



TRACK

SUBMITTING TIMESHEETS AND EXPENSES

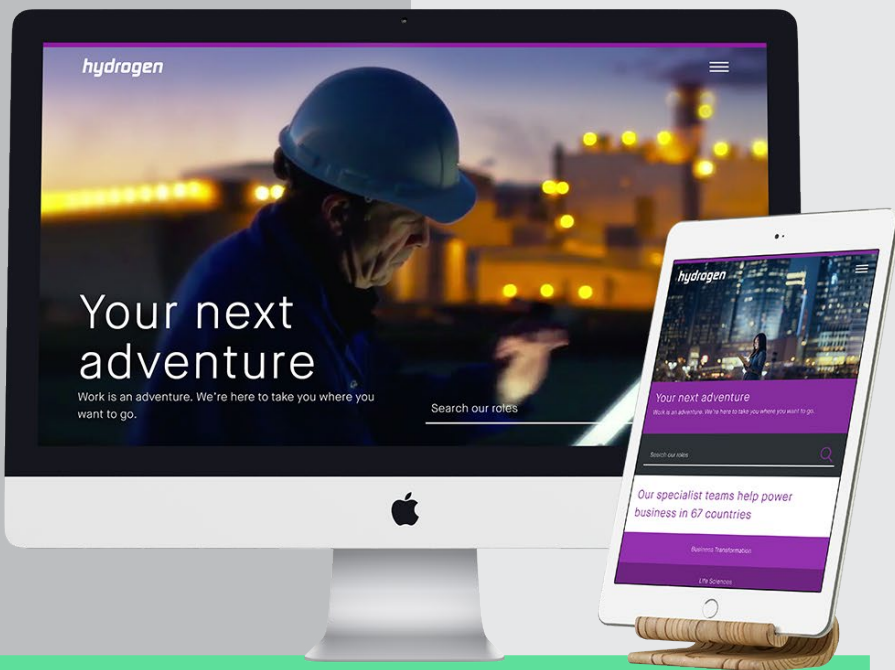
CANDIDATE GUIDE

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by **hydrogen**

**TRACK IS
HYDROGEN'S
SIMPLE TIMESHEET
AND EXPENSE
PLATFORM FOR
CONTRACTORS
AND MANAGERS.
IT ALLOWS
QUICK AND EASY
SUBMISSION
OF TIME AND
EXPENSES.**



