

Contractor Guidelines to Sopra Steria Recruitment Electronic Timesheet Process

Complete the Sopra Steria Recruitment electronic timesheet as appropriate, and confirm the details by clicking in the Contractor Representative Signature box on the timesheet, as shown below:

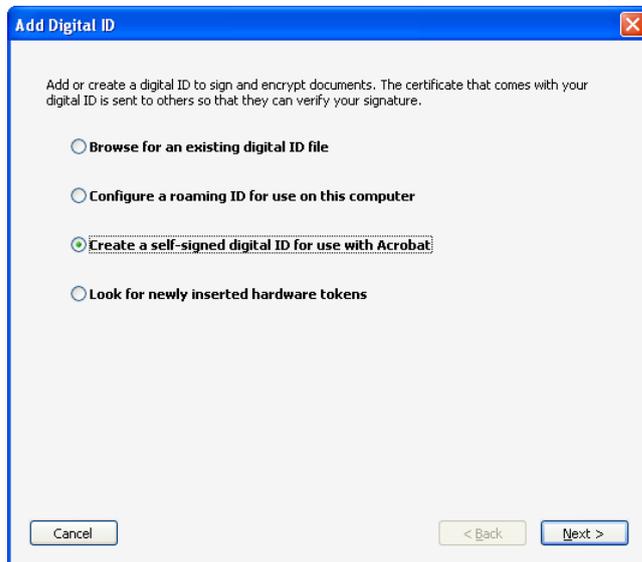
Manager (Please Print Name)	Signature <small>intouch</small>	Date
Contractor Representative (Please Print Name)	Signature <small>intouch</small>	Date

To create a digital signature, please follow the steps below. This takes just a few minutes to complete and only has to be carried out once.

N.B. Adobe Reader needs to be installed on your machine in order for the digital signature to be functional and some older versions of this software may not support the facility. The latest version can be downloaded via the following URL:

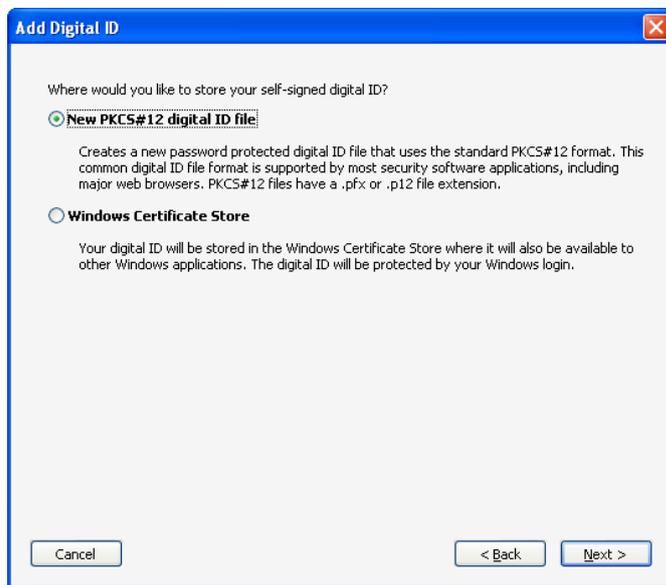
<http://get.adobe.com/uk/reader/>.

Click on the **Signature** field in the timesheet and follow the instructions as prompted:

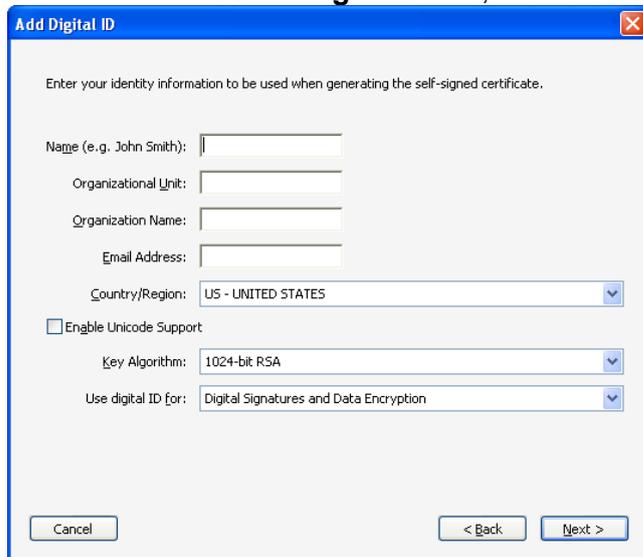


Select **Create a self-signed digital ID for use with Acrobat**.

Click on **Next**.



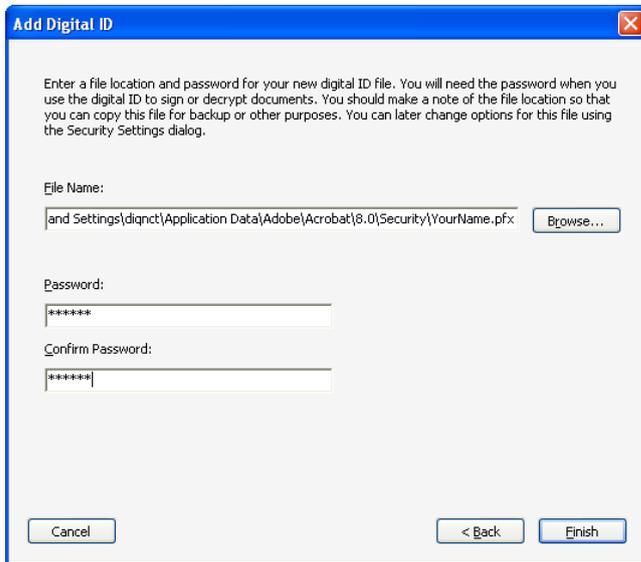
Select **New PKCS#12 digital ID file**, then click on **Next**.



- 1) Name - your full name.
- 2) Organizational Unit - the name of the department in which you currently work.
- 3) (Organization Name) - your Limited Company, Umbrella Company or Agency name as appropriate.
- 4) E-mail Address - your e-mail address.
- 5) Country/Region – as appropriate (**UK is listed under GB**)

Leave the default options in the remaining fields.

Click on **Next**.



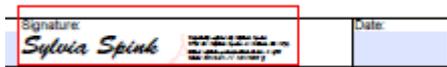
Now choose a password, enter it again to confirm and click on **Finish**.

Your ID file will automatically be saved in the following path on your computer:

C:\Documents and Settings\diqnc\Application Data\Adobe\Acrobat\8.0\Security\ Your Name .pfx

However, you can save it in any other location of your choice by typing in the appropriate path.

Your signature will be displayed on the timesheet as shown in the example below:



Once you have created a digital signature on your computer, you can enter this on any Sopra Steria Recruitment electronic timesheet by clicking the **Contractor Signature** box on the timesheet as shown below:



N.B At the point of digitally signing a timesheet, you may notice an alert at the top of the timesheet to the effect that there is a problem with at least one of the signatures. You can safely ignore this message as it does not affect the creation or validity of the signature.

IMPORTANT

Save the approved timesheet in a folder of your choice and e-mail it to your manager, who will approve and forward it to ssrtimesheets@soprasteria.com, copying you in for your records. This will trigger the payment process. *Please note that only approved timesheets should be sent to this mailbox.

IT IS YOUR RESPONSIBILITY TO ENSURE THAT SOPRA STERIA RECRUITMENT RECEIVES THE APPROVED TIMESHEET TO ENABLE TIMELY PAYMENT OF YOUR INVOICES.

***Please note that the above mailbox will only accept attachments saved in pdf or tif format and any e-mail text will not be readable.**