

Rogan – Candidate timesheet process

Submitting timesheet checklist:

1. Check that you have been provided access to the Intowork's candidate portal

Steps to submit your online timesheet

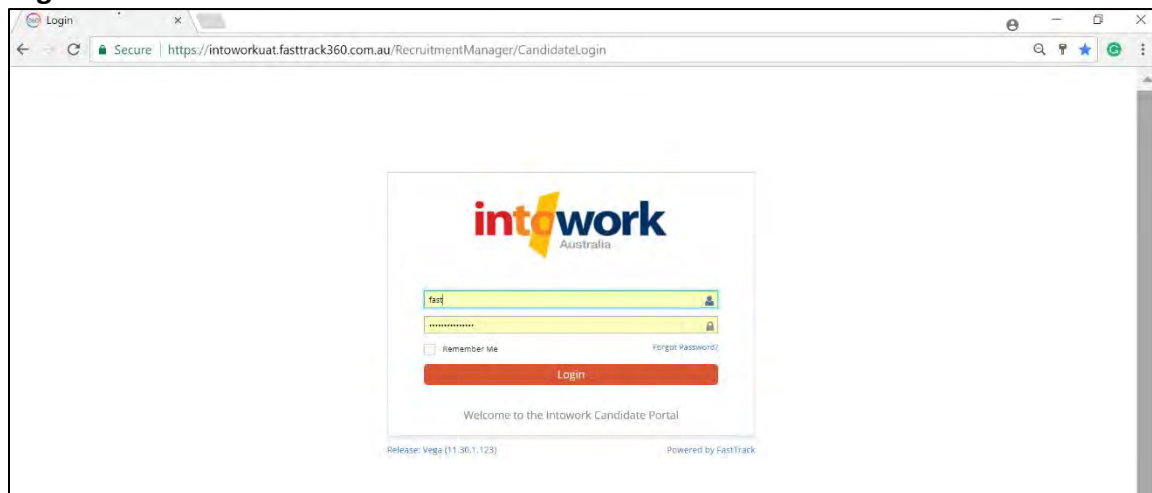
There are two ways that you can submit your timesheets, you can do this on a PC via the candidate portal or on your Mobile phone via the online timesheet site.

Submitting timesheets via the Candidate Portal:

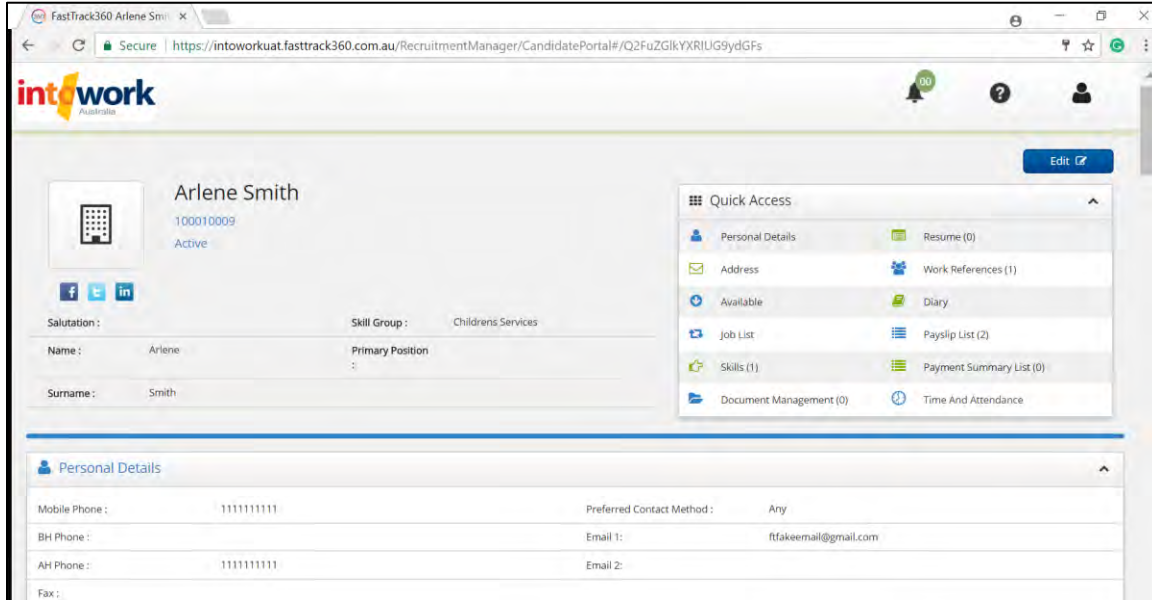
Ensure that you have been given a username and password to the Candidate Portal.

