

Client Timesheet Approval Instructions – Computer

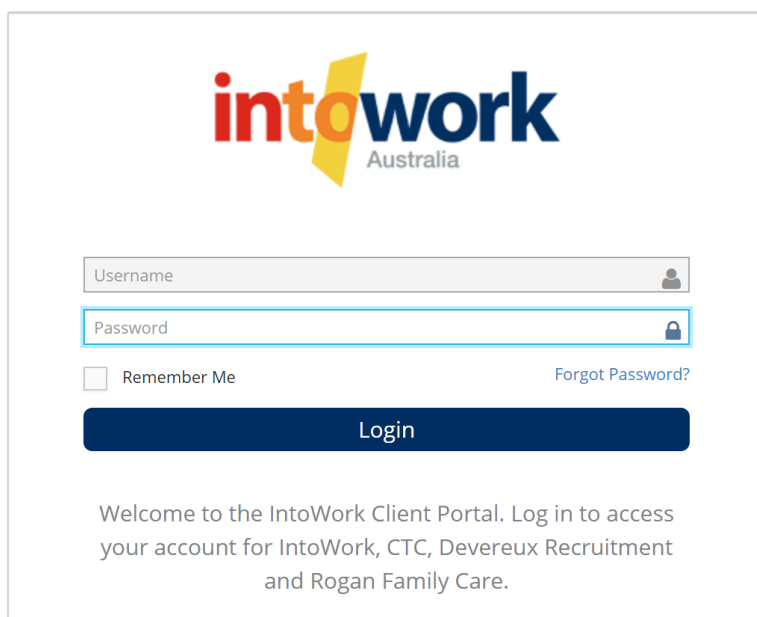
Please Note

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 Client Portal Instructions.

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

Select the "Submitted" Tab from the top line

Select the timesheet you wish to view

| <input type="checkbox"/> | <input type="checkbox"/> | Client | Job Position | Payee First Name | Payee Surname |
|--------------------------|--------------------------|------------|----------------|------------------|---------------|
| <input type="checkbox"/> | <input type="checkbox"/> | [Redacted] | Labourer | [Redacted] | [Redacted] |
| <input type="checkbox"/> | <input type="checkbox"/> | [Redacted] | Process Worker | [Redacted] | [Redacted] |

Select either "approve" or "reject" from the boxes above.

Dashboard > Search Timesheet > Submitted Timesheet

Send Message | Approve | Reject | Rejection Reasons

| | | | | | | |
|----------------------------|----------------------------|-------------------------------------|-------------------------|-----------|---------------|----------------|
| Job Order Code : 200002676 | JobOrder | Client | Payee | Timesheet | Pay Agreement | Bill Agreement |
| Start Date : 14/08/2017 | Job Order Code : 200002676 | Office Code : 102 - CTC Labour Hire | Purchase Order Number : | | | |
| End Date : 20/08/2017 | Start Date : 07/08/2017 | End Date : 31/10/2017 | | | | |
| Timesheet Code : | Position : Labourer | Client Position : ██████████ | | | | |
| Status : Submitted | | | | | | |

Attendance/Absence (5) Total Hours : 47.5000

| Work Date | Start Time | End Time | Attendance/Absence Type | Breaks | Project Items |
|----------------|------------|----------|-------------------------|----------|-----------------|
| 14/08/2017 Mon | 18:00 | 04:00 | Night Shift | 1 Breaks | 0 Project Items |
| 15/08/2017 Tue | 18:00 | 04:00 | Night Shift | 1 Breaks | 0 Project Items |
| 16/08/2017 Wed | 18:00 | 04:00 | Night Shift | 1 Breaks | 0 Project Items |
| 17/08/2017 Thu | 18:00 | 04:00 | Night Shift | 1 Breaks | 0 Project Items |
| 18/08/2017 Fri | 18:00 | 04:00 | Night Shift | 1 Breaks | 0 Project Items |

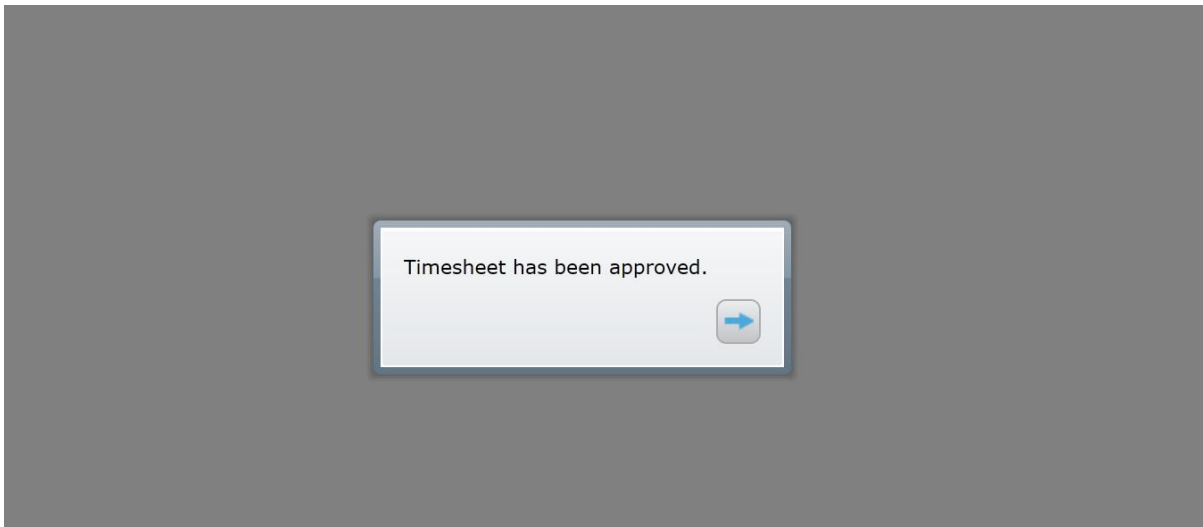
You will have to provide a reason why you have rejected the timesheet if you choose this option

Rejection Message ×

Please enter a message detailing the reason for the rejection

Save
Cancel

You will receive a message to say the timesheet is approved, click the arrow and you are finished



Repeat for any additional timesheets

Questions

If you have any questions or are experiencing difficulties with this, please do not hesitate to contact the employment staff on 1300 999 282 who will be more than happy to assist you.