

# MOBILE INTERFACE ANYTIME USER GUIDE FOR EMPLOYEES

Employee's guide to using the AnyTime Online Timesheet  
System on a mobile device.

*Updated 24<sup>th</sup> April, 2019*



## **COPYRIGHT**

Formatted: Font: (Default) +Body (Lucida Sans Unicode)

Information in this document is subject to change without notice. The software described in this document is furnished under a license agreement or non-disclosure agreement. The software may be used or copied only in accordance with the terms of those agreements. No part of this publication may be reproduced, stored in a retrieval system, or transmitted in any form or any means electronic or mechanical, including photocopying and recording for any purpose other than the purchaser's personal use without the written permission of Code House.

Formatted: Font: (Default) +Body (Lucida Sans Unicode)

Code House

AUSTRALIA

Postal: 52 Rundle Street KENT TOWN SA 5067

Formatted: Font: (Default) +Body (Lucida Sans Unicode)

Telephone: 1300 112 633

Formatted: Font: (Default) +Body (Lucida Sans Unicode)

Email: [support@codehouse.com.au](mailto:support@codehouse.com.au)

Formatted: Font: (Default) +Body (Lucida Sans Unicode)

## INTRODUCTION


The Mobile Interface AnyTime User Guide for Employees has been designed to assist Employees with accessing and utilising the AnyTime® Online Timesheet System via a mobile device.

This document will guide you through the process of logging into the online timesheet system, creating and submitting timesheets and leave applications, and correcting a rejected timesheet or leave applications

It will also show you how to view your Placement and Personal Details and reset your password.

## CONVENTIONS

The following symbols are used in this guide

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

# TABLE OF CONTENTS

INTRODUCTION..... 3

CONVENTIONS ..... 3

TABLE OF CONTENTS ..... 4

LOG IN ..... 6

    TIMESHEETS ..... 8

        TIMESHEET SUMMARY ..... 8

        CREATE TIMESHEET ..... 9

            Multiple Work Types in a Day..... 10

            Copy Down..... 10

            Copy Last Timesheet ..... 11

            WHS Questions (where applicable) ..... 11

            Notes ..... 12

            Allowances (where applicable) ..... 12

            Attachment (where applicable)..... 13

            Supervisor ..... 13

            Save ..... 14

            Save & Submit ..... 14

            Submit & Approve ..... 14

            Rejected Timesheet ..... 15

            Delete Timesheets ..... 15

        VIEW TIMESHEETS ..... 16

LEAVE ..... 17

    LEAVE BALANCES..... 17

    VIEW LEAVE APPLICATION..... 18

    NEW LEAVE APPLICATION ..... 18

PLACEMENTS .....	23
MY PROFILE.....	23
NOTIFICATIONS .....	23
FREQUENTLY ASKED QUESTIONS .....	24
LOG OUT .....	24
APPENDIX 1 .....	25

Formatted: Justified, Border: Bottom: (No border)

To access the AnyTime Online Timesheet system from your mobile device you will need an internet connection.

## LOG IN

To access the system click on the link in your welcome email, or you can enter the web address directly into your web browser.



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

### *Forgotten Password*

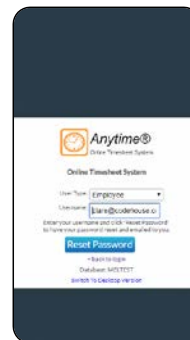
If you have forgotten your password click **FORGOT PASSWORD**


In the Reset Password screen check the User Type is Employee and enter your Username (email address)

Click **RESET PASSWORD**

A temporary password will be emailed to you.

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




 **Note:** A shortcut to the web page can be added to the home screen on your smartphone or tablet so that you can directly access the system


To create a shortcut, open the web page by clicking on the link in your welcome email

Tap the menu button (android devices) or share button (iPad or iPhone) and select Add to Home Screen.

When accessing the system it will default to the Timesheet Summary screen

 **Note:** Please see *Timesheets – Timesheet Summary* below for instructions

Other areas of the system are accessed via the main menu

To access the Main Menu click on the three horizontal lines  at the top right hand side of your screen



The following areas can be accessed from the Main Menu.

