



TIMESHEET APPROVAL INSTRUCTIONS

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Proudly part of



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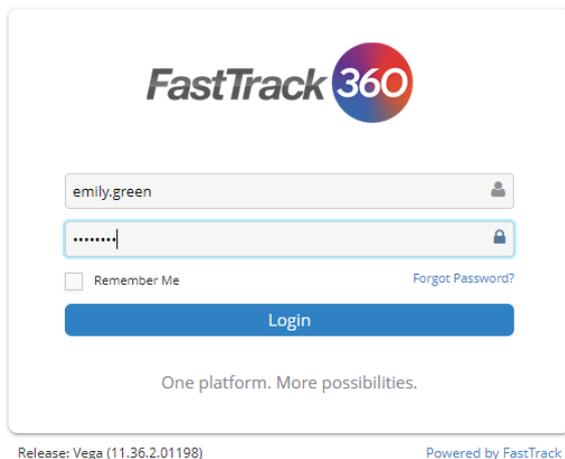
Log In To Portal

We recommend you use the Desktop Version with Google Chrome internet browser where possible for easy navigation of the program

1. Use this link to access your portal:

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

2. Enter the username, which has been emailed to you



The image shows the FastTrack 360 login interface. At the top is the logo 'FastTrack 360'. Below it is a login form with two input fields: the first contains the username 'emily.green' and the second contains a masked password '.....'. There is a 'Remember Me' checkbox and a 'Forgot Password?' link. A blue 'Login' button is positioned below the password field. At the bottom of the form, the text 'One platform. More possibilities.' is displayed. Below the form, the release information 'Release: Vega (11.36.2.01198)' and 'Powered by FastTrack' are visible.

3. On your first login you will be required to create a password

4. Once logged in you can view your portal where you can view & update the following:



The image shows a user profile page for 'Emily Ralph'. On the left, there is a profile picture and social media icons for Facebook, Twitter, and LinkedIn. The profile information includes: Name: Emily Ralph, ID: 600006594, Status: Active. Below this is a table of details: First Name: Emily, Surname: Ralph, Salutation: Ms, Contact Title: Ms, Preferred First Name: , Contact Owner: Peter Hunt. On the right, there is a 'Quick Access' menu with an 'Edit' button. The menu items are: Profile, Invoice List (5), Time And Attendance, Job List, and Document Management (0).

To edit select the 'Edit' button on the right hand side of your screen

- Personal Details
- Security Questions
- Change Password

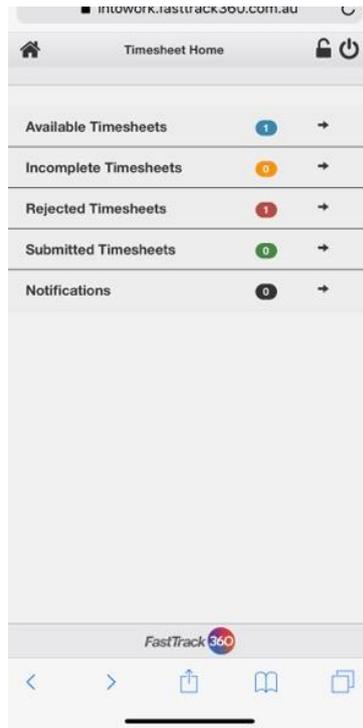
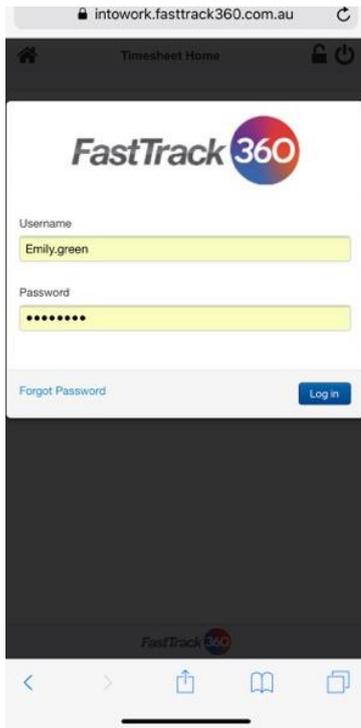
You can view the following from your portal:

- Invoices
- Timesheets to be approved

MOBILE VERSION

We recommend you use the Desktop Version where possible for easy navigation of the program

NOTE: The mobile version is not an App it is just the same website with a mobile desktop view



Timesheet Submission Cut Off Times

- Timesheets must be 'SUBMITTED' by W&T Employees by 10am Monday for the previous week of work.
- They can submit their timesheet on Friday for that working week. *(THEY MUST NOT Submit too early in case they are sick etc. and need to change their timesheet after submission)*
- Timesheets that have not been 'SUBMITTED' by 3.30pm Monday will expire and you will need to contact your business consultant directly to organize the restore of the timesheet for entry.
- Timesheets must be 'APPROVED' by Host Supervisors by 10am Tuesday for the previous week of work.
- Failure to meet these requirements could result in late payment of wages.