Steps:

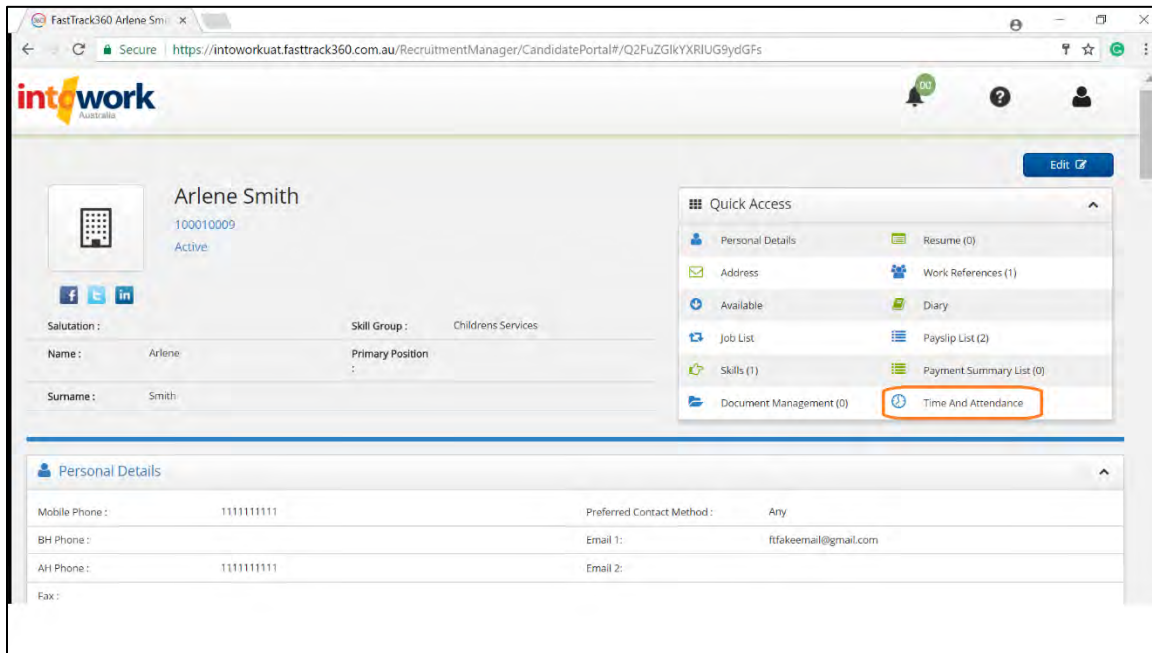
1. On your computer, open the internet browser and go to:
<https://intoworkuat.fasttrack360.com.au/RecruitmentManager/CandidateLogin>
2. Intowork Candidate Portal login screen will appear, enter your username and password and select the **Login** button



