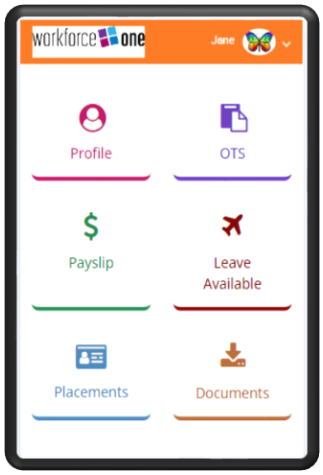
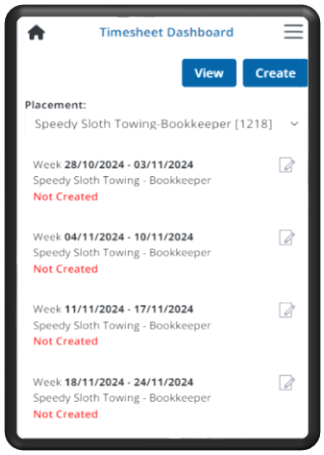
Timesheet Entry

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

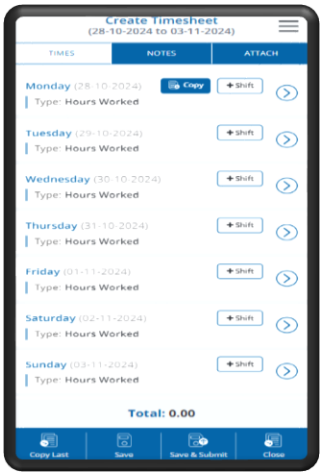


Click on the OTS option.



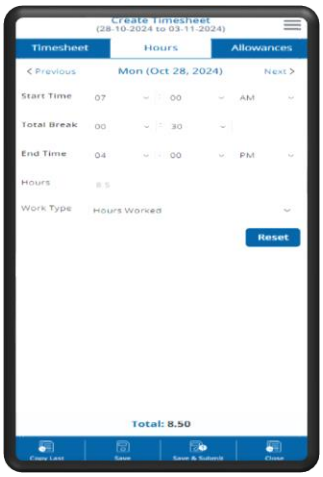
Confirm the Client in the Placement field is correct or select the correct client from the drop-down menu.

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



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

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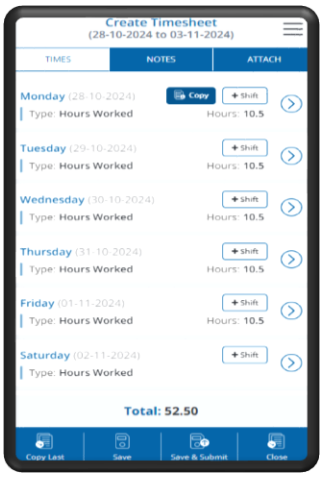


Enter the Start Time, Break Time and End Time.

Note: *The system will display a default work type, but a different work type can be selected as required.*

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

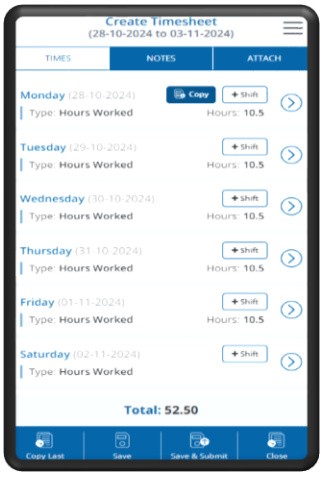
Multiple Shifts in Same Day



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 first day of the week.

Copy Hours



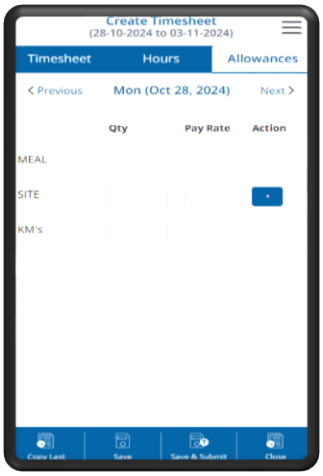
If the same hours are worked every day, enter the hours for the first day of the week, then click on the Timesheet tab to return to the main screen.

