

TIMESHEET USERGUIDE

Access, populate and submit your timesheets...easy!



1. Save our URL to your phone

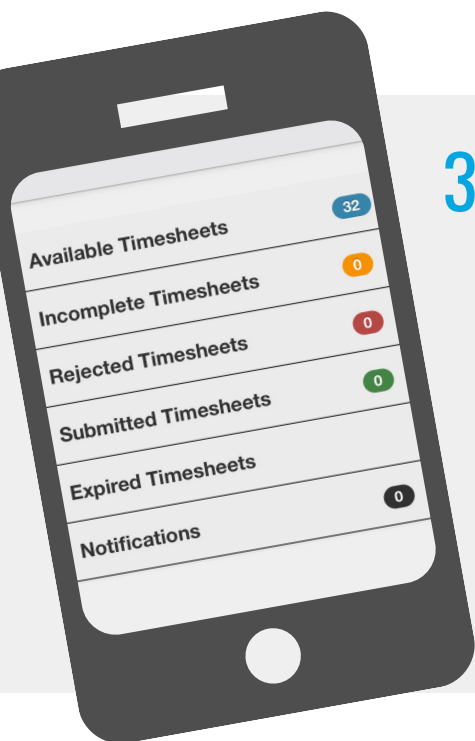
- Go to <https://tinyurl.com/yb2xgvnx>
- Once on the page, select "Add to Home Screen"

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.

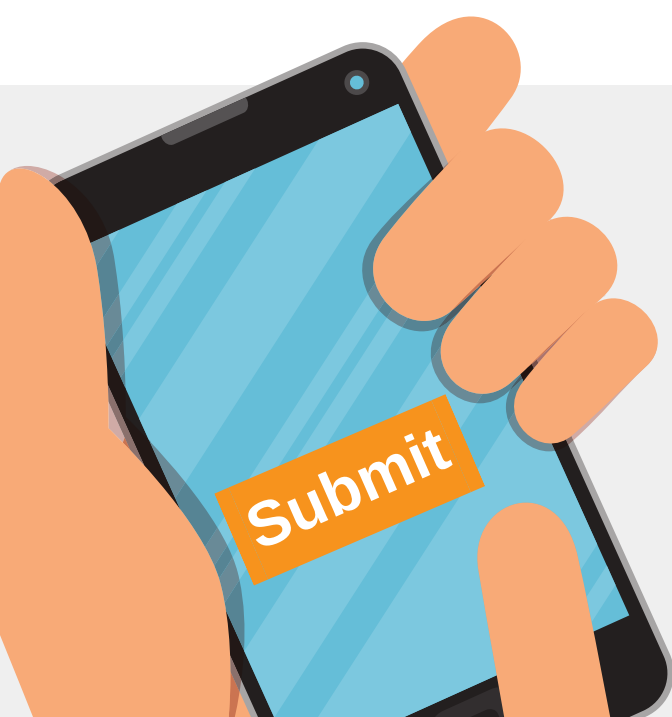


3. Select "Submitted Timesheets"

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

4. Open the timesheet & enter hours

- Select job title & correct w/ending date
- Select **Attendance** to add or edit hours
- Enter start & finish times for each day
- Edit the break (24hr format)



5. Submit for authorisation

- Top right-hand corner
- Click to submit
- Timesheet will be visible in **Submitted** until authorised
- Reminders are sent to your supervisor until authorised