



TIMESHEET INSTRUCTIONS

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Proudly part of



Table of Contents

Log In To Portal.....	3
Timesheet Submission Cut Off Times	5
Time & Attendance – Timesheets.....	6
Submitting a Timesheet.....	7
Rejected Timesheets.....	10
Attaching Documents – Medical Certificate/Annual Leave Form.....	11
Entering Leave Attendance Types.....	12
Payslips.....	14
MADDi – Facebook Messenger Bot.....	15

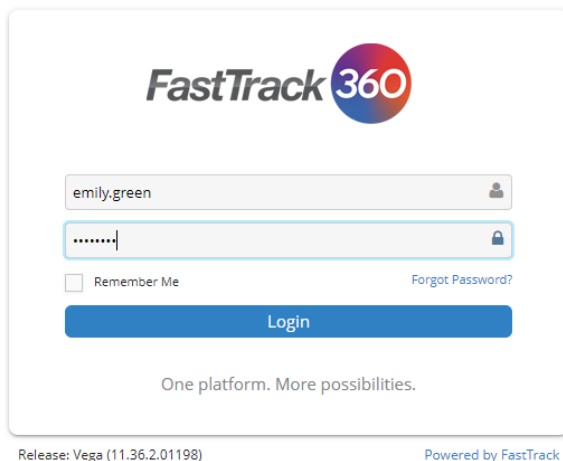
Log In To Portal

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>

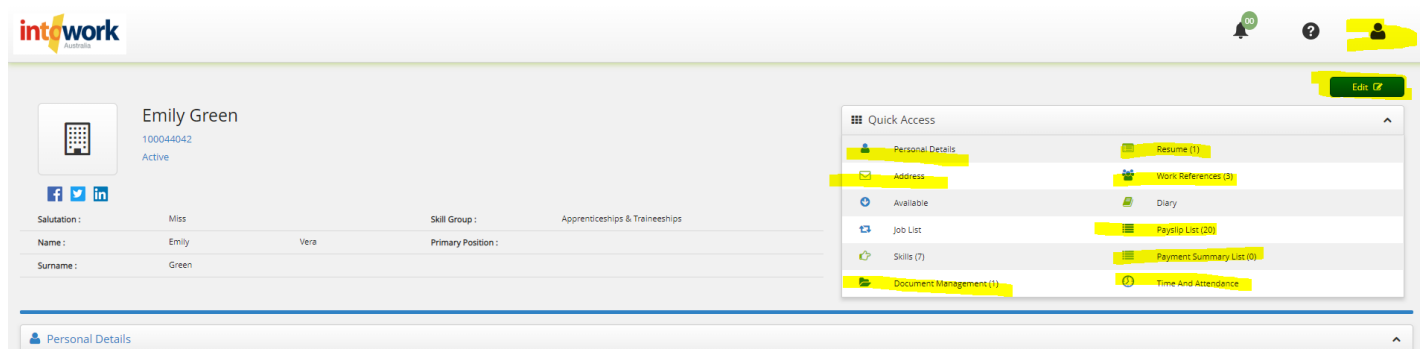
2. Enter the username, which has been emailed to you



The image shows the FastTrack 360 login interface. At the top is the 'FastTrack 360' logo. Below it are 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, it says 'One platform. More possibilities.' Below the form, it indicates 'Release: Vega (11.36.2.01198)' and 'Powered by FastTrack'.

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 the 'intowork Australia' user portal for Emily Green. The user's profile is displayed on the left, including their name, ID (100044042), and status (Active). Below this is a table with personal details: Salutation (Miss), Name (Emily), Surname (Green), Skill Group (Vera), and Apprenticeships & Traineeships (Primary Position). On the right, there is a 'Quick Access' section with a grid of links to various features: Personal Details, Address, Available, Job List, Skills (7), Document Management (1), Resume (1), Work References (3), Diary, Pay Slip List (20), Payment Summary List (0), and Time and Attendance. An 'Edit' button is visible in the top right corner of the portal.