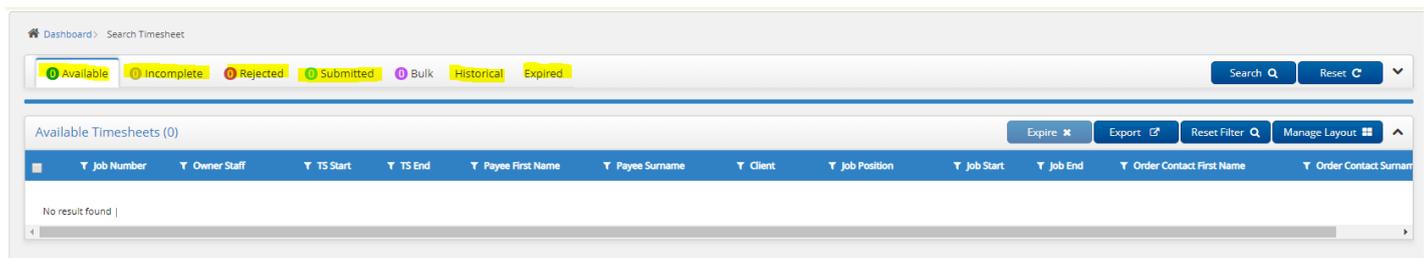
Time & Attendance – Timesheets

1. To find timesheets select 'Time & Attendance' then select 'Timesheets' in the left navigation bar



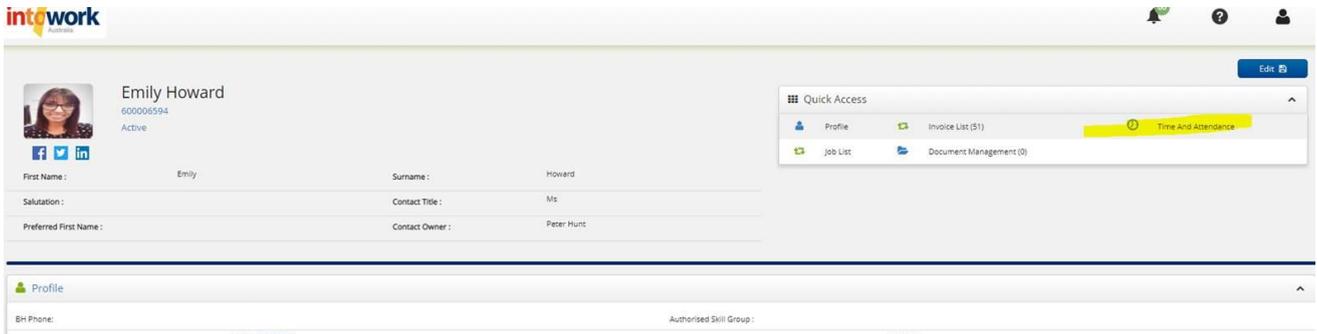
2. You will then be able to search each stage to find timesheets

- **Available** – Timesheets available for entry by W&T Employee
- **Incomplete** – Timesheets that have been edited by W&T Employee but not submitted yet
- **Rejected** – Timesheets rejected by either Supervisor, Payroll or W&T Staff
- **Submitted** – Awaiting approval from Supervisor
- **Historical** – Have been cleared for processing by payroll
- **Expired** – Expired as candidate didn't need to enter the timesheet



Approving a Timesheet

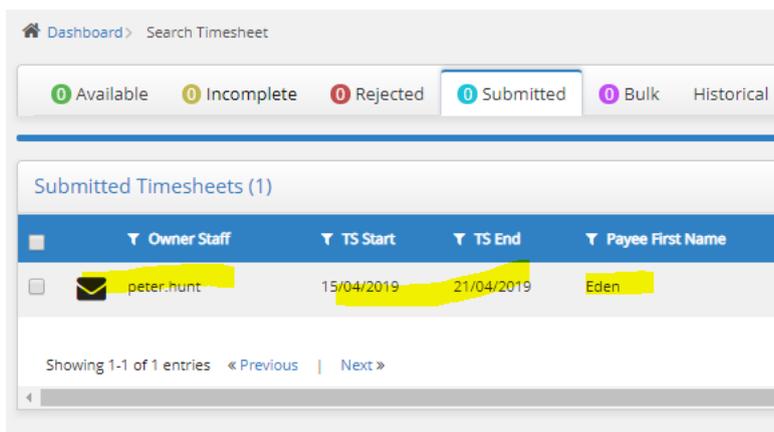
1. Once logged into portal select Time and Attendance (I have highlighted in yellow on screenshot)



2. Once in time and attendance select the submitted button (I have highlighted in yellow on screenshot) All other tabs are the trainee/apprentices responsibility.



