniel Goulding, do not proceed and contact your agency.

User IP: 51.155.85.42

Please view our password policy.


Online Portal Link

Once you have created your password, you must use the link below to regularly access your online portal as the link provided on your email will no longer work.

Please use this link to access your online portal: [Hallam Medical Portal](#)

The Portal Overview

On your portal home page, this will be where you can view your pay slips and submit time sheets accordingly.



The screenshot shows the Hallam Medical portal home page. At the top left is the Hallam Medical logo. To the right of the logo is the text "HALLAM MEDICAL". Further right, there is a user profile icon and the text "Team Hallam Candidate:". Below the logo and user information is a navigation menu with the following items: HOME, TIMESHEET, PAYSLEIPS, DOCUMENTS, MESSAGES, CHANGE DETAILS, and REFRESH. Below the navigation menu is a section titled "Home" with a horizontal line underneath.

Creating a Timesheet

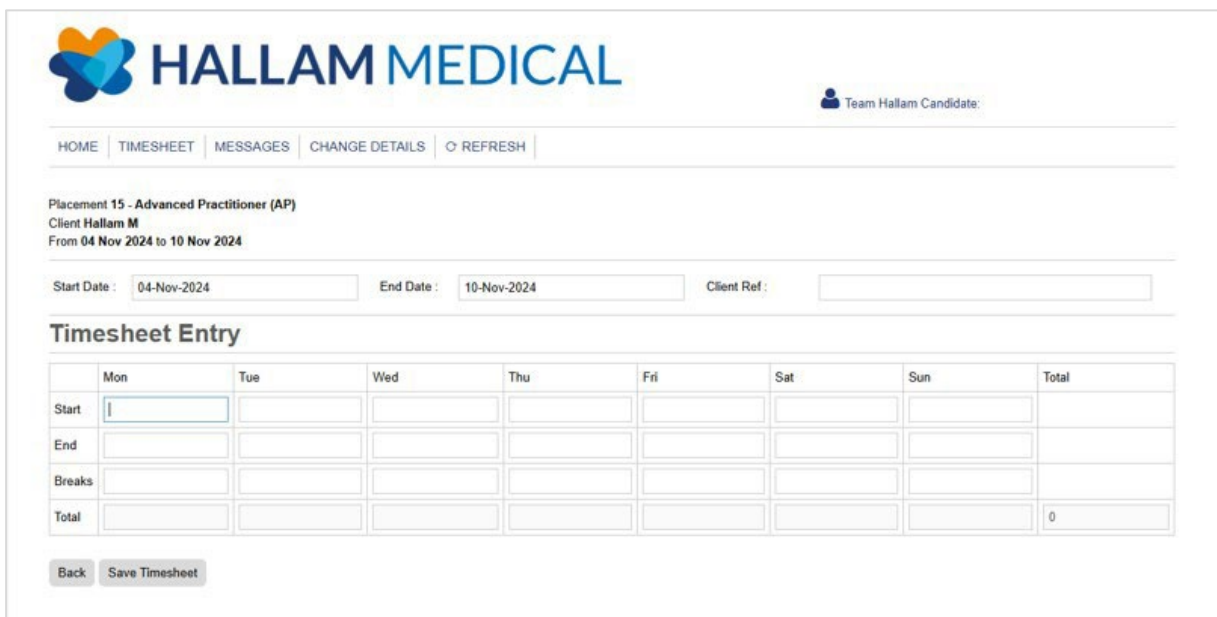
Select the timesheet tab and the shifts you have worked will be available for you to create a timesheet.



The screenshot shows the Hallam Medical portal with the "TIMESHEET" tab selected. The navigation menu now includes "TIMESHEET" and "MESSAGES". Below the navigation menu is a section titled "Placements" containing a table with the following data:

No.	Start Date	End Date	Client	Job Description	Reference
17	28-Oct-2024	03-Nov-2024	Hallam M	Advanced Practitioner (AP)	Create Timesheet
15	04-Nov-2024	10-Nov-2024	Hallam M	Advanced Practitioner (AP)	Create Timesheet
16	04-Nov-2024	10-Nov-2024	Hallam M	Advanced Practitioner (AP)	Create Timesheet

Select **Create Timesheet** and amend the date to the start and end dates of your worked shift(s) and you will now be able to amend your timesheet.



