Candidate Online Timesheet User Guide

This Candidate Timesheet User Guide explains how to record your hours worked and submit your timesheet online.

Need assistance?

For payroll and timesheet queries please email payroll@horner.com.au.

For all other queries please reach out to your Horner Consultant.

Accessing the Timesheet Link

To access your timesheet, please use the following link:

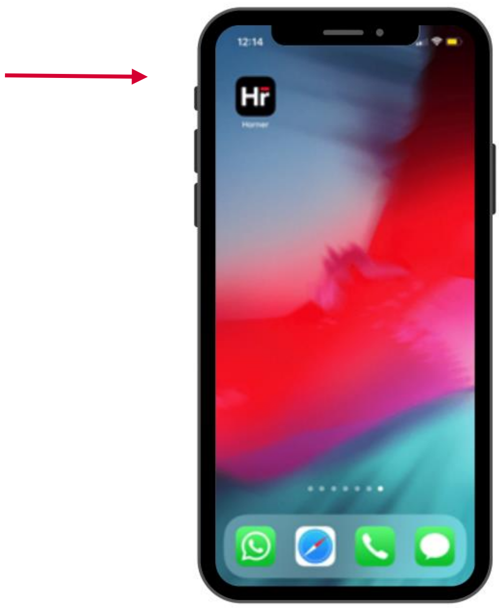
https://horner.fasttrack360.com.au/FastTrack.MobileTimesheets/#/timesheet/summary

Please note:

- This link can be used on any device including a mobile phone.
- This link is for timesheet purposes ONLY. You cannot update any other personal or payroll information using this link.

Using your device functionality, you can create a shortcut to the link (URL) provided in the email.

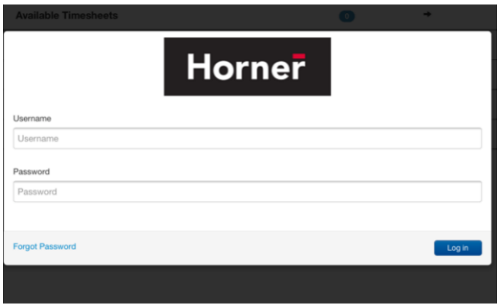
- The default name will be "FastTrack", but we suggest you rename this HORNER
- You can then access the Online Timesheet functionality direct from your device's home screen.



Logging In

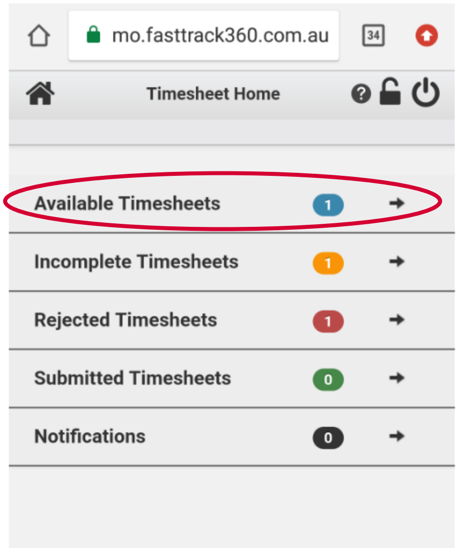
Enter the username and password provided in the email and click **Login.**

- You may be prompted to enter a new password, if so, once you have saved the new password you will be prompted to login again using the new password.



Home Screen

Once logged in you see the Timesheet Home Screen. This screen displays how many timesheets you have in each of the Timesheet status'.



