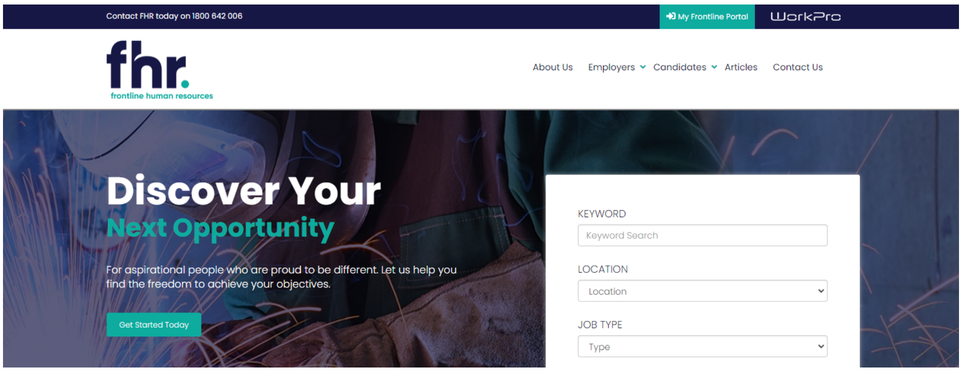
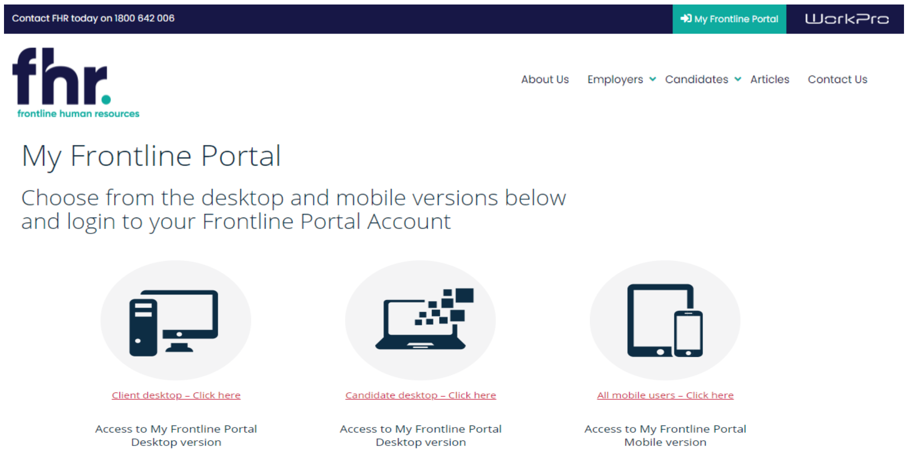
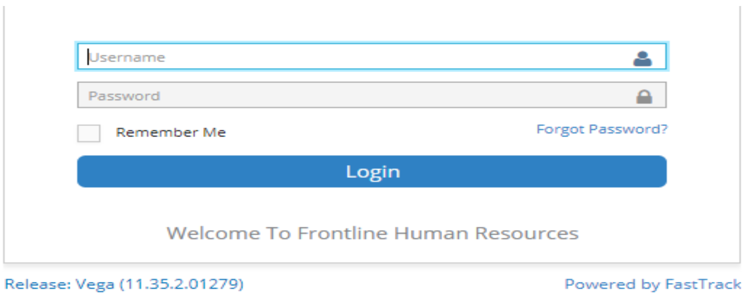
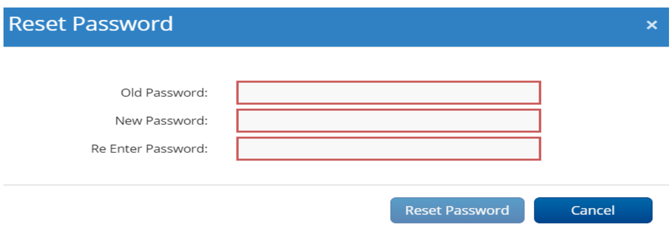
Candidate Mobile Timesheet User Guide

This guide explains how you can access, fill out and submit timesheets.

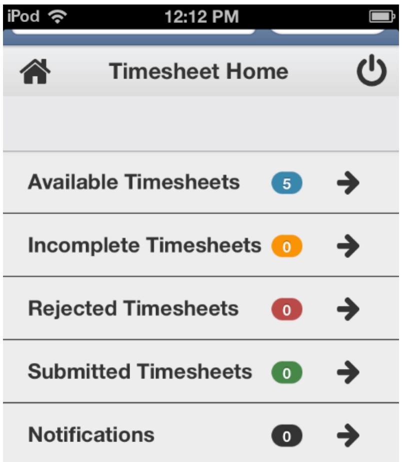
Before you begin using the Time and Attendance system within the portal. Your consultant will have sent you an email with your username and password for logging in.
Using your device functionality, you can create a shortcut to this URL. The default name will be "FastTrack" but you can rename this to whatever you want. You can then access the Online Mobile Timesheet functionality direct from your device's Home screen. Refer end of notes for details.

