

TIMESHEET PORTAL

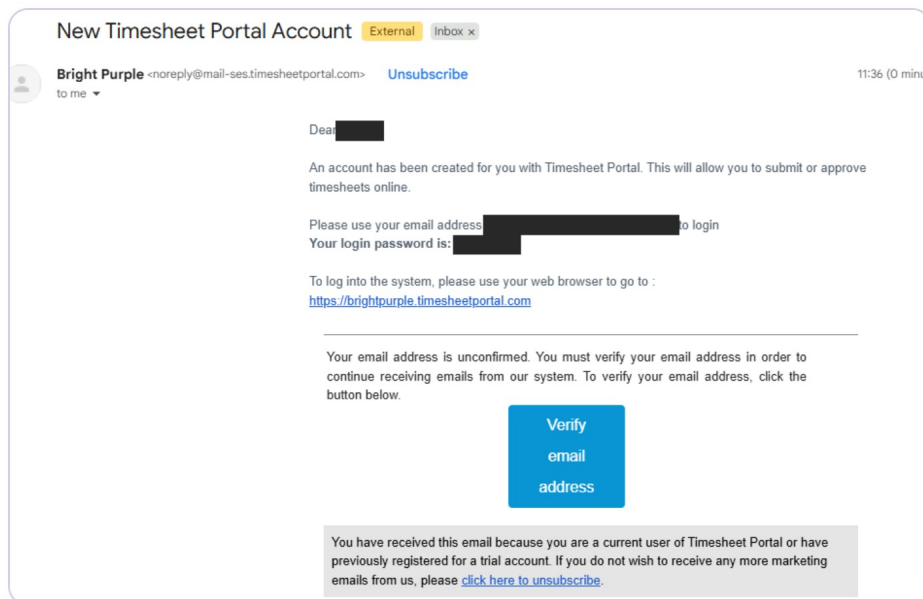
CONTRACTOR GUIDE

Submit your time online at brightpurple.timesheetportal.com and your client approver signs it off. No paper timesheets needed.

You'll get your login details by email once onboarding with Bright Purple is complete. Each placement is set up with the right approver at the end client, so your timesheet goes straight to them.

1 VERIFY YOUR EMAIL ADDRESS FIRST

Your login details arrive in an email titled **New Timesheet Portal Account** from noreply@mail-ses.timesheetportal.com. Click **Verify email address** in it before anything else. Until you do, the portal stops emailing you and you'll miss approval notices.



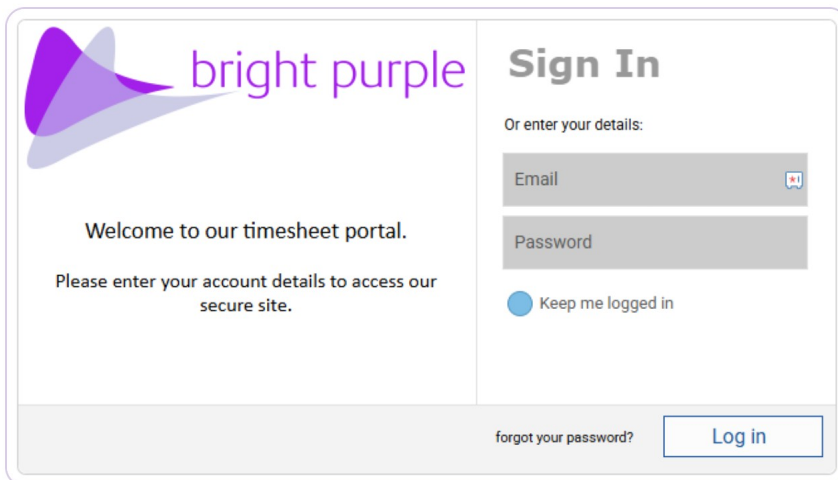
The welcome email with your login details.

Change the temporary password after your first login, and don't forward the email to anyone.