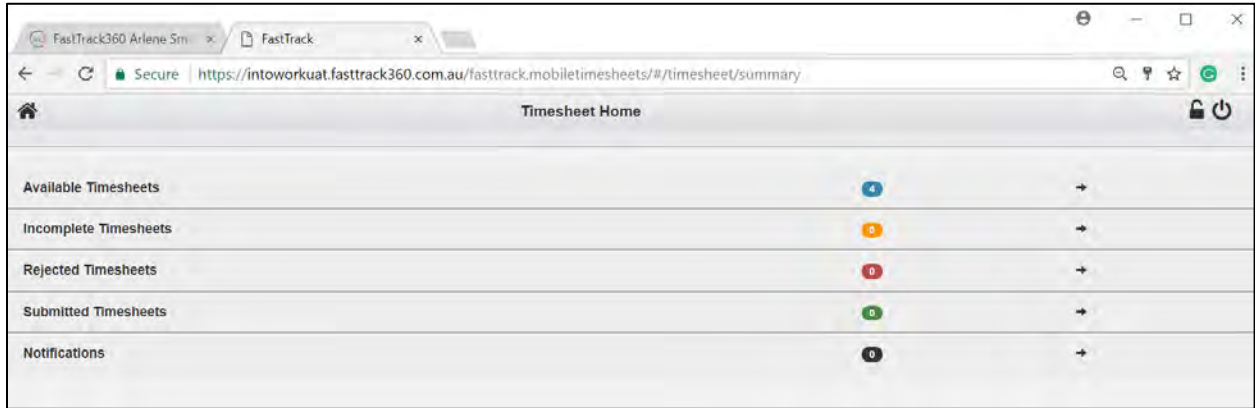
3. Your user portal will appear with your contact details and job details.



4. In the **Quick Access** menu, select **Time and Attendance**.



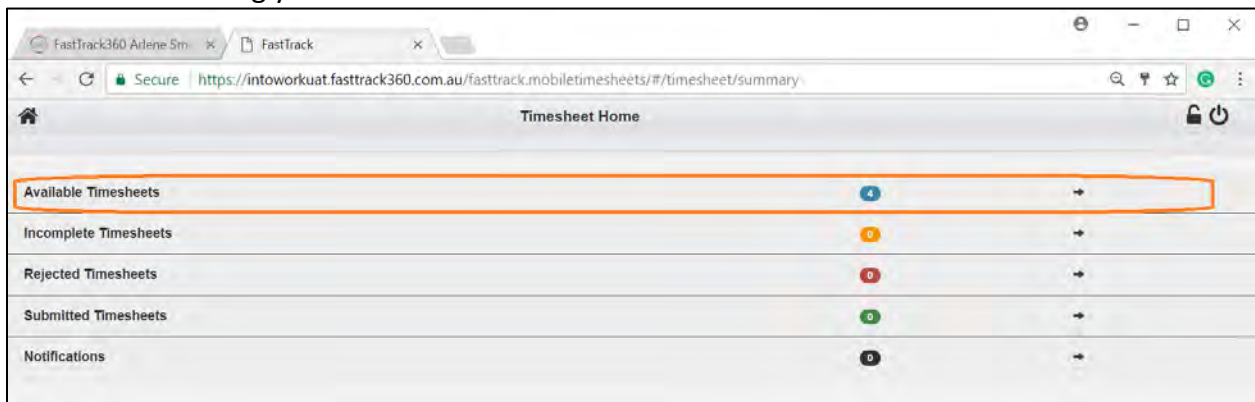
5. A new tab will open you your browser and the **Timesheet Home** screen will appear.



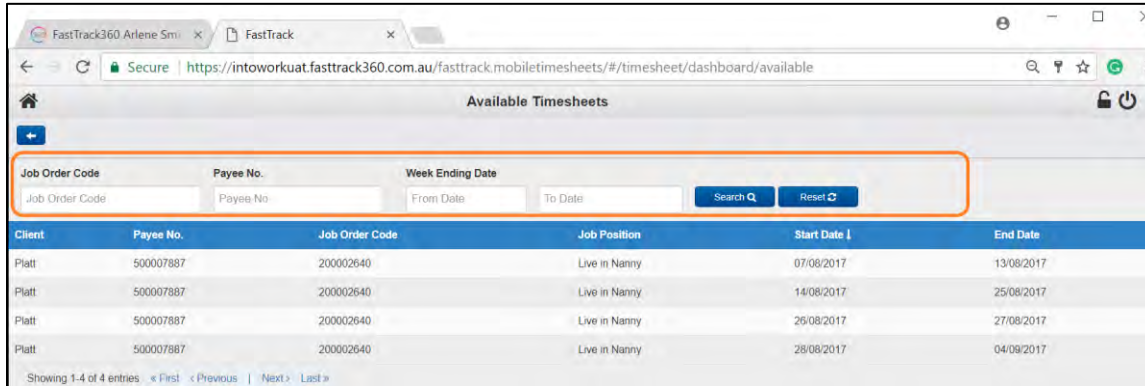
On the Timesheet home screen, you will see the following options and a number against them indicates the number of timesheets available:

