RECRUITMENT FUNDING SOLUTIONS

Agency Portal

User Guide

www.recruitmentfundingsolutions.co.uk

RECRUITMENT
FUNDING SOLUTIONS

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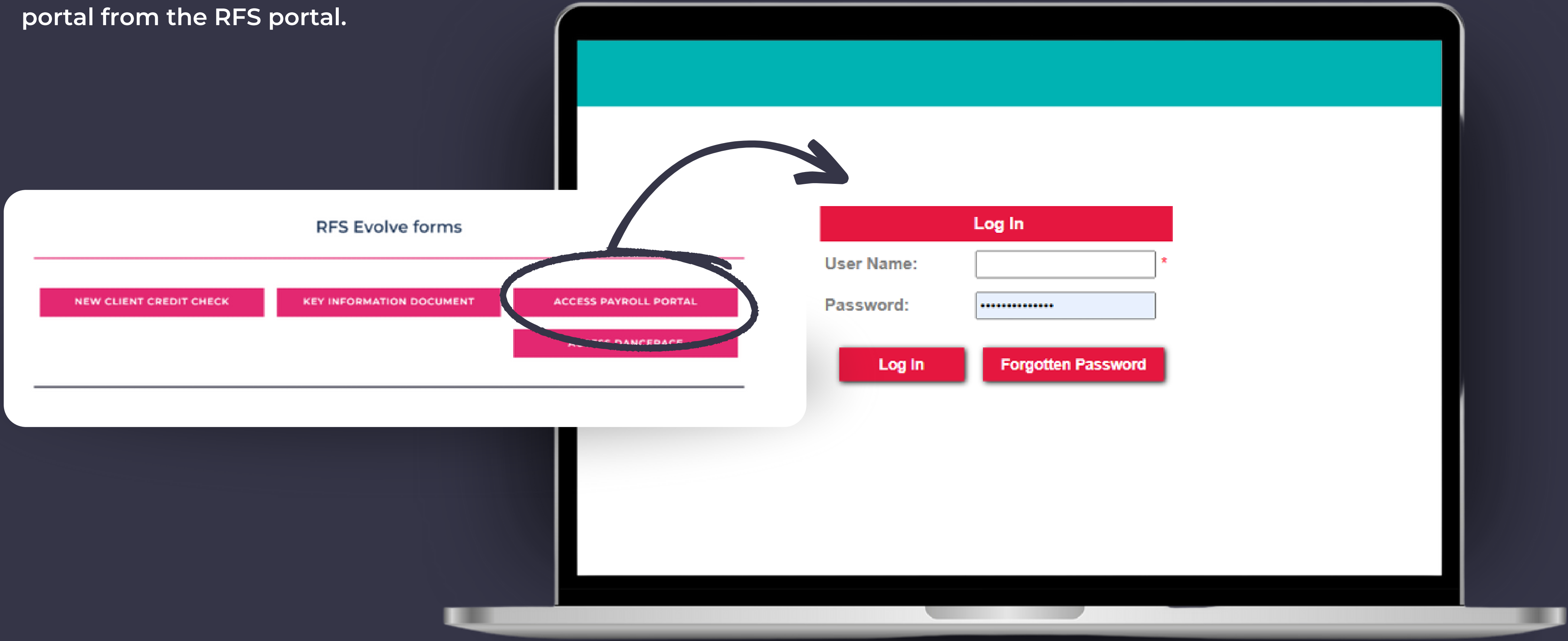
RECRUITMENT FUNDING SOLUTIONS

Logging in to
your agency portal

Logging in to your agency portal

You can click on the Access payroll portal from the RFS portal.



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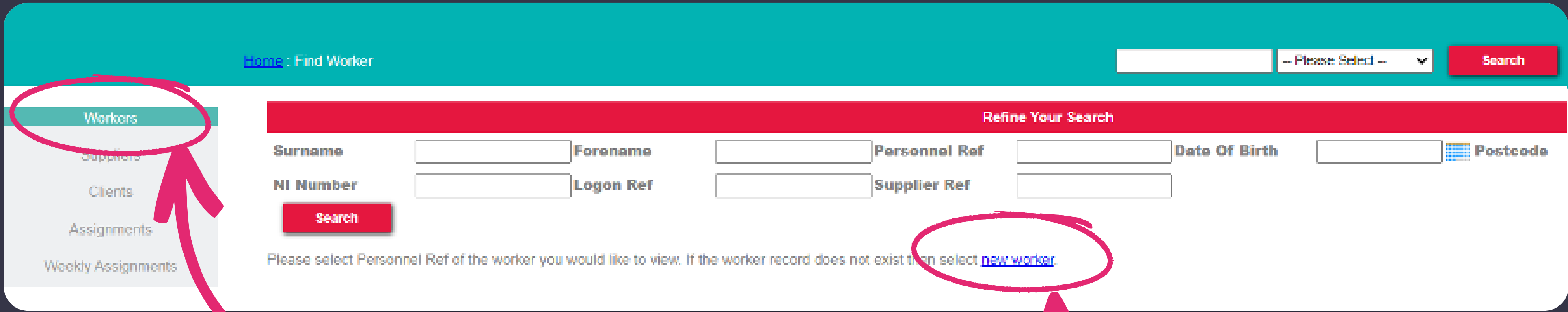
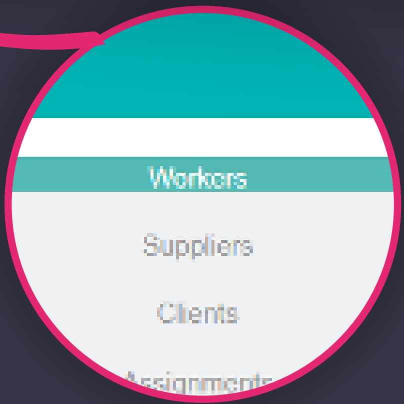
Setting up
new workers

Setting up new workers

Please note - Clients and suppliers (payroll company/ltd company) need to be set up before you can set up the workers and do the assignments.



Go to workers on the top left of the screen.

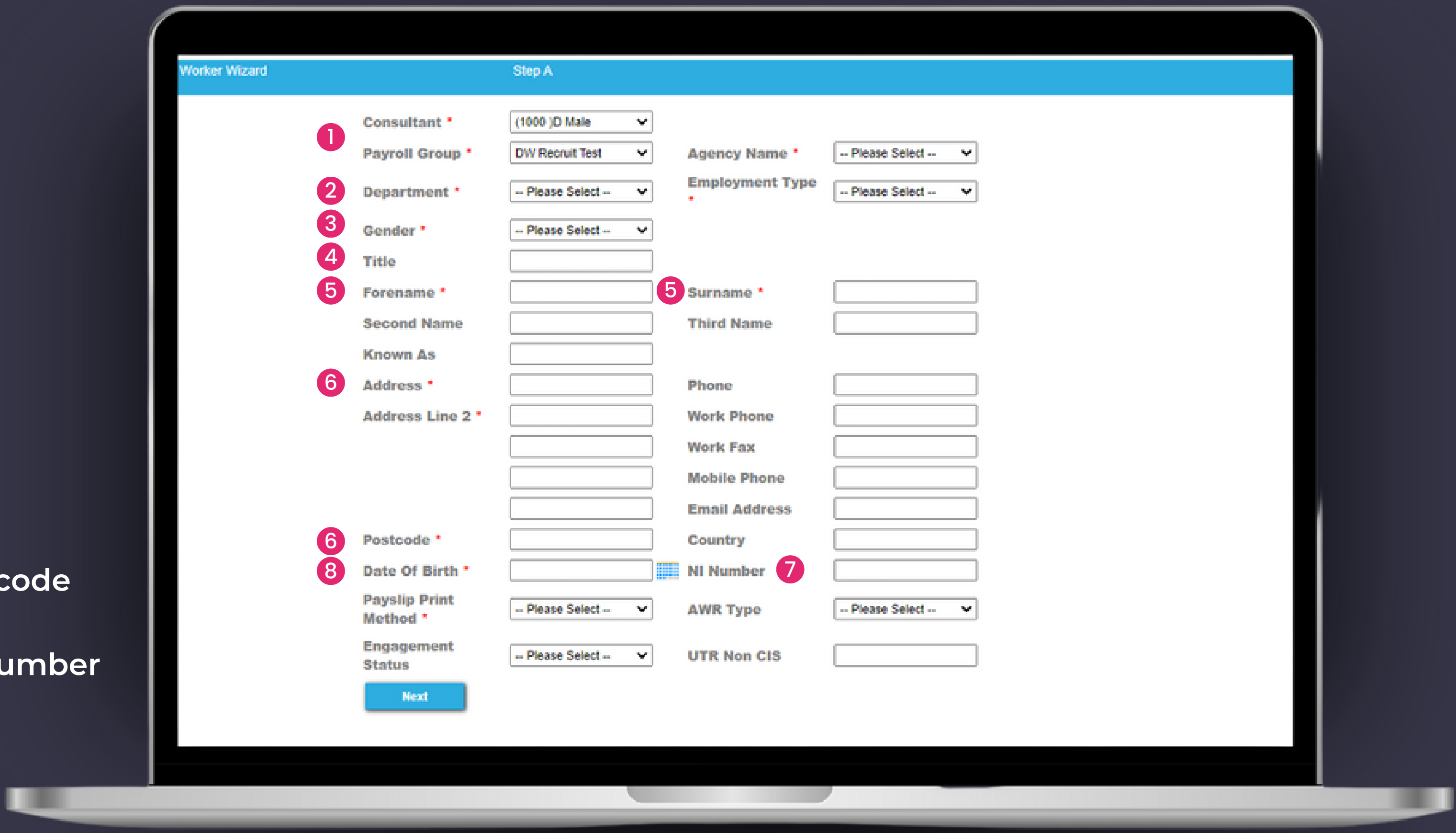


Select new worker.

Setting up new workers

This will open a blank worker page.
Fill out the following fields:

1. Select the consultant and the payroll group
2. Department
3. Gender
4. Title
5. Forename and surname
6. Two lines of address and Postcode
7. For PAYE you MUST have NI number
8. DOB