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

Note: *If the same hours are worked this week as last week, click the Copy Last option in the bottom left of the screen.*

This feature will only copy hours to each weekday and will exclude weekends.

Allowances



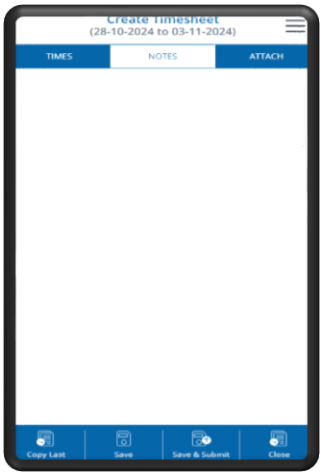
To enter an allowance click on the arrow icon ( ) to open the day of the week and click on the Allowances tab.

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

Note: *If the allowance field is greyed out, this indicates that the allowance will be automatically calculated.*

Where the Pay Rate option is available, the Qty and Rate must be entered.

Notes

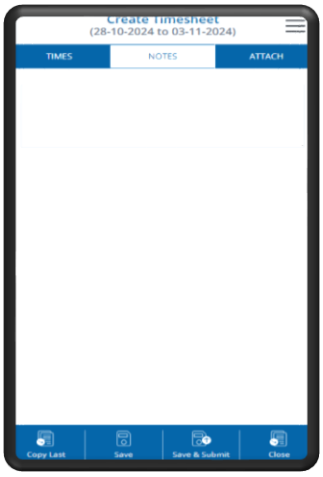


To enter a note, click the Timesheet tab to return to the main screen.

Click on the Note tab and enter the applicable note.

Note: *The Note will be visible to both your employer and the supervisor link to your timesheet.*

Attachment



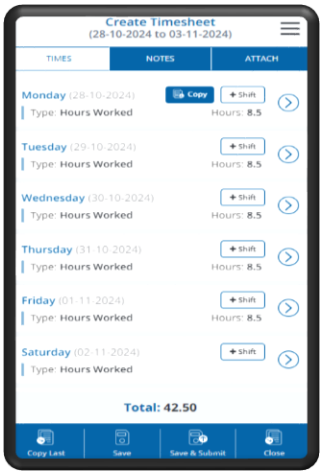
To upload an attachment, click the Timesheet tab to return to the main screen.

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

Note: *The attachment must be in one of the following formats:*

doc, docx, pdf, jpg, jpeg, bmp, png, txt, rtf

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

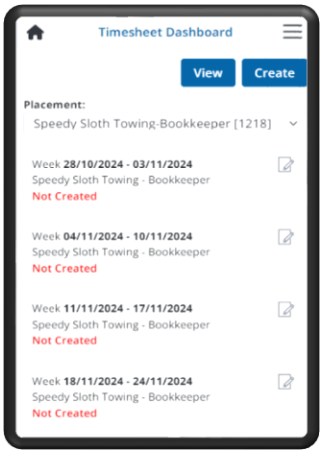
To submit your timesheet, click the **Save & Submit** at the bottom of the screen.

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

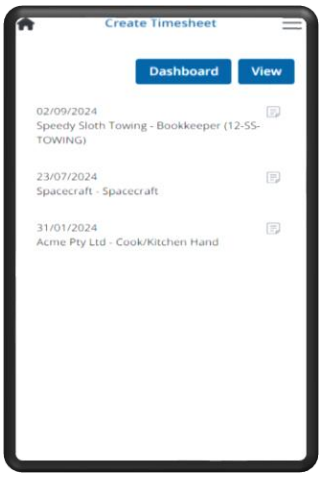
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Timesheet Entry for Alternate Period

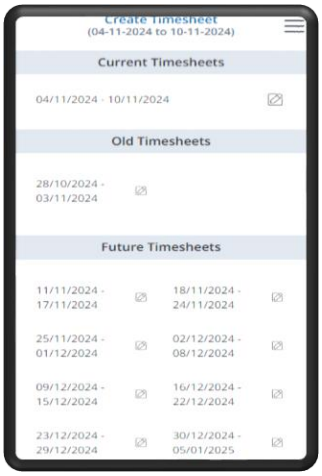
To enter a timesheet for a prior or future pay period that is not displayed on the summary screen,



click ***Create*** in the Timesheet Dashboard screen.



