

ANYTIME USER GUIDE FOR EMPLOYEES

Employee's guide to the AnyTime Online Timesheet System

Updated 24th April, 2019



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INTRODUCTION

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

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

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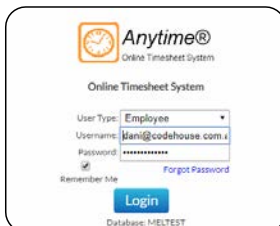
Welcome to the AnyTime Online Timesheet System.

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 'Employee' 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

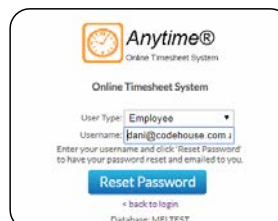
If you have forgotten your password click **FORGOT PASSWORD**

In the Reset Password screen check the User Type is 'Employee' 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**

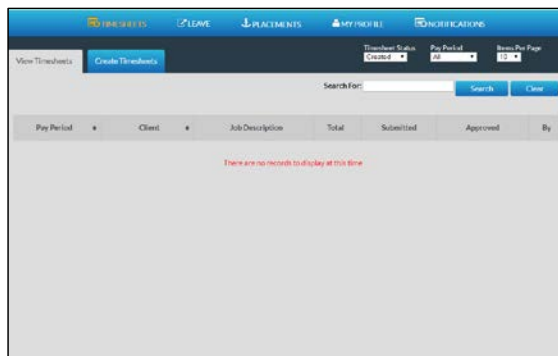


MAIN MENU

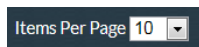
The Main Menu of the Employee Screen consists of the following

- Timesheets
- Leave
- Placements
- My Profile
- Notification

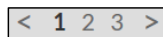
Each screen can be accessed by clicking on the heading and then the relevant tab



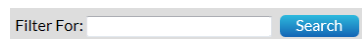
When viewing details in any screen you can select the number of records that display on the page by selecting the amount from the 'Items Per Page' field



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**

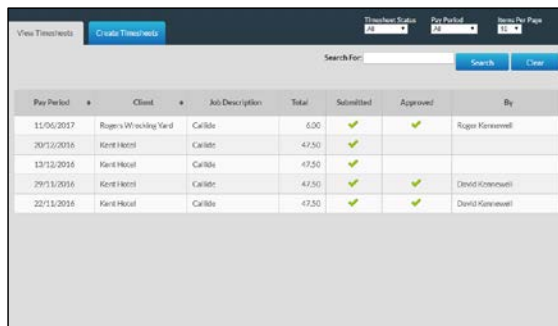


TIMESHEETS

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.




Pay Period	Client	Job Description	Total	Submitted	Approved	By
11/06/2017	Rogers Wharfing Yard	Carlisle	6.00	✓	✓	Roger Kinnearwell
20/12/2016	Kent Hotel	Carlisle	47.50	✓		
13/12/2016	Kent Hotel	Carlisle	47.50	✓		
29/11/2016	Kent Hotel	Carlisle	47.50	✓	✓	David Kinnearwell
22/11/2016	Kent Hotel	Carlisle	47.50	✓	✓	David Kinnearwell

You can select to view timesheets based on the following status

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.


CREATE TIMESHEET

As an employee you MUST enter a timesheet for each Pay Period and each Placement worked for the Pay Period.

When creating Timesheets you can log in and enter hours on a daily basis or enter hours for the entire pay period.


Client	Start Date	End Date	Job Description	
ARTC	16/02/2016		ARTC	Create Timesheet
Kent Hotel	04/05/2015		ARTC	Create Timesheet

Click **CREATE TIMESHEET** for the placement you wish you enter the timesheet for

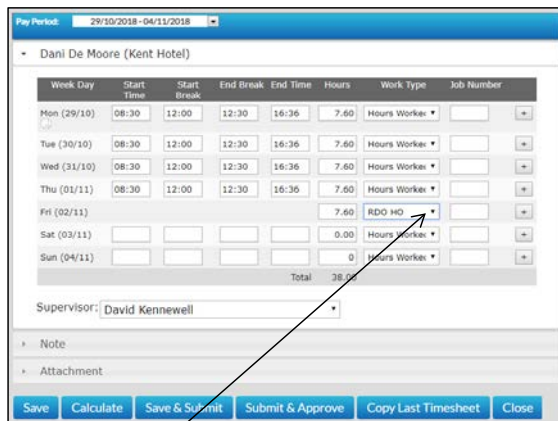
 **Note:** To enter a timesheet for a future (previous) pay period click on the drop down menu in the Pay Period field. Click Future Timesheets (Old Timesheets) and select the required pay period.