Setting up new workers

9 Payslip method is always electronic

10 Engagement status: leave blank

11 Agency name

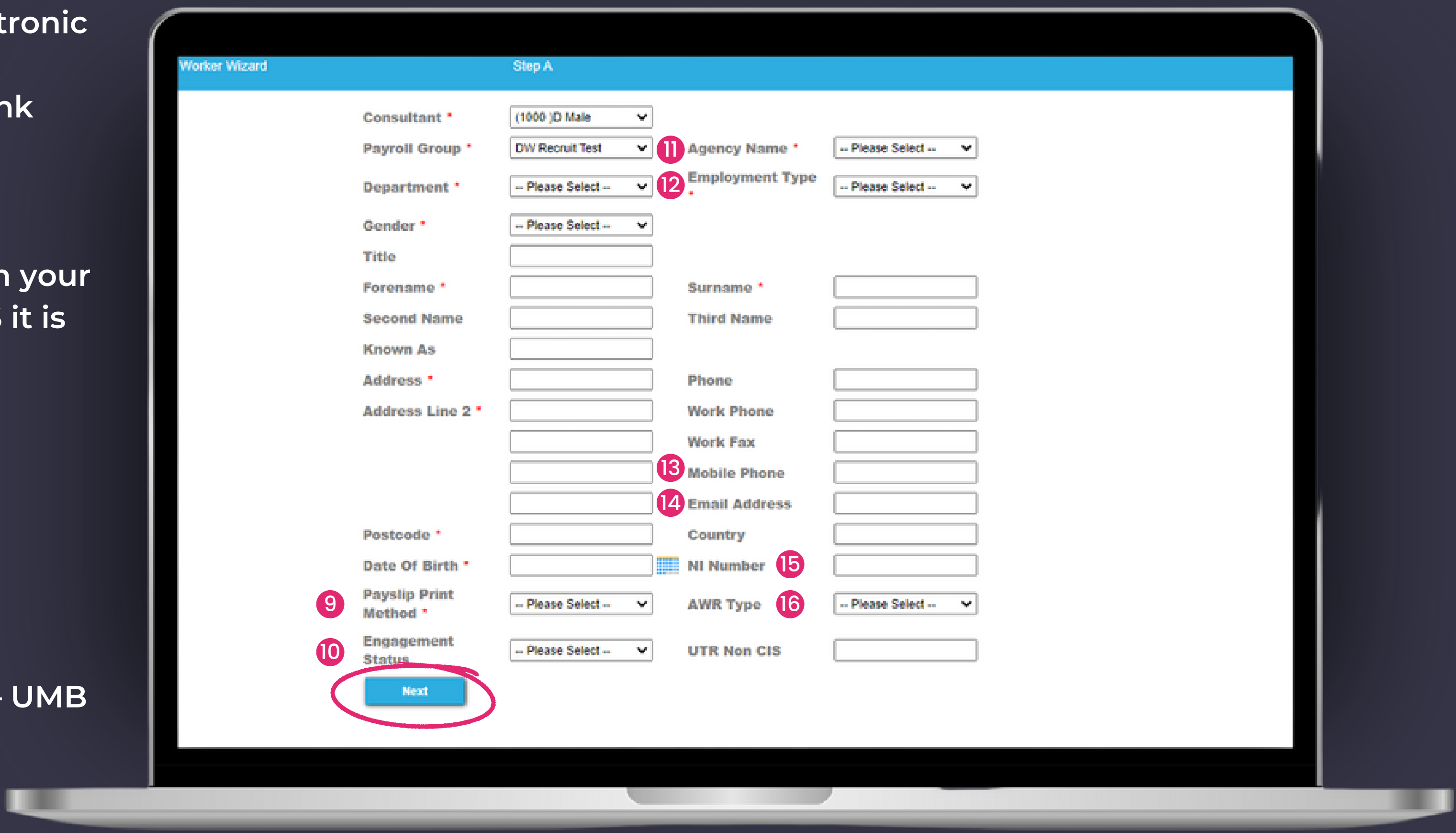
12 Employment type: if paying on your PAYE ref – PAYE, if UMB or CIS it is always Umbrella

13 Mobile number

14 Email address

15 NI number

16 AWR is parity if paying PAYE – UMB and CIS is excluded



→ Click complete

If paying PAYE please tick the correct starting declaration and student loan information for the worker.

→ Click next

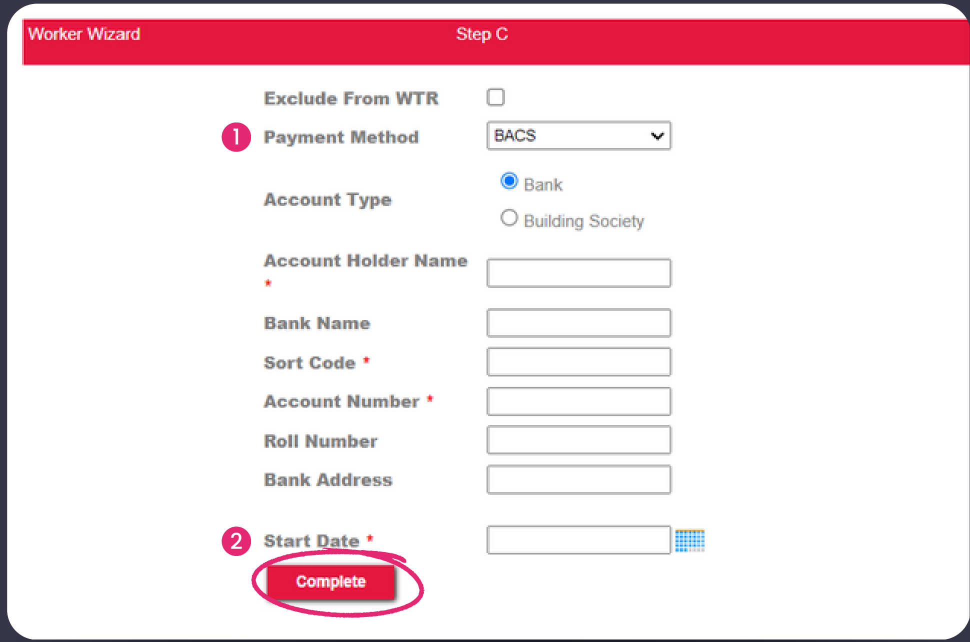
Setting up new workers

1. Complete bank details payment method will be BACS
2. Start date: Todays date
3. If paying umbrella or CIS now select your payroll supplier

→ Click complete

Details 2 doesn't need to be completed unless you want to keep a record of this information.

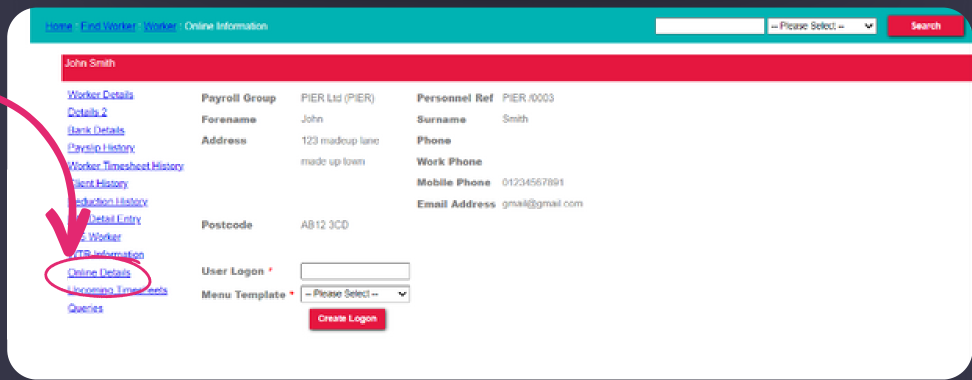
i Bank details for umbrella and CIS are not needed.



i *** if your client is going to use the online timesheets portal go to online details to set up the worker online portal*

→ Select menu template – depending on how they are being paid – UMB, PAYE, Ltd

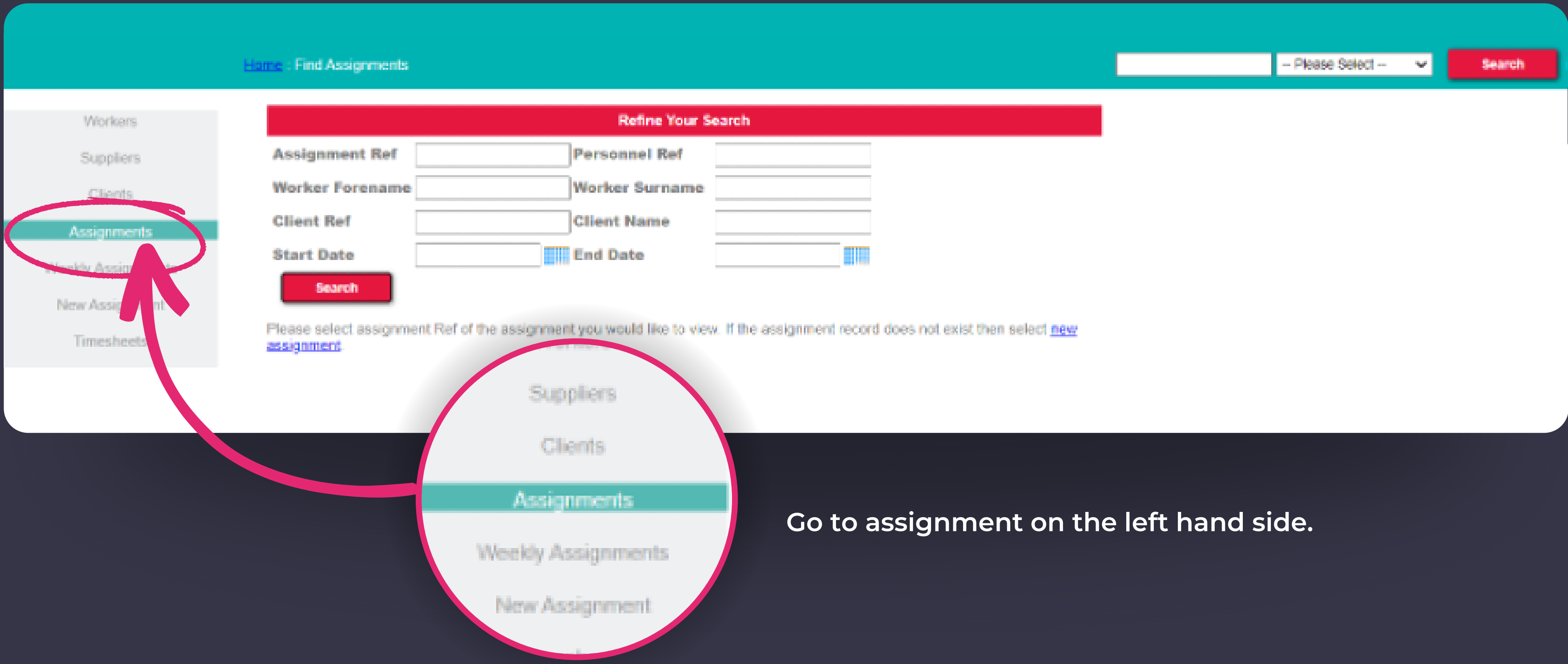
i If manual timesheets no online portal needed for the worker so don't need to do the online details.



Assignments for workers

Once the worker has been set up you need to create the assignment for the worker.

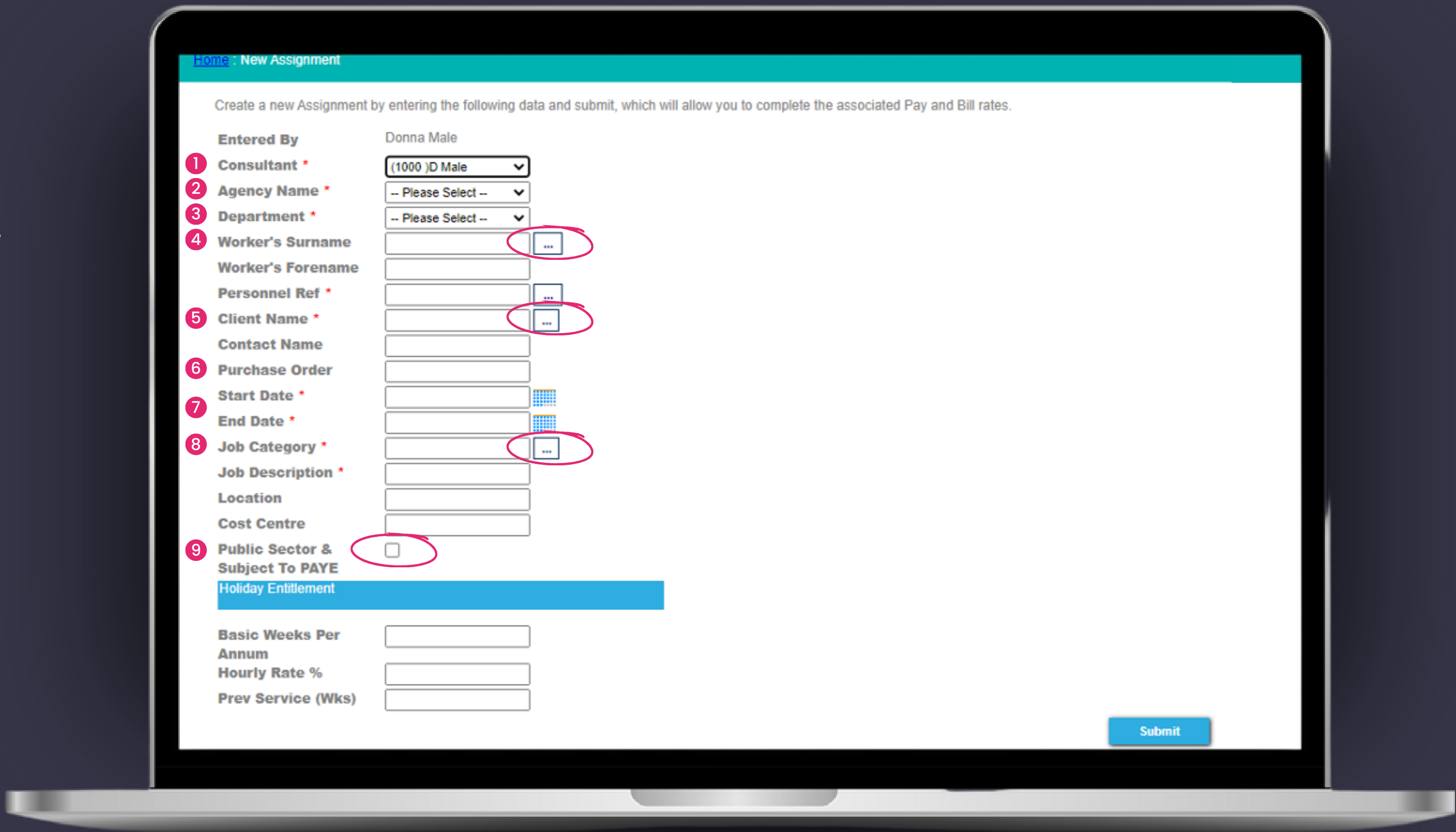
If there is no assignment the worker won't pull through on payroll.