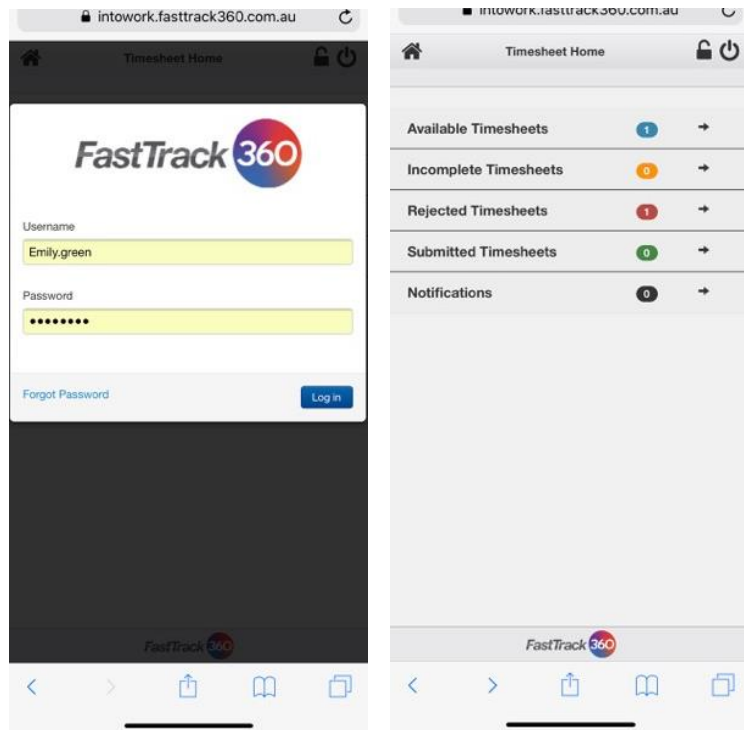
To edit select the 'Edit' button on the right hand side of your screen

- Personal Details
- Security Questions
- Change Password
- Address & Contact Details
- Upload a profile picture
- Pay slip List
- Group Certificate
- Documents shared with Work & Training
- Timesheets

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



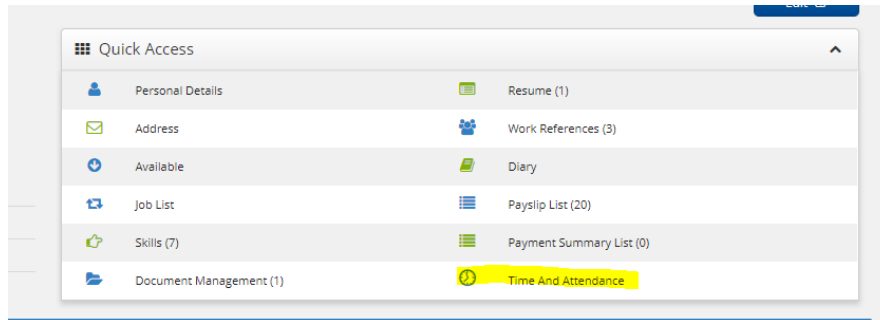
Timesheet Submission Cut Off Times

- Timesheets must be 'SUBMITTED' by W&T Employees by 10am Monday for the previous week of work.
- 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.
- You can submit your timesheet on Friday for that working week. **(DO NOT Submit too early in case you are sick etc. and need to change your timesheet)**
- 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 your wages.
- If you are unsure how to do your time sheet, please do not guess. Call the W&T office on 1300 309 675 and we will be happy to help you.



