



**GEMS**  
**CANDIDATE**  
USER MANUAL

V4 2017



# CANDIDATE

## USER MANUAL

### 0.0 Home Page

#### 0.0 Home Page

1. This is the first screen that will appear when you log into GEMS.
2. You can customise your Home Screen.
3. Choose your view to “Day, Timeline Week, Timeline Work Week, Timeline Month” by clicking on your preferred choice. This will then highlight in blue and your view will be updated.
  - If you chose “Timeline Month” you will see a grey bar at the bottom of the table which you can use to slide either way to view the month. On any other view, you will not see this tool.
4. By clicking on “Today” you will return to the current day’s activities, you can use the arrows to the right to either “<” go back a week or “>” go forward a week.
5. Within “Selected Items” you will see “Select Dashboard Items”, if you click into the field, a drop-down list will appear.
6. From the drop-down list, you will have the option to “Select all” or “Deselect all”.
7. Alternatively, you can choose the items from the list that you wish to see when you log into GEMS.
8. You can amend your list at any time by either selecting “Deselect all” or choosing the item you wish to add. You can also remove individual items from your list by clicking the white cross to the right of the item description.



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### 2.0 Timesheets

#### 2.0 Timesheets

1. To access your timesheet, select “Timesheets”.
2. Timesheets are displayed under “Awaiting Approval”. The orange status circle with a white exclamation mark indicates that a timesheet is “Incomplete”, a green status circle with a white tick indicates a timesheet is “Complete”.
3. To search for a timesheet, select the “+” symbol next to “Search Filters”, you can then search by the following;
  - Timesheet Number
  - Timesheet Date
  - All, Current Week, Previous Week and Other Weeks
  - Clients Name
  - Site
  - Candidates
4. Select “Search”. To clear the search and start again please click “Clear”.
5. In “Awaiting Approval” select “Details” to view a timesheet. The timesheet will then appear detailing the timesheet number and the week commencing date.
6. In “Enter Timesheet Units”, there are two headings of “Weekly” and “Daily”. Your agency would have selected either “Weekly” or “Daily” when the booking was raised. You can only enter hours into one option.
7. To enter hours into the timesheet, ensure that “Rates” is selected. In “Enter Units”, enter the required number of units for each “Rate Desc” (Rate Description).
8. If you require expenses to be submitted select “Expenses”, if there are no expenses options displayed please contact your agency for these to be added. If expenses are visible enter the required number of units in “Enter Units”.
9. Select “Save” to save your timesheet.
10. The “Submit for Approval” will now be highlighted, if you wish to submit your Timesheet select “Submit for Approval” you will receive a pop up advising “Are you sure you wish to submit the Timesheet for Approval? You won’t be able to edit the details”;
  - If you select “Yes” to confirm the “Submit for Approval” will be greyed out, then select “Close” to close your timesheet. Your timesheet status will now be shown as “Complete” - a green status circle with a white tick. You will receive an email to advise your timesheet has been submitted.
  - If you select “No” then select “Close” to close your timesheet. The timesheet status will now be shown as “Complete” - a green status circle with a white tick. However, you will not receive an email to confirm your timesheet has been submitted until you select “Submit for Approval”. Please be aware you will not receive payment for unsubmitted timesheets.



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### 3.0 Work History

#### 3.0 Work History

1. To review your work history, select “Work History”.
2. In “Bookings” you can search for a booking within GEMS by using the following search options below;
  - Candidate’s Name
  - Payroll Number (Select from drop-down option)
  - Booking No.
  - Client Name
3. Select “Search”. Select “Clear” to clear your search options and start again.
4. Select Rates next to the booking to review the Pay/Unit, AWR Pay/Unit and any expenses assigned to the booking. Select “Cancel” to close.
5. In “Timesheets” you can search for a timesheet within GEMS by using the following search options;
  - Candidate Name
  - Payroll Number
  - Booking No.
  - Client Name
  - Site Name
  - Timesheet Number
  - Submit Date
6. Select “Search” to find the booking. Select “Clear” to clear your search options and start again.
7. In “Additional Pay” and “Deductions” you can see all additional pay and deductions that have been allocated for you. You can search both “Additional Pay” and “Deductions” within GEMS by using the following search options below;
  - Additional Pay or Deductions,
  - Submit Date
  - Timesheet No.
  - Pay Type or Deduction Name.
8. Select “Search”. Select “Clear” to clear your search options and start again.



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# 5.0 Payroll History Report

## 5.0 Payroll History Report

1. To review your payroll history, select "Payroll History".
2. In "Payroll History" select from the following search dropdown options;
  - Select the "Year" you wish to view
  - Select the "Pay Week" you wish to view. The previous week is generated on the Friday morning
  - Select "Payroll Number" you wish to view
3. Select "Search". Select "Clear" to clear your search options and start again.
4. You do not have to fill in every field to use the search engine. It can be a minimum of 1 field to run a search.