Go to assignment on the left hand side.

Assignments for workers

1. Select the consultant
2. Agency name
3. Department
4. Workers surname - Click on the 3 '...' to find your worker this will populate the workers details.
5. Client name – click on the 3 '...' to find the client they are working for.
6. If this client has a PO number for the full assignment you can add it in here, if not you can leave blank.
7. Start date and end date need to be entered.
8. Job category – click on the 3 '...' and find the job title for the worker.
9. If PAYE paid, click the 'subject to PAYE' tick box.

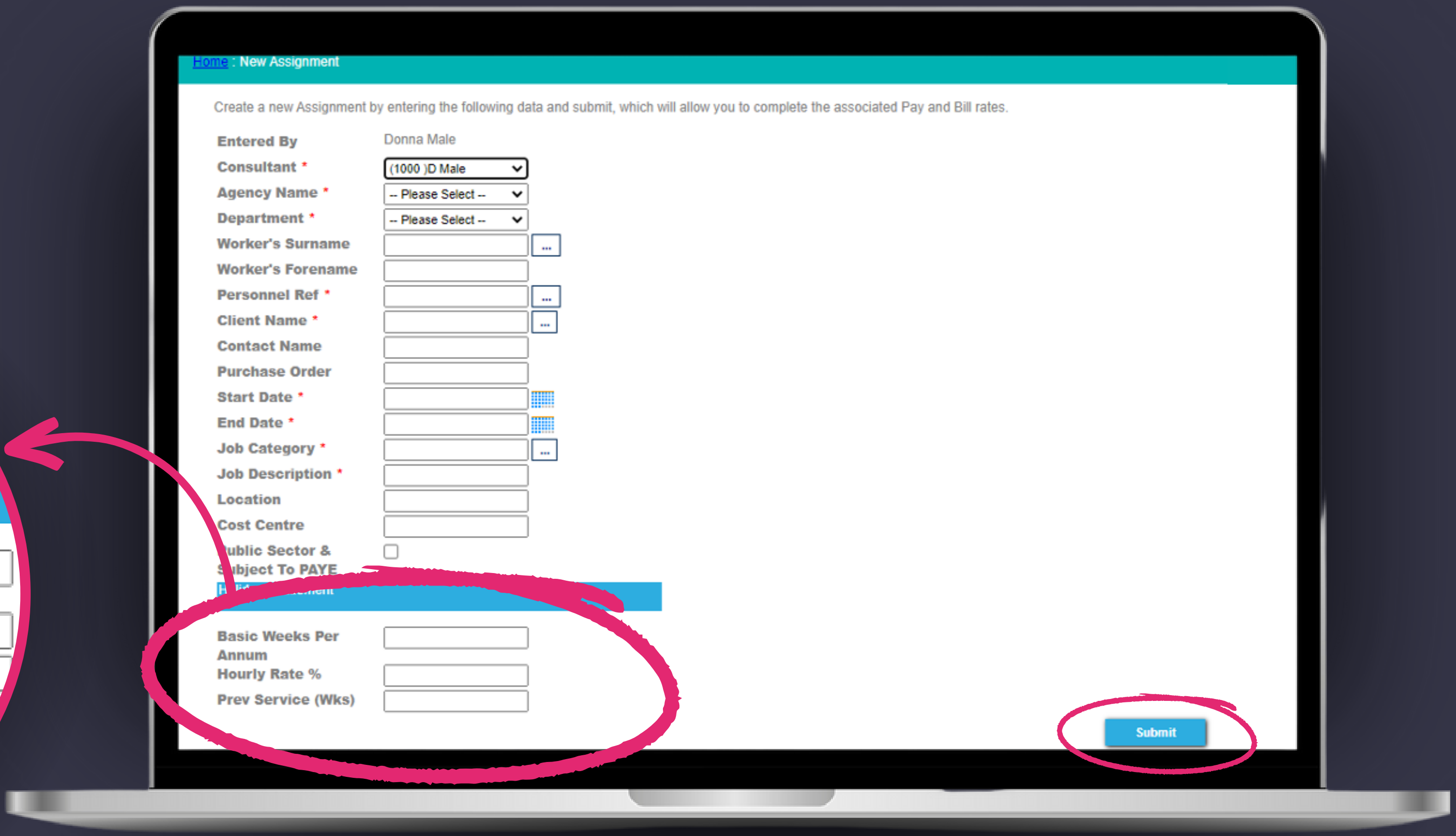


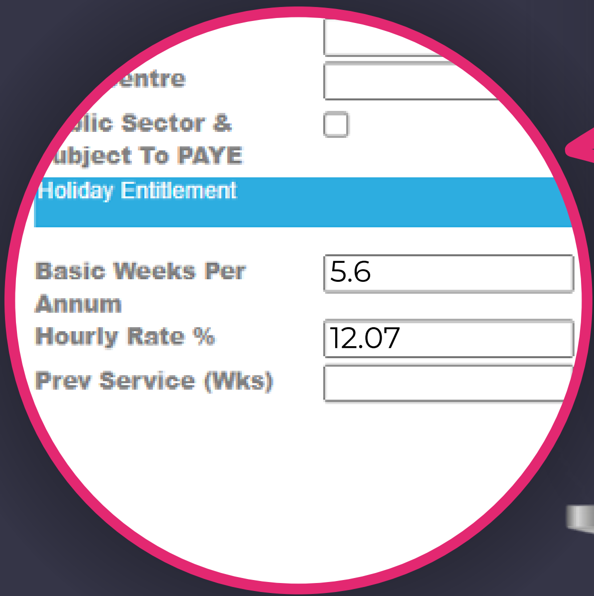
Assignments for workers

Holiday entitlement – if paying PAYE:

Basic weeks holiday is 5.6 and the hourly rate is 12.07%

Click 'submit'

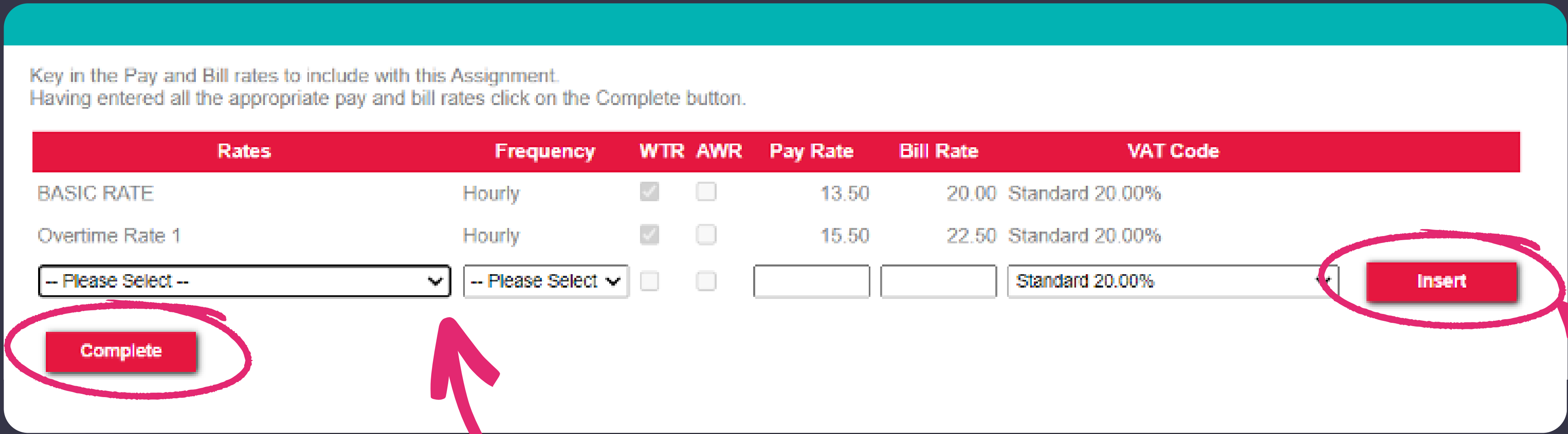




i **we would strongly recommend using a Contract for services set of terms for your PAYE workers.*

Assignments for workers

The next page is where you will put the workers' pay and charge rates in.



Select the pay rate description input the pay and charge rate then click insert.

If you have more than 1 basic rate you can now put in any overtime rates.

Click complete

Weekly assignments

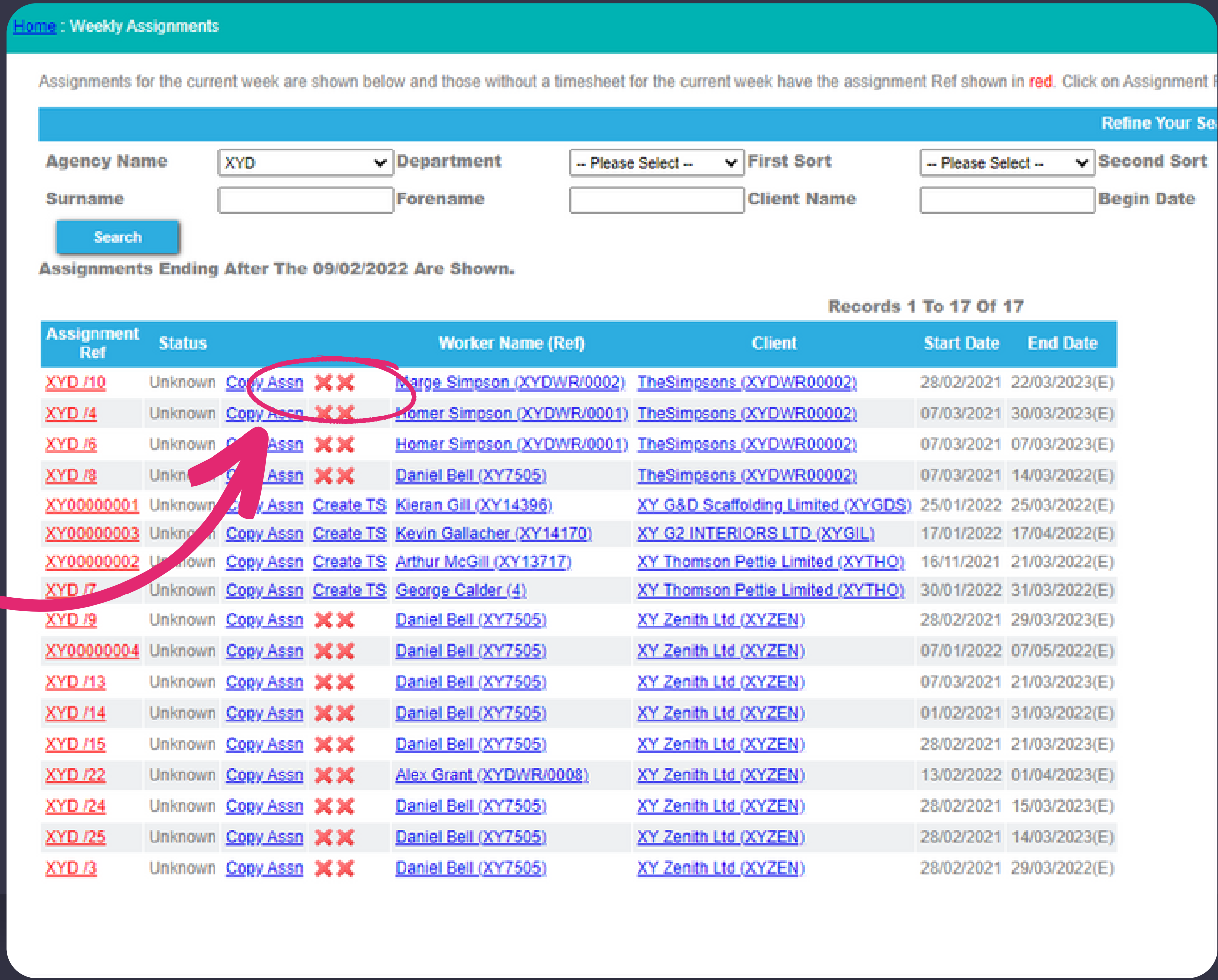
It is important to note that you must put as accurate as possible to start and end dates of the assignment in for each worker.

