

# Candidate Timesheet Instructions - PC

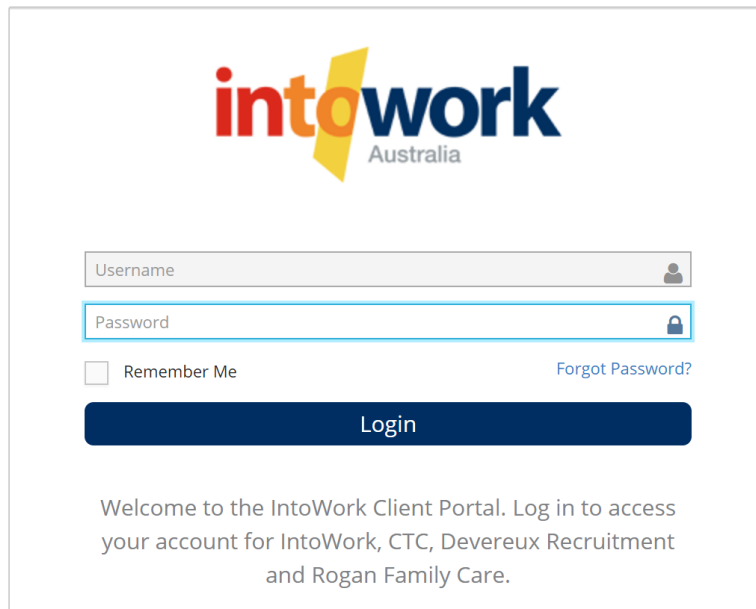
## Please Note

If you are using a computer to approve your timesheets you will be able to use any browser (ie chrome, internet explorer, edge, firefox).

To commence completing your online timesheet, please follow the instructions below

## Click on the link below

<https://intowork.fasttrack360.com.au/RecruitmentManager/ClientLogin>



Release: Vega (11.30.1.123)

Powered by FastTrack

Enter your username and password

(If this is your first time and you have not set this previously, the default settings are -)

**User Name** – your email address

**Password** – password

You will need to change your password and add security questions if this is your first login. Please refer to Candidate Portal Instructions.

Select "Time and Attendance" from the box on the right hand side

**Bob Test**  
100002644  
Active

Salutation: Mr      Skill Group: Common Keywords  
Name: Bob      Primary Position:  
Surname: Test

**Quick Access**

- Personal Details
- Resume (1)
- Address
- Work References (1)
- Available
- Payslip List (0)
- Job List
- Payment Summary List (0)
- Skills (9)
- Time And Attendance**
- Document Management (1)

Select the "available" Tab from the top line

Bob Test > Search Timesheet

Available Incomplete Rejected Submitted Historical Expired

Search Reset

Select the timesheet you wish to view – please ensure you check the date is the correct week ending date

Dashboard > Search Timesheet

49 Available Incomplete Rejected 28 Submitted 71 Bulk Historical Expired

Search Reset

Available Timesheets (2)

Expire Export Reset Filter Manage Layout

	Client	Job Position	Payee First Name	Payee Surname	Start Date	End
<input type="checkbox"/>	[Redacted]	Roadworks	[Redacted]	[Redacted]	14/08/2017	20/08/2017
<input type="checkbox"/>	[Redacted]	Roadworks	[Redacted]	[Redacted]	21/08/2017	27/08/2017

Showing 1-2 of 2 entries < Previous | Next >

View the times recorded each day and edit if required by typing in the correct time in the applicable box. Please ensure it is recorded in 24hr time.

Dashboard > Search Timesheet > Available Timesheet

Send Message Save Refresh Submit

Job Order Code : 200002558

Start Date : 21/08/2017

End Date : 27/08/2017

Timesheet Code :

Status : Initial

JobOrder Client Payee Timesheet Pay Agreement Bill Agreement

Job Order Code : 200002558 Office Code : 102 - CTC Labour Hire Purchase Order Number :

Start Date : 27/07/2017 End Date : 31/10/2017

Position : Roadworks Client Position : Labourer

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Attendance/Absence (5) Total Hours : 50.0000 Add +

Action	Work Date	Start Time	End Time	Attendance/Absence Type	Breaks	Project Items	Day Total
Delete   Copy   Copy All   Add	21/08/2017 Mon	06:30	17:00	Day Shift	1 Breaks	0 Project Items	10.0000
Delete   Copy   Copy All   Add	22/08/2017 Tue	06:30	17:00	Day Shift	1 Breaks	0 Project Items	10.0000
Delete   Copy   Copy All   Add	23/08/2017 Wed	06:30	17:00	Day Shift	1 Breaks	0 Project Items	10.0000
Delete   Copy   Copy All   Add	24/08/2017 Thu	06:30	17:00	Day Shift	1 Breaks	0 Project Items	10.0000
Delete   Copy   Copy All   Add	25/08/2017 Fri	06:30	17:00	Day Shift	1 Breaks	0 Project Items	10.0000

To add or change breaks and project items, select the word “breaks” and you will see a box appear. You can go between breaks and Project items by selecting the tabs at the top.

### Attendance

Break Time
Project Code

14 Aug 2017 06:00:00 To 16:00:00

**Break Time**

Start Time  End Time  + -

Save
Cancel

Enter your details. Project items is used for any additional information you may need to include such as job codes, important notes You can add more breaks or project items each day by selecting the + sign. You can also delete by pressing the rubbish bin.

You can also add additional items if they are applicable to your work, such as allowances, travel, etc. Use the additional items section and select add.

Reimbursements can be added in the Reimbursement section

Once you have added all of your applicable details, review your timesheet to ensure that all times are correct and your total time is correct

Select save (at the top) if you would like to come back to it later or select submit if you would like to submit the timesheet for approval

If you select the save icon, you will be able to go back to your timesheet again later before you submit it. Please note, your timesheet **will not** be submitted if you save it. You will find your saved timesheet in the “incomplete” box along the top line

Once you have submitted your timesheet, it will then go to your supervisor for approval. Your supervisor may reject your timesheet due to an error, if this happens, you will be notified by email. You can then access your timesheet in the “Rejected” box along the top line