



BRIGHT PURPLE - TIMESHEET PORTAL


Once you (the contractor) have successfully completed on boarding, you will then be sent log in details from our online timesheet system > <https://brightpurple.timesheetportal.com>

Each placement you have with Bright Purple will be set up with the relative approver from the end client meaning you will no longer be required to have a physical BPR timesheet signed.

How to submit your monthly time:

Log in to the portal with the username and password received -

A screenshot of the Bright Purple Sign In page. The page is divided into two main sections. On the left, there is a welcome message: "Welcome to our timesheet portal. Please enter your account details to access our secure site." On the right, there is a "Sign In" section. It starts with the text "Or enter your details:" followed by two input fields: "Email" and "Password". Below these fields is a checkbox labeled "Keep me logged in" which is currently checked. At the bottom of the form, there is a link "forgot your password?" and a "Log in" button.

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Welcome to our timesheet portal.
Please enter your account details to access our secure site.

Sign In

Or enter your details:

Email

Password

Keep me logged in

[forgot your password?](#)



Once logged in if you click “my timesheets” on the thumbnail your active placements will be shown –

Submit timesheet

Your recently active placements are shown below. Click 'View/Create Timesheets' to create a new timesheet or view your latest draft:

01/07/21 - 30/09/21

Client	Placement code	Placement	Placement Start	Placement End	Frequency	Last Timesheet	Status
BPR	BPR Test	Jemma Brown			Monthly	None	Not created View / Create Timesheets

Click “View/Create Timesheets” –

This will then let you click through each calendar month – please select the appropriate calendar month and then input 1 for each day worked.

If you have worked less than a full day or more, please consult your contract/line manager to check what to charge for.

Select an approver from the drop down on the bottom corner and click submit.

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Home

Timesheets

Timesheet management

My timesheets

Submit timesheet

← August →

test Brown Status: Draft

Timesheet Id: 650

[Timesheet](#) [Notes](#) [Attachments](#) [History](#)

Client: BPR

Placement: Jemma Brown

	Mon	Tue	Wed	Thu	Fri	Sat	Sun
26 / 7							0.00
5 / 8							
12 / 8	1.00	0.00	0.00	0.00			
19 / 8	1.00	0.00	0.00	0.00			
26 / 8	1.00	1.00	0.00	1.00	1.00	1.00	0.00
3 / 9	0.00	0.00	0.00	0.00	0.00	0.00	0.00
10 / 9							
17 / 9							
24 / 9							
1 / 10							
8 / 10							
15 / 10							
22 / 10							
29 / 10							
5 / 11							
12 / 11							
19 / 11							
26 / 11							
3 / 12							
10 / 12							
17 / 12							
24 / 12							
31 / 12							

Additional info:

Save draft Jemma Brown Submit

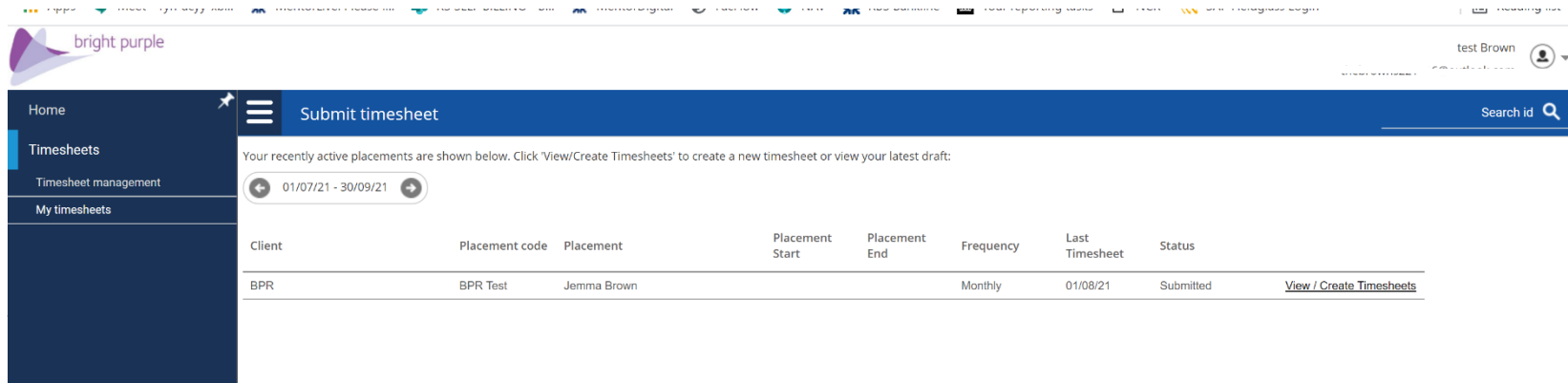
Submit timesheet

Are you sure you wish to submit this timesheet?

