

ANYTIME USER GUIDE FOR CLIENTS AND SUPERVISORS

A Client's and Supervisor's guide to the AnyTime Online
Timesheet System

Updated 24th April, 2019



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INTRODUCTION

The AnyTime User Guide for Clients and Supervisors has been designed to assist Clients and Supervisors with accessing and utilising the AnyTime Online Timesheet System.

This document will guide you through the process of logging into the online timesheet system, authorising Employee's timesheet and leave applications, and the process of rejecting incorrect timesheets and leave applications.

It will also show you how to view your Employee's Placement details, your account details and how you can change your password.

CONVENTIONS

The following symbols are used in this guide


<i>Symbol</i>	<i>Purpose</i>
	Indicates an item of important information

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Welcome to the AnyTime Online Timesheet System.

The AnyTime Online Timesheet System can be accessed from any computer or mobile device with internet connection, including lap tops, tablets and mobile phones.


LOG IN

When you have been registered as an AnyTime user you will receive a welcome email that will include your Username and the initial password required to login in to the system along with the web address required to access the system.

To access the system click on the link in your welcome email



Ensure the User Type is 'Client' and then enter your Username (email address) and password exactly as it appears in the welcome email and click **LOGIN**

 **Note:** When you log in for the first time, you will be required to enter a New Password

Forgotten Password


If you have forgotten your password click **FORGOT PASSWORD**

In the Reset Password screen check the User Type is 'Client' and enter your Username

Click **RESET PASSWORD**

A temporary password will be emailed to you.

To return to the Login Screen click **BACK TO LOGIN**

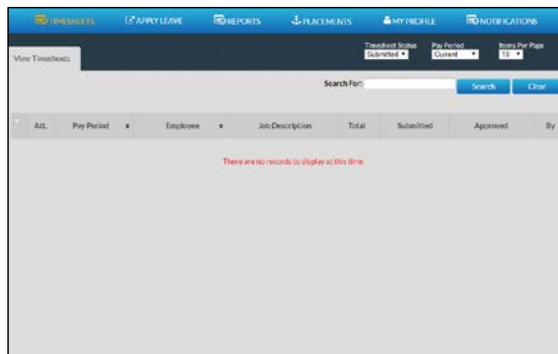


MAIN MENU

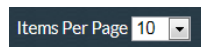
The Main Menu of the Client Screen consist of the following

- Timesheets
- Apply Leave
- Reports
- Placements
- My Profile
- Notifications

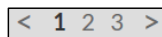
Each area can be accessed by clicking on the heading and then the relevant tab



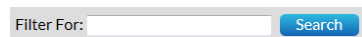
When viewing details in any screen you can select the number of records that display on the page by selecting the amount from the 'Items Per Page' field



To move between pages use the scroll arrows or page numbers at the bottom of the screen



You can also filter on details displayed in screens by entering the data in the 'Filter For' field and clicking **SEARCH**



TIMESHEET

VIEW TIMESHEETS

Here you can view timesheets filtered by a Timesheet Status and Pay Period.

Use the drop down menus to select the Timesheet Status and Pay Period.


ALL	Pay Period	Employee	Job Description	Total	Submitted	Approved	By
	07/01/2018	Jeremy Clark	Mechanic	76.00	✓		
	07/01/2018	Peter Larkin	Mechanic	80.00	✓		
	07/01/2018	Ryan Lunan	Mechanic	38.00	✓		

Approve

You can select to view timesheets based on the following status:

Submitted	Timesheet has been submitted and awaiting approval
Approved	Timesheet has been approved by Supervisor
All	Display all timesheets

To view a timesheet click on the line of the Timesheet you wish to view

 **Note:** When accessing the system if you have been registered as a Line Manager you will be able to view all Timesheets and Placements.

If you have been registered as a Supervisor you will only be able to view Timesheet and Placements of Employees that have directly been assigned to you and your own User Account details.

EMAIL NOTIFICATION FOR SUBMITTED TIMESHEETS

When a timesheet has been submitted all Line Managers and the Supervisor assigned to the timesheet will receive an Email to notify them that the Employee has submitted a timesheet and you will need to log on and approve the timesheet

The Email will display a summary of the timesheet that has been entered and a breakdown of any allowances.