This will allow you to run a weekly assignment report to see which workers have submitted a timesheet.

This report can be ran by clicking on weekly assignments on the left hand side.

Red XX means no online timesheet has been created .

If you have only 1 red X it means the timesheet is awaiting online signature from the end client.



Home : Weekly Assignments

Assignments for the current week are shown below and those without a timesheet for the current week have the assignment Ref shown in red. Click on Assignment R

Refine Your Se

Agency Name XYD Department -- Please Select -- First Sort -- Please Select -- Second Sort

Surname Forename Client Name Begin Date

Search

Assignments Ending After The 09/02/2022 Are Shown.

Records 1 To 17 Of 17

Assignment Ref	Status			Worker Name (Ref)	Client	Start Date	End Date
XYD /10	Unknown	Copy Assn	XX	Marge Simpson (XYDWR/0002)	TheSimpsons (XYDWR00002)	28/02/2021	22/03/2023(E)
XYD /4	Unknown	Copy Assn	XX	Homer Simpson (XYDWR/0001)	TheSimpsons (XYDWR00002)	07/03/2021	30/03/2023(E)
XYD /6	Unknown	Copy Assn	XX	Homer Simpson (XYDWR/0001)	TheSimpsons (XYDWR00002)	07/03/2021	07/03/2023(E)
XYD /8	Unknown	Copy Assn	XX	Daniel Bell (XY7505)	TheSimpsons (XYDWR00002)	07/03/2021	14/03/2022(E)
XY00000001	Unknown	Copy Assn	Create TS	Kieran Gill (XY14396)	XY G&D Scaffolding Limited (XYGDS)	25/01/2022	25/03/2022(E)
XY00000003	Unknown	Copy Assn	Create TS	Kevin Gallacher (XY14170)	XY G2 INTERIORS LTD (XYGIL)	17/01/2022	17/04/2022(E)
XY00000002	Unknown	Copy Assn	Create TS	Arthur McGill (XY13717)	XY Thomson Pettie Limited (XYTHO)	16/11/2021	21/03/2022(E)
XYD /7	Unknown	Copy Assn	Create TS	George Calder (4)	XY Thomson Pettie Limited (XYTHO)	30/01/2022	31/03/2022(E)
XYD /9	Unknown	Copy Assn	XX	Daniel Bell (XY7505)	XY Zenith Ltd (XYZEN)	28/02/2021	29/03/2023(E)
XY00000004	Unknown	Copy Assn	XX	Daniel Bell (XY7505)	XY Zenith Ltd (XYZEN)	07/01/2022	07/05/2022(E)
XYD /13	Unknown	Copy Assn	XX	Daniel Bell (XY7505)	XY Zenith Ltd (XYZEN)	07/03/2021	21/03/2023(E)
XYD /14	Unknown	Copy Assn	XX	Daniel Bell (XY7505)	XY Zenith Ltd (XYZEN)	01/02/2021	31/03/2022(E)
XYD /15	Unknown	Copy Assn	XX	Daniel Bell (XY7505)	XY Zenith Ltd (XYZEN)	28/02/2021	21/03/2023(E)
XYD /22	Unknown	Copy Assn	XX	Alex Grant (XYDWR/0008)	XY Zenith Ltd (XYZEN)	13/02/2022	01/04/2023(E)
XYD /24	Unknown	Copy Assn	XX	Daniel Bell (XY7505)	XY Zenith Ltd (XYZEN)	28/02/2021	15/03/2023(E)
XYD /25	Unknown	Copy Assn	XX	Daniel Bell (XY7505)	XY Zenith Ltd (XYZEN)	28/02/2021	14/03/2023(E)
XYD /3	Unknown	Copy Assn	XX	Daniel Bell (XY7505)	XY Zenith Ltd (XYZEN)	28/02/2021	29/03/2022(E)

RECRUITMENT FUNDING SOLUTIONS

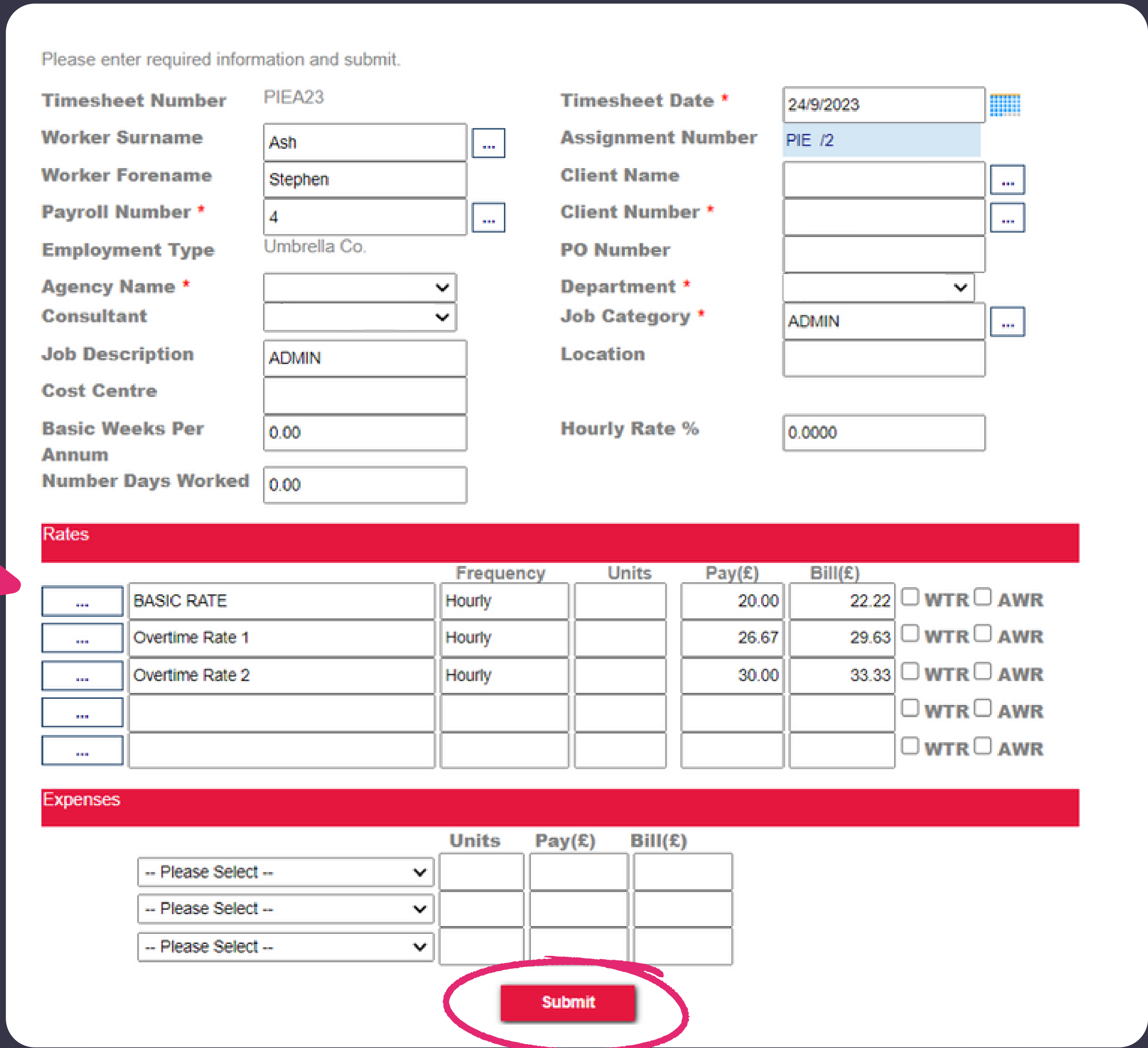
Manual timesheets - no online access

Create TS are manual timesheets you can create the timesheet for this week by clicking on ‘Create TS.’

This will open the timesheet for you to input the hours next to the correct rates.

Once completed click submit.

*** Please note for manual timesheets the signed timesheet needs to be emailed to RFS so they can add this to the invoice for payment. Timesheets need to be sent by 2pm each Tuesday.*



Please enter required information and submit.

Timesheet Number	PIEA23	Timesheet Date *	24/9/2023
Worker Surname	Ash	Assignment Number	PIE /2
Worker Forename	Stephen	Client Name	
Payroll Number *	4	Client Number *	
Employment Type	Umbrella Co.	PO Number	
Agency Name *		Department *	
Consultant		Job Category *	ADMIN
Job Description	ADMIN	Location	
Cost Centre			
Basic Weeks Per Annum	0.00	Hourly Rate %	0.0000
Number Days Worked	0.00		

Rates

	Frequency	Units	Pay(£)	Bill(£)	
BASIC RATE	Hourly		20.00	22.22	WTR AWR
Overtime Rate 1	Hourly		26.67	29.63	WTR AWR
Overtime Rate 2	Hourly		30.00	33.33	WTR AWR
					WTR AWR
					WTR AWR

Expenses

	Units	Pay(£)	Bill(£)
-- Please Select --			
-- Please Select --			
-- Please Select --			