Timesheets

Timesheet Summary

Create Timesheet

View Timesheet

Leave

Placements

My Profile

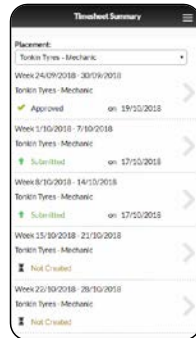
Notifications

FAQs

Logout

## TIMESHEETS

### *TIMESHEET SUMMARY*




This screen will display up to 6 timesheets for different Pay Periods and the current status of the timesheet

**Created** Timesheet has been created but has not been submitted to your host for approval. You can amend the timesheet and save.


**Submitted** Timesheet has been submitted to your host for approval.  
You may view the timesheet but cannot make any modifications.

**Rejected** Timesheet has been rejected by your host or employer  
You will receive an email notification indicating that the timesheet needs to be amended and re-submitted.

 **Note:** If you have a rejected timesheet the system will display this by default

**Approved** Timesheet has been Approved by your host. You may view the timesheet but cannot make any modifications.

To enter a new timesheet or submit a Created timesheet click on the Pay Period

 **Note:** Please see *Create Timesheet* below for instructions on creating and submitting timesheets



## CREATE TIMESHEET

To create a timesheet click Create Timesheet in the Timesheet screen

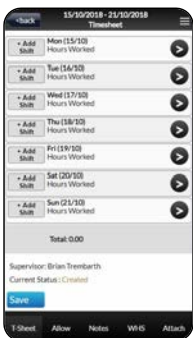


Click on the Placement you wish to enter a timesheet for



Click on the timesheet dates for the timesheet.

To enter a timesheet for a future or past pay period select it from the relevant drop down menu.



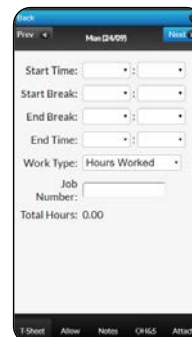
Click on the day of the week to enter the hours for that day

Enter the Start Time, Start Break, End Break and End Time and the system will automatically calculate the total hours

Select the Work Type from the drop down menu (*if different to the default work type*)

Enter a Job Number (site location) as required

Once completed click **NEXT** to enter hours for the next day or **BACK** to return to the Timesheet screen




## Multiple Work Types in a Day

There may be days when you need to record hours against more than one Work Type, ie: If you worked half a day and then went home sick

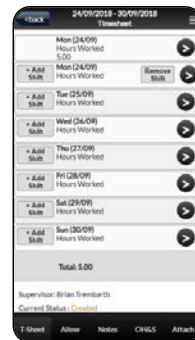


To enter hours against more than one work type enter the hours against the first Work Type and then click **ADD SHIFT**

This will open an additional line for that day so the other hours can be entered against a new Work Type

 **Note:** You can enter any number of rows for any one day

To remove a line that has been added click **REMOVE SHIFT**



## Copy Down

The Copy Down function allows you to copy hours from the first day of your timesheet to all other week days



To copy the hours entered against the first day of the pay period scroll to the bottom of the screen and click **COPY DOWN**

The Start Time, Start Break, End Break, End Time and the Work Type will be copied to the end of the timesheet (excluding Sat and Sun)


## Copy Last Timesheet

If your Hours Worked in this pay period are exactly the same as those in the previous pay period you can use this feature to automatically complete your timesheet.



To copy a previous timesheet click **COPY LAST TIMESHEET**

This will copy the Hours, Work Type and Allowances entered in the previous pay period to the current timesheet


 **Note:** Hours and Work Types copied from the previous timesheet can be amended once copied as required

## WHS Questions (where applicable)

Some Employers may require you to answer basic WHS question when submitting your timesheet and you will not be able to submit the timesheet until all Yes/No questions have been answered.