Why you will love it



Quick to access from any device



Simple to use to save you time and hassle



Easy to customise to suit your working week

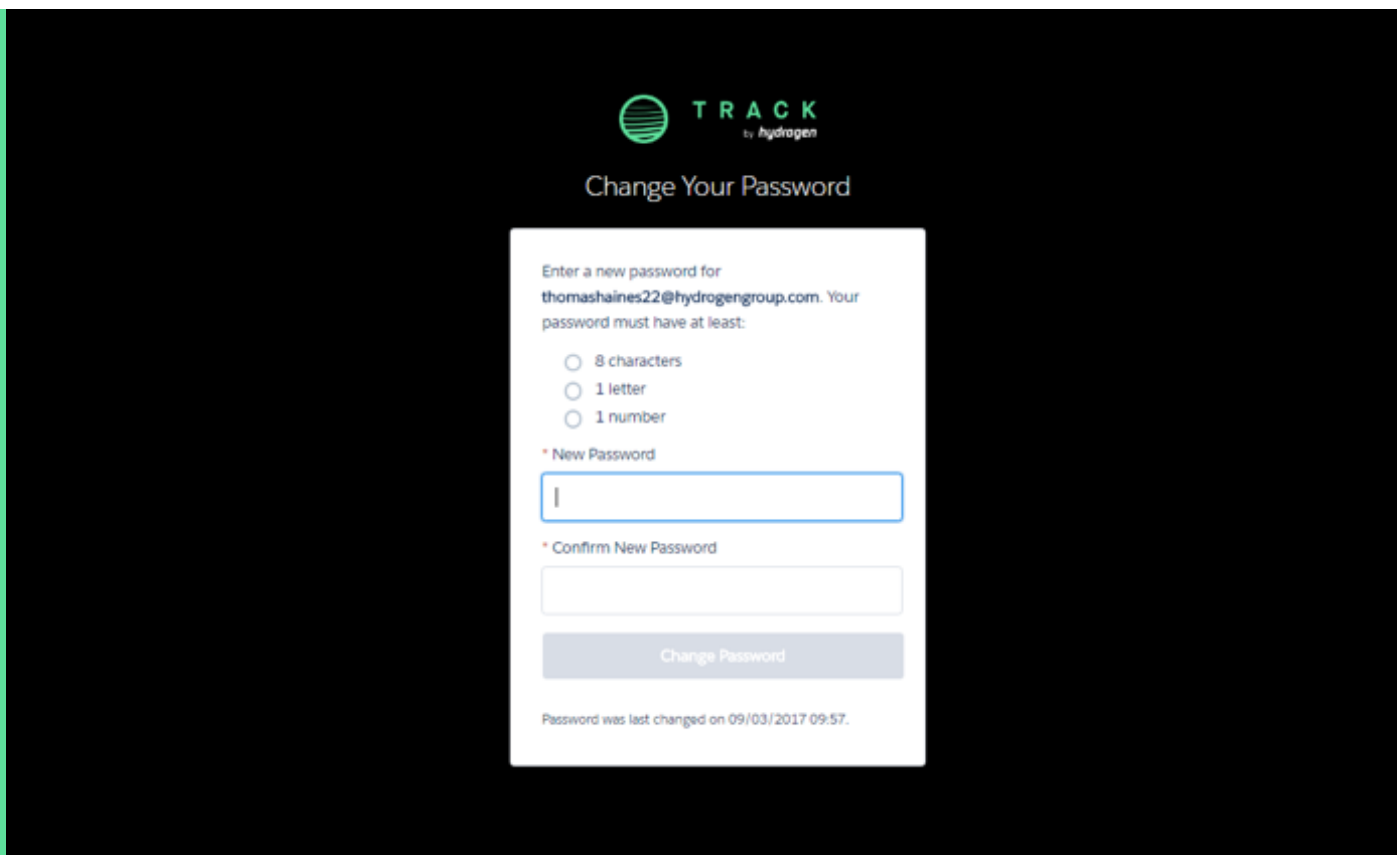


Reduce time spent on validation and approval



Reminder emails so you won't miss a deadline

01 LOGGING IN TO TRACK



You will receive a welcome email to the Track portal, which will include your user name and a link to set your Track password.



You will need to enter this password each time you login to the Track portal.

02 NAVIGATION

Once logged in, you will be presented with the below screen.

The screenshot displays the Track system interface. At the top, a teal header contains a hamburger menu icon and the text 'WELCOME TO TRACK'. Below this, a navigation bar shows the user's location: 'ENQUEST (SCOTLAND) +', 'LLOYDS', 'DELONEX ENERGY UK LIMITED', and 'Lindeq Vigilance Services'. The main content area is divided into two sections: 'CREATE TIME SHEET' and 'DRAFT HOURS'.

CREATE TIME SHEET

WORKING WEEK
Select days worked
Monday Friday

January 2017

M	T	W	T	F	S	S
02	03	04	05	06		
09	10	11	12	13		
16	17	18	19	20		
23	24	25	26	27		
30	31					

HOURS
Hourly breakdown

Day	Hour Type	Standard hours	Overtime hours	Total hours	Notes
		0	0	0	

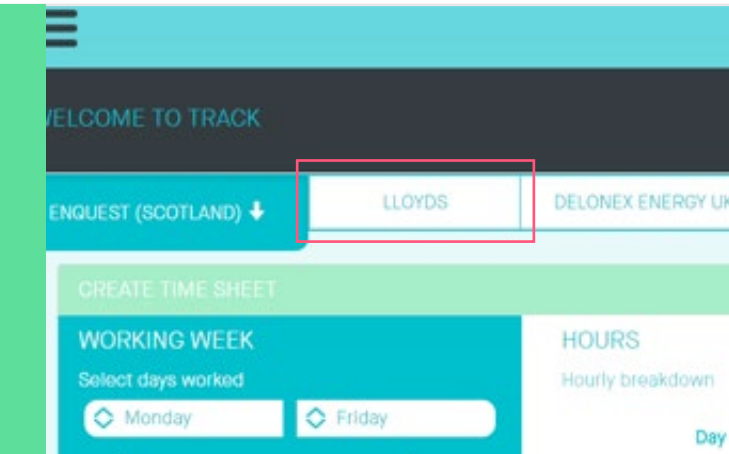
RESTORE RESET SAVE SUBMIT

DRAFT HOURS
Time Sheet Breakdown

Day	Hour Type	Standard hours	Overtime hours	Total hours	Notes
28	Compassionate Leave	0.25	0	0.00	
		0	0	0	