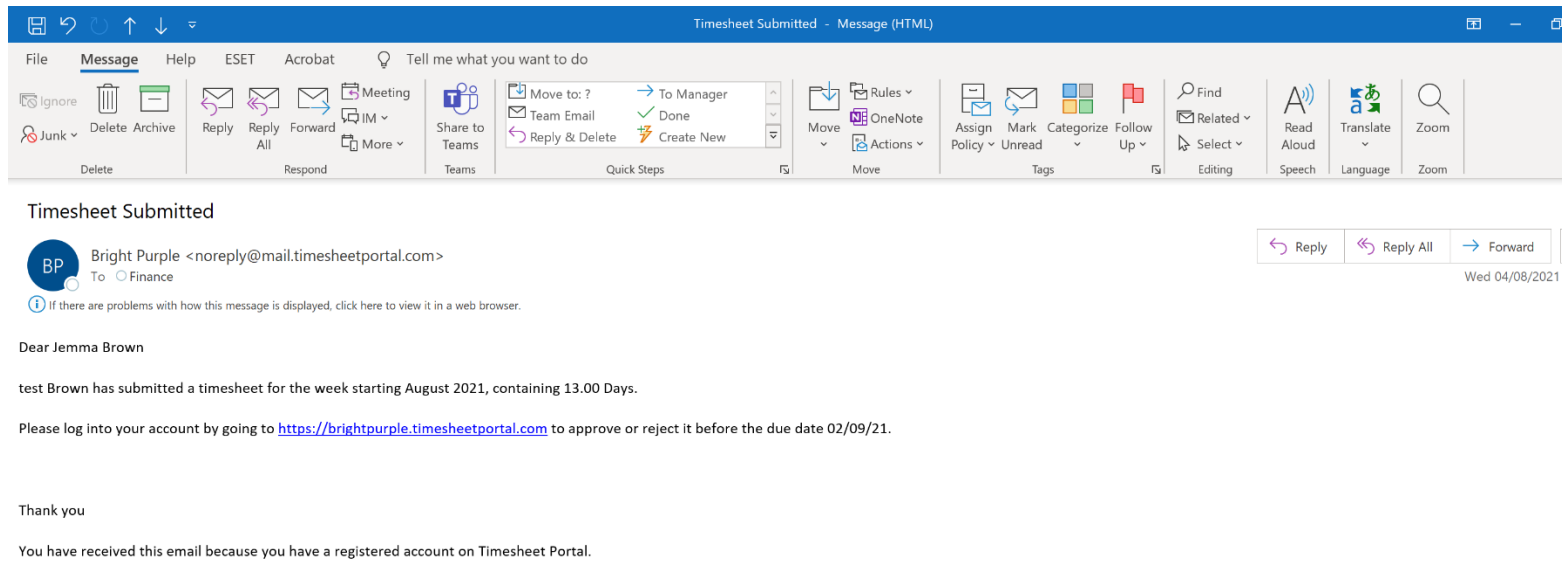
Confirm Cancel



Once submitted, the timesheet will then be sent to your approver and will show as “submitted” under my timesheets.



Once approved (or rejected!) – you will receive an email confirming this and there is nothing more for you to do regarding timesheets. Bright Purple will automatically receive your approved timesheet for processing along with a full audit trail.





Timesheet

Timesheet for:	test Brown	Timesheet Id:	650
Timesheet period:	01/08/21 - 31/08/21	Status:	Approved
Approver:	Jemma Brown	Submit date:	04/08/21 08:23
Job title:	Managing Consultant		
Approved on:	04/08/21 08:28		

Client: BPR
Placement: Jemma Brown

Additional info:

	Mon	Tue	Wed	Thu	Fri	Sat	Sun
							Sun 1
Days							0.00
	Mon 2	Tue 3	Wed 4	Thu 5	Fri 6	Sat 7	Sun 8
Days	1.00	1.00	1.00	1.00	0.00	0.00	0.00
	Mon 9	Tue 10	Wed 11	Thu 12	Fri 13	Sat 14	Sun 15
Days	1.00	1.00	0.00	1.00	0.00	0.00	0.00
	Mon 16	Tue 17	Wed 18	Thu 19	Fri 20	Sat 21	Sun 22
Days	1.00	1.00	0.00	1.00	1.00	1.00	0.00
	Mon 23	Tue 24	Wed 25	Thu 26	Fri 27	Sat 28	Sun 29
Days	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Mon 30	Tue 31					
Days	0.00	1.00					

Total for Days (Days): 13.00

Contractor confirmation:

Are you sure you wish to submit this timesheet?

Notes:

No notes created

Timesheet actions:



This timesheet process fully replaces bright purple's old paper system.

If you are also required to complete the end client's online system then please liaise with the client.

You are still required to arrange for your company / umbrella company invoice to be sent across to Bright Purple and once both are received, Bright Purple will process payment inline with our payment schedule set out on the website and in your new starter documents.

A Few of the umbrella companies require the BPR timesheet in order to raise an invoice - please download the PDF from the portal and send across.