Sample Email:

Dear Ian

Please log on to [here](#) to authorise outstanding timesheets.

Summary of hours:

Date	Start Time	End Time	Hours	Rate	Amount	Work Type	NI	OT15	OT2	AL	SL	TA	CON	LWOP	SR	REG	REGA	Total
Wed (25/09)	08:30	12:30	13:00	17:00	8.00hrs	Hours Worked	8.00											8.00
Thu (26/09)	08:30	12:30	13:00	17:00	8.00hrs	Hours Worked	8.00											8.00
Fri (27/09)	08:30	12:30	13:00	17:00	8.00hrs	Hours Worked	8.00											8.00
Sat (28/09)						Hours Worked												
Sun (29/09)						Hours Worked												
Mon (30/09)	08:30	12:30	13:00	17:00	8.00hrs	Hours Worked	8.00											8.00
Tue (01/10)	08:30	12:30	13:00	17:00	8.00hrs	Hours Worked	6.00	2.00										8.00
Total					40.00hrs		38.00	2.00										

Allowances:
No allowance entered

The following timesheets are currently awaiting approval: Clare Doherty - Har for you - 01-10-2019


It would be appreciated if you could attend to these as soon as possible to ensure that payroll processing isn't delayed.

Kind regards,
Melissa Osborne
Code House


This section displays how the timesheet will be broken down into the various pay and charge rates that will appear on your invoices.

To open and approve the timesheet from the email click on **HERE**

This will take you to the log in screen where you can enter your, Username and Password.

 **Note:** If you have checked the 'Remember Me' checkbox then these details will already be entered and you will just need to click **LOGIN**

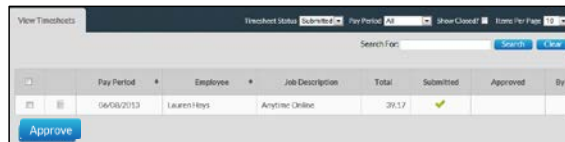
The timesheet is then approved in the same manner as below.

 **Note:** Where the option has been enabled notifications may also be received by SMS

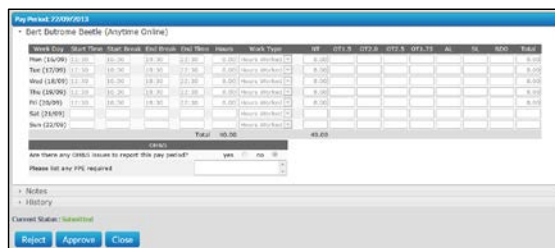
APPROVING TIMESHEETS

Timesheets are approved or rejected via the View Timesheets screen

To view all unapproved timesheets select 'Submitted' from the Timesheet Status



Click on the timesheet that you wish to view




The timesheet is displayed as entered by the Employee and also includes a breakdown of the hours against Pay Items that determine the charge rates that will appear on your Company's invoice for the timesheet.

To view a note entered against a Work Type click on the symbol

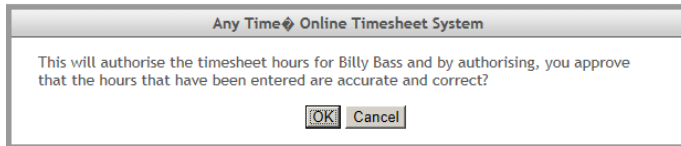


Week Day	Start Time	Start Break	End Break	End Time	Hours	Work Type	Job Number	
Wed (17/07)	16:30			20:30	4.00	Sick Leave		
Thu (18/07)	16:30			20:30	4.00	Unwell		
Fri (19/07)	16:30			20:30	4.00	Unwell		

Where Allowances and Notes have been entered or documents have been attached they can be viewed by clicking on the  to expand the drop down window



To approve the timesheet click **APPROVE**



Any Time Online Timesheet System

This will authorise the timesheet hours for Billy Bass and by authorising, you approve that the hours that have been entered are accurate and correct?

OK Cancel

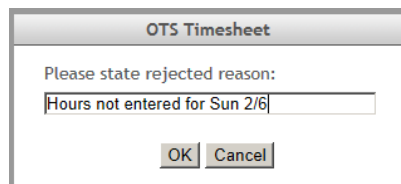
Confirm the timesheet is correct then click **OK**

This will return you to the View Timesheets screen and you can approve further Timesheets in the same manner

Once the Timesheet has been approved an email will be sent to The Employee, all Line Managers and the Supervisor indicating the timesheet has been approved.

