Contractors'
Online Timesheet User Guide
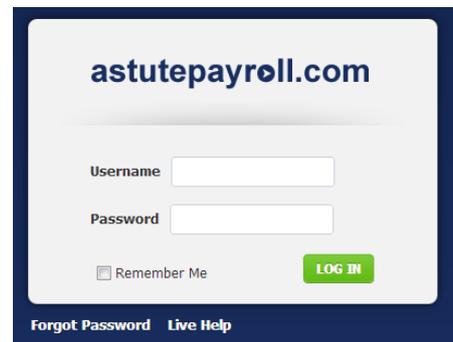
Contents

Getting Started

The Recruitment Company will set up access for you on the system. A welcome email will be sent out to you from Accounts at TRC followed by the auto generated email from the timesheet system with your login details. If you do not receive this email please contact Accounts at The Recruitment Company: PH 02 8346 6700 or lauray@therecruitmentcompany.com

The new user email will provide you with your username and password. It will also direct you to the relevant URL to login.

Logging In

1. You will see a login screen that looks like this image.
   a. If you forget your Username or Password, select 'Forgot password'.
   b. You can then enter your username or email address and your details will be sent to your registered email address.
2. When logging in, you may be presented with Terms and Conditions that you will need to review and acknowledge.
3. Once logged in, you can change your password in the profile section. You are not able to change your username.

Dashboard

The Dashboard is the homepage of the payroll system, and it provides a snapshot of what is happening on the system and a way to quickly access commonly used tasks.

The table below describes the functions of the Dashboard:

Function	Description
Timesheet Summary	Provides a summary of recent timesheet activity. Click on the link to be taken to the relevant timesheet.
Your Profile	Displays the more commonly used functions in your profile – click on a function to view or edit these details.
News	Displays notices and news items. This is designed to be a regularly updated snapshot of your firm's news.
Downloads	This is a document library compiled by TRC for your reference.

Timesheets

The deadline of approved timesheets is 9.30am Tuesday for the work done in the previous week. This will be processed on Wednesday.

For timesheets submitted after this deadline, we have a second pay run on Thursday. The deadline for submitting approved timesheets for this pay run is Thursday 9.30am.

In order to get your timesheets approved in time, please submit your timesheet to your approver by midday Monday.

Timesheet Status

Function	Description	Action Required
Not Opened	You have yet to enter any information into the timesheet	Fill in and submit your timesheet by the deadline
Pending Submission	You have yet to submit the timesheet for approval	Fill in and submit your timesheet by the deadline
Pending Approval	Your submitted timesheet is awaiting approval	Follow up with your Approver to ensure the timesheet is approved on time
Rejected	Your timesheet has been queried and not approved	Review reason provided for rejection, update timesheet and resubmit
Approved	Your timesheet has been approved and is awaiting payroll processing	No action required
Payment Authorised	Your timesheet has been processed through payroll and is ready to be paid	No action required

Submitting Timesheets

There are three ways in which you can submit timesheets on the system:

- Dashboard: click on "Log Time"

- Dashboard: click on the relevant timesheet in the Timesheet Summary

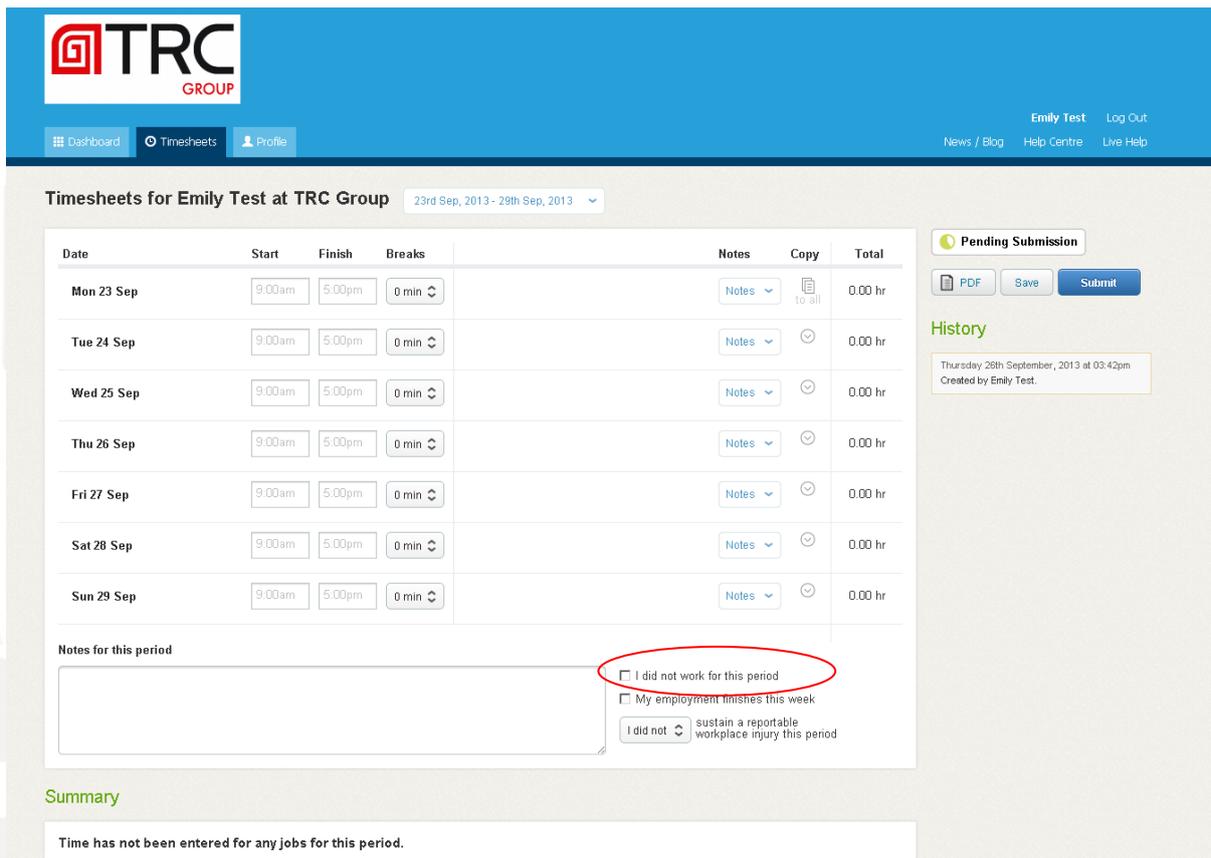- Timesheets Tab: provides you with access to all timesheets, including future and archived timesheets.