Hours Worked

Enter the Start Time, Start Break, End Break, and End Time for the day and the system will automatically calculate the hours.

 **Note:** Hours must be entered in a 24 hour format i.e. 08:30 to 16:36

**** Please see Appendix 1 for conversion of the times ****



Week Day	Start Time	Start Break	End Break	End Time	Hours	Work Type	Job Number
Mon (29/10)	08:30	12:00	12:30	16:36	7.60	Hours Worked	
Tue (30/10)	08:30	12:00	12:30	16:36	7.60	Hours Worked	
Wed (31/10)	08:30	12:00	12:30	16:36	7.60	Hours Worked	
Thu (01/11)	08:30	12:00	12:30	16:36	7.60	Hours Worked	
Fri (02/11)					7.60	RDO HQ	
Sat (03/11)					0.00	Hours Worked	
Sun (04/11)					0	Hours Worked	
Total					38.00		

Supervisor: David Kennewell

Note


Attachment

Save Calculate Save & Submit Submit & Approve Copy Last Timesheet Close

Select the required **Work Type** from the drop down menu if the hours entered relate to something other than the default work type

Work Types denote what the hours relate to and could include the following:

- Hours worked
- RDO
- Public Holiday
- Annual Leave
- Personal Leave

If the following icon  is displayed to the right of the work type, you will be required to enter a note specifying the reason for the work type taken.

The note field will automatically pop up when the work type is selected and you will need to enter a note before being able to submit your timesheet.



Week Day	Start Time	Start Break	End Break	End Time	Hours	Work Type	Job Number
Sun (06/10)					0.00	Hours Worked	
Mon (07/10)	08:30	12:30	13:00	16:36	7.60	Sick Leave	
Tue (08/10)	08:30	12:30	13:00	16:36	7.60	Ann	

Supervisor: David Kennewell

Note

Attachment

Save Calculate Save & Submit Submit & Approve Copy Last Timesheet Close

Hours Only


Where it has been set up in the system some Work Types may only require total hours to be entered. ie: for Annual or Sick Leave

For these Work Types select the Work Type from the drop down menu, prior to entering start and end times and then enter the total hours

Week Day	Start Time	Start Break	End Break	End Time	Hours	Work Type
Wed (09/10)					8	Annual Leave (HO)
Thu (10/10)					8	Annual Leave (HO)
Fri (11/10)					8	Annual Leave (HO)
Sat (12/10)						
Sun (13/10)						
Mon (14/10)	08:00	12:00	12:30	16:30	8.00	Hours Worked
Tue (15/10)	08:00	12:00	12:30	16:30	8.00	Hours Worked

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 

Week Day	Start Time	Start Break	End Break	End Time	Hours	Work Type	Job Number
Mon (29/10)	08:30			12:30	4.00	Hours Worked	
Tue (30/10)							
Wed (31/10)							
Thu (01/11)							
Fri (02/11)							
Sat (03/11)							
Sun (04/11)							
Total					4		


Week Day	Start Time	Start Break	End Break	End Time	Hours	Work Type	Job Number
Mon (29/10)	08:30			12:30	4.00	Hours Worked	
Mon (29/10)					3.60	SL HO	
Tue (30/10)	08:30	12:00	12:30	16:36	7.60	Hours Worked	
Wed (31/10)	08:30	12:00	12:30	16:36	7.60	Hours Worked	
Thu (01/11)	08:30	12:00	12:30	16:36	7.60	Hours Worked	
Fri (02/11)	08:30	12:00	12:30	16:36	7.60	Hours Worked	
Sat (03/11)						Hours Worked	
Sun (04/11)						Hours Worked	
Total					38.00		

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 by clicking 

To remove a line that has been added click 

Copy Down

The Copy Down function  allows you to copy hours down your timesheet

Week Day	Start Time	Start Break	End Break	End Time	Hours	Work Type	Job Number
Mon (29/11)	08:30	12:30	13:00	16:36	7.60	Hours Worked	
Tue (30/10)	08:30	12:30	13:00	16:36	7.60	Hours Worked	
Wed (31/10)	08:30	12:30	13:00	16:36	7.60	Hours Worked	
Thu (01/11)	08:30	12:30	13:00	16:36	7.60	Hours Worked	
Fri (02/11)	08:30	12:30	13:00	16:36	7.60	Hours Worked	
Sat (03/11)						Hours Worked	
Sun (04/11)					0	Hours Worked	
Total					38.00		

When you click the Copy Down button 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 you have entered a timesheet for a previous Pay Period for the same Placement and your Hours Worked and Work Types are exactly the same as those in the previous pay period you can click **COPY LAST TIMEHSEET** to automatically complete your timesheet.