- i. **Available Timesheets** – All available timesheets for your to submitted
- ii. **Incomplete Timesheets** – Timesheet that has been saved but not submitted for approval.
- iii. **Rejected Timesheets** – Timesheet that has been submitted, but has been rejected.
- iv. **Submitted Timesheets** – Timesheet that has been submitted, and is awaiting approval.
- v. **Notifications** – Timesheet notifications message will appear here

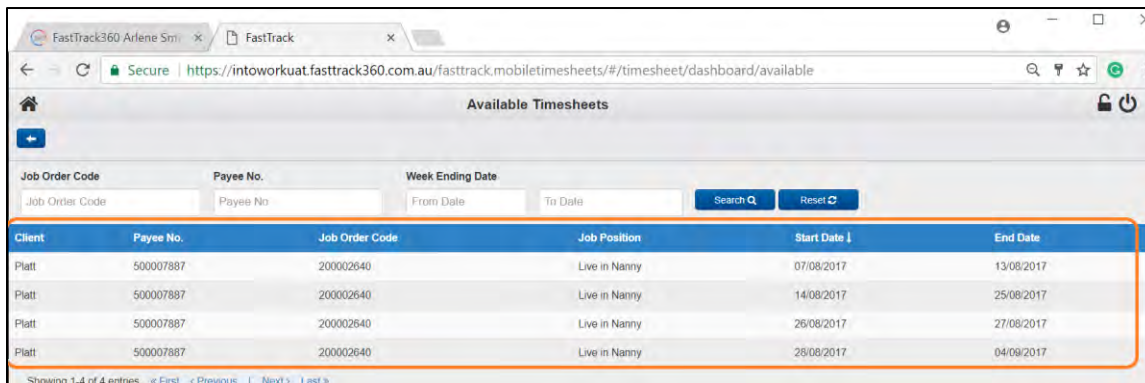
6. On the Timesheet Home screen, select the **Available Timesheets** option. This will display all available timesheets awaiting your submission.



- The **Available Timesheets** screen will appear with a list of all timesheets awaiting submission will be displayed. Use the search function to find specific timesheet



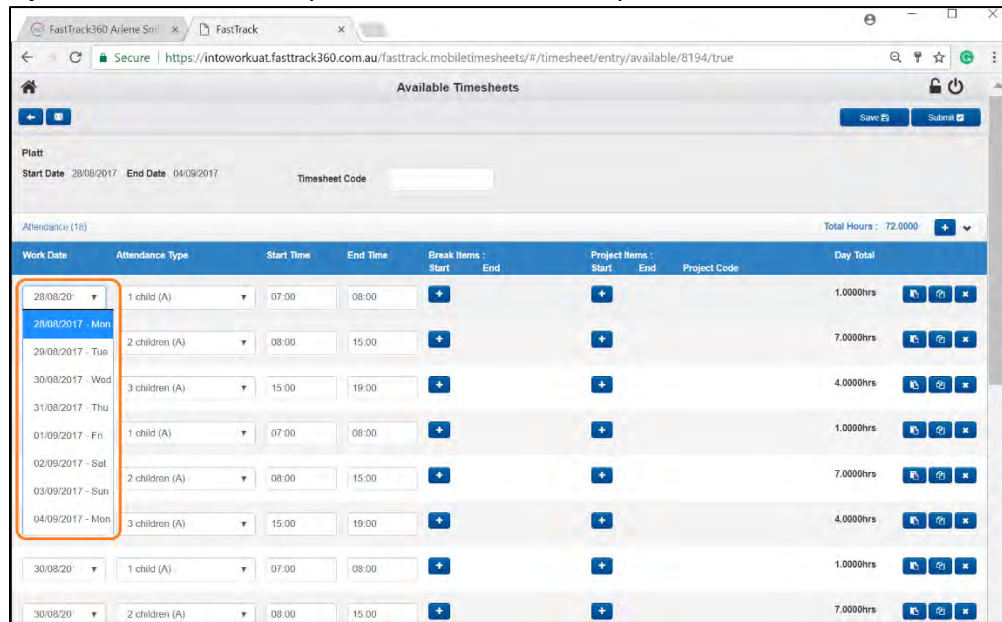
- In the **Available Timesheets** screen, select the relevant week's timesheet to enter your timesheet details in.