How to Access the Mobile Timesheet Application

1.	Open a web browser window and navigate to the Frontline Human Resources website www.frontlinehr.com.au	
2.	Click on 	
3.	Type your username and password in the respective fields and click Login. *The reset Password window displays*	
4.	Type in your Old Password, New Password and Re Enter your New Password.	

Navigation

In Timesheet Home Screen timesheets are categorised based on their status or type. You will be able to see the timesheets in your workflow up to the current week end date. You can access the timesheets in each category by clicking on the relevant category on the Timesheet Home screen, as shown in the example below:



Available - Available timesheets are timesheets that have been created for job orders that you have been assigned. These are timesheets that are available for you to enter your hours (timesheets that you are yet to submit for approval by the Client).
Incomplete - Incomplete timesheets are timesheets that have been edited and saved but are yet to be submitted for approval by the Client.

Rejected - Rejected timesheets are timesheets that you have submitted for approval by the Client but have been rejected due to errors, discrepancies or incompleteness. You will need to go in and amend then resubmit again for approval by the Client.
Submitted - Timesheets that have been submitted and awaiting approval by the Client.

How to Open an Available or Incomplete Timesheet for Editing

1.	In the Timesheet Home space, click Available or Incomplete on the screen. *The Available Timesheets or the Incomplete Timesheets screen opens respectively.*
2.	In the list of timesheets displayed on the screen, click the row corresponding to the timesheet you want to edit. Usually there will be one timesheet for the current week only but if you are on multiple jobs or have late timesheets there may be more.

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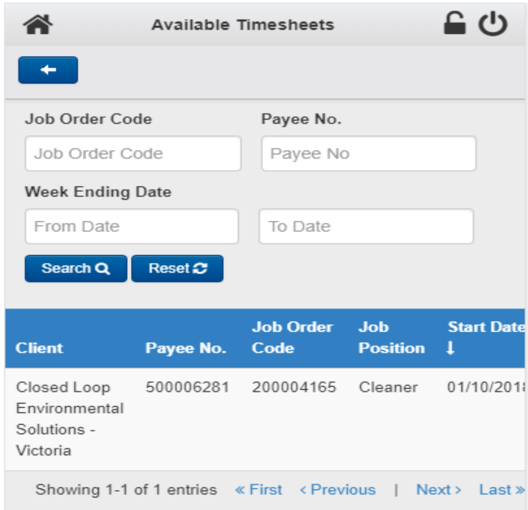
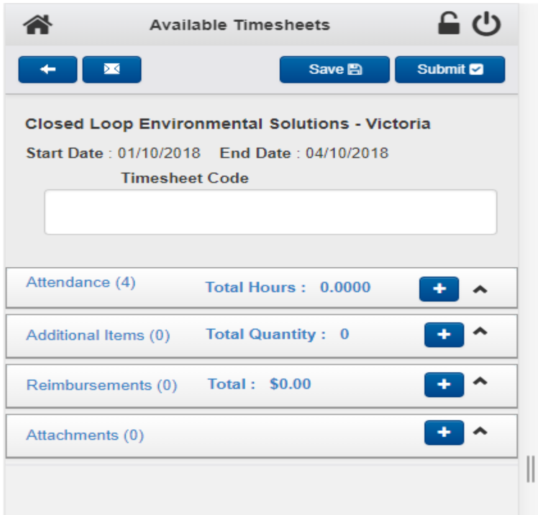
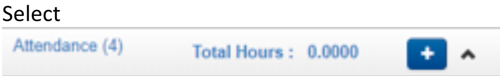
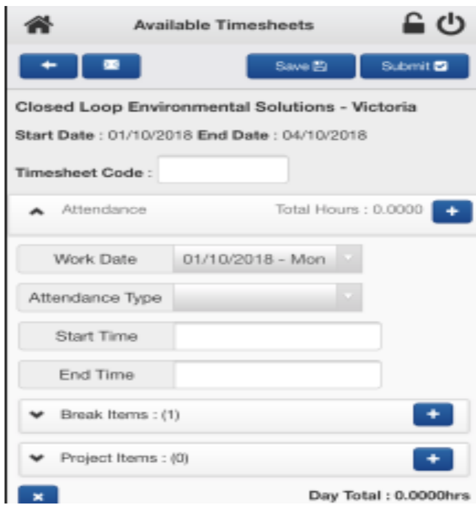
How to Key in a Timesheet Entry on an Available Timesheet

<table>
<tr>
<td>1.</td>
<td>In the Timesheet Home workspace, click the Available button.

