



**Lesters**

## The Vault User Guide

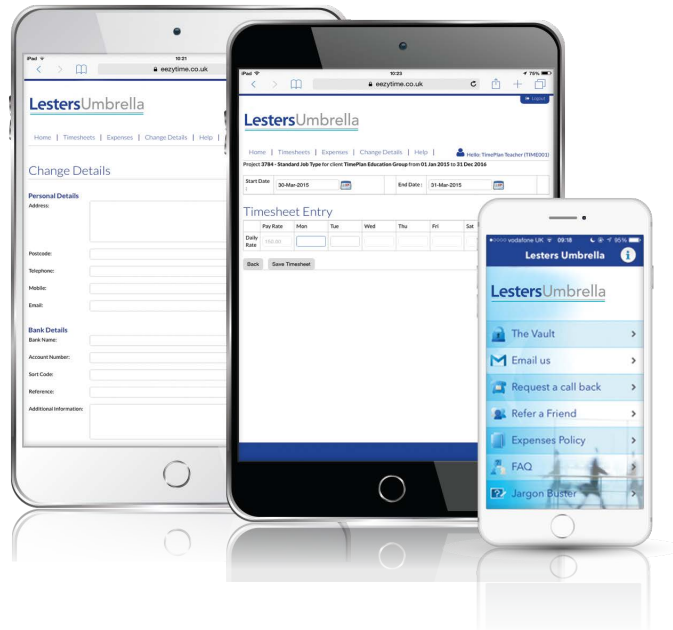
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## Getting Started

Welcome to the Vault - Lesters dynamic and secure online web portal accessible from any location with internet access. Our portal provides you with easy access to key information, such as assignment, timesheet, expenses and pay information and reduces the administration surrounding your payments. The Vault has been designed to assist you as a contractor.

Our portal is fully optimised for mobile devices and can be used on a range of interactive platforms, such as desktop PC, laptop, tablets and mobiles. In addition, Lesters have developed a smartphone app to enable you even easier access to our portal on the move. For more details and to download the Lesters Umbrella app on your smartphone please visit our [website](#) or search your mobiles phones app store for Lesters - The Vault



Upon successful login to The Vault you will taken to the home page where important information and announcements will be displayed. From here you can navigate through the portal to submit your timesheets and expenses or view your historical and projected payment information

## Timesheets

The timesheets section of the portal is split into two sections - the first section will list your active projects against which you are able to raise a timesheet. The second contains a list of all previously submitted timesheets along with the appropriate status of each. To create a timesheet please select the current project you are working on and select create timesheet. You can now select the start and end date of your timesheet and enter the units worked each day.

The units to be entered are dependent on your rate of pay - for example if you are on a daily rate you should enter '1' for each full day and '0.5' for a half days work. If your project is paid on an hourly rate then the number of hours you have worked each day should be recorded here.

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 Hello: Test Test (TEST)

Project 4002 - Standard Job Type for client TEST from 13 May 2016

 Start Date: 

 End Date: 

## Timesheet Entry

	Pay Rate	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Total
Hourly Rate	<input type="text" value="25.00"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="8"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="8"/>

[Back](#) [Save Timesheet](#)

Once complete you can save the timesheet, at this stage you have the option to submit the timesheet to Lesters now or you can come back to the entry and submit at a later stage simply by navigating away from the current page. Please be aware that until the timesheet has been submitted we will not be able to action this timesheet.

Lastly a number of recruitment agencies operate on a self billing basis which negates the need for Lesters to submit an invoice on your behalf. More often than not this removes the need for you to submit a timesheet to ourselves. If you are unsure whether your agency operate on a self billing basis or not please contact us and we will be happy to advise you.

## Processing or Logging your Expenses

In order to submit your non-chargeable expenses you will first need to select the expenses header from your home page and then select "Add Expenses". From here you will be able to claim back your valid business expenditure or simply log it for your end of year tax return or P87 submission.

First select the date on which you incurred the expenses and then select the expenses type from the dropdown list provided. Now enter the amount, the description of the expense and finally , attach the copy of the receipt. If you have more then one type of expense to enter, select the option to add another expense before saving your entry.

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### Expense Entry

Date:

Expense:

Amount:

Description:

Receipt:

Add another expense

Once you are happy that all of your expenses have been entered you now need to submit these expenses to us, to do this please select your expense lines and click 'submit selected' - this will lock and submit your expenses and these will be sent across to us.