Submit

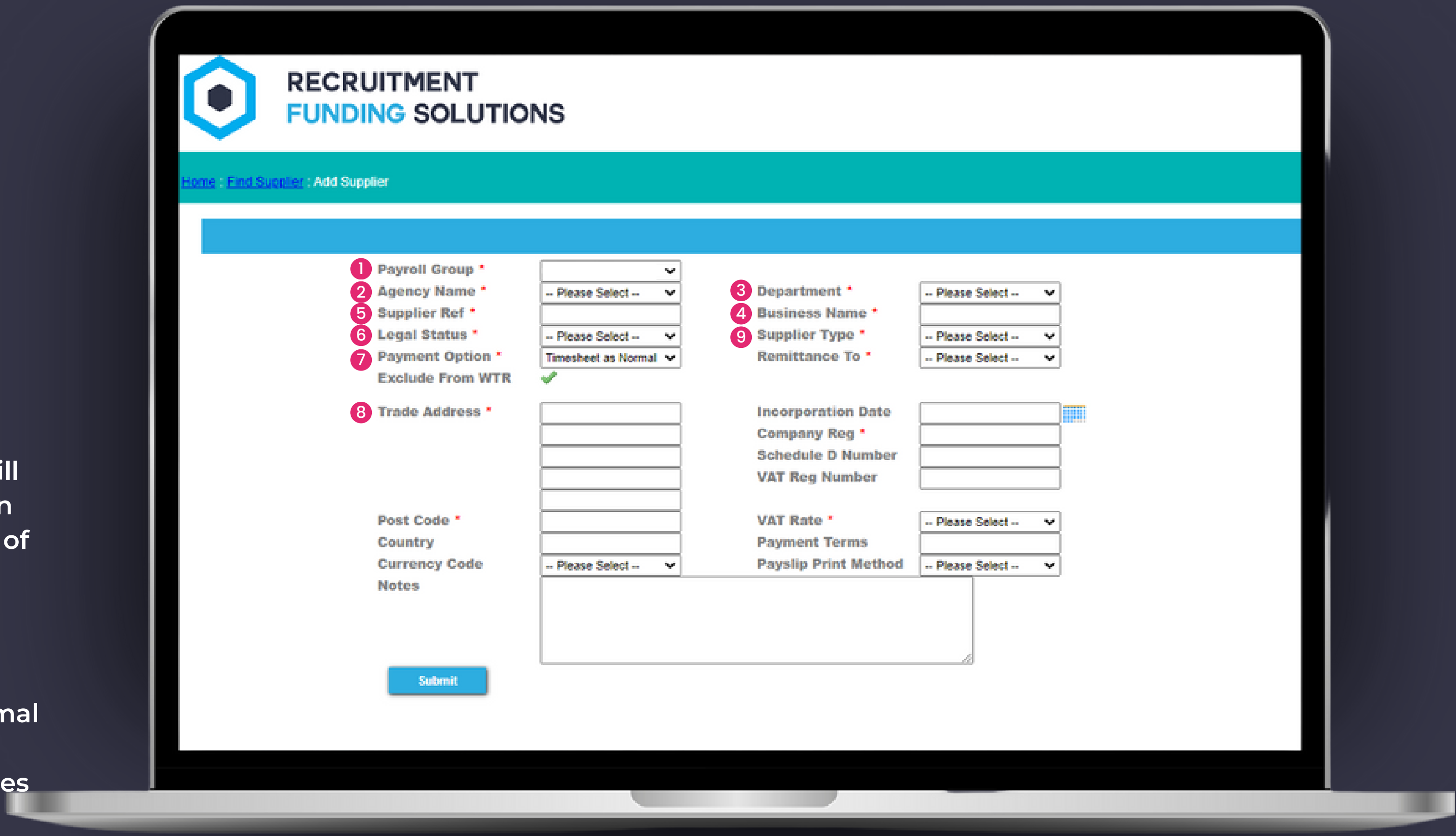
Adding a payroll company

Add a payroll company

Go to suppliers on the left hand side and Select new supplier.

Complete:

1. Payroll group
2. Agency name
3. Department
4. Business name
5. Supplier Ref your ACRONYM (this will be provided by RFS once we have boarded you) plus the first 3 letters of the company name.
6. Legal status – ltd company
7. Payment option – timesheet as normal
8. Trade addresses – need at least 2 lines of address and postcode
9. Supplier type is always umbrella for a payroll company.