The Available Timesheets screen opens, listing your available timesheets.</td>
<td>
</td>
</tr>
<tr>
<td>2.</td>
<td>In the list of timesheets within the Available Timesheets screen, click the row that represents the timesheet you want to open.

The Timesheet Entry Screen opens.</td>
<td>
</td>
</tr>
<tr>
<td>3.</td>
<td>Select 
 to open expand the Attendance area</td>
<td>
</td>
</tr>
<tr>
<td>4.</td>
<td>In the Work Date click on the arrow and choose the day and date that you are wanting to enter times</td>
<td>
</td>
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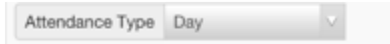
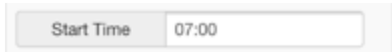
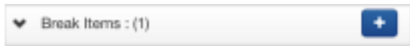
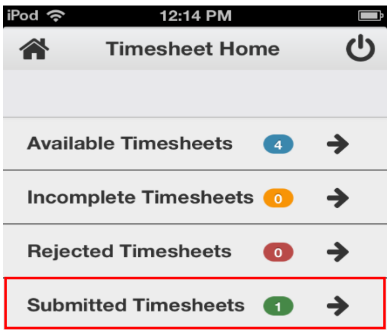
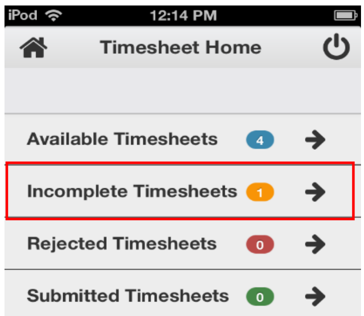
</table>

5.	Click the Attendance Type against the relevant work date and select the applicable attendance type from the options available in the list. – eg. Day, afternoon or night shift etc.	
6.	In the Start Time area against the relevant work date, and the shift start time *The entered time appears in the Start Time field. Please enter hours as per 24-hour clock*	
7.	In the End Time area against the relevant work date, and the shift end time. *The entered time appears in the End Time field. Please enter hours as per 24-hour clock – eg. 18:00 is 6pm*	
8.	If relevant, add Break Times. Click + on the corresponding to the relevant shift. *The area expands to show a Break Items*	
9.	In the Start Time field, enter the time at which you began the break.	
10.	In the End Time field, enter the time at which you ended the break.	

At this stage you may be ready to submit the timesheet for approval. To do this, click Submit in the timesheet entry screen.		Alternatively, you can save the timesheet so that you can, at a later stage, key in more information or edit any information you have already keyed in. This will move the timesheet to your list of incomplete timesheets. To save the timesheet, click Save.	

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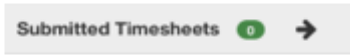
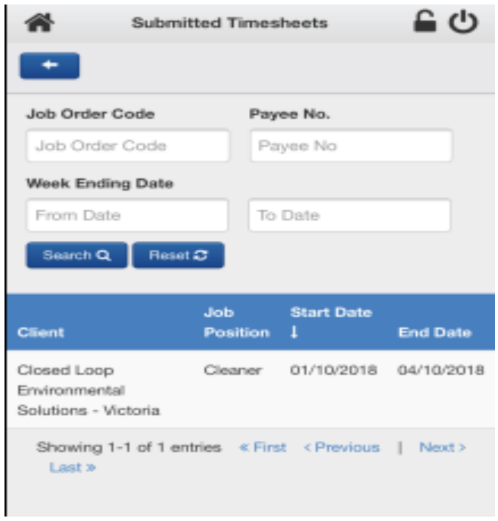
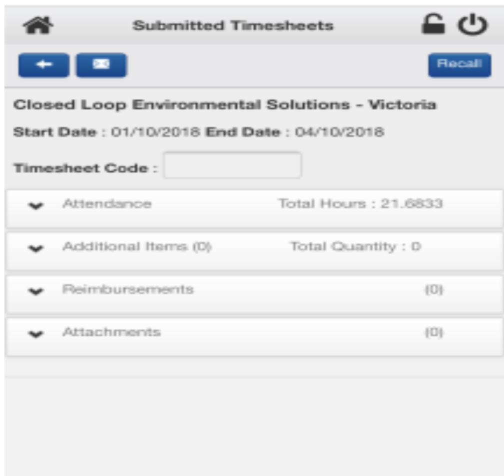
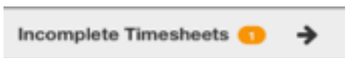
What to do if you realise you've incorrectly updated your Timesheet?