9. Select the timesheet, the timesheet may appear with pre-populated times. These has been entered by the Rogan Consultant. You may update these times before submitting your timesheet.

To update a prepopulated timesheet

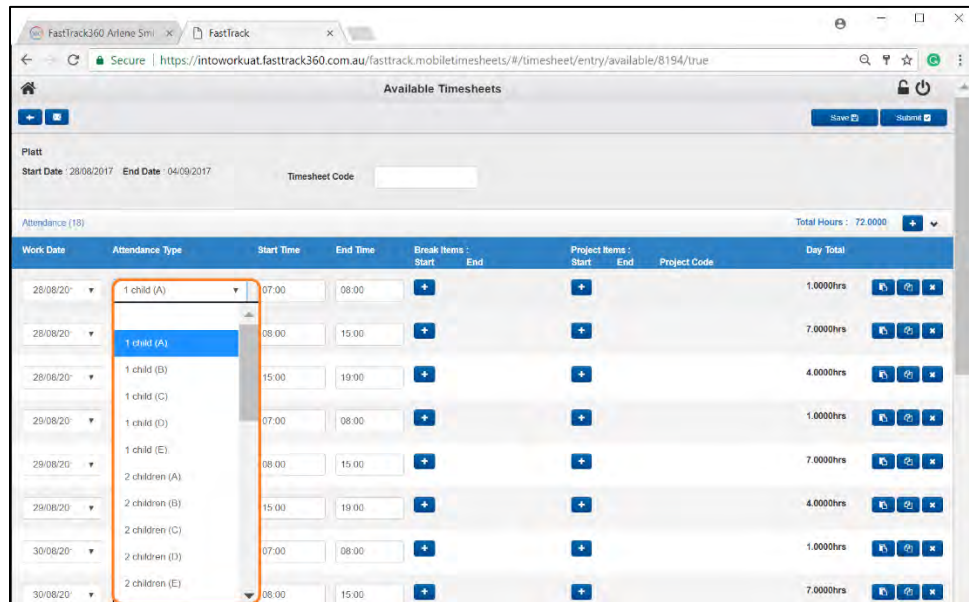
- i. **Update the Date** - To update a date in a row, update the Work date column for the row