Add a payroll company

10 Remittance to – trade

11 Incorporation date of the payroll company

12 Their company Reg number

13 Their VAT number

14 VAT rate

15 Payment terms – always immediate

16 Payslip print method – always electronic

→ Submit

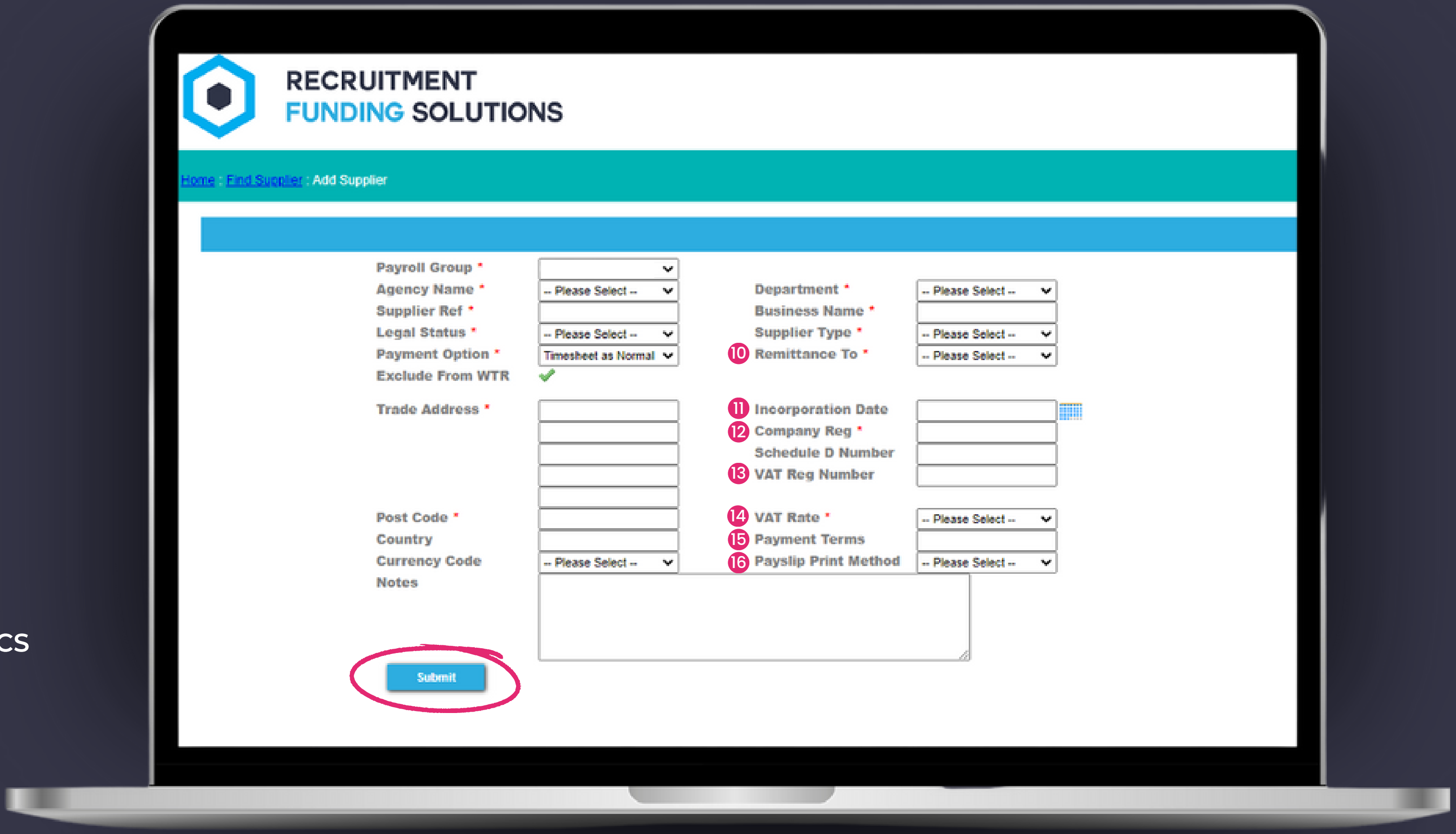
→ Now go to bank details

17 Payment method will always be BACS
Complete Account holder name
Bank name i.e. NatWest

18 Sort code

19 Account number

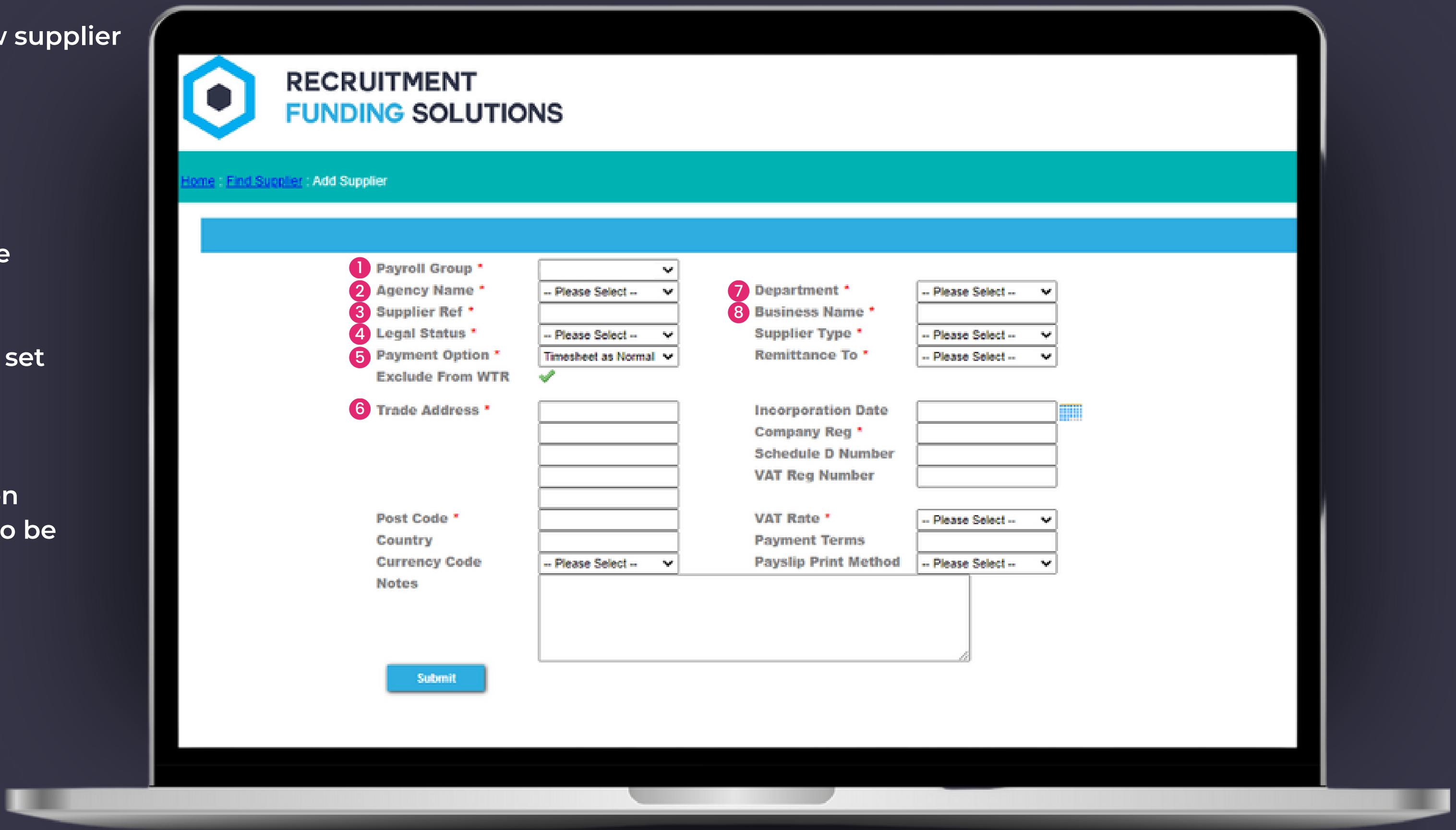
→ And submit



Adding a
Limited company

Add a Ltd company

Go to suppliers on the left and select new supplier



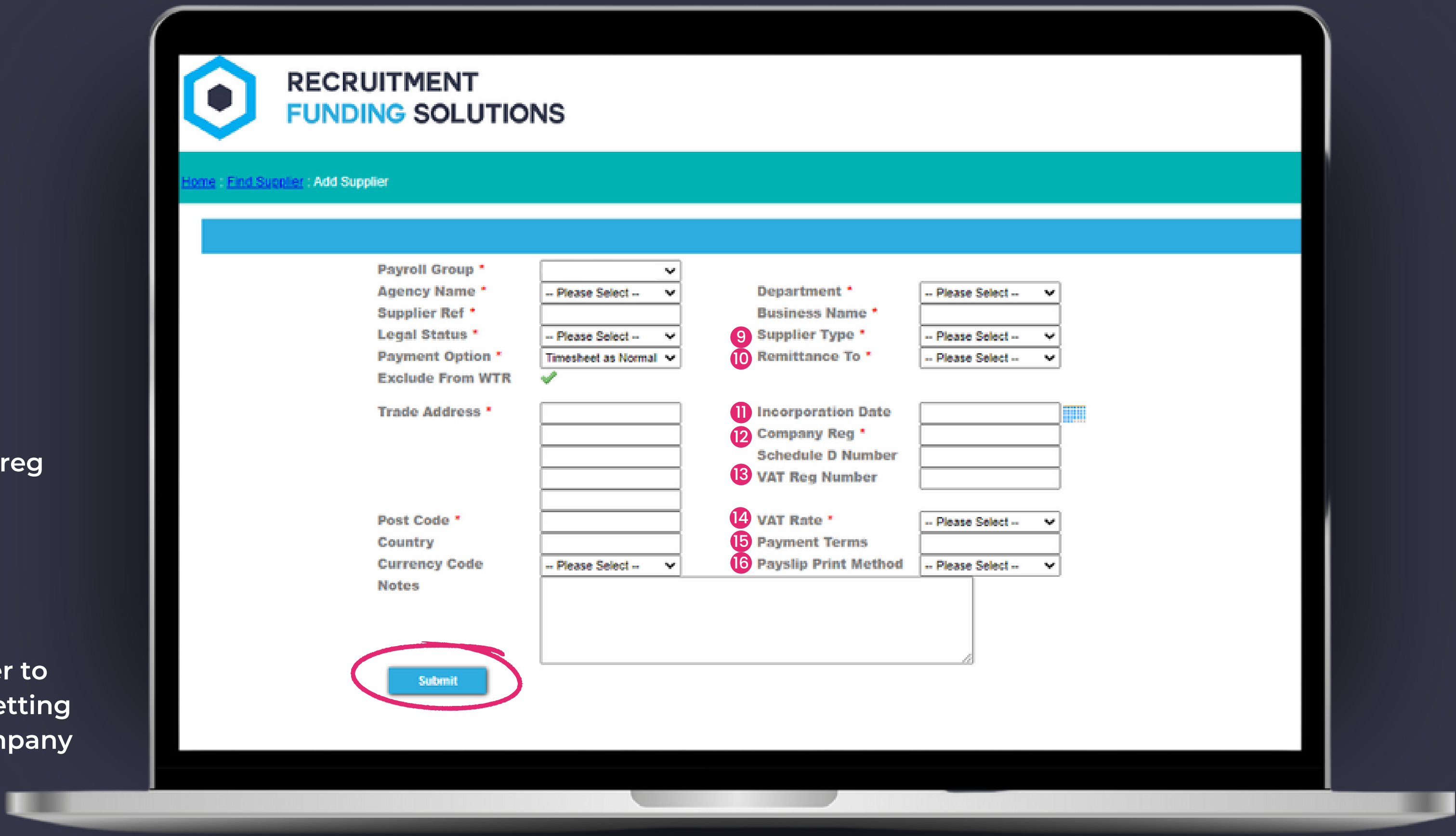
1. Payroll group
2. Agency name
3. Supplier Ref – your Acronym and the first 3 letters of the company name
4. Legal status – if your ltd company is set up under the Construction Industry scheme select CIS
5. Payment option – this will depend on the Ltd company if they are happy to be paid directly frofrom the timesheet select timesheet or they can send a purchase invoice – easiest option is timesheet
6. Trade address – must be 2 lines minimum and postcode
7. Department
8. Business name

↓

Add a Ltd company

9. Supplier type – umbrella
10. Remittance - home or trade
11. Their incorporation date
12. Their company reg number
13. Their VAT number if applicable
14. Vat rate – 0 if not Vat reg 20% if Vat reg
15. Payment terms – immediate
16. Payslip method – electronic

→ Then you need to set up your worker to this supplier by following steps at setting up a worker – select the limited company name in the supplier drop down.

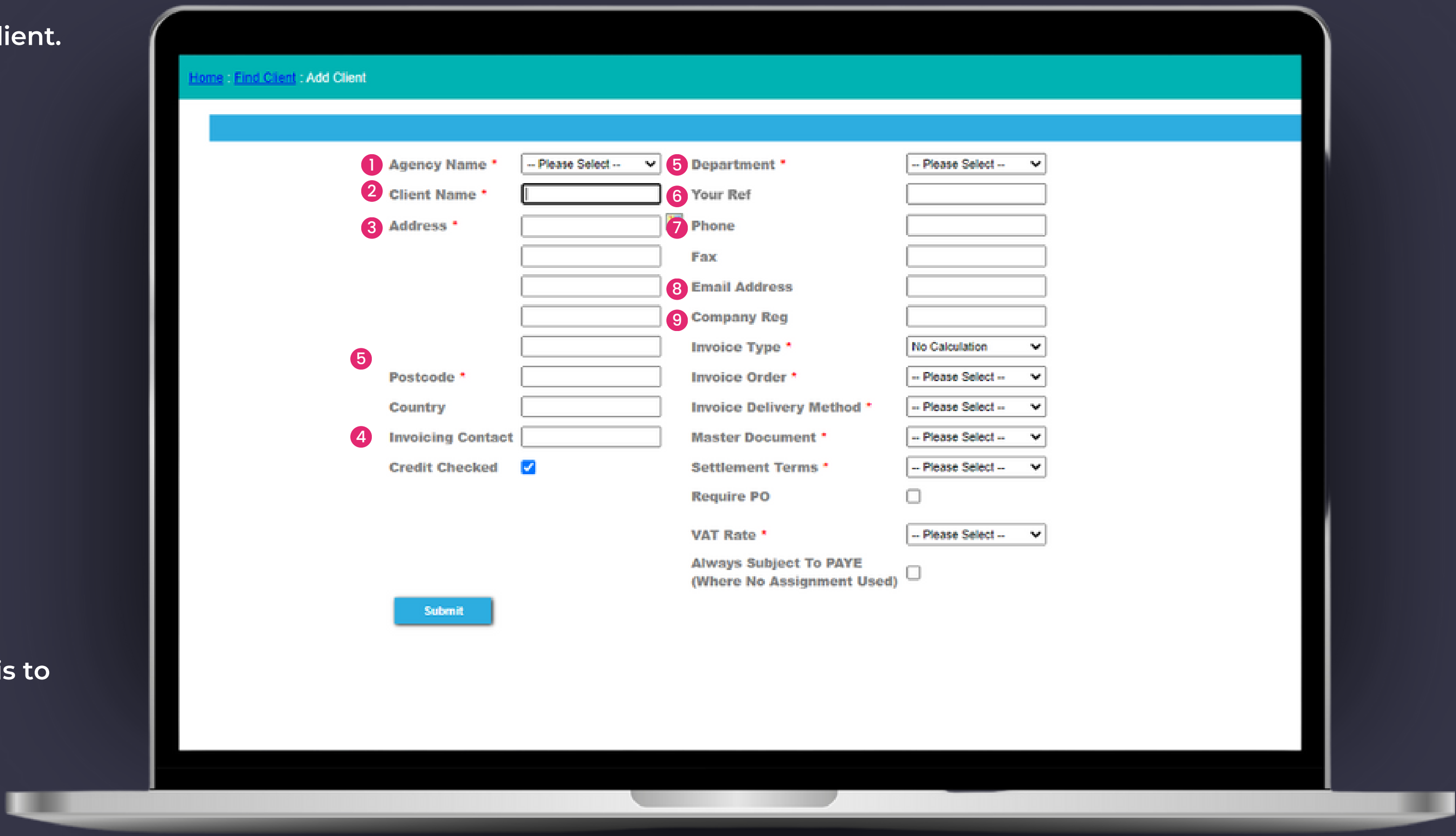


Setting up
clients (your end buyer)

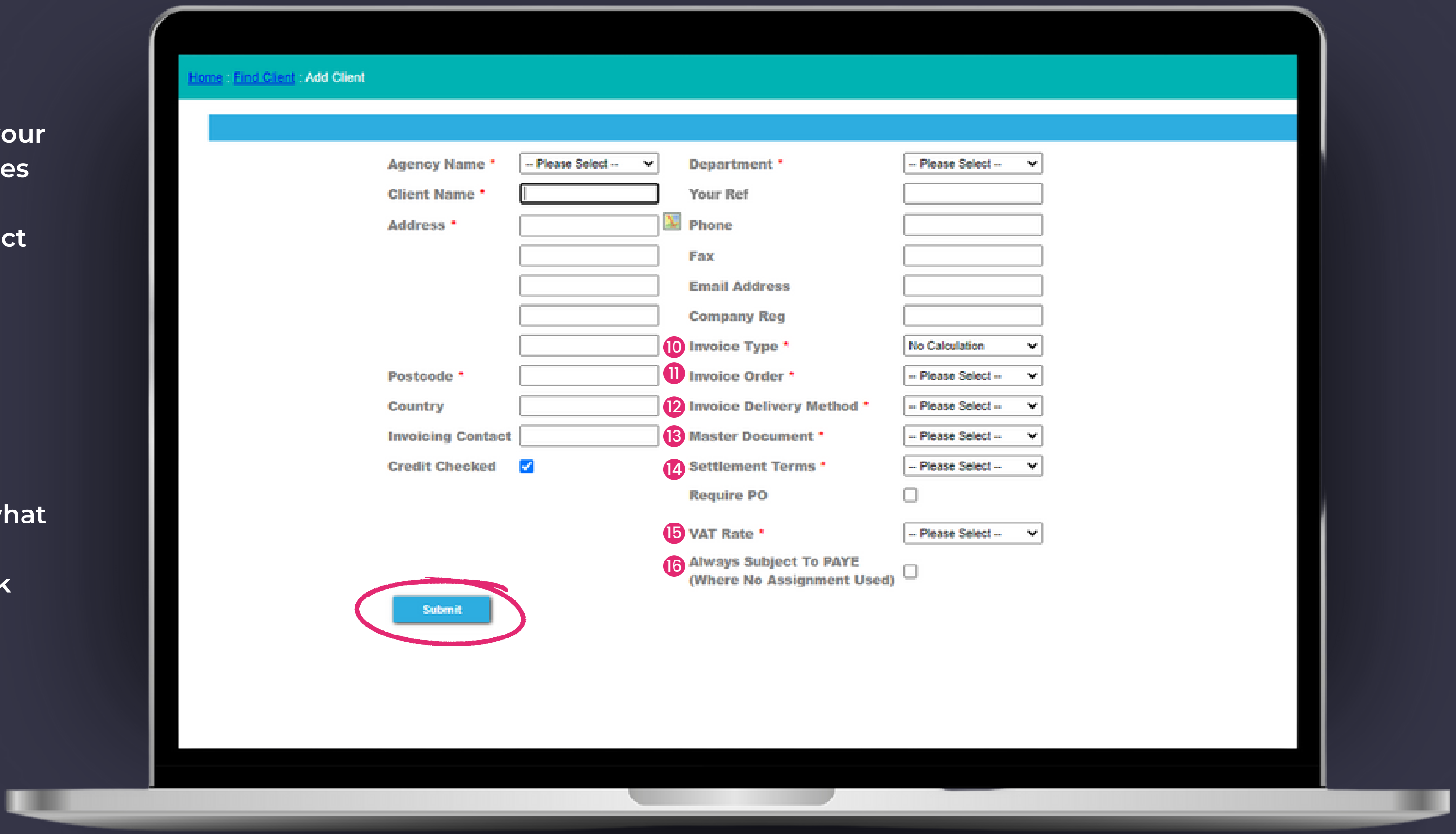
Setting up clients (your end buyer)

Go to clients on the left and select new client.