The screenshot shows the Hallam Medical portal with the "TIMESHEET" tab selected. The navigation menu now includes "MESSAGES" and "CHANGE DETAILS". Below the navigation menu is a section titled "Placement 15 - Advanced Practitioner (AP)" with the following details: Client Hallam M, From 04 Nov 2024 to 10 Nov 2024. Below the placement details are input fields for Start Date (04-Nov-2024), End Date (10-Nov-2024), and Client Ref. Below the input fields is a section titled "Timesheet Entry" containing a table with the following data:

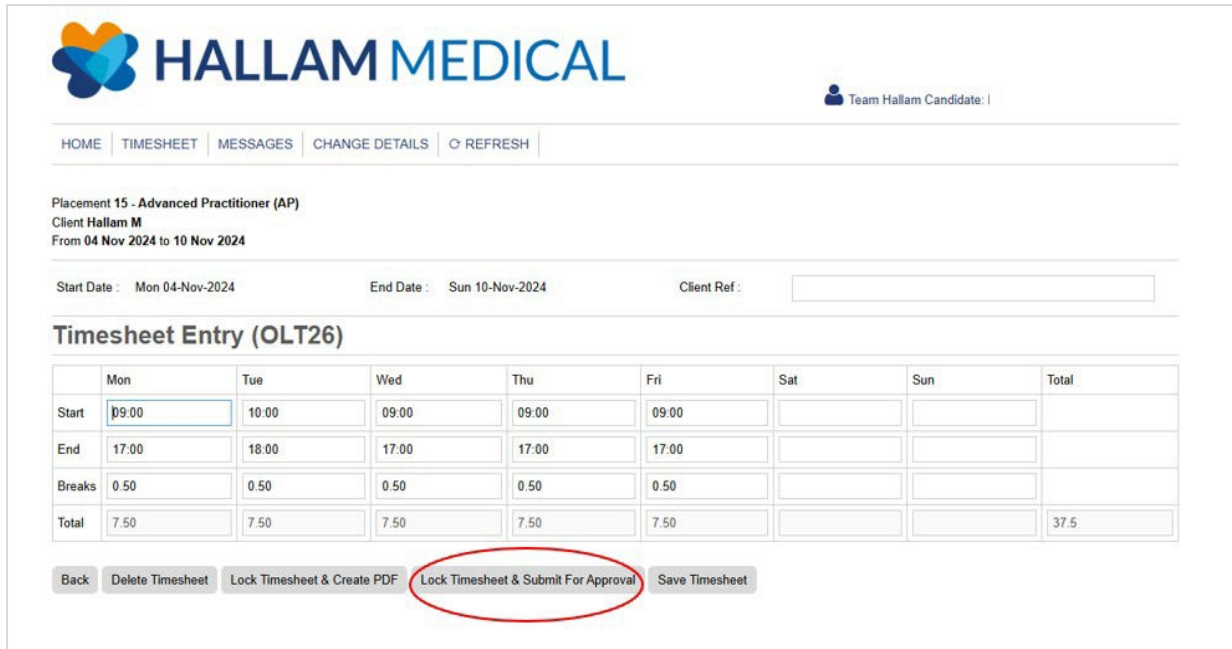
	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Total
Start	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
End	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Breaks	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Total	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0

Below the table are two buttons: "Back" and "Save Timesheet".

Submitting Your Timesheet

Once you have completed filling out your timesheet, select **Save Timesheet** and then **Lock Timesheet & Submit for Approval**.

Your timesheet will then be sent off to the client for approval and once approved this will be forwarded automatically to our Hallam Medical payroll team.



HALLAM MEDICAL

Team Hallam Candidate

HOME | TIMESHEET | MESSAGES | CHANGE DETAILS | REFRESH

Placement 15 - Advanced Practitioner (AP)
Client Hallam M
From 04 Nov 2024 to 10 Nov 2024

Start Date : Mon 04-Nov-2024 End Date : Sun 10-Nov-2024 Client Ref :

Timesheet Entry (OLT26)


	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Total
Start	09:00	10:00	09:00	09:00	09:00			
End	17:00	18:00	17:00	17:00	17:00			
Breaks	0.50	0.50	0.50	0.50	0.50			
Total	7.50	7.50	7.50	7.50	7.50			37.5

Back Delete Timesheet Lock Timesheet & Create PDF **Lock Timesheet & Submit For Approval** Save Timesheet

Approved/Rejected Timesheets

You can view your approved or rejected timesheets in the timesheets tab on your online portal.

If your timesheet is rejected, you will be sent an email notification advising you to re-submit your timesheet and your authorising client will leave any necessary notes to explain the rejected reason.

Timesheets				
Period	Client	Job Description	Number	Status
22-Oct-2024 to 22-Oct-2024	Hallam M	Advanced Practitioner (AP)	OLT11	Rejected - Cancelled
04-Nov-2024 to 06-Nov-2024	Hallam M	Advanced Practitioner (AP)	OLT16 	Awaiting Approval
04-Nov-2024 to 06-Nov-2024	Hallam M	Advanced Practitioner (AP)	OLT23	Rejected - Cancelled
04-Nov-2024 to 10-Nov-2024	Hallam M	Advanced Practitioner (AP)	OLT12	Unprocessed

Queries & Contact Details

If you have any questions or concerns in relation to submitting a timesheet, please let your consultant know in the first instance so we can assist you accordingly using our contact number: **0333 800 0395**.