

Copello Global Timesheet Portal



Sign In

Or enter your details:

Email

Password

☒ Keep me logged in

[forgot your password?](#) [Log in](#)

Welcome to our online Timesheet Portal. This portal is designed to make things easier for you, it is simple and efficient to use. Our online Timesheet Portal enables you as a contractor to submit your time worked and expenses directly onto the system.

Once you have submitted your expenses/shifts/days or hours worked, your approver will receive a notification and simply approve them for you.

The system is very simple to use once you are logged in, however if you have any queries, please do not hesitate to contact us on 0345 504 6333.

Once you have been added to our Timesheet Portal you will receive an email to verify your account. The email will look like the below;

New Timesheet Portal Account

 Copello Global Ltd <noreply@mail.timesheetportal.com>
To

[Reply](#) [Reply All](#) [Forward](#) [...](#)

[Unsubscribe](#) [Get more add-ins](#)

Wed 08/03/2023 13:26

Your account has been created by Copello Global Ltd, and requires verification in order for us to send you further emails. To verify your email and consent to receiving emails from us, please click on the verification link below.

[Verify Email](#)

Dear

An account has been created for you with Timesheet Portal. This will allow you to submit or approve timesheets online.

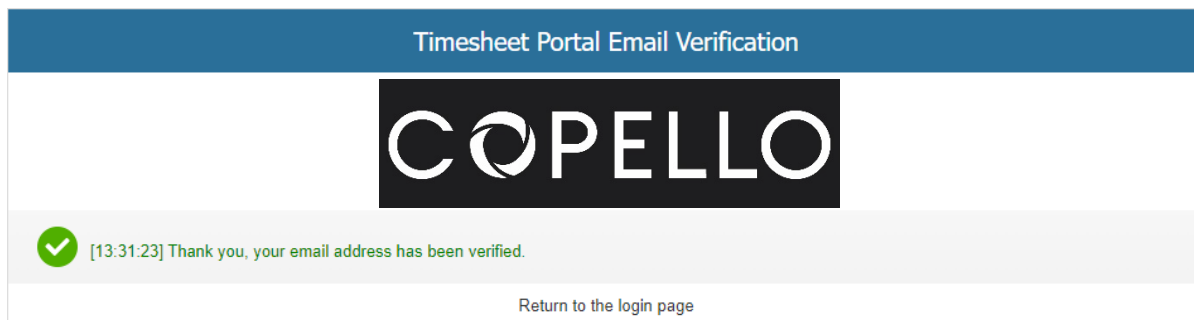
Please use your email address to login
Your login password is: xar828cEb

To log into the system, please use your web browser to go to :
<https://copelloglobal.timesheetportal.com>

You have received this email because you have a registered account with Timesheet Portal, created by Copello Global Ltd.
To cancel all email notifications from this service, please click on the link below.

[Cancel all notifications](#)

Once you have verified your account through the link on the email, you will automatically be taken to the below screen;



To log onto your account for the first time click 'Return to login page' from the above screen. You will be taken to Copello's Timesheet Portal welcome page. Enter your email address and the password that was provided on the first email (this will consist of a mixture of letters and numbers)

Once logged in, you will need to accept The Timesheet Portal Privacy Policy. Once accepted you will be able to set your new password (ensure this is something memorable so it is easy for you to log in each time)

Once your password has been set, you will automatically be taken to your homepage where you can submit your timesheets.

To enter your time worked, click on 'New Timesheet' ensure you are on the correct week by clicking on the arrows to get you to the correct working week you are entering your time worked for.

Once you have entered your total hours/days for the week, hit submit!

Your timesheet will now be automatically sent through to your approver.

Your approver will approve or reject your timesheet based on the information you have entered. If your timesheet is approved, you will automatically be paid on your usual payment date. If your timesheet is rejected, you will receive a notification on your email for you to action as per their notes.

If you need assistance when entering your time worked or logging onto the portal, please call our accounts teams on- 0345 504 6333 who will be able to assist you with this process.

Please ensure your weekly timesheets are submitted as soon as possible each week to ensure they are approved by the weekly deadline of midday every Tuesday to ensure you will be paid every Friday.