2 LOG IN

- 1 Go to brightpurple.timesheetportal.com.
- 2 Enter the email address and password from your welcome email.
- 3 Tick **Keep me logged in** if you're on your own device.
- 4 Click **Log in**.

Forgotten your password? Click **Forgot your password?** on the sign-in screen and follow the reset link we email you.



The Timesheet Portal sign-in screen.

3 KNOW YOUR DEADLINE

Your **approved timesheet and your invoice** must both reach Bright Purple by **12 noon** on the deadline in your payment schedule. You'll be told at sign-up which one applies to you.

2026 calendar monthly

Full calendar months. Opens the 2026 schedule PDF.

2026 last Friday of the month

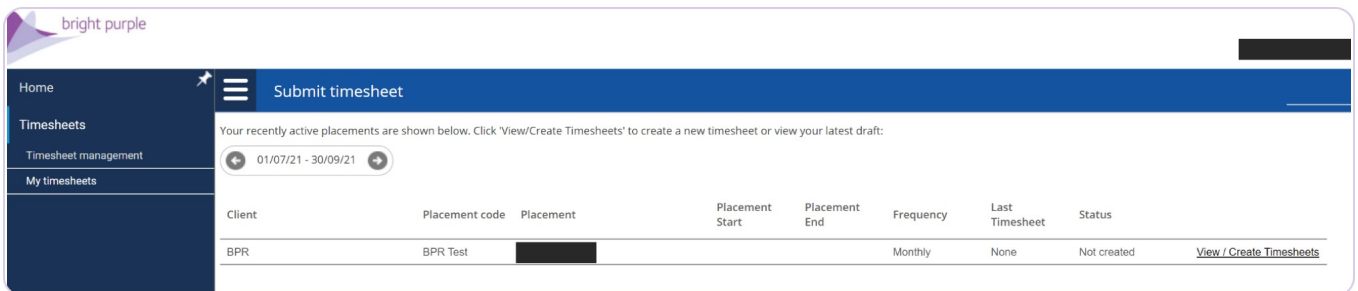
Weekly timesheets. Opens the 2026 schedule PDF.

Submit early enough for your approver to act before the deadline. If your approver will be on holiday, ask Bright Purple Finance to set up a stand-in in advance. Errors corrected within 24 hours of being pointed out keep your original receipt date.

4 SUBMIT YOUR TIMESHEET

- 1 In the left-hand menu, click **Timesheets**, then **My timesheets**. Your active placements are listed.
- 2 Next to the placement, click **View / Create Timesheets**.
- 3 Use the selector at the top left to choose the correct period.
- 4 Enter **1.00** for each full day worked. Leave days not worked at 0.00.
- 5 Add anything your approver should know in **Additional info**.
- 6 Choose your approver from the drop-down at the bottom right.
- 7 Click **Submit**, then **Submit** again in the pop-up to confirm.

Not ready yet? Click **Save draft** and come back later. The status shows as Draft until you submit.