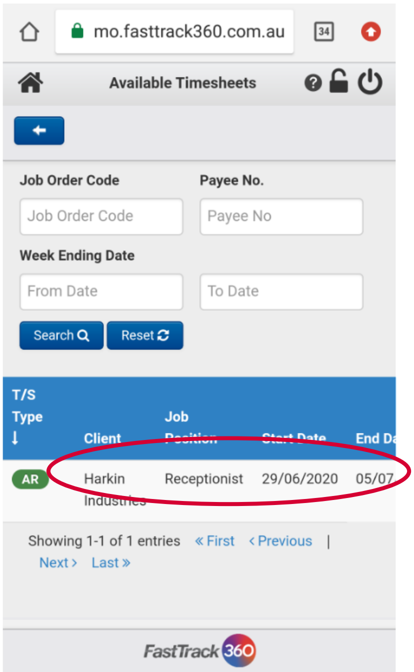
- **Available Timesheets** – timesheets that you haven't yet completed and submitted for approval
- **Incomplete Timesheets** – timesheets that you have edited and saved but not yet submitted for approval
- **Rejected Timesheets** – timesheets that you submitted but have been rejected by the Client
- **Submitted Timesheets** – timesheets that you have submitted and have yet to be approved
- **Notifications** – messages you have been sent within the system.

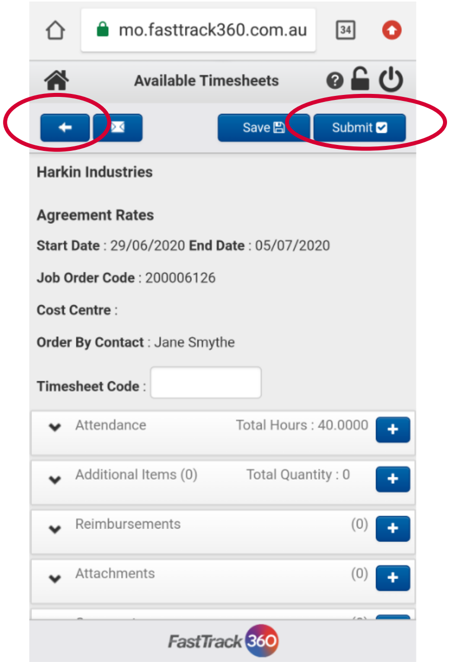
Note: You will not see future dated timesheets, only the current week, and any that have yet to be completed for prior weeks.

Completing your timesheet

To complete your timesheet, click on **Available Timesheets** (as per the screenshot above).

- You will see a list of timesheets with the Client Name, Position title and timesheet Start and End Date displayed
- Click on the relevant list item and the Timesheet will open.





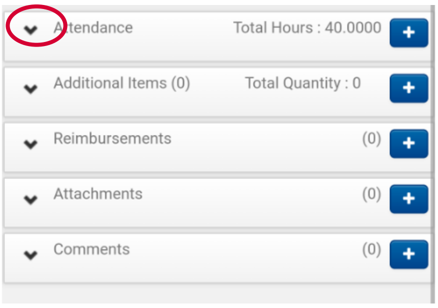
The Timesheet is made up of different sections and buttons:

- **Left pointing arrow** – takes you back to the previous screen
- **Message icon** – opens a message screen allowing for you to send a message to the approver
- **Save button** – will save your changes and move your timesheet from Available into Incomplete
    - Use this if you want to complete your timesheet day by day and then submit at the end of week
- **Submit button** – submits the timesheet ready for approval.

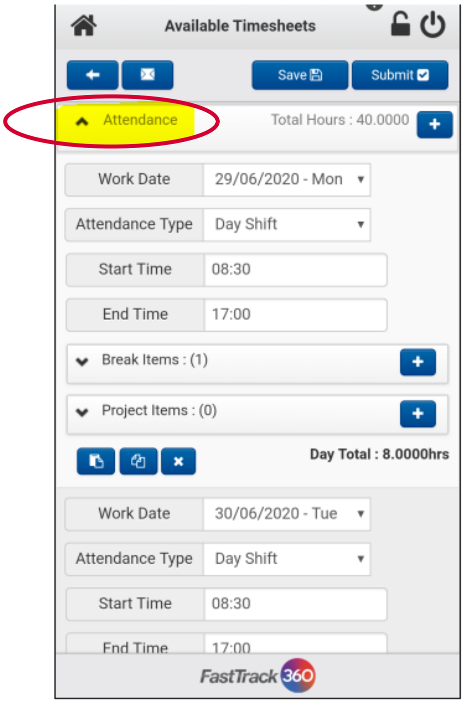
The Header of the timesheet (refer image to the right) shows all the details of the timesheet, including the Client (host employer) name, the timesheet Start and End date and Client contact name.

