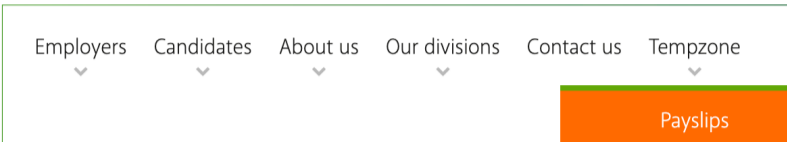


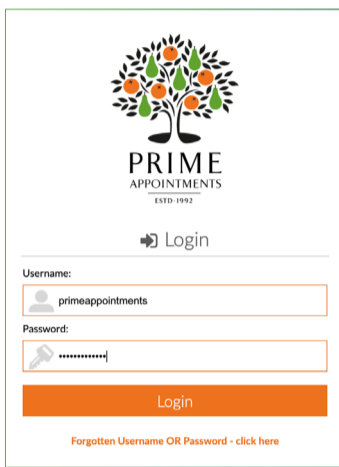
Please follow these **simple steps**

1 Go to the Prime Appointments Website
www.prime-appointments.co.uk

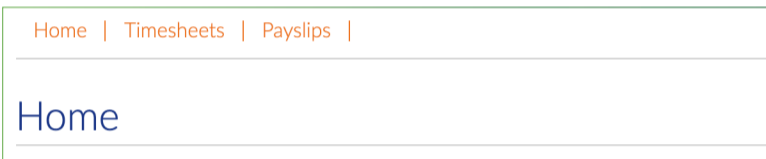
2 Click on **'Tempzone'** then **'Payslips'**
 Please see below section on the website



3 Enter your **'Username'** and **'Password'**
 Please see example below

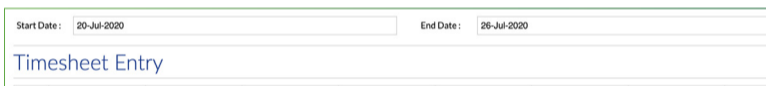


4 Once logged in - click on the **'Timesheets'** tab
 This is in the left hand corner. See example below:



5 Click on **'Create Timesheet'**
 This is in the right hand side of the screen.

6 Make sure you **change the start & end date**
 to the correct week you are submitting for
 See example below:



7 Input the hours you have worked based
 on a **24-hour clock** - *E.g. 08.00 - 16.00*
 It is important you do not input your hours any other way
 (*for e.g. 7am-4pm*) as this will not register correctly.

Next fill in your break times

For example:

30 minutes must be written '0.5'

1 hour must be written '1'

15 minutes must be written '0.25'

Next **fill in the hourly column** with your hours
 for each day. **If you have worked overtime please
 add these extra hours worked to the overtime box**

See an example below of how your timesheet should look once completed.
 Please note if overtime isn't applicable to you then do not fill it in.

| | Mon | Tue | Wed | Thu | Fri | Sat | Sun | Total |
|----------|-------|-------|-------|-------|-------|-----|-----|-------|
| Start | 08:00 | 08:00 | 08:00 | 08:00 | 08:00 | | | |
| End | 17:30 | 17:00 | 17:00 | 17:00 | 17:00 | | | |
| Breaks | 0.50 | 0.50 | 0.50 | 0.50 | 0.50 | | | |
| Total | 9 | 8.50 | 8.50 | 8.50 | 8.50 | | | 43 |
| Hourly | 8.5 | 8.5 | 8.50 | 8.50 | 8.50 | | | 42.5 |
| Overtime | 1.50 | | | | | | | 1.5 |

8 Click **'Save Timesheet'**
 This is at the bottom of the page

**Your manager will then authorize this timesheet for you and
 you will be paid as normal each week providing you have
 filled in your timesheet correctly using the steps above.**

Please note - timesheets must be submitted to us by
 Monday each week to ensure you are paid on-time.

Kind regards,
The Prime Team

If you are having problems accessing your online timesheet please
 do not hesitate to contact our team on: **01376 502999**