To answer these question click on **WHS** at the bottom of the timesheet screen

 **Note:** This label can be changed and therefore may appear different in your screen

Answer the questions as required

Click **BACK** to return to the Timesheet screen to submit your timesheet

## Notes

You can enter notes for either your Host or Employer in the Note section



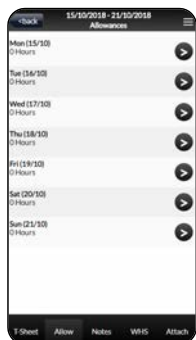
To Open the Note section click on **NOTES** at the bottom of the timesheet screen

Enter the required note and click **SAVE**

Click **BACK** to return to the Timesheet screen to submit your timesheet

## Allowances (where applicable)


If you are entitled to allowances they need to be entered on your timesheet



To access the allowance click **ALLOW** at the bottom of the timesheet screen

Select the day of the week to enter the allowances against

Enter the unit/hours for each applicable allowance

 **Note:** Where the field is greyed out the allowance will be automatically calculated by the system and does not require your input

Click **BACK** to return to the Timesheet screen to submit your timesheet



## Attachment (where applicable)

You can upload a maximum of 3 documents to be submitted with your timesheet



To access the allowance click **ATTACH** at the bottom of the timesheet screen

To upload an Attachment click **ADD ATTACHMENT**


Enter a description and click **CHOOSE FILE** to select the file you want to upload

To upload the file click **UPLOAD**



An attachment can be deleted until such time the timesheet is submitted


To delete the attachment click **ATTACH** at the bottom of the timesheet screen and then click **DELETE**

 **Note:** Once your timesheet has been submitted you will NOT be able to delete the attachments.

## Supervisor

The supervisor displayed on your timesheet will default to the Supervisor assigned to your placement.

To amend the Supervisor, select the new supervisor from the drop down menu

To add additional Supervisors click  and select them from the drop down menu.

Once you have finished in the timesheet screen you have 3 options

### Save

This will save the timesheet and you can reopen the timesheet and make changes to it at a later time by clicking on the timesheet in the View Timesheet screen.

### Save & Submit

When you have checked that the hours and other details on your timesheet are correct, your timesheet needs to be submitted so your Host can Approve it.

Your Host will be notified by Email (SMS) that you have submitted your timesheet


### Submit & Approve

The Submit & Approve feature enables you to submit your timesheet and have your Supervisor Approve it immediately.

To have your Supervisor Approve your timesheet 'on the spot' click **SUBMIT & APPROVE**  
You will then see the following screen where your Supervisor can log in and approve your timesheet.



The image shows a 'Supervisor Approval Login' dialog box. At the top, it says 'Supervisor Approval Login' with a close button (X). Below this is a dropdown menu currently showing 'Katie Blind'. Underneath the dropdown are two input fields: 'Username:' with the text 'katie@codehouse.com.au' and 'Password:'. At the bottom of the dialog are two buttons: 'Login' and 'Cancel'.

 **Note:** Once your supervisor has logged in and approved your timesheet it will log them out and return you to your profile

## Rejected Timesheet

If there is an error in your timesheet your Host can reject it.

When rejecting your timesheet the Host must specify a reason it was rejected.

You will receive an Email (SMS) notifying you that your timesheet was rejected and the reason why.

You will need to amend and re-submit any timesheet that has been rejected.

The system will default to displaying timesheets that have been rejected

Click on the Timesheet to be resubmitted

To view the reason your timesheet was rejected click **NOTES**

The rejected reason will appear in the Notes, along with the details of person rejecting the timesheet.


<b>Rejected</b> - Line Manager Clare Tonkin 21/05/2014 - 03:42
Rejected Reason: No Sat Hrs Entered

Amend your timesheet as required and then click **SAVE & SUBMIT** or **SUBMIT & APPROVE** to resubmit the timesheet as outlined above.

## Delete Timesheets

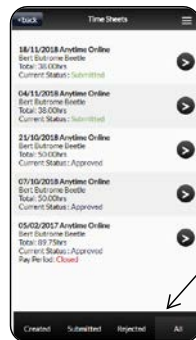
This feature allows you to delete and re-enter timesheets that may have been submitted in error.

To delete the timesheet open the timesheet from the View Timesheet screen and click **DELETE**

 **Note:** Where the status of the timesheet is *Approved* or *Rejected* the timesheet cannot be deleted and the delete button will not be displayed when viewing the timesheet.

## VIEW TIMESHEETS

Here you can view timesheets filtered by Timesheet Status by clicking on the status at the bottom of the screen.