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### Expense Overview

**Expenses**

Date	Type	Value
13-May-2016	Subsistence - One Meal Rate	3.50
13-May-2016	Travel	5.20
13-May-2016	Travel	5.20

[+ Add Expense](#)

## Subsistence

Subsistence claims made through the portal are required to be done against each working day following clarification of guidelines set out by the HMRC. You enter your expenses claims in the same way as you would any other expense aside from being required to enter a few additional fields.

You will need to provide to us the start time of your journey, i.e the time you left home for work. This can be provided in a range of time formats such as 8 am, 8am, 8:00am, 8:00 am, 8:00, 08:00 am, 08:00am or 08:00. As well as the time you left your residence for work we also require the time at which you returned home and as above, the same range of time formats are accepted.


The final additional field is hours away from home, this is the total number of hours between you leaving for work and returning home for work and assists us with validating the amount of subsistence being claimed.

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## Expense Entry

Date:	<input type="text" value="13-May-2016"/>
Expense:	<input type="text" value="Subsistence - One Meal Rate"/>
Journey Start Time:	<input type="text" value="7:20"/>
Journey End Time:	<input type="text" value="19:35"/>
Hours from Home:	<input type="text" value="12.15"/>
Amount:	<input type="text" value="3.50"/>
Description:	<input type="text" value="Tesco Meal Deal for Lunch"/>
Receipt:	
<input type="checkbox"/> Add another expense	<input type="button" value="Save"/> <input type="button" value="Delete"/>

## Mileage

The new instance of The Vault has an upgraded mileage claim module which will assist with entering multiple claims for mileage. The new module retains your stored journies and vehicles to further streamline the expense claim process.


Upon entering your first mileage claim you will need to enter your vehicle registration number and the start and end postcodes of your journey. Once you have entered the miles to be claimed against this particular journey, The Vault will remember this information and allow you to duplicate this claim simply by selecting it from the drop down provided.

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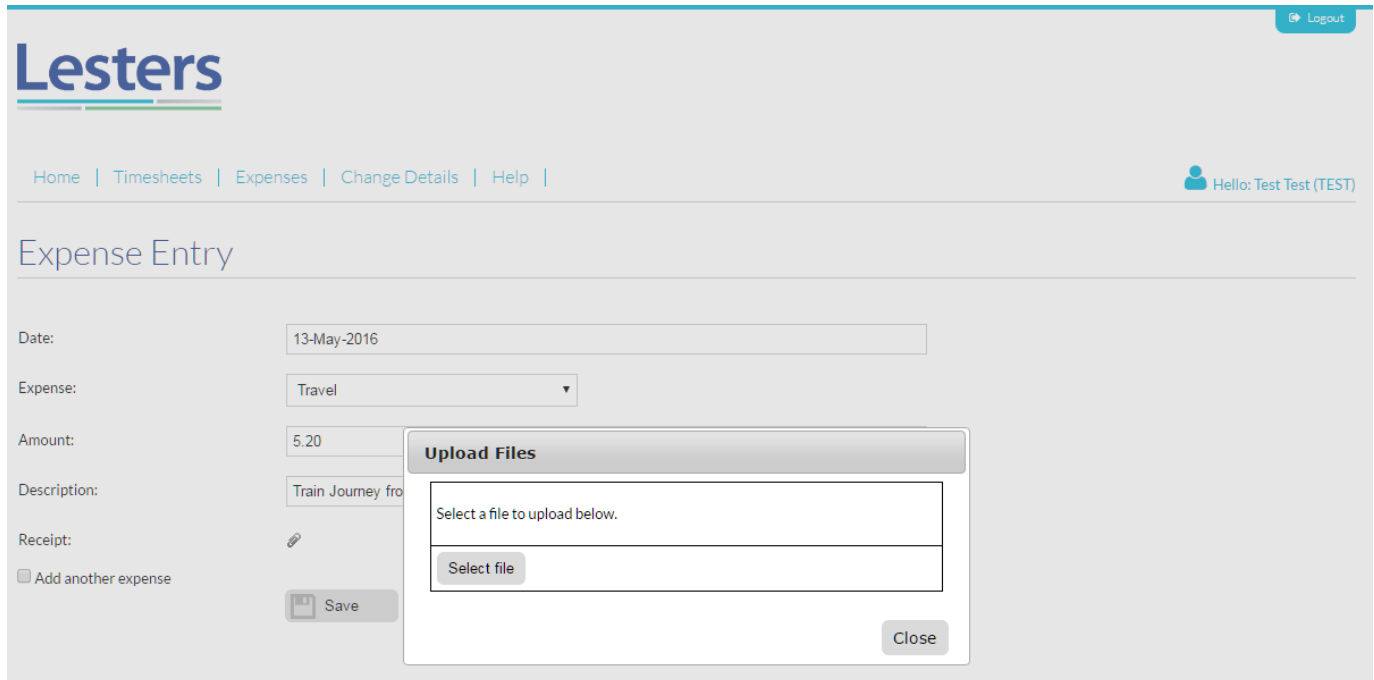
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## Expense Entry