Pay Period: 19/03/2014 - 25/03/2014

Billy Bass (Bill And Bob Blinds)

Week Day	Start Time	Start Break	End Break	End Time	Hours	Work Type	Job Number
Wed (19/03)	08:30	12:30	13:00	17:00	8.00	Hours Worked	
Thu (20/03)	08:30	12:30	13:00	17:00	8.00	Hours Worked	
Fri (21/03)	08:30	12:30	13:00	17:00	8.00	Hours Worked	
Sat (22/03)	15:00			19:00	4.00	Hours Worked	
Sun (23/03)					0.00	Hours Worked	
Mon (24/03)	08:30	12:30	13:00	17:00	8.00	Hours Worked	
Tue (25/03)	08:30	12:30	13:00	17:00	8.00	Hours Worked	

Bill Blind ☐ I did NOT work this period.

Note

Save Calculate Save & Submit Submit & Approve Copy Last Timesheet Close

This function will automatically populate the Start Time, Start Break, End Break, End Time, and Work Type based on the last timesheet entered.



Note: Any Allowances entered in the previous timesheet will also be copied across to the current timesheet.

No Hours Worked for Pay Period

If you did not work for the pay period you are still required to submit a timesheet.

To submit a timesheet for no hours worked, leave the timesheet hours blank and tick the 'I did NOT work this period' check box.

Pay Period: 29/10/2018 - 04/11/2018

Dani De Moore (Kent Hotel)

Week Day	Start Time	Start Break	End Break	End Time	Hours	Work Type	Job Number
Mon (29/10)						Hours Worked	
Tue (30/10)						Hours Worked	
Wed (31/10)						Hours Worked	
Thu (01/11)						Hours Worked	
Fri (02/11)						Hours Worked	
Sat (03/11)						Hours Worked	
Sun (04/11)						Hours Worked	
Total							

Supervisor: David Kennewell

☒ I did NOT work this period.

Note

Attachment

Save Calculate Save & Submit Close

Click **SAVE & SUBMIT**

WHS Questions (where applicable)

Some Employers may require you to answer basic WHS question when submitting your timesheet.

If you have the following screen displayed on your timesheet you will not be able to submit the timesheet until all Yes/No questions have been answered.

WHS

Are there any outstanding Work Health & Safety Issues to report this period? yes ☐ no ☐

Please list any PPE equipment required

Were there any reportable incidents this pay period? If Yes please enter details. 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.

Job Numbers (where applicable)

If you are required to enter a job number or site worked on, against the day/hours worked this is entered in the Job Number column

Week Day	Start Time	Start Break	End Break	End Time	Hours	Work Type	Job Number
Mon (29/10)	08:30	12:30	13:00	16:36	7.60	Hours Worker	4651321
Tue (30/10)	08:30	12:30	13:00	16:36	7.60	Hours Worker	4651321
Wed (31/10)	08:30	12:30	13:00	16:36	7.60	Hours Worker	6412381
Thu (01/11)	08:30	12:30	13:00	16:36	7.60	Hours Worker	5451485
Fri (02/11)	08:30	12:30	13:00	16:36	7.60	Hours Worker	5151851
Sat (03/11)						Hours Worker	
Sun (04/11)					0	Hours Worker	
					Total	38.00	

Where hours for the day have been worked against multiple job numbers then enter the hours for the first job number and then create a new line for the day by clicking on the and enter the subsequent hours and job numbers in the new line.

Allowances

The Allowance section of your timesheet is set up by your Employer and may include such things as Shift, Dirt, Tool, Crib and Meal Allowances.

To open the Allowance section of your timesheet click **ALLOWANCE**

Week Day	MEAL	PHONE	TOOL
Wed (18/09)			
Thu (19/09)			
Fri (20/09)			
Sat (21/09)			
Sun (22/09)			
Mon (23/09)			
Tue (24/09)			

Enter the Units/Hours against the day and allowance you are entitled to.