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

- |                  |  |
|------------------|--|
| <i>Created</i>   | The timesheet has been created but has not been submitted to your host for approval.<br><br>This timesheet can be amended until it is submitted.         |
| <i>Submitted</i> | Indicates that the timesheet has been submitted to your host employer for approval.<br><br>You may view the timesheet but cannot make any modifications. |
| <i>Rejected</i>  | Indicates that your host has rejected the timesheet and you will need to open the timesheet by clicking on it, amend it and resubmit it.                 |
| <i>All</i>       | Displays All Timesheets  |

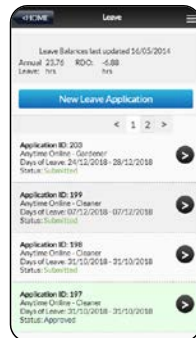
To return to the main menu click the three horizontal lines

To return to the Timesheet Summary screen click **BACK**



## LEAVE

Here you can view your leave balances and view and submit leave applications



### ***LEAVE BALANCES***

Displays selected available leave balances as at a defined date.

When entering your timesheets if you select a Leave work type and your leave balance in the system is less than the hours entered in the timesheet you will receive a warning message stating you may have insufficient leave accrued to cover the leave taken. This is a warning only and the timesheet can still be submitted.

Contact your Employer to confirm your actual balance as required.

## VIEW LEAVE APPLICATION

Click on the application line to view a leave application

## NEW LEAVE APPLICATION

To enter a new application click **NEW LEAVE APPLICATION**

*Today's Date*

This is a read only field showing the date the leave application is created.

*Apprentice/Trainee*

This is a read only field displaying your name as the leave applicant


*Placement*

Select your placement from the drop down menu

## LEAVE BALANCES

Displays your leave balances as at the time they were last imported

LEAVE BALANCES:	
Annual Leave:	38 hrs

 **Note:** Hours that have been applied for but not yet paid will not be reflected in this balance. Please contact your employer to confirm your actual balance as required.

## PERIOD OF LEAVE REQUIRED

PERIOD OF LEAVE REQUIRED:				Include Weekends: <input type="checkbox"/>
First Day of Leave:	Last Day of Leave:	Total working days taken as leave:	Total hours for Leave:	
02/04/2019	04/04/2019	3	15	
Type of Leave:	Annual HQ		Edit Leave Hours: 	


- Include Weekends** Denotes weekends will be included in the calendar so leave can be applied for on weekends
- First Day of Leave** Enter the date of the first day you will be on leave
- Last Day of Leave** Enter the date of the last day you will be on leave
- Total working days ...** This is automatically calculated by the system
- Total hours of Leave** This is automatically calculated by the system but can be overwritten as required
- Type of Leave** Select the leave type from the drop down menu
- Edit Leave Hours** Denotes the hours are not a standard 7.6 or 8 hours per day
- When this is ticked and additional field will be displayed where hours can be entered against each day applied for individually.

**HOURS PER DAY**

HOURS PER DAY:			
Tuesday	02/04/2019	5	<a href="#">don't include</a>
Wednesday	03/04/2019	5	<a href="#">don't include</a>
Thursday	04/04/2019	5	<a href="#">don't include</a>
Total Hours: 15.00			

**Day & Date**

Read only fields displaying days leave is taken

 **Note:** Weekends will only be displayed when the 'Include Weekends' checkbox is ticked, in the Period of Leave Required section

**Hours**


Daily hours will be calculated based on the Total Hours for Leave in the Period of Leave Required field but can be amended as required

**Don't Included calculation**

Excludes a day/date from the leave application hours

**Total Hours**

Total of daily hours included in the leave application

 **Note:** Where the Total Hours for Leave, in the Period of Leave Required section, does not match the Total hours in this section, click **UPDATE TOTAL HOURS**

PERIOD OF LEAVE REQUIRED				<input type="checkbox"/> Include Weekends
First Day of Leave:	Last Day of Leave:	Total working days taken as leave:	Total hours for Leave:	
03/04/2019	04/04/2019	2	20	
Type of Leave:	Annual HO		Edit Leave Hours: <input type="checkbox"/>	
HOURS PER DAY:				
Tuesday	02/04/2019	5	<a href="#">don't include</a>	
Wednesday	03/04/2019	5	<a href="#">don't include</a>	
Thursday	04/04/2019	5	<a href="#">don't include</a>	
Total Hours: 15.00				<a href="#">Update Total Hours</a>

If the Total Hours for Leave is correct re-entering the hours in this field will redistribute the hours in each day.