You can recall a timesheet that you have submitted for approval if you realise that there is an error or omission on the timesheet that you need to correct before the timesheet can be approved

How to Recall a Timesheet

1.	Open the Submitted timesheets screen	
2.	In the list of submitted timesheets, click the timesheet to be recalled. *Submitted Timesheet displays*	
3.	Double check that the timesheet displayed is the correct timesheet and week that you are wanting to recall.	
4.	Click Recall option	*A message is displayed confirming that the selected timesheet has been recalled and appears as an incomplete timesheet.* 

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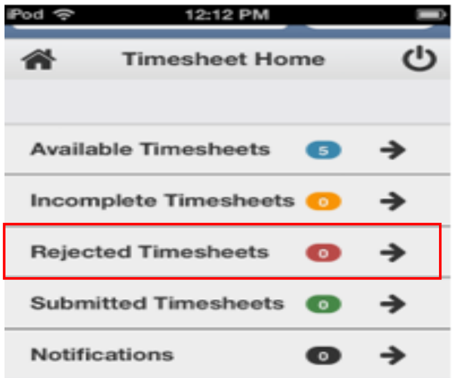
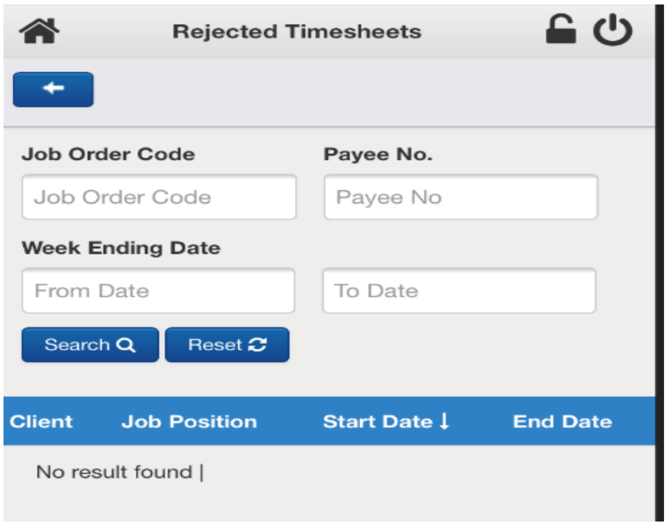
What to do if your Timesheet is Rejected?

A timesheet you submit may be rejected by an approver due to an error or discrepancy with any of the information you have keyed in. If one of your timesheets is rejected, you will receive an automated rejection notification and the rejection notification may include a message from the approver indicating why the timesheet was rejected. The rejected timesheet will be listed in the Rejected Timesheets screen.

How to Resubmit a Rejected Timesheet

1.	At the top of the Timesheet Home workspace, click the Rejected button. The Rejected Timesheets screen opens.	
2.	In the list of Rejected timesheets, double-click the timesheet to be resubmitted. *The timesheet opens for editing in the Timesheet Entry screen.*	
3.	Edit the timesheet as required.	
4.	Click  near the top of the Timesheet Entry screen. *The changes you made are saved to the timesheet.*	
5.	Click . *A confirmation message is displayed to indicate that the timesheet has been submitted successfully.*	

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General Navigation & Functions

 Select this to return to the Timesheet Home screen at any point (unsaved data will not be retained)

 Select this to logout.

 Select this to return one page back (unsaved data will not be retained)

 Select this icon to send an email to the selected recipient

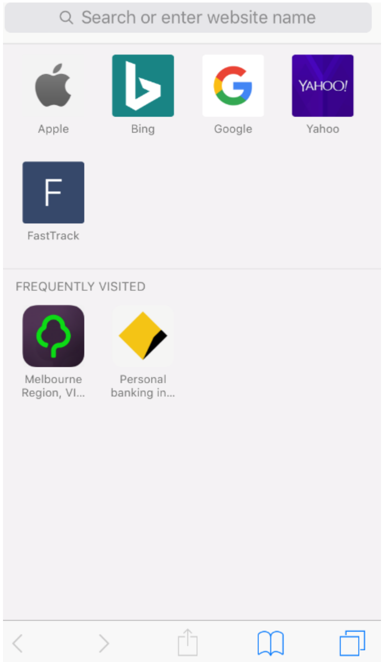
To save this in URL in your favourites:

Using your device functionality, you can create a shortcut to this URL. The default name will be "FastTrack" but you can rename this to whatever you want. You can then access the Online Mobile Timesheet functionality direct from your device's Home screen. Refer end of notes for details.

<table>
<tr>
<td>
Whilst still in the frontline website
www.frontlinehr.com.au

After completing the steps above if you click on  and save the link to your favourites

You will notice the icon on the right 

For ease each week when you need to complete your timesheet just click the icon and it will take you directly to your login page for timesheet entry.
</td>
<td>


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