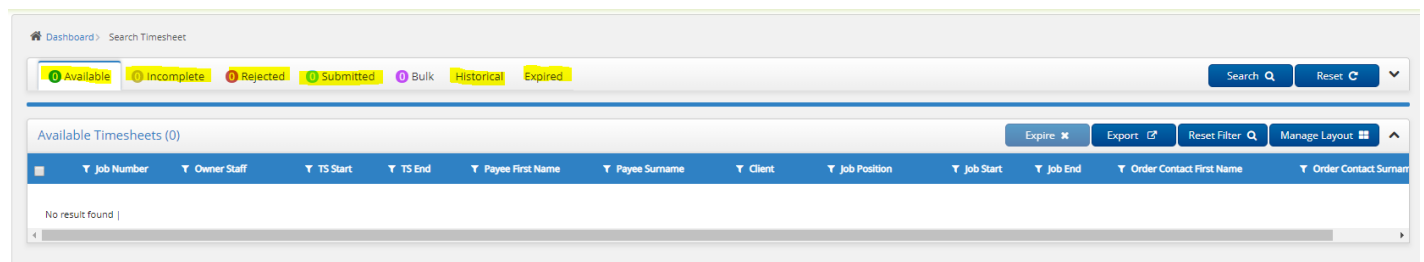
Time & Attendance – Timesheets

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

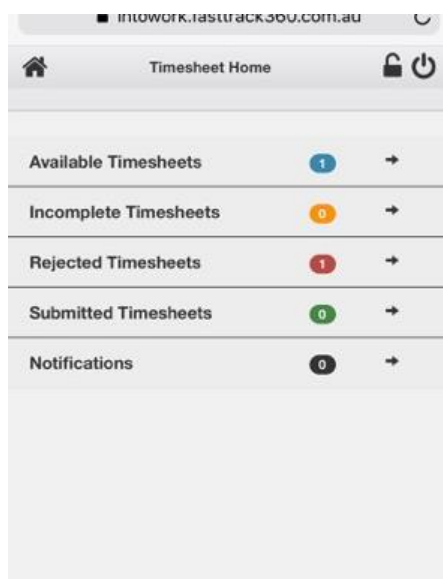


2. You will then be able to search each stage to find timesheets

- **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



MOBILE VERSION



Submitting a Timesheet

1. Go into the available timesheets and find the correct timesheet (check dates)

Emily Green > Search Timesheet

Available Timesheets (1)

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	Site Contact First Name	Site Contact Surname
27/05/2019	02/06/2019	Work & T...	01/04/2019	27/01/2021	200014031	Emily	Green	Certificate L...	Maret	Pearson	Maret	Pearson

Showing 1-1 of 1 entries < Previous Next >

2. Open the timesheet – Timesheet code is OPTIONAL and does not have to be filled out

Emily Green > Search Timesheet > Available Timesheet

Send Message Save Refresh Submit

Job Order Code: 200014031
Start Date: 27/05/2019
End Date: 02/06/2019
Timesheet Code:
Status: Initial

JobOrder Client Payee Timesheet Pay Agreement Bill Agreement

Job Order Code: 200014031 Office Code: 7300 - WT Launceston GTO Purchase Order Number:
Start Date: 01/04/2019 End Date: 27/01/2021
Position: Certificate III in Business Client Position:

Attendance/Absence (5) Total Hours: 38.0000 Add +

Action	Work Date	Start Time	End Time	Attendance/Absence Type	Breaks	Project Items	Day Total
Delete Copy Copy All Add	27/05/2019 Mon	08:45	17:00	Day Shift	1 Breaks	0 Proj. Items	7.6000
Delete Copy Copy All Add	28/05/2019 Tue	08:45	17:00	Day Shift	1 Breaks	0 Proj. Items	7.6000
Delete Copy Copy All Add	29/05/2019 Wed	08:45	17:00	Day Shift	1 Breaks	0 Proj. Items	7.6000
Delete Copy Copy All Add	30/05/2019 Thu	08:45	17:00	Day Shift	1 Breaks	0 Proj. Items	7.6000
Delete Copy Copy All Add	31/05/2019 Fri	08:45	17:00	Day Shift	1 Breaks	0 Proj. Items	7.6000

3. Adjust times and breaks to suit days total e.g. 7.6hrs

Action	Work Date	Start Time	End Time	Attendance/Absence Type	Breaks	Project Items	Day Total
Delete Copy Copy All Add	27/05/2019 Mon	08:45	17:00	Day Shift	1 Breaks	0 Proj. Items	7.6000

4. If start and finish times are correct then you may need to alter your break time to ensure it says the CORRECT day total of hours you will be paid for. To edit the break please select the 'Breaks button' for that day. (highlighted above)