### *SUPERVISOR*

---



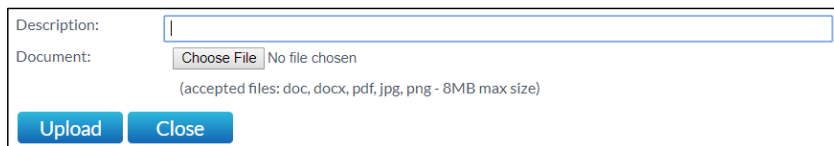
*Select the person responsible for approving your leave from the drop down menu*

*To add an additional supervisor click **ADD SUPERVISOR***

### *ATTACHMENTS*

---

*To attach a leave certificate or the like to the application click*



To upload an attachment click **ADD ATTACHMENT**

Enter a description and click **CHOOSE FILE** to select the file you want to upload

To upload the file click **UPLOAD**

Once you have finished in the application screen you have 3 options

1. Close

This will close the screen without saving any changes


2. Submit

Submits the application for approval

3. Supervisor Approval


Allows you to submit the application and have the supervisor log in and approve it 'on the spot'



 **Note:** Once your supervisor has approved your application it will log them out and return you to your profile

### Creating timesheets linked to leave application


When a timesheet is created for a period with an approved leave application the leave hours will be automatically populated on the timesheet

 **Note:** This will only occur for work types that only require hours only. Where start and end times are required the timesheet will not be automatically populated with the leave hours

## PLACEMENTS

The screenshot shows a mobile app interface for 'Placements'. At the top, there's a dropdown menu for 'Select your placement' with 'Anytime Online' selected. Below this, the following details are listed: Employee: Bert Eutrome Beeble, Client: Anytime Online, Start Date: 26/07/2017, End Date: (empty), Pay Cycle: Weekly, Description: Gardener, Supervisor: (empty), and ID: 44732465.

This screen displays your current placement details

 **Note:** If your current placement details do not appear on this screen please contact your Employer

## MY PROFILE

This screen displays your personal details

These details cannot be amended within this system. To amend any of these details you need to contact your Employer.

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

The screenshot shows a mobile app interface for 'My Profile'. The details listed are: Name: Bert Eutrome Beeble, Username: bert@codehouse.com.au, Email: bert@codehouse.com.au, Mobile: 0811404131, and Last Login: 24/10/2018. At the bottom, there is a blue button labeled 'Change Password'.

## NOTIFICATIONS

The screenshot shows a mobile app interface for 'Notification Message'. It contains two messages. The first message is dated 16/05/2014 and says: 'Please ensure you are punctual in submitting your timesheets. Delays will occur in receiving your pay if they are submitted late.' The second message is dated 24/10/2018 and says: 'Chrisnae Clouse Please be aware that we will be closing our Christmas for 4 weeks and therefore require all leave applications to be submitted for this period by the 1st of December, 2018.'

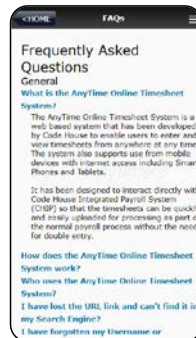
This screen displays any messages that have been previously viewed when opening the online timesheet system

## 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 **LOGOUT**



## APPENDIX 1

### *24 Hour Clock Conversion*

24 HOUR CLOCK	
12 Midnight	0.00 hours
1.00 am	1.00 hours
2.00 am	2.00 hours
3.00 am	3.00 hours
4.00 am	4.00 hours
5.00 am	5.00 hours
6.00 am	6.00 hours
7.00 am	7.00 hours
8.00 am	8.00 hours
9.00 am	9.00 hours
10.00 am	10.00 hours
11.00 am	11.00 hours
12 noon	12.00 hours
1.00 pm	13.00 hours
2.00 pm	14.00 hours
3.00 pm	15.00 hours
4.00 pm	16.00 hours
5.00 pm	17.00 hours
6.00 pm	18.00 hours
7.00 pm	19.00 hours
8.00 pm	20.00 hours
9.00 pm	21.00 hours
10.00 pm	22.00 hours
11.00 pm	23.00 hours