3. Click on any of the writing of the timesheet in submitted and it will take you to view his timesheet



4. Once in the timesheet you can view and then approve or reject if necessary
Please check the following:

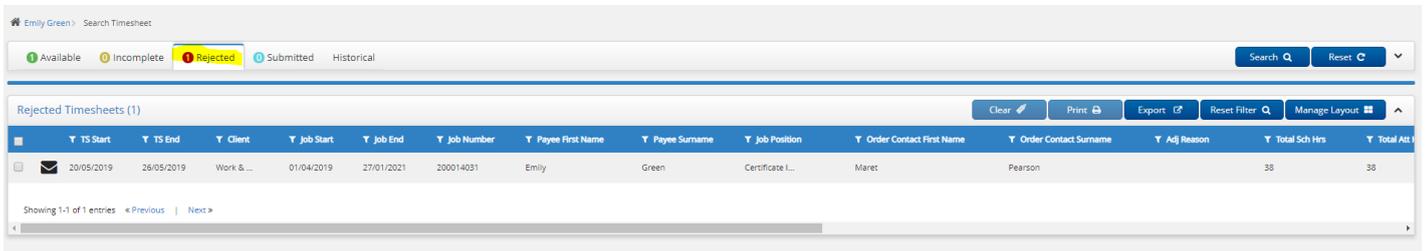
- Total Hours for the week are correct
- Attendance Types are correct and you approve of any leave requested
- Medical Certificates or Leave Application Forms are attached to timesheet in 'Documents'

The screenshot displays a web interface for managing timesheets. At the top, there are navigation links: 'Dashboard', 'Search Timesheet', and 'Submitted Timesheet'. On the right, there are action buttons: 'Send Message', 'Approve' (highlighted in yellow), 'Reject', and 'Rejection Reasons'. Below the navigation, there are tabs for 'JobOrder', 'Client', 'Payee', 'Timesheet', 'Pay Agreement', and 'Bill Agreement'. The 'JobOrder' tab is active, showing details for Job Order Code 200014149, Start Date 08/04/2019, End Date 11/03/2021, Office Code 7300 - WT Launceston GTO, and Client Position Trainee. Below this, there is a table titled 'Attendance/Absence (2)' with a 'Total Hours: 13.0000' indicator. The table has columns for Work Date, Start Time, End Time, Attendance/Absence Type, Breaks, Project Items, and Day Total. Two rows of data are shown for dates 16/04/2019 and 18/04/2019, both with a Day Shift, 1 Break, and a Day Total of 6.5000.

Work Date	Start Time	End Time	Attendance/Absence Type	Breaks	Project Items	Day Total
16/04/2019 Tue	08:30	15:30	Day Shift	1 Breaks	0 Proj. Items	6.5000
18/04/2019 Thu	08:30	15:30	Day Shift	1 Breaks	0 Proj. Items	6.5000

Rejected Timesheets

1. If a timesheet has been rejected by a supervisor the employee will get an email notification and will need to go into their timesheet to make relevant adjustments and re-submit for your approval.



The screenshot shows a web interface for managing timesheets. At the top, there are tabs for 'Available', 'Incomplete', 'Rejected' (highlighted in yellow), 'Submitted', and 'Historical'. Below the tabs is a search bar and a 'Reset' button. The main content area displays a table of 'Rejected Timesheets (1)'. The table has columns for 'TS Start', 'TS End', 'Client', 'Job Start', 'Job End', 'Job Number', 'Payee First Name', 'Payee Surname', 'Job Position', 'Order Contact First Name', 'Order Contact Surname', 'Adj Reason', 'Total Sch Hrs', and 'Total All'. A single entry is shown with the following details: TS Start: 20/05/2019, TS End: 26/05/2019, Client: Work &..., Job Start: 01/04/2019, Job End: 27/01/2021, Job Number: 200014031, Payee First Name: Emily, Payee Surname: Green, Job Position: Certificate L..., Order Contact First Name: Maret, Order Contact Surname: Pearson, Total Sch Hrs: 38, and Total All: 38. Below the table, it says 'Showing 1-1 of 1 entries' with 'Previous' and 'Next' navigation options.

TS Start	TS End	Client	Job Start	Job End	Job Number	Payee First Name	Payee Surname	Job Position	Order Contact First Name	Order Contact Surname	Adj Reason	Total Sch Hrs	Total All
20/05/2019	26/05/2019	Work &...	01/04/2019	27/01/2021	200014031	Emily	Green	Certificate L...	Maret	Pearson		38	38

2. The employee will get an email notification as per the below:

From: do-not-reply@intowork.com.au
Date: 22 May 2019 at 12:16:45 pm AEST
To: emily.green56@yahoo.com.au
Subject: Rejected Timesheet

Hi Emily,

Your timesheet for job Certificate III in Business at Work & Training Ltd - North for the week ending 26/05/2019 has been rejected for the following reason:

Friday was a sick day Emily please fix

Please review and update as required. If this is not completed and submitted before 10am on Monday then you may not be paid until the next pay cycle.

Regards,

Payroll Team

Attached Documents – Medical Certificate/Annual Leave Form

When they submit a timesheet, which has either Personal Leave (sick leave), or Annual Leave entered in attendance type, they are required to attach any corresponding forms (Leave application form, Medical Certificate) into attachments for proof of eligibility.

1. In their timesheet scroll down to 'Attachments'