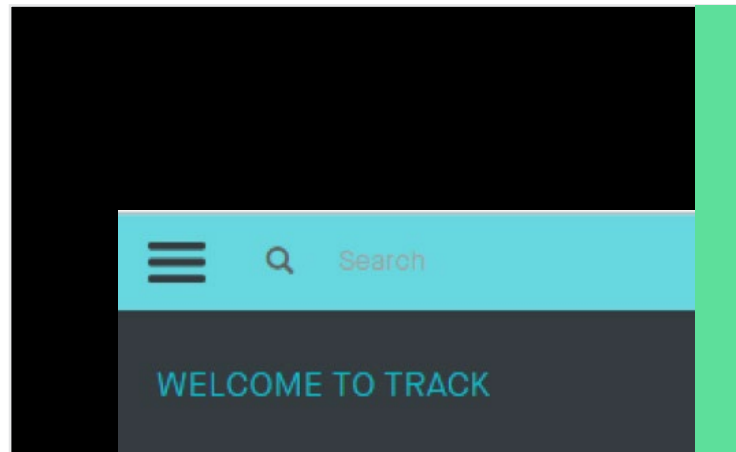
RESET SAVE SUBMIT



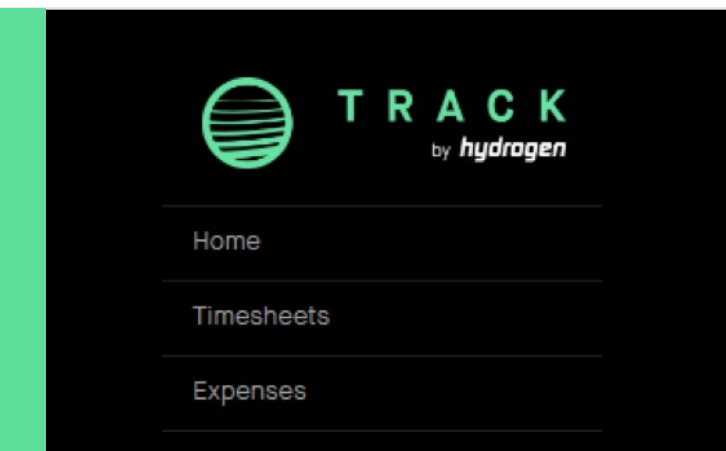


If you are working on multiple assignments through Hydrogen, you can select the appropriate assignment using the top ribbon.

You can click on the menu icon in the top left corner to expand the menu.



Here you can choose whether to submit timesheets, expenses or log out of the portal.



03 SUBMITTING TIMESHEETS

WELCOME TO TRACK

LLOYDS ↓ ENQUEST (SCOTLAND)

CREATE TIME SHEET

WORKING WEEK

Select days worked

Monday Friday

January 2017

	M	T	W	T	F	S	S
<input type="checkbox"/>							
<input type="checkbox"/>	02	03	04	05	06		
<input type="checkbox"/>	09	10	11	12	13		
<input type="checkbox"/>	16	17	18	19	20		
<input type="checkbox"/>	23	24	25	26	27		
<input type="checkbox"/>	30	31					

Ensure you are on the correct placement and then on the left hand side (above the calendar), you can dictate your typical working week. This will populate the calendar with additional days to make claims for.



CREATE TIME SHEET

WORKING WEEK
Select days worked
Monday Friday

January 2017

M	T	W	T	F	S	S
02	03	04	05	06		
09	10	11	12	13		
16	17	18	19	20		
23	24	25	26	27		
30	31					

HOURS
Hourly breakdown

Day	Hour Type
02	--None--
03	--None--
04	--None--
05	--None--
06	--None--

Now each day can be populated. Firstly, pick the relevant 'Hour type' from the drop down. If you are working via a Limited or Umbrella Company you only need to enter time worked. You do not enter any unpaid time such as Annual Leave.

Ensure you are on the correct month by using the arrows to scroll. Now select the tick box alongside the working week you wish to enter timesheets against. This will auto generate timecards to populate. Alternatively, select the tick box in the top left corner to populate timesheets for the whole month.