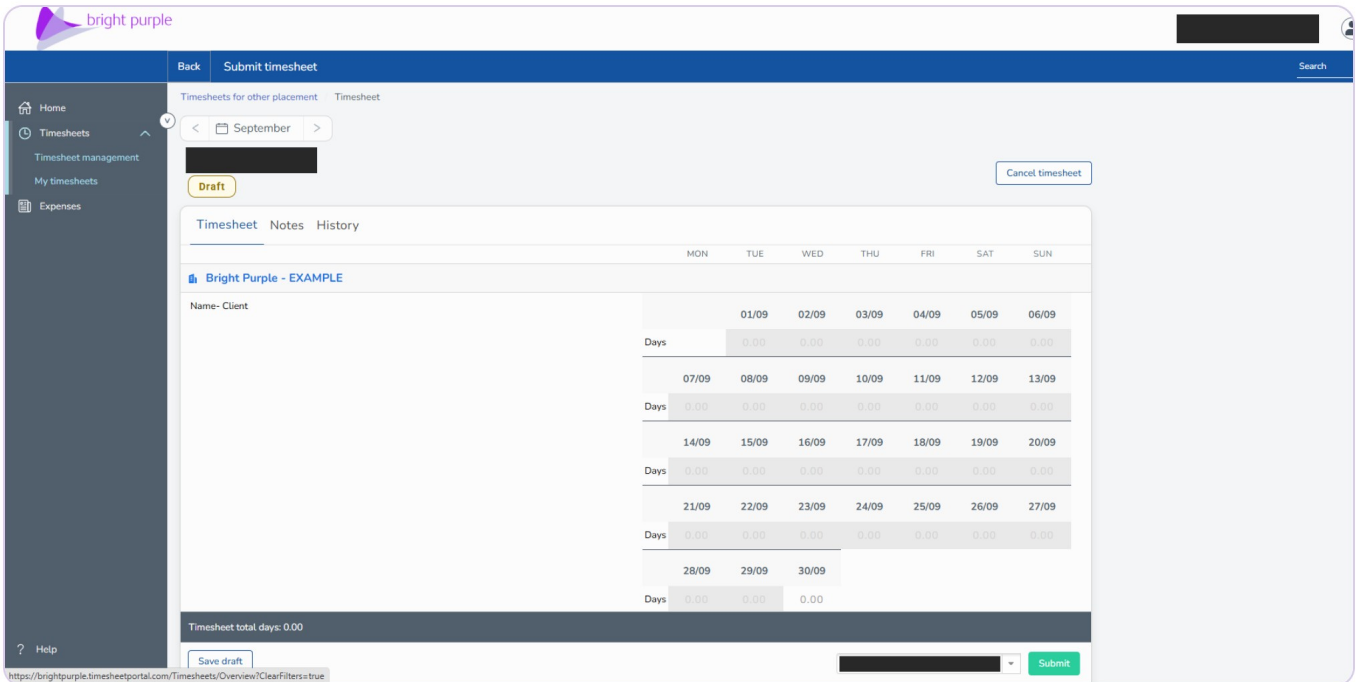


The screenshot shows the 'My timesheets' page. On the left is a navigation menu with 'Home', 'Timesheets', 'Timesheet management', and 'My timesheets'. The main header area says 'Submit timesheet'. Below this, a message states: 'Your recently active placements are shown below. Click "View/Create Timesheets" to create a new timesheet or view your latest draft:'. A date range selector shows '01/07/21 - 30/09/21'. Below this is a table with the following data:

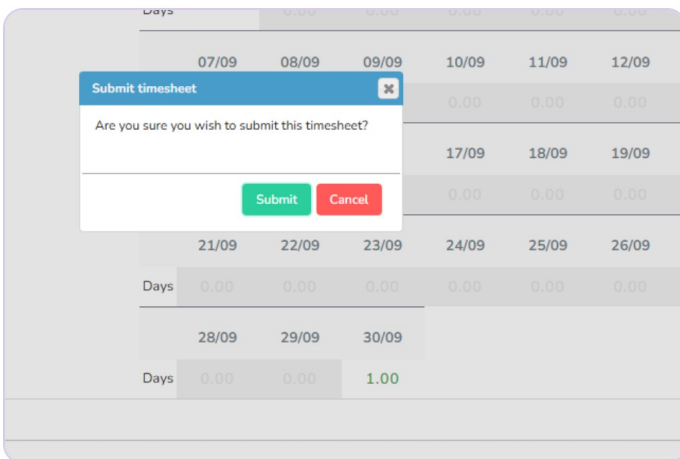
Client	Placement code	Placement	Placement Start	Placement End	Frequency	Last Timesheet	Status
BPR	BPR Test	[Redacted]			Monthly	None	Not created

A link 'View / Create Timesheets' is visible at the end of the row.

