

Overview

Below are the set-up and access guidelines and processes that consultants are required to follow whilst working with CWC. Should you require any further assistance with this setup please contact the relevant team:

Timesheet assistance: timesheets@cwco.co.uk

General assistance: admin@cwco.co.uk

CWC email address

Email address: firstname.lastname@cwco.co.uk

Temporary password: As provided in your Microsoft welcome email

CWC Email - your @cwco.co.uk address will be your main correspondence email with us and will be where we send information and notices relating to your agreement with us. You will also receive important company updates, invites to company events and correspondence regarding timesheets as well as annual leave. Please ensure you check this mailbox regularly as company information will not be shared with personal email addresses.

First Log-In - to log onto your email for the first time please go online to the Microsoft Portal via: <https://portal.office.com> and change your password to something memorable to you. You will then be able to download the Outlook and Teams applications onto your computer.

First Day - you will need to set up access to email via Outlook and login to Teams on your first day. Only your CWC email can be used for all client matters prior to completing your client's own onboarding..

Signature – you must insert the CWC signature into your email, the template for which you will find on the CWC Consultant Portal via: www.cwcoportal.co.uk. You will just need to add your name, title (Consultant), CWC email and mobile.

Forgotten Password – you will be able to register for self-service password reset through Microsoft. You will be asked to provide contact information such as your email address or phone number the next time you sign in. When you need to reset your password, Microsoft will use this information to contact you with a code you can enter to confirm your identity, then choose a new password.

CWC Consultant Portal

Further information can be found by visiting the CWC Consultant Portal website via: www.cwcoportal.co.uk. This is where you will find useful resources such as CWC email signature template, guides how to book leave, information on induction and working for CWC, as well as other guides, information, news and upcoming events. You will need to request permission to join using your CWC email address and the password: CrossWind22

Timesheet Portal

First Log-In - your login details are through your @cwco.co.uk email and the password is: CrossWind22
To log onto your Timesheet Portal please go online to one of the addresses below. When you first access the portal you will need to change your password to something memorable and verify your email address using the link that is waiting for you in your @cwco.co.uk inbox. Should you at any time forget your password there is the option to reset this yourself via the login screen.

Desktop Access: <https://cwco.timesheetportal.com>

Mobile Access: <http://mobile.timesheetportal.com/home/account/cwco>

Weekly - you must submit weekly timesheets at the end of each week using the CWC Timesheet Portal. CWC timesheets replace the need for client timesheets and act as an ongoing record for the days worked to support client billing. Timesheets must be completed accurately and in a timely manner. On the last week of the month please submit your timesheet a little early, to help with background month end procedures. If anything changes between submission and the end of the month, we can manually change things at our end.

Timesheets can be entered by day as either 0 day, 0.5 day or 1 day and the total for each week should not exceed 5 days. Any client non-billable days, including Bank Holidays should be entered as 0 day. Note, this will not affect your remuneration – you will still be paid for bank holidays and holidays taken under the terms of your PAYE contract.

Forgotten Password - Should you at any time forget your password there is the option to reset this yourself via the login screen.

Annual Leave

Please refer to the guide on the CWC Consultant Portal in relation to how you can submit annual leave bookings in Timesheet Portal, which must be requested ahead of time and includes obtaining client approval. You will also find full guidance on annual leave with CWC generally.

Remuneration Documents

We send electronic payslips (including P60s, P45s etc) directly from our payroll provider, so you will need to set up an account with MyePayWindow. An invitation to set up your account will be sent to your personal email address from MyePayWindow directly and you will be prompted to choose a username and password. It is your responsibility to download copies of any documents that are sent to you within three months of leaving CWC.

Social Media

We must not identify our clients, so you should describe yourself on social media as a Consultant working for us. In relation to LinkedIn, please can you link to our page (<https://www.linkedin.com/company/cwc-llp/>)

If you have previously linked to the CWC LinkedIn page prior to 6th May 2021 you will need to delete and re-link to our company page due to our name change, as the name change on the CWC page does not filter through to your own profile without a few simple steps. To do this:

1. Login to your account and scroll to the Experience section, click the pen/pencil icon to edit
2. Under "Company *" please delete whatever you had previously, and type CWC then select 'CWC – CrossWind Consulting LLP' from the list of options. You'll notice the blue logo appears.
3. Scroll down to the box that says "update my headline" and it will pull this company info though to the top of your profile
4. Click save

Online / Virtual Meetings

We use Microsoft Teams for online meetings. The Teams app can be downloaded from your Microsoft Portal via: <https://portal.office.com>.

Expenses

Expenses are not generally permitted. If you have a query regarding the possibility of claiming expenses you should contact Finance who can provide further information and issue the relevant Expenses Policy, if applicable. Please note that prior approval of expenses is required in advance of making a claim that the cost is permitted and you should otherwise comply with our relevant Expense Policy.