Day	Hour Type	Standard hours
02	--None--	0.25
03	--None--	0.25
04	--None--	0.25

Hour Type dropdown options:
 --None--
 Annual Leave
 Compassionate Leave
 Sick Leave
 Worked Hours

Hour Type	Standard hours
Worked Hours	0.25
--None--	0.25
--None--	0.50
--None--	0.75
--None--	1.00
--None--	0.25

Depending on how you are paid, select the number of hours/days you worked on the selected date. If you click the 'Set Standard Time' button it will populate the maximum time which can be claimed for that day against all the days you have selected i.e. 1 full day or 8 hours.



Days can be submitted in quarterly units of 0.25/0.5/0.75/1.0.



Standard hours		Overtime hours
0.50		<input type="text" value="2.00"/>
1.00		<input type="text" value="3.00"/>
1.5		5

Once you have entered all of your time worked, you need to press the save button to move your timesheets to draft. Your timesheet will now be sat in the Draft Hours section, allowing you to make any last changes before submission. If you have more than 1 approver set up, you can now choose the approver. Select the cog icon and update the approver as required. You will also be able to use the same icon to change the approver once the timesheet is submitted.

If you are eligible for overtime payments, you can enter the number of hours in the 'Overtime Hours' field. The total amount of time you have entered will now display at the bottom of each column.

Date	Type	Frequency
31	Worked Hours/Days	Monthly
Please Update your Approver:		

RESET
SAVE
SUBMIT ALL

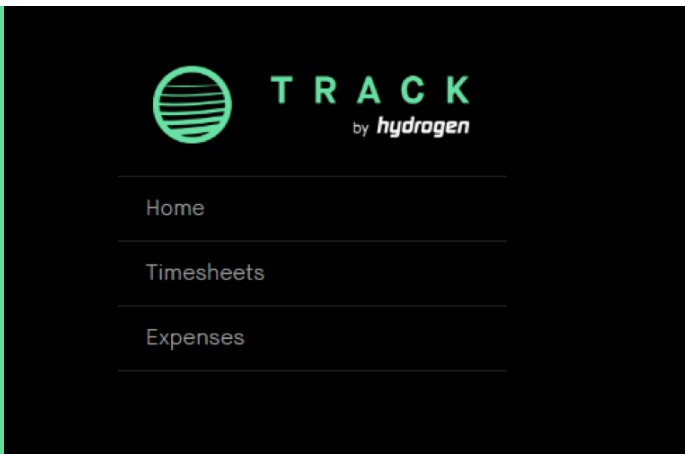
Notes

Once you are ready to submit these saved draft hours press the 'Submit All' button.



The submission will now be sent to your manager for approval and the timesheet will be visible under 'Pending Hours'. The timesheet will move to 'Approved Hours' once approved by your manager.

04 SUBMITTING EXPENSES



To submit an expense claim, open the menu in the top left corner and select 'Expenses'.

Under the 'Create Expense' tab, enter the number of claims you want to make. This will create expense lines for you to populate.

In the 'Date of Expense' field, use the drop-down calendar to select the date the expense was incurred.



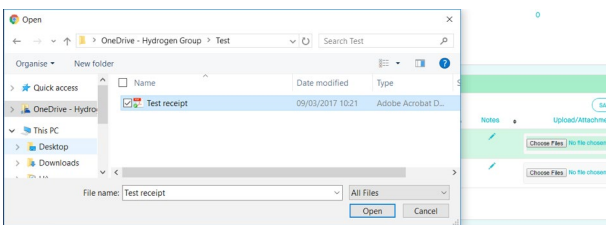
The screenshot shows a form with two main sections: 'Expense Type' and 'Expense Amount'. Under 'Expense Type', there is a dropdown menu with 'Travel' selected. To the right, under 'Expense Amount', there is a text input field containing the value '100.00'.

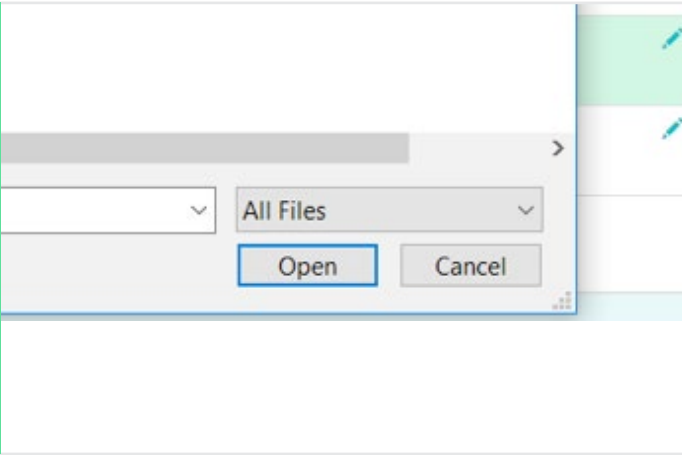
Under 'Expense Type', select the type of expense claim and enter the amount.