Click on the paper icon ( ) next to the placement you want to enter the timesheet for.



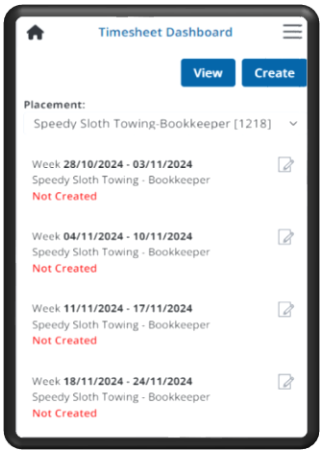
This screen will display the current, past (old) and future pay periods.

Click on the edit icon ( ) next to the pay period you want to enter the timesheet for and proceed as per the instructions above.

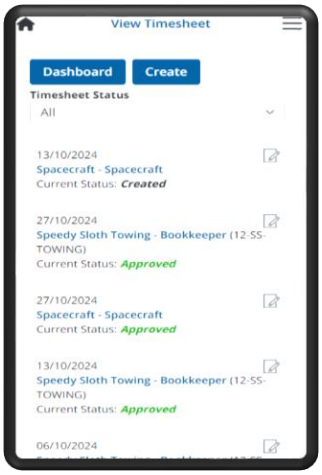
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View Timesheets

The View Timesheet screen allows you to see all timesheets that have been previously entered. To view a timesheet,



click ***View*** on the Timesheet Dashboard screen.

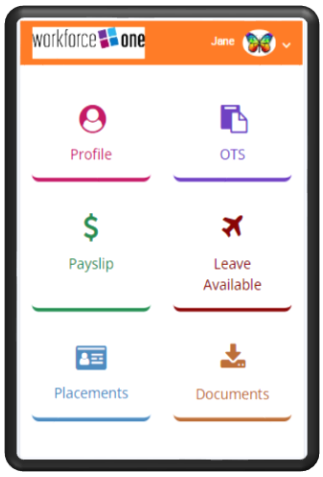


Click on the paper icon ( ) next to the timesheet you want view.

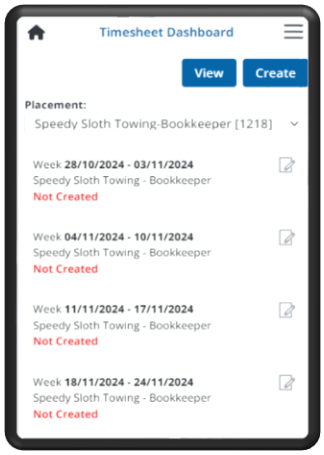
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Leave Application

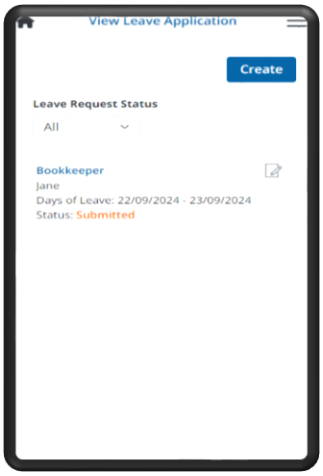
To create a leave application, log into the employee portal.



Click on the OTS option.