My timesheets lists your active placements (steps 1 and 2).



The timesheet screen: period selector at the top left, Save draft, approver drop-down and Submit at the bottom.



The pop-up that confirms your submission.

5 PART DAYS, NOTES AND EXTRAS

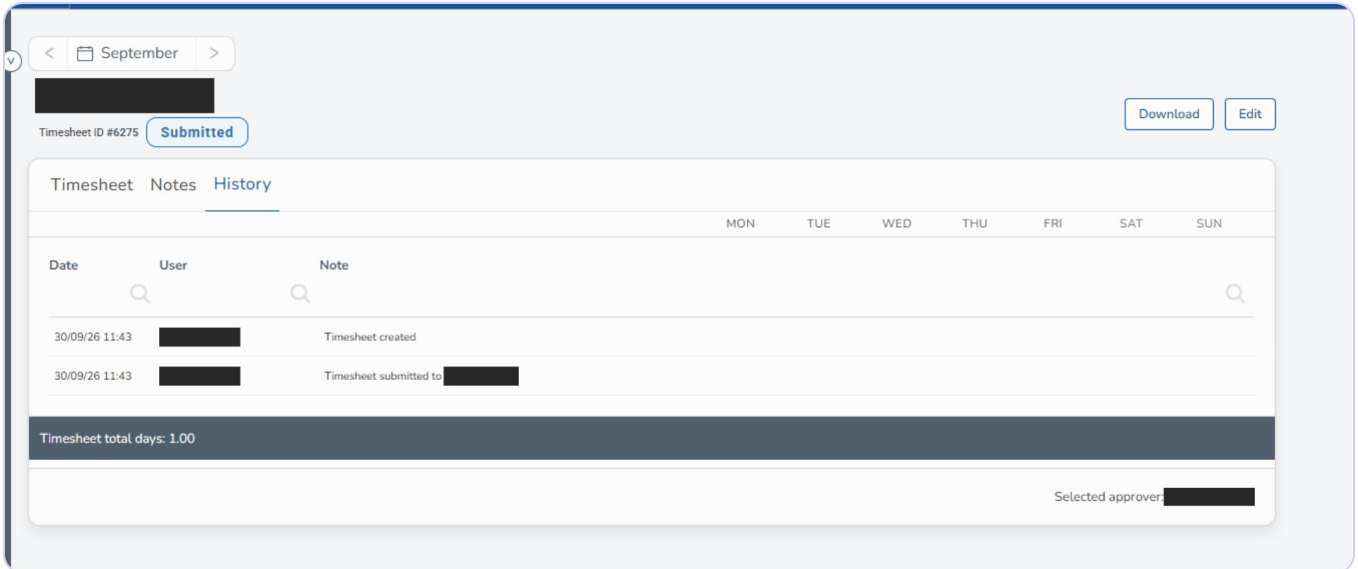
Worked less than a full day? Enter the fraction worked, for example **0.50** for a half day. Worked more than a standard day? Check your contract or line manager before charging for it.

- **Notes:** add a comment for your approver or for Bright Purple.
- **History:** see every action taken on the timesheet.

Made a mistake on a draft? **Cancel timesheet** at the top right removes it so you can start again. Expenses are claimed separately under **Expenses** in the left-hand menu.

6 AFTER YOU SUBMIT

Your timesheet shows as **Submitted** under My timesheets, and your approver gets an email asking them to review it.



Timesheet ID #6275 **Submitted** [Download](#) [Edit](#)

Timesheet Notes History

Date	User	Note
30/09/26 11:43	[redacted]	Timesheet created
30/09/26 11:43	[redacted]	Timesheet submitted to [redacted]

Timesheet total days: 1.00

Selected approver: [redacted]

A submitted timesheet, with the Download and Edit buttons and the History tab.

- **Download** a PDF copy for your records or your umbrella company.
- **Edit** it if you spot a mistake before it's approved.
- Open **History** to see when it was created, submitted and approved.

