
OTS – EMPLOYEE QUICK GUIDE

Timesheet Entry

To access the Online Timesheet System (OTS), log in to the employee portal and click on the OTS option.

Confirm the details in the Placement field are correct for the timesheet being entered or select the correct client (placement) from the drop-down menu.


Click on the edit icon () next to the pay period you want to enter the timesheet for.

HOURS

To enter hours for the day click on the arrow icon () to open the day of the week.


Enter the Start Time, End Time and any unpaid break time.

Check the work type is correct or select the correct work type from the drop-down menu

 **Note:** *If multiple shifts have been worked in the same day or hours need to be split against separate work types, then click on the Timesheet tab to return to the main screen.*

Click **+SHIFT** next to the day of the week to add a new shift and enter applicable hours.

Click **Next >** to enter hours for each subsequent day of the week.

 **Note:** *If the same hours are worked every day, enter the hours for the first day of the week, then click on the Timesheet tab to return to the main screen.*

Click **Copy** next to the first day of the week.

ALLOWANCES

To enter an allowance click on the arrow icon () to open the day of the week and click on the Allowances tab.

Click **Next >** to enter allowances for each day of the week.

Click on the Note tab and enter the applicable note.

To upload an attachment, click the Timesheet tab to return to the main screen.

Click on the Attachment tab and **Choose File** to select the file to be uploaded.

SUBMIT TIMESHEET

To save the timesheet and submit later click on the **Save** button at the bottom of the screen.

To submit your timesheet, click the **Save & Submit** at the bottom of the screen.

 **Note:** *Prior to submitting confirm the supervisor is the person approving your timesheet.*