Note: When using the Copy Last Timesheet feature any allowances entered in the previous timesheet will be carried across to the new timesheet


Notes

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

To Open the Note section click **NOTE**

A screenshot of a web form with a text input field. The label 'Enter A Note:' is positioned above the input field. The input field is empty and has a vertical scrollbar on the right side.

Enter notes into the field as required.

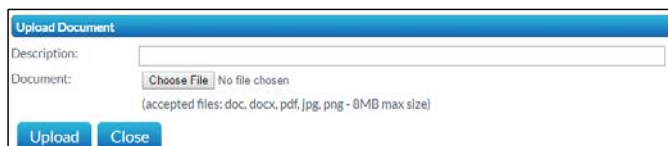
 **Note:** When using the Copy Last Timesheet feature any notes entered in the previous timesheet will **not** be carried across to the new timesheet

Attachment

Up to 3 documents can be uploaded before submitting your timesheet


To open the Attachment section click **ATTACHMENT**

To upload an attachment click **ADD ATTACHMENT**

A screenshot of a 'Upload Document' dialog box. It has a title bar 'Upload Document'. Inside, there is a 'Description:' label followed by a text input field. Below that is a 'Document:' label followed by a 'Choose File' button and the text 'No file chosen'. Underneath, it says '(accepted files: doc, docx, pdf, jpg, png - 8MB max size)'. At the bottom, there are 'Upload' and 'Close' buttons.

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

To upload the file click **UPLOAD**

 **Note:** Documents that have been attached can be deleted until your timesheet has been submitted.

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

To view a document that has been attached to a submitted timesheet click **DOWNLOAD** in the View Timesheet screen.


Calculate


If you have made changes to the Start or End Times in the timesheet you can recalculate the Hours by clicking **CALCULATE**



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.

A screenshot of a web form element. It consists of the label "Supervisor:" followed by a text input field containing "Bill Blind". To the right of the input field is a small downward-pointing arrow icon, and further right is a button with a plus sign (+).

 **Note:** If you amend the supervisor then the default supervisor will not be able to access your timesheet. If both Supervisors need to access your timesheet please click  and add an additional supervisor.

Once you have finished in the timesheet screen you have 4 options

- Save
- Close
- Save & Submit
- Submit & Approve

Save

To save the data you have entered in your timesheet and not submit it click **SAVE**

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



Note: *A timesheet can be edited at any time during the pay period but once a timesheet has been submitted no changes can be made.*

Close

If you want to close out of the timesheet screen and not save any of the changes you have made click **CLOSE**

This will return you to the View Timesheet screen and no changes that were made in the Timesheet screen will be saved

If you had opened a new timesheet this will also not have been saved and you will need to create the timesheet for the pay period again.

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.

To submit your timesheet for your Host to approve at a later time click **SAVE & SUBMIT**

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 you can select your Supervisor and they can log in and approve your timesheet.

A screenshot of a web application dialog box titled "Supervisor Approval Login X". The dialog box has a blue header bar. Below the header, there is a dropdown menu currently showing "Katie Blind". Below the dropdown, there are two text input fields: "Username:" with the value "katie@codehouse.com.au" and "Password:". At the bottom of the dialog, there are two blue 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.

To view the rejected timesheets either click on the link in your email or log into AnyTime and go to the View Timesheet screen.

The system will default to displaying the rejected timesheets in the View Timesheet screen



Click on the Timesheet to be resubmitted

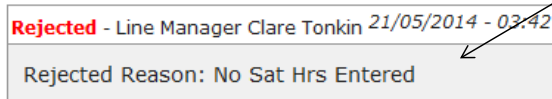
This will open the timesheet in 'Edit' mode so that it can be amended

The screenshot shows the 'Edit Timesheet' screen for 'Dani De Moore (Kent Hotel)'. The 'Pay Period' is '04/11/2018'. The screen displays a table for entering hours for each day of the week. The 'Total' is '-40.00'. Below the table, there is a 'Supervisor' dropdown menu set to 'David Kennewell'. At the bottom, there are buttons for 'Save', 'Calculate', 'Save & Submit', 'Submit & Approve', 'Print', and 'Close'. A red arrow points to the 'Current Status: Rejected' text at the bottom left of the form.