Rejecting Timesheets

If the timesheet is incorrect and needs to be amended by the Employee click **REJECT**



OTS Timesheet

Please state rejected reason:

Hours not entered for Sun 2/6

OK Cancel

Enter a reason the timesheet has been rejected

Click **OK**

The employee will receive an Email (SMS) to advise their timesheet has been rejected and they need to resubmit it

WHS Questions (where applicable)

Some Employers may require Employees and hosts to answer basic WHS question when submitting your timesheet.

If you have the following screen is displayed on the timesheet, with questions in an orange box, you will not be able to approve the timesheet until all Yes/No questions have been answered.

WHS

Were there any OHS Issues to report this period? If Yes please specify yes no

Please list any PPE required

Supervisor yes no

If you answer yes to any of the questions or enter data in any of the text fields this information will be automatically emailed through to the WHS contact for the Company.

MULTI APPROVE TIMESHEETS

This function allows you to approve multiple timesheets at the same time.



To approve multiple timesheets go to View Timesheets and select 'Submitted' from the Timesheet Status drop down menu and the required Pay Period.

To view details of the timesheet without opening the timesheet hover your mouse over the employee's name

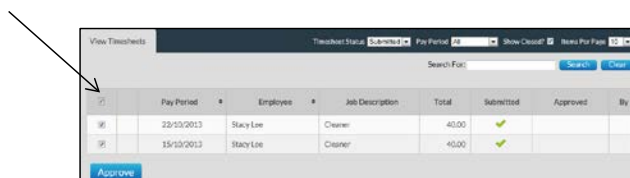


Pay Period	Employee	Job Description	Total	Submitted	Approved	By
22/10/2013	Stacy Line	Cleaner	40.00	✓		
23/10/2013	Stacy Line	Cleaner	40.00	✓		
24/10/2013	Stacy Line	Cleaner	40.00	✓		
25/10/2013	Stacy Line	Cleaner	40.00	✓		
26/10/2013	Stacy Line	Cleaner	40.00	✓		
27/10/2013	Stacy Line	Cleaner	40.00	✓		
28/10/2013	Stacy Line	Cleaner	40.00	✓		
29/10/2013	Stacy Line	Cleaner	40.00	✓		
30/10/2013	Stacy Line	Cleaner	40.00	✓		
31/10/2013	Stacy Line	Cleaner	40.00	✓		
Total	Stacy Line		400.00			

This will display the timesheet details at a glance without having to open the timesheet


 **Note:** Any timesheets that have Notes or Allowances entered will be identified by the  icon and it is recommended that these timesheets be viewed in full details by clicking on the timesheet line as outlined above

Once previewed multiple timesheets can be approved by clicking on the checkbox in the first column




Pay Period	Employee	Job Description	Total	Submitted	Approved	By
22/10/2013	Stacy Line	Cleaner	40.00	✓		
15/10/2013	Stacy Line	Cleaner	40.00	✓		

This will tick the checkbox against every timesheet on the page.

 **Note:** Remove the tick in the checkbox from any timesheet you do not wish to code and save at this time.

To approve all timesheets ticked click **APPROVE**

An email will then be sent to all Line Managers and the Supervisor noting the timesheet(s) that have been approved


 **Note:** This feature is not available where there are questions that need to be answered prior to approving timesheets.

APPROVE TIMESHEETS 'ON THE SPOT'

The system also includes functionality so that you can approve a Timesheet 'on the spot' via the Employee Timesheet entry screen.

This function is just like you being handed a manual timesheet from the Employee and you signing it immediately.

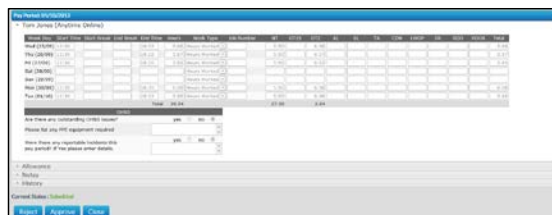
To access this function when the Employee has entered their timesheet they need to click **SUBMIT & APPROVE**



A dialog box titled "Supervisor Approval Login X". It contains a dropdown menu with "Katie Blind" selected. Below it are fields for "Username: katie@codehouse.com.au" and "Password:". At the bottom are "Login" and "Cancel" buttons.