Date:	<input type="text" value="13-May-2016"/>
Expense:	<input type="text" value="Mileage"/>
Vehicle:	<input type="text" value="AB65 ABC"/>
Method of travel:	<input type="text" value="Car"/>
Registration Number:	<input type="text" value="AB65 ABC"/>
Journey:	<input type="text" value="UB4 8JB to W6 8JA"/>
Postcode From:	<input type="text" value="UB4 8JB"/>
Postcode To:	<input type="text" value="W6 8JA"/>
Miles:	<input type="text" value="13.7"/>
Rate:	<input type="text" value="0.45"/>
Total:	<input type="text" value="6.17"/>
Description:	<input type="text" value="Travel to Work from Home"/>
Receipt:	
<input type="checkbox"/> Add another expense	
	<input type="button" value="Save"/> <input type="button" value="Delete"/>

## Receipts

In order to validate your expense claim we will often ask that your expense claim is accompanied by a valid receipt. You can upload a receipt against each expense item directly via The Vault. Your receipts should be either in a PDF format or an image files such as a JPEG, PNG or GIF. To attached an expense receipt please select the paperclip icon and browse to your file using the upload file option. Once this has been uploaded to our portal the paperclip icon will change to a document icon which will allow you to view the uploaded item and review if required.



The screenshot shows the Lesters web application interface. At the top left is the Lesters logo. A navigation menu includes Home, Timesheets, Expenses, Change Details, and Help. A user profile indicator shows 'Hello: Test Test (TEST)' with a Logout button. The main heading is 'Expense Entry'. The form contains the following fields:

- Date: 13-May-2016
- Expense: Travel (dropdown menu)
- Amount: 5.20
- Description: Train Journey from
- Receipt: (paperclip icon)
- Add another expense
- Save button

An 'Upload Files' dialog box is open over the Receipt field. It contains the text 'Select a file to upload below.' and a 'Select file' button. A 'Close' button is located at the bottom right of the dialog box.

Only certain expenses require receipts, these include car hire, council tax, courses, hotel, light and heat, phone, postage, stationary and visa fees however we do ask that you retain all receipts should you be subject to an expense audit.

Your expense claims and subsequent receipts will need to be uploaded in full for your first working week, this enables us to validate your claims going forward. Claims for items not included in the above list during your first week of work will need to be validated with a receipt of expenditure.



## Payslips

After you have submitted your first timesheet on The Vault and the subsequent payment has been calculated you will notice that a new menu is available to you, the payslip menu. From here you will be able to view current payslips and income statements in relation to your timesheets and expenses. By selecting the payslips menu you will be presented with a list of all payslips generated via Lesters to date.

You can view these by selecting the Adobe Icon; this will open the requested document in a new window. From here you have the ability to print and/or save the payslips.

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## Payslips

Start Date	End Date	Name	Timesheets	Pay Method
14 Sep 2015	27 Sep 2015		2	Bacs

You will need Acrobat reader to view your Payslip.

Adobe Acrobat reader can be downloaded free by clicking [Get Adobe Reader](#)

If you have any comments, questions or concerns then please do not hesitate to contact us, we will be more than happy to assist with any questions you have in relation to your account and The Vault.



## Get in contact

Whether you're new to contract work or an experienced freelance professional who wants to be sure you're getting the best payroll and accountancy services, we're here to make your life more rewarding.

To maximise your earnings and give you peace of mind, please contact us for your free consultation.

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