Attendance

Break Time Project Code

27 May 2019 08:45:00 To 17:00:00

Break Time

Start Time 12:00 End Time 12:39

Save Cancel

5. If it was a normal working shift then always select 'Day Shift'

Work Date	Start Time	End Time	Attendance/Absence Type	Breaks
27/05/2019 Mon	08:45	17:00	Day Shift	1 Breaks
28/05/2019 Tue	08:45	17:00	Day Shift	1 Breaks
29/05/2019 Wed	08:45	17:00	Day Shift	1 Breaks
30/05/2019 Thu	08:45	17:00	Day Shift	1 Breaks
31/05/2019 Fri	08:45	17:00	Day Shift	1 Breaks

6. Other options you may need to use:

The screenshot shows a dropdown menu for 'Attendance/Absence Type'. The options listed are: Day Shift (selected), Annual Leave, Called In, Called In Sunday, Day Shift (highlighted in green), Night Shift, Personal/Carers Leave, Public Holiday Not Worked, Public Holiday Worked, RDO, Saturday Shift, Sunday Shift, Training, Unemployed, Unemployed Training, and Unpaid Leave Hours.

- Annual Leave – *Annual Leave Pay*
- Day Shift – *Normal Work Day*
- Personal/Carers Leave – *Sick Leave*
- Public Holiday **Not Worked** – *It was a Public Holiday on your normal working day but you **did not** work this day*
- Public Holiday **Worked** – *It was a Public Holiday on your normal working day and you **did** work this day*
- RDO – *Apprentices only. Check with your Business Consultant before using this field.*
- Training – *TAFE or Training Day outside of work for your Qualification*
- Unpaid Leave Hours – *Take leave with no pay*

If you are unsure ALWAYS check with your Business consultant before selecting options otherwise your pay may be delayed if you have entered your timesheet incorrectly.

7. Once you are happy with your entries check that the 'Total Hours' are correct for your normal nominated weekly hours e.g. 38hrs or 40hrs etc. If this is not correct, you will need to work back through each day and ensure that the day's totals were correct

Attendance/Absence (5)										Total Hours : 38.0000	Add +	^
Action	Work Date		Start Time	End Time	Attendance/Absence Type	Breaks	Project Items			Day Total		
Delete Copy Copy All Add	27/05/2019	Mon	08:45	17:00	Day Shift	1 Breaks	0 Proj. Items			7.6000		
Delete Copy Copy All Add	28/05/2019	Tue	08:45	17:00	Day Shift	1 Breaks	0 Proj. Items			7.6000		
Delete Copy Copy All Add	29/05/2019	Wed	08:45	17:00	Day Shift	1 Breaks	0 Proj. Items			7.6000		
Delete Copy Copy All Add	30/05/2019	Thu	08:45	17:00	Day Shift	1 Breaks	0 Proj. Items			7.6000		
Delete Copy Copy All Add	31/05/2019	Fri	08:45	17:00	Day Shift	1 Breaks	0 Proj. Items			7.6000		

SAVE OR SUBMIT

8. When you are ready to submit your timesheet for your supervisors' approval select the 'Submit' button on the top right hand side of browser

The screenshot shows the 'Available Timesheet' form for Emily Green. The form includes fields for Job Order Code (200014031), Start Date (27/05/2019), End Date (02/06/2019), Timesheet Code, and Status (Initial). Below these fields are tabs for JobOrder, Client, Payee, Timesheet, Pay Agreement, and Bill Agreement. The 'JobOrder' tab is active, showing details like Job Order Code, Office Code (7300 - WT Launceston GTO), Purchase Order Number, Start Date (01/04/2019), End Date (27/01/2021), Position (Certificate III in Business), and Client Position. At the bottom, there is a table for 'Attendance/Absence (5)' with columns for Action, Work Date, Start Time, End Time, Attendance/Absence Type, Breaks, Project Items, and Day Total. The 'Submit' button is highlighted in yellow in the top right corner.

The screenshot shows the 'Submitted Timesheets (1)' table. 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, Total Sch Hrs, Total Alt Hrs, and Total Abs Hrs. The data row shows a timesheet for 20/05/2019 to 26/05/2019, for Emily Green, with a total of 38 hours. The 'Submitted' status is highlighted in yellow.