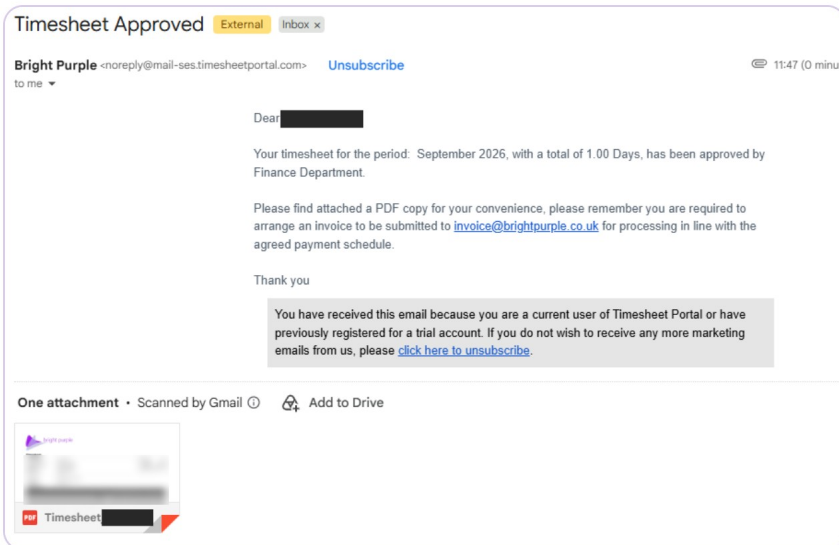
Approved

You get a confirmation email with a PDF copy attached. There's nothing more to do: Bright Purple receives it automatically, with a full audit trail.

Rejected

You get an email explaining why. Open the timesheet, make the corrections and submit it again.

If your approver hasn't acted by the due date, send them a reminder or contact Bright Purple Finance.

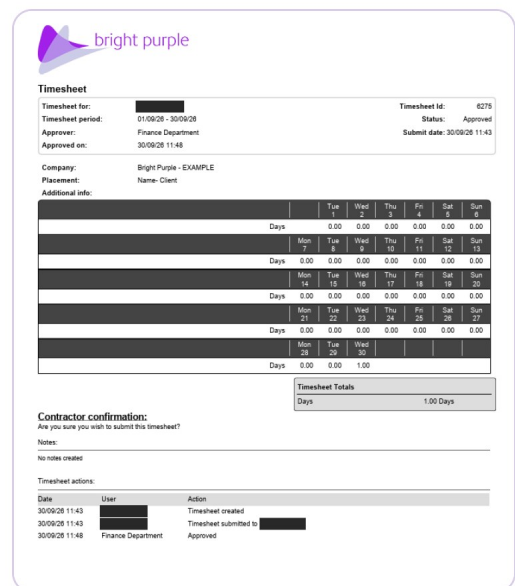


The approval email, with your PDF timesheet attached.

7 INVOICING AND GETTING PAID

Bright Purple pays once it has both your approved timesheet and your invoice. Payment dates are in your 2026 payment schedule.

- **Limited company:** send your invoice to finance@brightpurple.co.uk.
- **Umbrella company:** they raise the invoice. If they need your approved timesheet, forward the PDF from your approval email or download it from the portal.
- If the end client also asks you to record time in their own system, arrange that directly with them.



Timesheet		Timesheet id:	8275																																																																						
Timesheet for:		Status:	Approved																																																																						
Timesheet period:	01/09/26 - 30/09/26	Submit date:	30/09/26 11:43																																																																						
Approver:	Finance Department																																																																								
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An approved timesheet PDF.

NEED HELP?

For login problems, a missing placement, the wrong approver, or invoice and payment questions, email Bright Purple Finance at finance@brightpurple.co.uk.

No login email? Check your spam folder, then ask Bright Purple Finance to resend it.