Multiple Jobs

The Timesheet Tab provides you with access to timesheets for different jobs that you may be working.

If you are working at multiple sites, the various jobs will appear as separate options on the screen.

Completing Timesheets- Updated

1. Select the relevant timesheet
2. Insert hours worked on the timesheet:
   - If you are working on an hourly rate, you will be required to insert your start and finish times and any breaks you took during that work.
   - If you are employed on a daily rate, you will be required to insert whether you worked a full day, ¾ day, ½ day or ¼ day for each day of your timesheet
3. If you did not work during the timesheet period, tick the **'I did not work this period'** check box.
4. Click 'Save' if your timesheet is incomplete or you don't yet wish to submit it.
5. Click 'Submit Timesheet' to submit your timesheet for approval.
6. **Select the approver from drop down menu**
7. Once submitted, your approver will automatically receive an email notification and be able to approve directly from their email account.

Timesheet new feature:

This is great tool to use if you need to add or change your timesheet approver.

After clicking 'Submit' button, select who you want to send your timesheet to from a list of pre-authorized approvers. If the approver is not selected, your timesheet will automatically go to the Primary Approver initially set up.

Please contact TRC accounts for creating your new approver via lauray@therecruitmentcompany.com

Locating Timesheets

To locate your current/future/previous timesheets, you can select the date range drop box at the top of your timesheet. Or go to>>Profile>>Click on 'Active Jobs' for current/future timesheets; >>Click on 'Inactive Jobs' for previous timesheets.

Missing Timesheet

If you are unable to locate a timesheet for your current week, it is likely that the finish date for your job has lapsed and timesheets will no longer be presented.

Please contact The Recruitment Company to extend the finish date of your job.

Once a job has finished and all timesheets completed, the timesheet tab for the job will be removed. You can access information and the timesheet archive for the job in your Profile > Job Profiles > Inactive Jobs.

Resetting a Timesheet

Once you have submitted a timesheet you will no longer be able to edit it.

If the timesheet is Pending Approval you can ask your Approver to reject the timesheet.

Once the timesheet has been approved, it can only be reset by TRC. Please contact accounts: lauray@therecruitmentcompany.com for making changes.

Automated Reminders

You will receive the following emails reminders related to your timesheets:

1. Friday afternoon – First submission reminder: please remember to complete your timesheet for the week. Needs to be submitted by midday Monday.
2. Monday 9am – Final submission reminder: if your timesheet isn't submitted by midday you may miss payroll deadline and your pay may be delayed.
3. Monday 12.30pm – Approval Reminder: your Approver will be reminded of any outstanding approvals
4. Monday 12.30pm – Approval Reminder: you will be notified if your submitted timesheet has not been approved (go and speak with your Approver)
5. Timesheet Approved/Rejected: you will be notified
6. If a timesheet has not been actioned by 12.30pm Monday, the Primary Approver will receive a system generated reminder. If a Primary Approver has not actioned a timesheet by 2.00pm Monday, the Secondary Approver will receive a system generated reminder.

Once a timesheet is approved, it will be ready for payroll. If a timesheet is rejected, it will be returned to the contractor for correction and resubmission.