Where you are the supervisor assigned against the timesheet your Username will be automatically populated. Alternatively you can select your name from the Supervisor drop down menu

Enter your password and click **LOGIN**



A screenshot of the "Employee Timesheet" entry screen. It shows a table with columns for Date, Time, Activity, and Rate. Below the table are fields for "Total" and "Rate". At the bottom are "Reject", "Approve", and "Close" buttons.

You can then Approve (Reject) the timesheet in the same manner as outlined above.

 **Note:** *Once you have logged in and approved the Employee's timesheet the system will automatically log you out and return the Employee to their profile*

APPLY LEAVE

LEAVE APPLICATION

This screen allows you to review and approve Employee leave applications

ID#	Employee	Placement Desc.	Submitted Date	First Day of Leave	Last Day of Leave	Total Days of Leave	Approve	By
167	Bert Badrone Boats	Anytime Online - Cleaner	16/10/2018	06/10/2018	07/10/2018	5		
173	Bert Badrone Boats	Anytime Online - Cleaner	17/10/2018	01/11/2018	07/11/2018	4		
171	Bert Badrone Boats	Anytime Online - Cleaner	16/10/2018	19/11/2018	23/11/2018	5	✓	Joan Grant
170	Bert Badrone Boats	Anytime Online - Cleaner	16/10/2018	09/11/2018	12/11/2018	2	✓	Joan Grant
169	Bert Badrone Boats	Anytime Online - Cleaner	16/10/2018	11/11/2018	13/11/2018	3	✓	Joan Grant
168	Bert Badrone Boats	Anytime Online - Cleaner	16/10/2018	01/11/2018	02/11/2018	2	✓	Joan Grant
167	Bert Badrone Boats	Anytime Online - Cleaner	16/10/2018	26/10/2018	26/10/2018	1	✓	Joan Grant
166	Bert Badrone Boats	Anytime Online - Cleaner	16/10/2018	29/10/2018	30/10/2018	2	✓	Joan Grant
165	Bert Badrone Boats	Anytime Online - Cleaner	16/10/2018	22/10/2018	25/10/2018	4	✓	Joan Grant

Click on the row to view the application

Review Leave Application Today's Date: 26/02/2019 Close

Apprentice / Trainee Name: Betty Boop Placement: Cally's Coffee - Barista

LEAVE BALANCES:
Annual Leave: 35 hrs

PERIOD OF LEAVE REQUIRED:

First Day of Leave:	Last Day of Leave:	Total working days taken as leave:	Total hours for Leave:
26/03/2019	27/03/2019	2	14.2

Type of Leave: Sick HO

HOURS PER DAY:

Day	Date	Hours	Annual HO
Tuesday	26/03/2019	7.6	Annual HO
Wednesday	27/03/2019	7.6	Sick HO

Total Hours: 15.2

SUPERVISOR: Ben

Previous Notes: Thursday, February 28, 2019 - Created:
Application Status: Submitted

To approve the leave application click **APPROVE**

An email will then be sent to all Line Managers/Supervisors and the Employee stating the application has been approved

If the application is not approved click **REJECT** and enter the reason you are rejecting the leave request.

An email will then be sent to all Line Managers/Supervisors and the Employee noting the application has been rejected.

APPROVE LEAVE APPLICATIONS 'ON THE SPOT'

The system also includes functionality so that you can approve a leave applications 'on the spot' via the Employee leave application entry screen.

This function is just like you being handed a manual application from the Employee and you signing it immediately.


To access this function when the Employee has entered their application they need to click **SUPERVISOR APPROVAL**

A screenshot of a web-based login window titled "Supervisor Approval Login". The window has a blue header bar. Below the title, it says "Your Application has been submitted" and "For Supervisor Approval, have them sign to Approve this Leave request". There is a dropdown menu showing "Jordan Kannevill". Below that, there are input fields for "Username:" (containing "jordan@codehouse.com.au") and "Password:". At the bottom, there are two buttons: "Login & approve" and "Close".