1. Agency Name
2. Client Name
3. Address – 2 lines minimum and a postcode
4. Invoice contact name
5. Department
6. Your ref – Your acronym plus first 3 letter of the client name
7. Phone number – landlines only
8. Email address of where the invoice is to be sent
9. Their company reg number



Setting up clients (your end buyer)



10 Invoice type

11 Invoice order – this will depend on your client and how they want the invoices breaking down, if how they want it breaking down isn't in the list contact RFS and we can add this in for you.

12 Invoice delivery method – always electronic

13 Master doc – always PDF

14 Settlement terms – depending on what you have agreed with the client
If the client requires a PO please tick the PO box

15 VAT rate if they are VAT registered

16 Don't tick the subject to PAYE box

→ Submit

Setting up online timesheets

Online timesheets now needs to be turned on with this client if they would like to use the online timesheet portals.

→ Go to online details

1 Tick online Access

2 if you are going to be charging expenses on invoicing to the client tick online expenses and online expenses auth

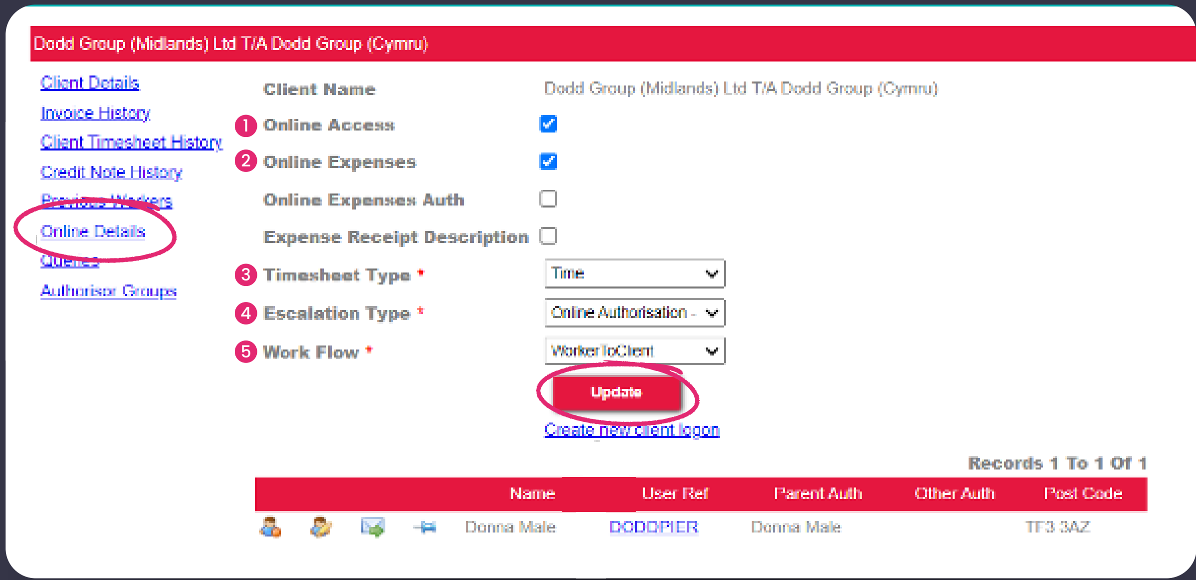
3 Timesheet Type – this again is dependent upon what the client wants – Time = hours & mins.

Total Unit = total weekly hours

4 Escalation Type – online authorisation

5 Work flow – worker to client

→ Update



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Creating a new user login

1. User Ref – this will be whoever will be signing off the timesheet name you can create multiple user log ins for the client
2. Forename
3. Surname
4. Their email address
5. Auth parent username – this user

   If you have set up more than 1 person who can use the online timesheet you can select another name here – this will send the email to the alternate person if the parent user hasn't signed the timesheet within a certain time.
6. Menu template – always Client

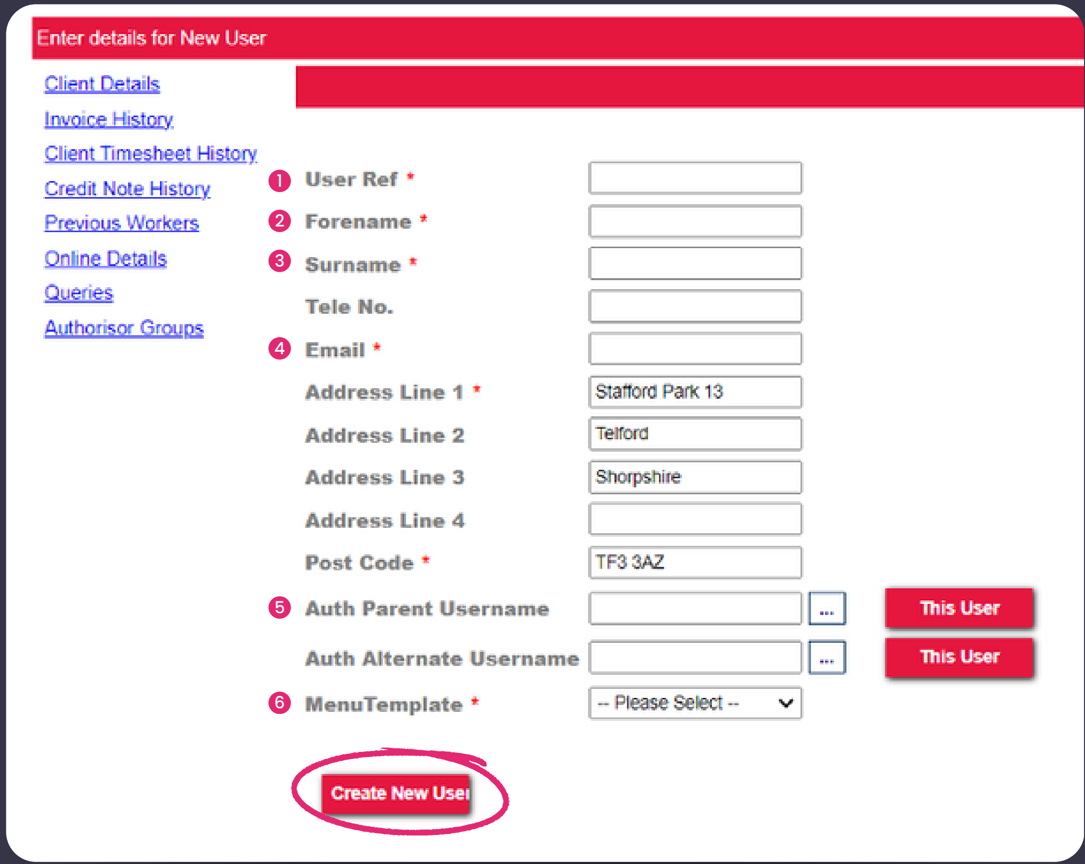
→ Create new user

This will now send an email to that person with log in details to access the timesheets portal.

In this portal they can authorise timesheets/reject timesheets/amend hours.

All invoices sent to the client will also show on the portal.

The client can contact credit control direct form their portal also with any issues queries they have on invoices.



Setting up authoriser groups

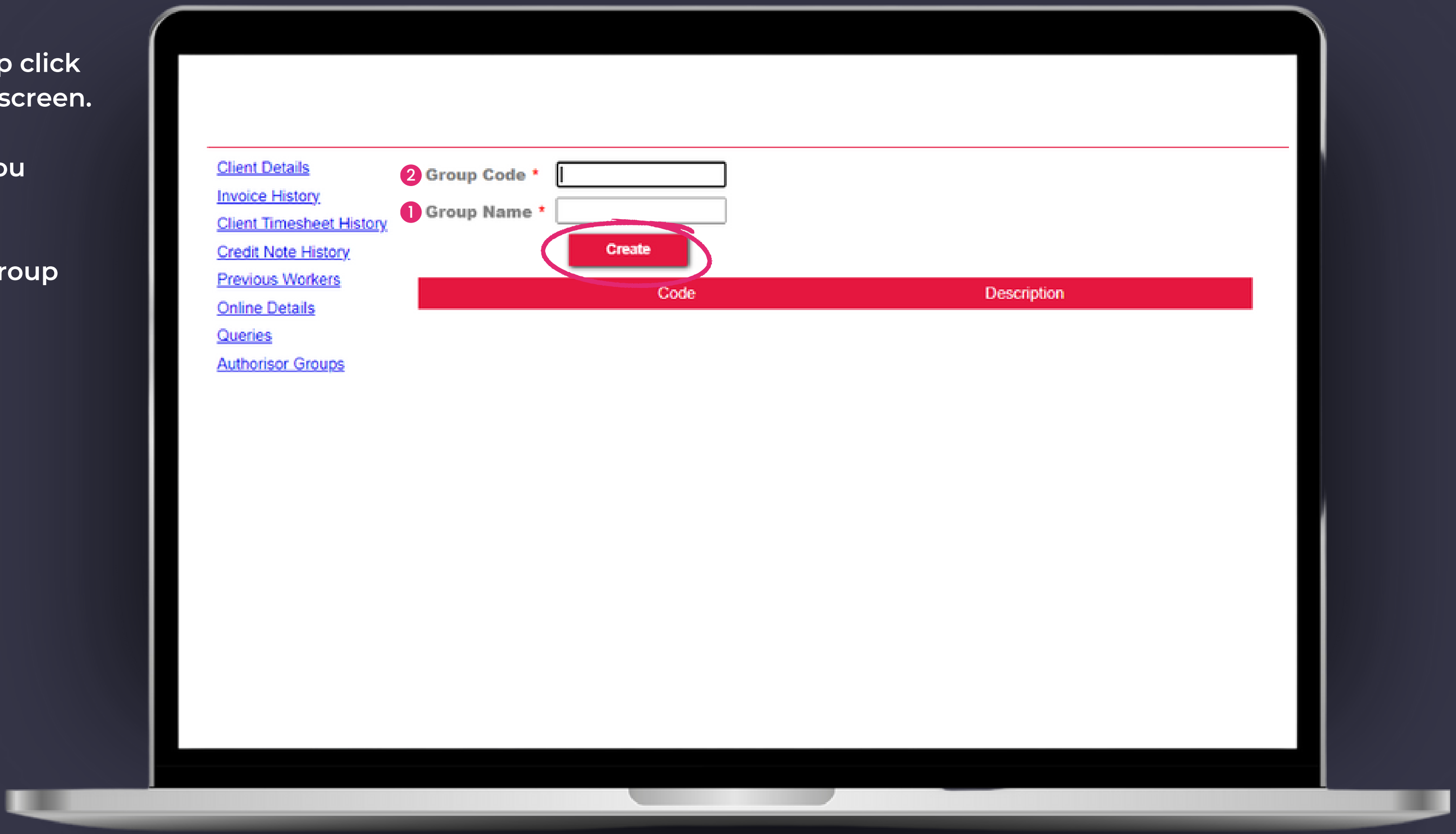
Authoriser groups now need to be set up click on Authoriser groups this will open this screen.