You should only be populating the Timesheet Code if you have been advised to do so.

- Sections of the timesheet (refer image below) are accessed by clicking the downward facing arrow to expand each section.



  - **Attendance** – this is where you will key in your Start and End time for each day of the timesheet period you worked



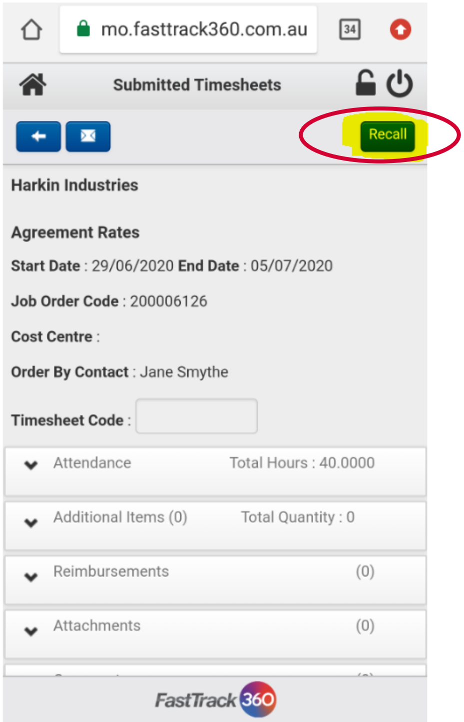
    - If the Start and End Time is blank you need to enter this information
      - Be sure to also add in the relevant break times in the Break Items drop down
    - Project Items can be entered by clicking the + symbol – Horner Recruitment will inform you if this is required
  - **Reimbursements** – allows for you to add any out-of-pocket expenses that you wish to claim
  - **Attachments** – enables you to attach photos or documents to your timesheet
  - **Comments** – allows for you to add a comment to the timesheet.

Submitting your timesheet

Once the timesheet is complete, click **Submit**. If there is information missing or incorrect, you will be presented with an error message - fix the issue and then click Submit again.

If, after submitting your timesheet, you realise there is more to add, you can navigate to the **Submitted** status to access the timesheet and **Recall** it.

- Doing this moves the timesheet from **Submitted** to **Incomplete**
  - From within the Incomplete tab, you can update the timesheet and Submit again

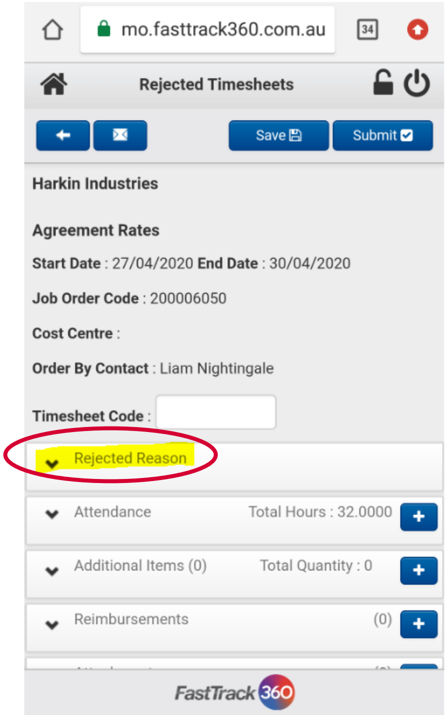


Next steps

After submitting your timesheet, the Client will be responsible for approving the timesheet.

If the Client finds an issue with your timesheet, they may reject it and you will receive an email stating that the timesheet has been rejected and the reason why.

- You will find the timesheet in the **Rejected** status
  - Go to the Rejected status and open timesheet
  - The Rejected Reason is displayed as a section
    - Expand the section to see the reason why it was rejected
  - Make relevant changes to the timesheet and click Submit again



If the Client finds no issues with the timesheet, they will approve it and it will no longer be displayed in the Submitted status.

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