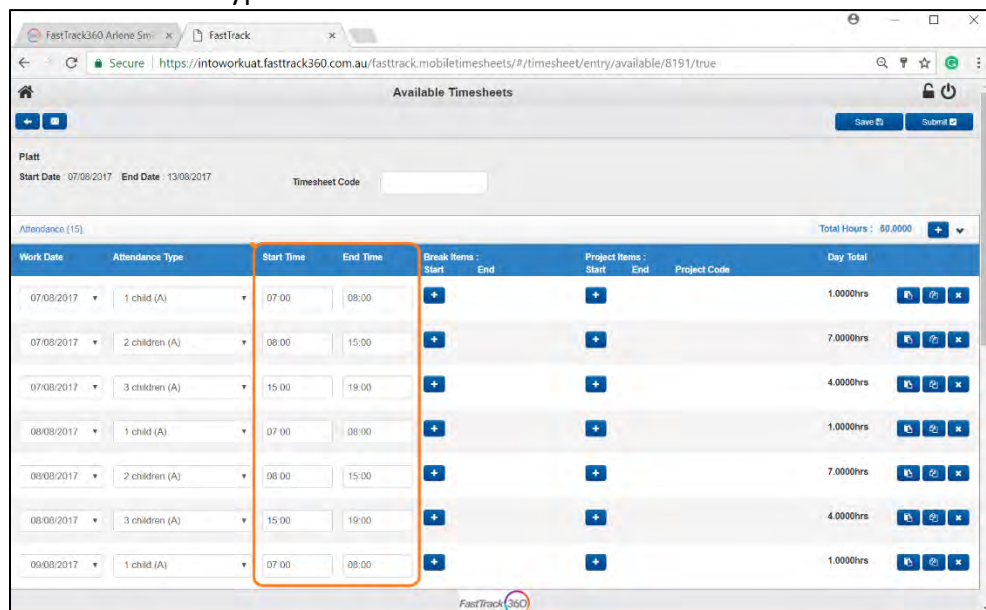
The screenshot shows the 'Available Timesheets' page in the FastTrack system. The user is logged in as 'Platt'. The interface displays a table of timesheet entries for the period from 28/08/2017 to 04/09/2017. The table has the following columns: Work Date, Attendance Type, Start Time, End Time, Break Items (Start/End), Project Items (Start/End), Project Code, and Day Total. The 'Work Date' column is highlighted with a blue selection bar, and the date '28/08/2017 - Mon' is selected. The table shows entries for various days, including weekends and public holidays, with different attendance types and start/end times. The total hours for the period are 72,000.

Work Date	Attendance Type	Start Time	End Time	Break Items : Start	Break Items : End	Project Items : Start	Project Items : End	Project Code	Day Total
28/08/2017 - Mon	1 child (A)	07:00	08:00						1.0000hrs
29/08/2017 - Tue	2 children (A)	08:00	15:00						7.0000hrs
30/08/2017 - Wed	3 children (A)	15:00	19:00						4.0000hrs
31/08/2017 - Thu	1 child (A)	07:00	08:00						1.0000hrs
01/09/2017 - Fri	2 children (A)	08:00	15:00						7.0000hrs
02/09/2017 - Sat	3 children (A)	15:00	19:00						4.0000hrs
03/09/2017 - Sun	1 child (A)	07:00	08:00						1.0000hrs
04/09/2017 - Mon	2 children (A)	08:00	15:00						7.0000hrs
30/08/20	1 child (A)	07:00	08:00						1.0000hrs
30/08/20	2 children (A)	08:00	15:00						7.0000hrs

- ii. **Update the attendance type** – The Attendance type is used to define the number of children you are looking after. Specify the number of children you cared for the selected date and time.



- iii. **Update the Start time and end time** – Enter the start and end time for the work date and attendance type.



Add a new row to the timesheet

To add a new timesheet entry for the week, select the '+' button on the right next to the Total Hours Field. **Note:** ensure that there are no overlapping times for the date.

The screenshot shows the 'Available Timesheets' page for user 'Platt'. The start date is 07/08/2017 and the end date is 13/08/2017. The current total hours are 60.0000. A table lists the following entries:

Work Date	Attendance Type	Start Time	End Time	Break Items : Start	Break Items : End	Project Items : Start	Project Items : End	Project Code	Day Total
07/08/2017	1 child (A)	07:00	08:00						1.0000hrs
07/08/2017	2 children (A)	08:00	15:00						7.0000hrs
07/08/2017	3 children (A)	15:00	19:00						4.0000hrs
08/08/2017	1 child (A)	07:00	08:00						1.0000hrs
08/08/2017	2 children (A)	08:00	15:00						7.0000hrs
08/08/2017	3 children (A)	15:00	19:00						4.0000hrs
09/08/2017	1 child (A)	07:00	08:00						1.0000hrs

The timesheet row will appear at the bottom, enter the work date, attendance type, start time, end time of your shift.

