

# TIMESHEET USER GUIDE



Access, review & authorise timesheets...easy!



## 1. Save our URL to your phone

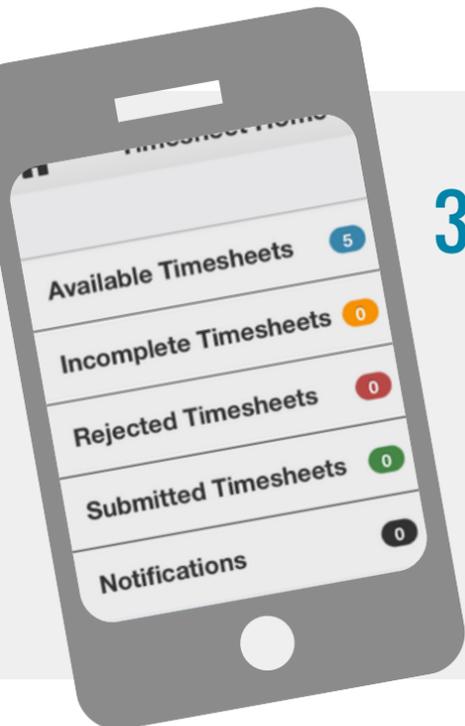
- Go to <https://tinyurl.com/y8w7cnyx>
- Once on the page, select "Add to Home Screen"

No smartphone? No worries! It will work on your PC too.

## 2. Log in to view timesheets

- Your username is your email address
- First log in use password **Welcome123**
- Reset your password & security question

Forgotten your password? Click the link & follow the prompts.

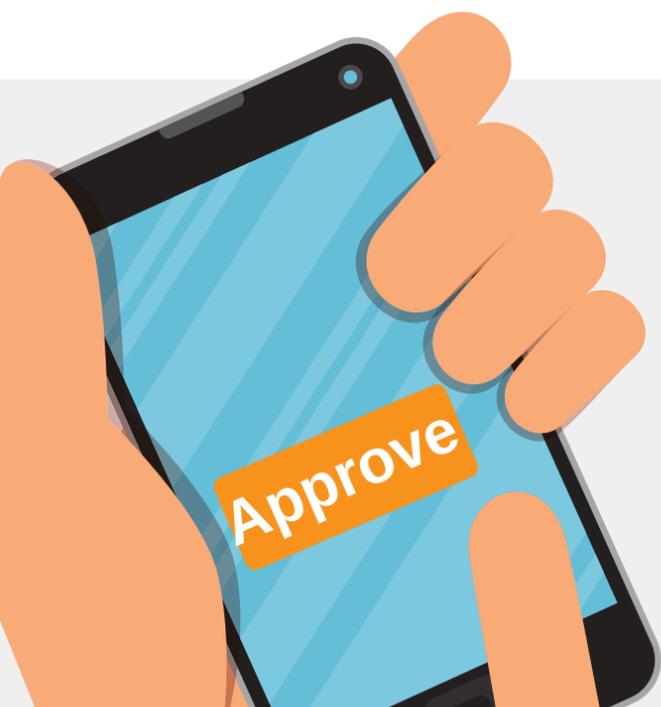
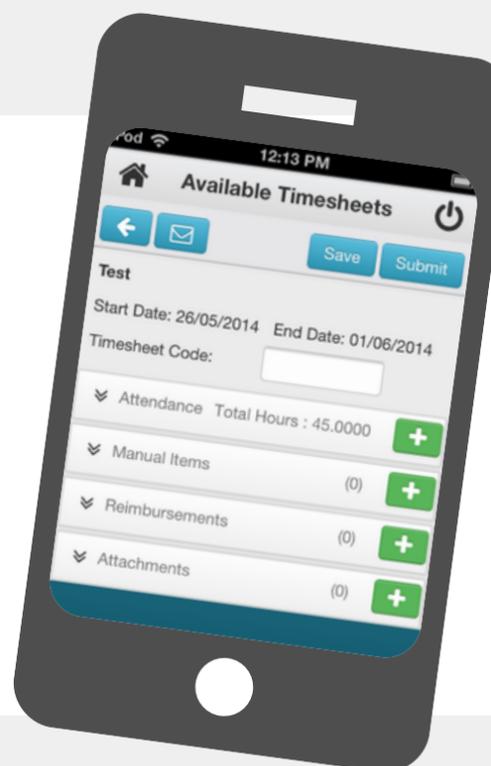


## 3. Select "Submitted Timesheets"

- **Submitted:** are waiting for authorisation
- Available: yet to be entered or submitted
- Incomplete: saved, not yet submitted
- Rejected: to be amended & resubmitted

## 4. Open timesheet & review hours

- Select candidate name and job title
- **Total Hours** is visible in first line
- Select **Attendance** to view detail
- Review start & finish times for each day
- Review breaks for each day



## 5. Approve or Reject

- **Approve:** top right-hand corner
- **Reject:** enter reason & reject
- For your records, timesheets will now be attached to your invoices

Questions? Call us, we're here to help **9629 9999**