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	Total Sch Hrs	Total Alt Hrs	Total Abs Hrs
20/05/2019	26/05/2019	Work & ...	01/04/2019	27/01/2021	200014031	Emily	Green	Certificate I...	Maret	Pearson	38	38	0

9. If you are NOT ready to submit your timesheet yet but would like to save the changes you have made so far select the 'Save' button. This will move it into the 'Incomplete' section and you will need to go in and 'Submit' it when you are ready for it to be approved by your supervisor.

The screenshot shows the 'Incomplete Timesheets (1)' table. 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, and Order Contact Surname. The data row shows a timesheet for 20/05/2019 to 26/05/2019, for Emily Green, with a total of 38 hours. The 'Incomplete' status is highlighted in yellow.

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
20/05/2019	26/05/2019	Work & ...	01/04/2019	27/01/2021	200014031	Emily	Green	Certificate ...	Maret	Pearson

10. Once submitted your supervisor will then receive an email notification that there is a timesheet awaiting approval.

11. Once your timesheet has been approved by your supervisor you will receive an email notification advising you it has been approved for payment.

Rejected Timesheets

1. If your timesheet has been rejected by your supervisor you will get an email notification and you will need to go into your timesheet and make the necessary changes as stated in your rejection email.

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 Adj
20/05/2019	26/05/2019	Work & ...	01/04/2019	27/01/2021	200014031	Emily	Green	Certificate L...	Maret	Pearson		38	38

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

2. Make the necessary changes and select 'Submit' for re-approval from your supervisor once corrected.

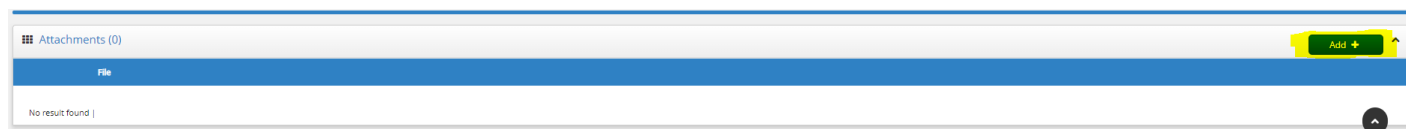
Action	Work Date	Start Time	End Time	Attendance/Absence Type	Breaks	Project Items	Day Total
Delete Copy Copy All Add	20/05/2019 Mon	08:45	17:00	Day Shift	1 Breaks	0 Proj. Items	7.6000
Delete Copy Copy All Add	21/05/2019 Tue	08:45	17:00	Day Shift	1 Breaks	0 Proj. Items	7.6000
Delete Copy Copy All Add	22/05/2019 Wed	08:45	17:00	Day Shift	1 Breaks	0 Proj. Items	7.6000
Delete Copy Copy All Add	23/05/2019 Thu	08:45	17:00	Day Shift	1 Breaks	0 Proj. Items	7.6000
Delete Copy Copy All Add	24/05/2019 Fri	08:45	17:00	Personal/Carers Leave	1 Breaks	0 Proj. Items	7.6000

3. You will receive an email notifying you once your supervisor has approved it.

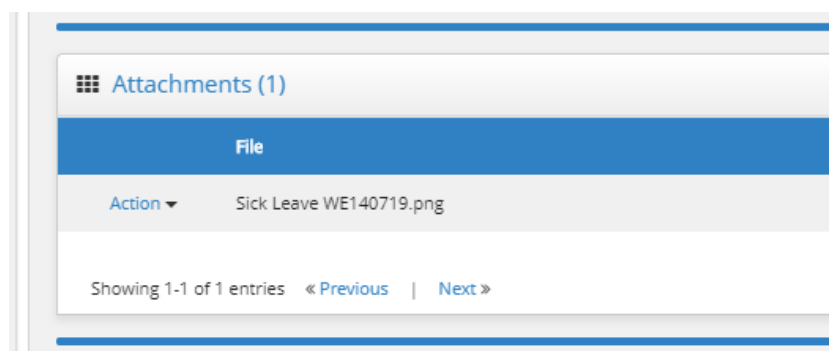
Attaching Documents – Medical Certificate/Annual Leave Form

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

1. In your timesheet scroll down to 'Attachments' and select 'Add +'



2. Find the document, which you need to attach as evidence and attach it to the timesheet.



Entering Leave Attendance Types

1. After attaching your leave application form and any other corresponding attached you need to enter your leave onto your timesheet entries.