1 You can call the group whatever you would like it to be named

2 Group code is an acronym of the group name

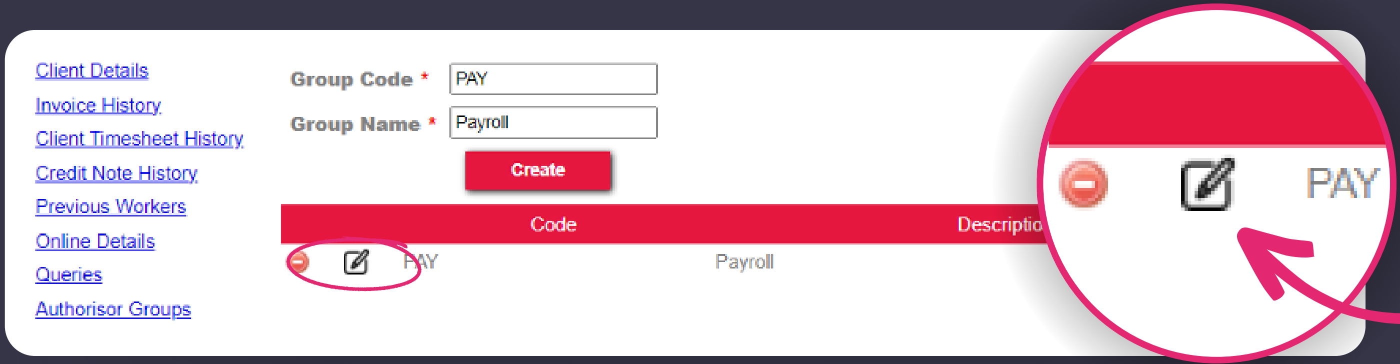
Example group code – PAY Group name – Payroll

→ Then click create



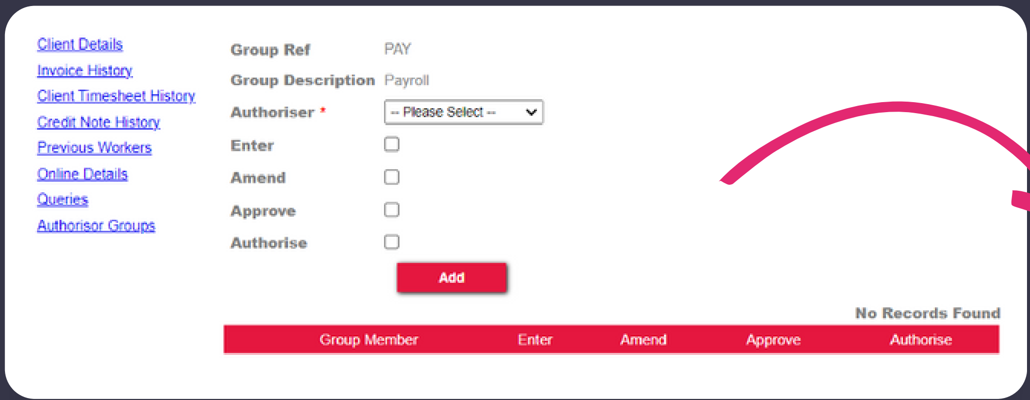
Setting up authoriser groups

Once created you will see the group.

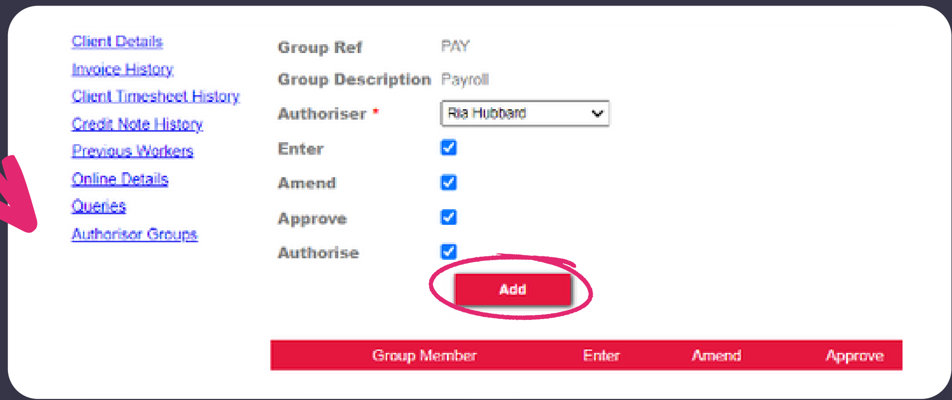


Double click on the checkbox with a pen icon

This will open this box:



Select the Authoriser from the drop down menu, tick all 4 boxes and then click add.



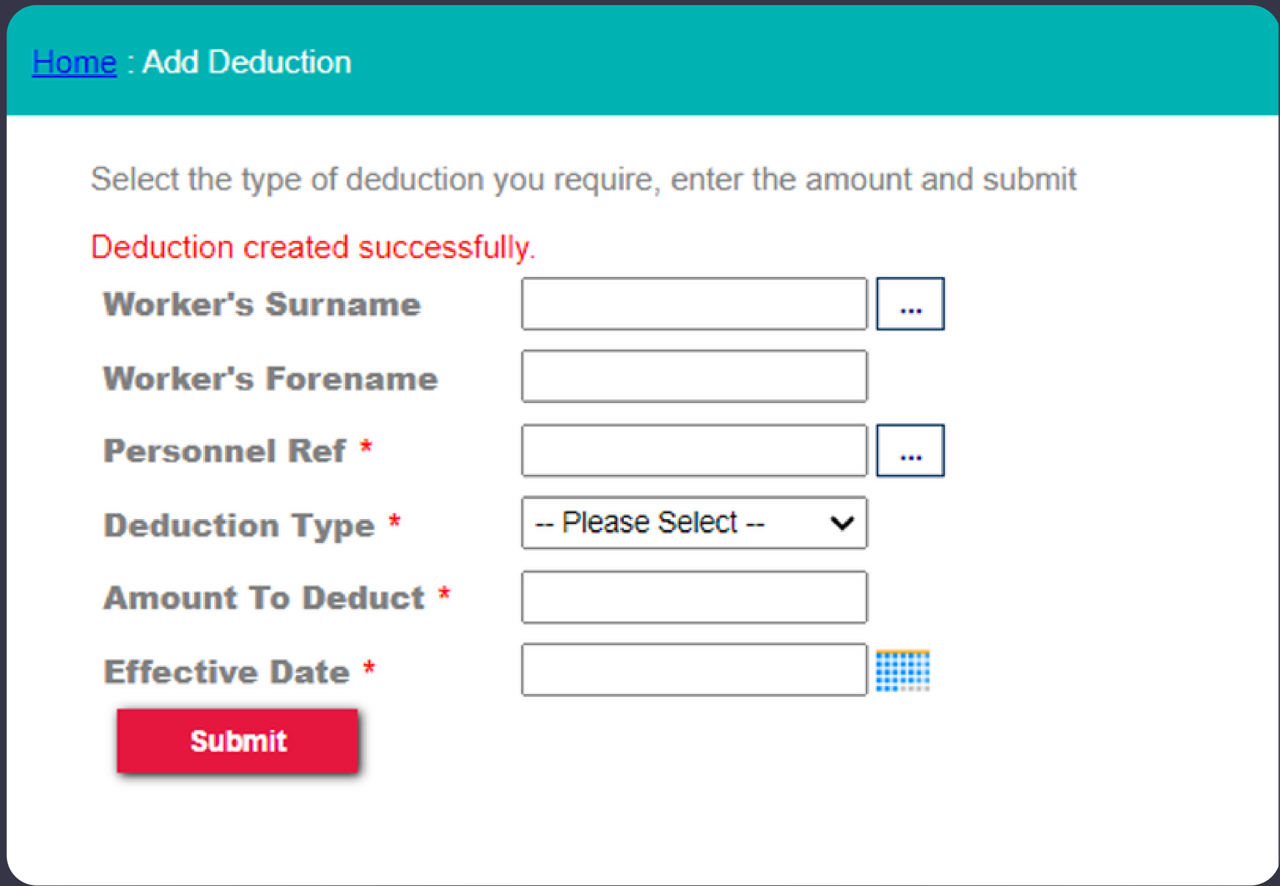
The online timesheets are now set up, if you have more than one authoriser you can add them in here.

Adding deductions

For PAYE workers should you receive any letters to deduct any fines or child maintenance.

You can enter these in here – go to add deductions.

The details you need to enter here will be on the letter you receive from the organisation asking you to deduct.



RECRUITMENT FUNDING SOLUTIONS

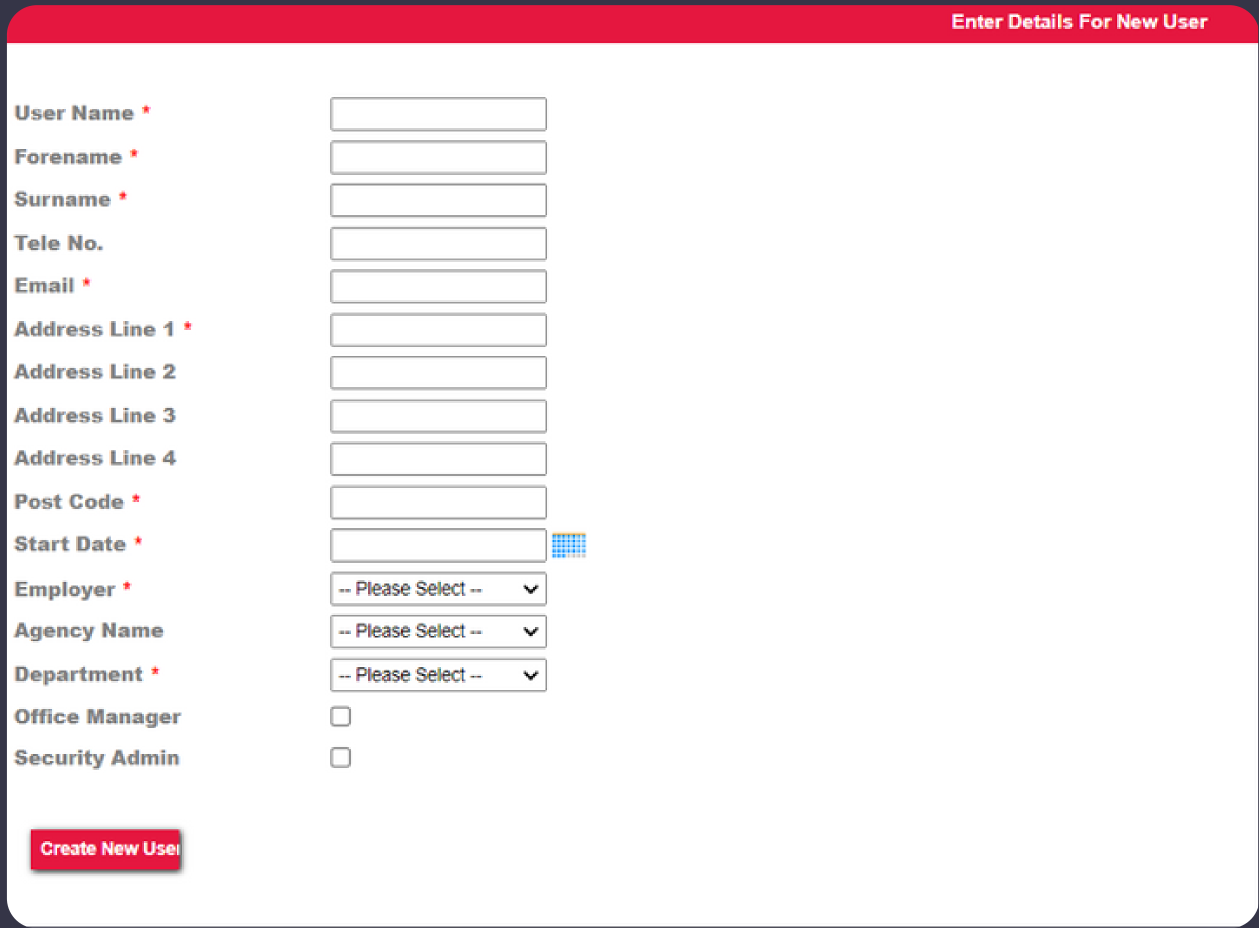
Reports and
user management

Reports

In the reports tab there is a list of reports that you can download and export.

User Management

In the user management tab you can set up consultants in your office to give them access also.



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