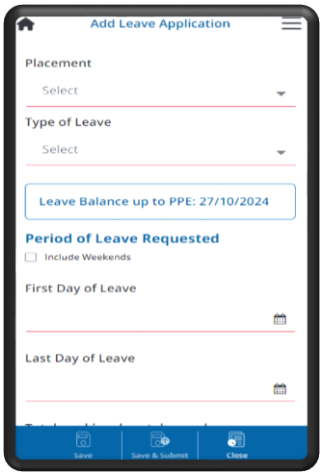


Click on the 'hamburger' menu (☰) at the top right of the Timesheet Dashboard screen and then Leave.



To submit a new leave application click ***Create***

Note: *Previous applications can be viewed from within this screen by clicking on the paper icon ( ) next to the leave application you want view.*

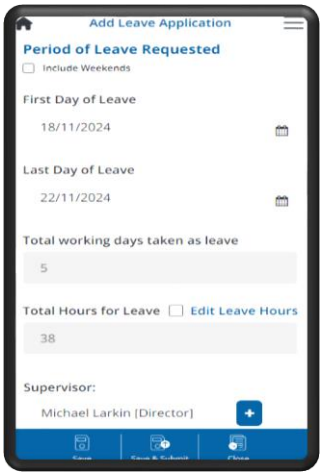


Select the Placement (Client) and Leave Type

Note: *When the leave type is selected the system will display your current leave hours available.*

This is the current leave balance as at the time of submitting your application.

A separate application will need to be submitted for each leave type.

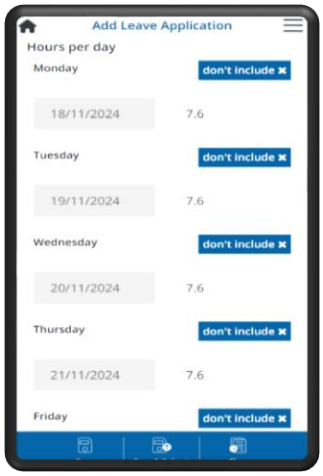


Enter the first and last day of leave.

The system will automatically calculate the number of days and hours based on 7.6hrs per day.

Note: *To amend the hours or remove days from the leave application, the Edit Leave Hours checkbox.*

Edit Leave Hours

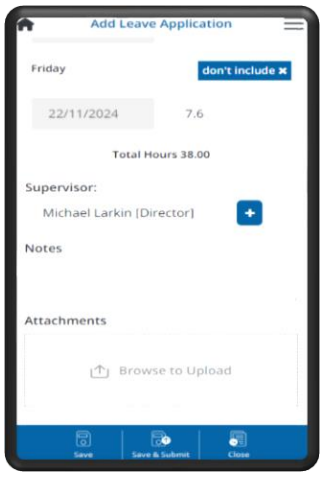


Overwrite the hours against each day as required.

To remove the entire day click ***don't include x***

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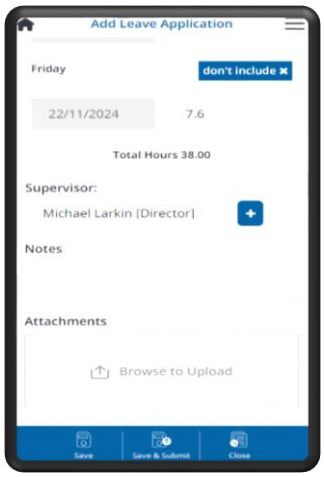
Notes



Notes can be entered as required in the Note field at the bottom of the screen.

Note: *The Note will be visible to both your employer and the supervisor linked to your application.*

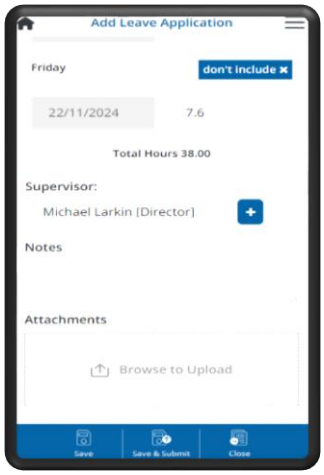
Attachment



To upload an Attachment click ***Browse to Upload*** and select the file to be uploaded.

Note: *The attachment must be in one of the following formats:*

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

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

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