Where you are the supervisor assigned against the application your Username will be automatically populated. Alternatively you can select your name from the Supervisor drop down menu

Enter your password and click **LOGIN & APPROVE**

This will automatically approve the leave application

 **Note:** *Once you have logged in and approved the Employee's leave application the system will automatically log you out and return the Employee to their profile*

REPORTS

REPORTS

This screen enables you to generate and print a report to display the Job Numbers/Sites employees have worked for a specified period

To generate the report select the pay period end date range to report on

To bring the report up to screen click **CREATE REPORT**

To print the report click **PRINT**

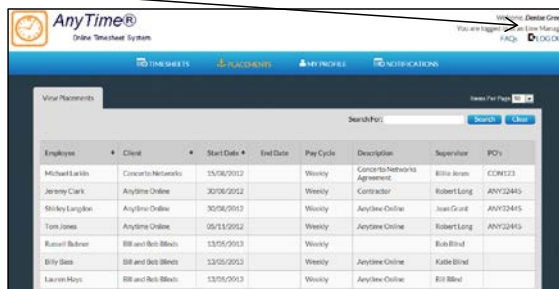
To close the report and return to the main report menu click **CLOSE**

PLACEMENTS

The Placement tab provides you with summary details of all current active Placements for your Apprentices/Employees including

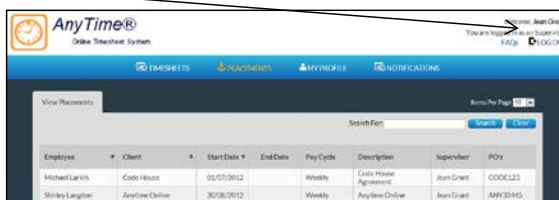
- Employee Name
- Client
- Start Date
- End Date
- Pay Cycle
- Job / Award Description
- Supervisor
- Purchase Order

Line Managers will be able to view details for all Employees



Employee	Client	Start Date	End Date	Pay Cycle	Description	Supervisor	PO's
Michael Larkin	Concrete Networks	15/08/2012		Weekly	Concrete Networks Agreement	Elina Jones	CODE123
Jeremy Clark	Anytime Online	30/08/2012		Weekly	Contractor	Robert Long	ANY12345
Shirley Langdon	Anytime Online	30/08/2012		Weekly	Anytime Online	Jean Grant	ANY12345
Tom Jones	Anytime Online	05/11/2012		Weekly	Anytime Online	Robert Long	ANY12345
Russell Bulmer	BB and Bob Blinks	13/05/2013		Weekly		Bob Bink	
Billy Bink	BB and Bob Blinks	13/05/2013		Weekly	Anytime Online	Katie Bink	
Lauren Hogg	BB and Bob Blinks	13/05/2013		Weekly	Anytime Online	Bob Bink	

Supervisors will only be able to view details of Employees assigned to them



Employee	Client	Start Date	End Date	Pay Cycle	Description	Supervisor	PO's
Michael Larkin	Code House	01/07/2012		Weekly	Code House Agreement	Jean Grant	CODE123
Shirley Langdon	Anytime Online	30/08/2012		Weekly	Anytime Online	Jean Grant	ANY12345

MY PROFILE

This tab enables you to view your User details.



Name	Username	Email	Mobile	Last Login	
Jess Grant	jess@codehouse.com.au	jess@codehouse.com.au	0411404135	05/10/2013	Change Password

You can change your password in this screen by clicking **CHANGE PASSWORD**

Enter a new Password as you did when you logged into the system the first time.

For changes to email addresses and mobile numbers please contact your Supplier.

NOTIFICATIONS

This screen displays any messages that have been previously viewed when opening the online timesheet system



Notification Message	Created Date
Please ensure your proposed Christmas leave has been communicated with your Host and Field Officer	05/11/2013
The Company Christmas Closure will be from Monday 25/12/13 to Friday 3/1/14 inclusive	04/11/2013

FREQUENTLY ASKED QUESTIONS

To view the frequently asked questions click **FAQs**

Click on the question to view further information

LOG OUT

To log out of the AnyTime Online Timesheet system click on **LOG OUT**