Once all your expenses have been entered, click 'Save' and all the claims will move to the 'Draft Expenses' tab. Here you can attach any corresponding documents and receipts related to your claims which will be reviewed by your Approver. Click the 'Choose Files' button.

The screenshot shows a form with three main sections: 'Expense Amount', 'Notes', and 'Upload/Attachment Count'. 'Expense Amount' has a text input field with '100.00'. 'Notes' has a text area with a pencil icon. 'Upload/Attachment Count' has a 'Choose Files' button and a text field showing 'No file chosen' and '0'. At the top right, there are 'SAVE' and 'SUBMIT ALL' buttons.

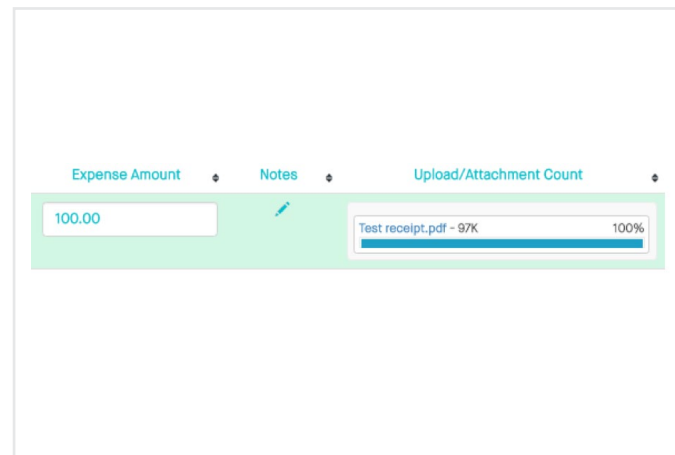
You can now browse your saved files and select the appropriate attachment for the claim.





Press 'Open', and you will see the file upload.

Once all your attachments are uploaded, press 'Submit All' and your expense claims will be sent to your manager for approval and the claims move to 'Pending Expenses'.



Once approved by your manager, the claims will move to the 'Approved Expenses' tab.

05 FAQs

Q. When will I receive my credentials to log into the Track portal?

A. You will receive your welcome email when Hydrogen receive your signed contract.

Q. Do Hydrogen provide me with a password?

A. You will be asked to set your own password when you log into the portal for the first time.

Q. What do I do if I have forgotten my password?

A. Press the 'Forgot your password?' link and enter your email Username, this will send an email which will allow you to reset your password.

Q. What do I do if I have forgotten my Username?

A. Your username will always be the email address you provided Hydrogen, if you can remember this please contact Hydrogen at track@hydrogengroup.com

Q. I'm trying to add an expense claim but I do not have permission?

A. Please contact Hydrogen at track@hydrogengroup.com to ensure the client has authorised expense claims.

Q. I want to claim for overtime worked but I can't see where to add this on the timesheet?

A. If you are authorised by the client to claim for overtime, you will see an additional column on your timesheet to enter these hours. If you cannot see this and believe you should be able to claim overtime, please contact Hydrogen at track@hydrogengroup.com

Q. Do my Managers get prompts to approve the timesheet?

A. Yes, email notifications are generated every weekday at 10am GMT if there is a time or expense claim pending approval.

Q. Will I get emails regarding my timesheet?

A. No, but any stage you can log on and view the status of the timesheet.

Q. Can I see if my Manager rejects my timesheet?

A. Yes, when you are logged into Track if you scroll down to the bottom of the page there is a section for 'Rejected Hours'. You can edit and resubmit as necessary from this location.

Q. Can I have more than 1 approver?

Yes, Track can have 2 approving Managers at any one time so please email track@hydrogengroup.com with the details of any additional approvers you would like set up.

06 CONTACT, HELP AND FEEDBACK



Should you require any assistance or want to provide feedback please contact us using the email below:

track@hydrogengroup.com



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Hydrogen Group plc is registered in England and
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