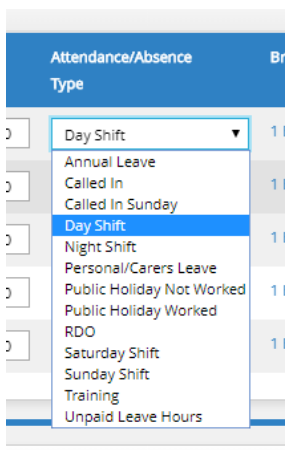
2. Check you have enough leave for the leave type requested.

This can be done by looking at your most recent payslip or messaging MADDi Bot on Facebook Messenger

*(You **MUST** only apply for hours on your timesheet that you have available as when payroll need corrections made to your timesheet for incorrect entry it can delay your payment date)*

3. Adjust attendance type to suit on the relevant days

- Day Shift – Normal Hours Worked
- Annual Leave – Annual Leave Hours
- Personal/Carers Leave – Sick Leave
- Unpaid Leave – Taking Leave without pay
- Bereavement Leave – **Leave as Day Shift** (We manually adjust on our end – Notify your business consultant)

A screenshot of a software interface showing a dropdown menu for 'Attendance/Absence Type'. The menu is open, displaying a list of options: Day Shift, Annual Leave, Called In, Called In Sunday, Day Shift (highlighted), Night Shift, Personal/Carers Leave, Public Holiday Not Worked, Public Holiday Worked, RDO, Saturday Shift, Sunday Shift, Training, and Unpaid Leave Hours. To the right of the menu, there are columns for 'Br' and '1 E'.

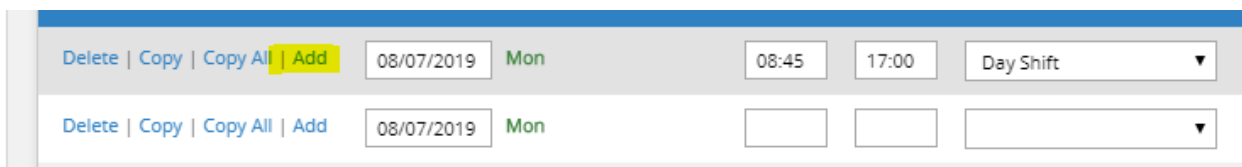
4. You may need to split the day on your timesheet to enter your leave for a number of reasons

(You must do this correctly as when payroll need corrections made to your timesheet for incorrect entry it can delay your payment date)

Reasons you may need to split your leave over the day could include:

- You only have 4 hours annual leave banked up so the rest of the day needs to be unpaid leave
- You worked a few hours in the morning before you started sick leave
- You took leave only to cover the duration of a personal appointment (e.g. 1 hour appointment)

To add an extra line for the same day select 'Add' on the day required

A screenshot of a timesheet entry interface. It shows a table with columns for 'Delete', 'Copy', 'Copy All', 'Add', 'Date', 'Day', 'Start Time', 'End Time', and 'Attendance Type'. The first row is for '08/07/2019' on a 'Mon' day, with a 'Day Shift' type. The second row is for the same date and day, but the 'Attendance Type' is currently empty, and the 'Add' button is highlighted.

EXAMPLES OF ENTERING:

Left work at 1pm on sick leave:

Delete Copy Copy All Add	08/07/2019	Mon	08:45	13:00	Day Shift	1 Breaks
Delete Copy Copy All Add	08/07/2019	Mon	13:00	17:00	Personal/Carers Leave	0 Breaks

Left work for a 1 hour doctor's appointment at 3pm then went back to work until the end of the day:

Delete Copy Copy All Add	08/07/2019	Mon	08:45	15:00	Day Shift	1 Breaks
Delete Copy Copy All Add	08/07/2019	Mon	15:00	16:00	Personal/Carers Leave	0 Breaks
Delete Copy Copy All Add	08/07/2019	Mon	16:00	17:00	Day Shift	0 Breaks