The Current Status of the timesheet will be displayed as Rejected

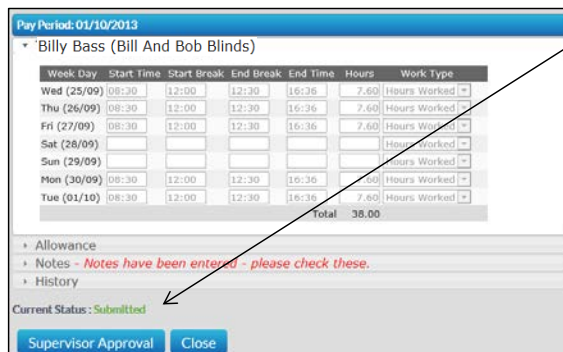
To view the reason your timesheet was rejected click **NOTES**

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



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

Once resubmitted the Current Status of the Timesheet will be updated to Submitted



Approved Timesheets

Once your timesheet has been approved you will receive a notification Email to say it has been approved with the name of the Supervisor that approved it

You can view approved timesheets in the View Timesheets screen 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 the Employee needs to open the timesheet from the View Timesheet screen and click **DELETE**


Week Day	Start Time	Start Break	End Break	End Time	Hours	Work Type	Job Number
Wed (14/05)	07:30	08:30	12:30	16:30	8.00	Hours Worked	
Thu (15/05)	07:30	08:30	12:30	16:30	8.00	Hours Worked	
Fri (16/05)	07:30	08:30	12:30	16:30	8.00	Hours Worked	
Sat (17/05)						Hours Worked	
Sun (18/05)						Hours Worked	
Mon (19/05)	07:30	08:30	12:30	16:30	8.00	Hours Worked	
Tue (20/05)	07:30	08:30	12:30	16:30	8.00	Hours Worked	
Total					40.00		

Supervisor: Matthew Litchfield

+ Allowance
+ Notes
+ History

Current Status: Submitted

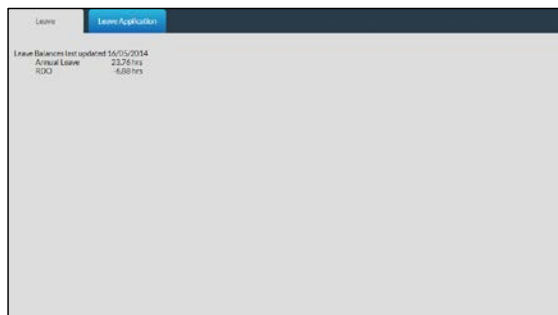
Supervisor Approval Delete Close

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

LEAVE

LEAVE

Where your Employer has set up the system to display leave balances this tab will display your leave entitlements as at a reported date.



When entering your timesheets if you select a Leave work type and do not have enough leave accrued you will receive a warning message stating you may have insufficient leave accrued to cover the leave taken.

This warning is based on the leave balances currently displayed and you may have taken or accrued additional leave since these balances were last updated.

Contact your Employer to confirm your actual balance as required.

LEAVE APPLICATION

On this tab you can create a new leave application and view the current status of previously submitted applications

To view an existing leave application click on the application

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

Today's Date Read only field showing the date the leave application is created.


Apprentice/Trainee 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:
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	don't include
Wednesday	03/04/2019	5	don't include
Thursday	04/04/2019	5	don't include
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 calculation

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:			Include Weekends:
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	20
Type of Leave:	Annual HO		Edit Leave Hours: <input checked="" type="checkbox"/>
HOURS PER DAY:			
Tuesday	02/04/2019	5	don't include
Wednesday	03/04/2019	5	don't include
Thursday	04/04/2019	5	don't include
Total Hours: 15.00			Update total Hours

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

SUPERVISOR

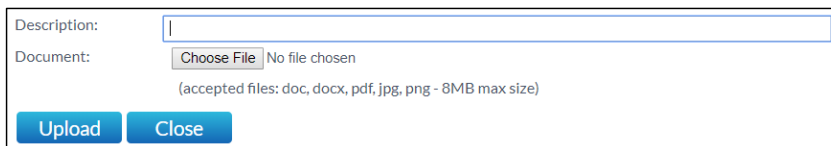


Select the person responsible for approving your leave from the drop down menu

*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

This tab displays your current placement details



Client	Start Date	End Date	Pay Cycle	Description	Supervisor	PO's
Bill and Bob Blinds	12/05/2013		Weekly	Anytime Online	Katie Grant	

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

MY PROFILE

This screen displays your personal details



Name	Username	Email	Mobile	Last Login
Billy Bass	billy@codehouse.com.au	billy@codehouse.com.au	0411404131	02/10/2013

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**

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 closure has been communicated with your Host and Field Officer	01/11/2013
The Company Christmas Closure will be from Monday 23/12/13 to Friday 31/12/13 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**

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