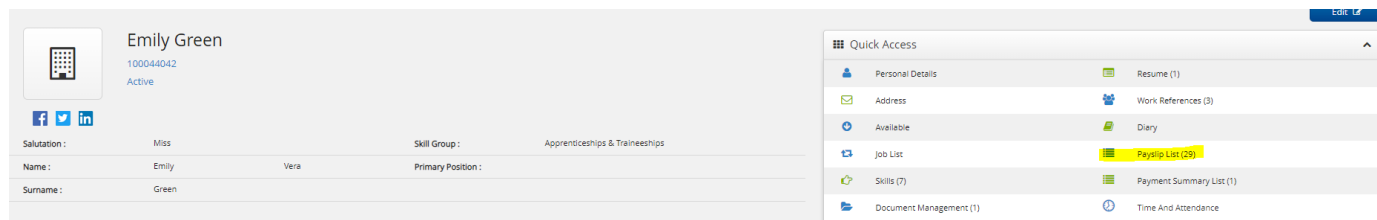
Took 3 days of annual leave but only had enough for 18 hours of annual leave meaning the rest has to be unpaid leave.

Action	Work Date	Start Time	End Time	Attendance/Absence Type	Breaks	Day Total
Delete Copy Copy All Add	08/07/2019 Mon	08:45	17:00	Annual Leave	1 Breaks	7.6000
Delete Copy Copy All Add	09/07/2019 Tue	08:45	17:00	Annual Leave	1 Breaks	7.6000
Delete Copy Copy All Add	10/07/2019 Wed	08:45	11:33	Annual Leave	0 Breaks	2.8000
Delete Copy Copy All Add	10/07/2019 Wed	11:33	17:00	Unpaid Leave Hours	1 Breaks	4.8000

Payslips

Your payslip will be emailed to you weekly. We advise that you check your payslip every week to ensure you are being paid correctly.

You can also find your payslip in your portal under Payslip List



You can also view your latest leave balances on your most recent payslip

Leave Type Name	Leave Balance
Annual Leave	44.45
Personal / Carer's Leave	33.30

MADDi – Facebook Messenger Bot



MADDi Facebook Messenger is perfect to get responses straight away instead of waiting to hear back from the Work & Training staff.

If you are about to enter your timesheet and need to confirm how much leave you have to make sure you enter it correctly you can ask MADDi on Facebook Messenger and she will reply within seconds!

MADDi is a smart AI bot run through Facebook's Messenger platform and acts in real-time to source & update all the information you require with regards to work shifts, personal information and payslips.

- Want to know how much sick leave or annual leave you have available? **Ask MADDi**
- Need to confirm your last pay? **Ask MADDi**
- Need to update your address or phone number? **Ask MADDi**
- Forgot your username or password? **Ask MADDi**

For more info on what you can ask MADDi visit this link: <https://smartai.com.au/how-to-interact-with-your-ftbot/>

You'll find MADDi in Facebook messenger by searching for MADDi Bot, or by visiting <https://www.facebook.com/MADDi.bot/> or m.me/maddi.bot

Chat with MADDi today - Simply send MADDi a message saying Hi and she will begin the registration process.

The screenshot shows a chat interface with a bot named MADDi. The chat is set against a light blue background. On the right side, there are four blue buttons: 'Change address', 'Skip', 'Reset password', and 'Leave balance'. The chat history shows the following messages:

- MADDi: "Ok, lets start with your address line 1 (Street number and name)"
- User: "You can ask me to cancel this request by saying 'Skip'" (This message is in a grey bubble, indicating it was sent by the bot or is a system message).
- MADDi: "Ok, never mind."
- MADDi: "Sure, I can reset your password to a random password and give it to here. Are you sure you want me to go ahead?"
- User: "Ok, no worries..."
- MADDi: "Sure, let me get your leave balance for you, won't be long..."
- MADDi: "Here is your leave balance."
- MADDi: "Annual Leave - 33 Hours and 22 Minutes
Personal/Carers Leave - 20 Hours and 27 Minutes"

A timestamp "MAY 19, 2019, 3:10 PM" is visible in the center of the chat.