The screenshot shows the 'Available Timesheets' page for user 'Platt'. The start date is 31/08/2017 and the end date is 04/09/2017. The current total hours are 0. The table lists the following entries:

Work Date	Attendance Type	Start Time	End Time	Break Items : Start	Break Items : End	Project Items : Start	Project Items : End	Project Code	Day Total
31/08/2017 - Thu	2 children (A)	08:00	15:00						7.0000hrs
31/08/2017 - Thu	3 children (A)	15:00	19:00						4.0000hrs
01/09/2017 - Fri	1 child (A)	07:00	08:00						1.0000hrs
01/09/2017 - Fri	2 children (A)	08:00	15:00						7.0000hrs
01/09/2017 - Fri	3 children (A)	15:00	19:00						4.0000hrs
04/09/2017 - Mon	1 child (A)	07:00	08:00						1.0000hrs
04/09/2017 - Mon	2 children (A)	08:00	15:00						7.0000hrs
04/09/2017 - Mon	3 children (A)	15:00	19:00						4.0000hrs
02/09/2017 - Sat		hh:mm	hh:mm						

Additional items: 0, Total Quantity: 0
 Reimbursements: 0, Total: \$0.00
 Attachments: 0

Delete a row in the timesheet

Roles can be deleted by select the 'x' button at the end of the row. This will remove the timesheet entry of the timesheet.

The screenshot shows the 'Available Timesheets' page in the FastTrack360 system. The page displays a table of attendance records for a user named 'Platt' covering the period from 07/08/2017 to 13/08/2017. The table has columns for Work Date, Attendance Type, Start Time, End Time, Break Items (Start/End), Project Items (Start/End), Project Code, and Day Total. Each row represents a day's attendance, with a total of 60,000 hours shown at the top right. At the end of each row, there are three action buttons: a magnifying glass, a refresh icon, and a delete 'x' icon. The delete 'x' icon for the first row (07/08/2017, 1 child (A)) is highlighted with a red box.

Work Date	Attendance Type	Start Time	End Time	Break Items :		Project Items :		Project Code	Day Total			
				Start	End	Start	End			🔍	🔄	✖
07/08/2017	1 child (A)	07:00	08:00	+		+			1.0000hrs	🔍	🔄	✖
07/08/2017	2 children (A)	08:00	15:00	+		+			7.0000hrs	🔍	🔄	✖
07/08/2017	3 children (A)	15:00	19:00	+		+			4.0000hrs	🔍	🔄	✖
08/08/2017	1 child (A)	07:00	08:00	+		+			1.0000hrs	🔍	🔄	✖
08/08/2017	2 children (A)	08:00	15:00	+		+			7.0000hrs	🔍	🔄	✖
08/08/2017	3 children (A)	15:00	19:00	+		+			4.0000hrs	🔍	🔄	✖
08/08/2017	1 child (A)	07:00	08:00	+		+			1.0000hrs	🔍	🔄	✖

Adding Allowances to the timesheet

To add allowances (km allowance/ 24 hours nanny) to the timesheet:

- i. Scroll down to the **Additional Items** section of the timesheet

The screenshot shows the 'Available Timesheets' interface. It features a table of timesheet entries with columns for Date, Item, Quantity, Rate, and Project Code. Below this table is the 'Additional Items' section, which is currently empty. The 'Additional Items' section has a header with columns: Date, Item, Quantity, Rate, and Project Code. There are also sections for 'Reimbursements' and 'Attachments'.

- ii. Select the '+' button.

This is a close-up view of the 'Additional Items' section. The table header is visible, and a red box highlights the '+' button in the top right corner of the section.

- iii. A row will appear under Additional items, enter the date, allowance item and quantity.

This screenshot shows the 'Additional Items' section after a new row has been added. The row contains the date '28/08/2017 - Mon', the item 'KM Travel Allow', and a quantity of '5'. The rate is set to 'NA'. A red box highlights the new row.

Deleting the allowance from the timesheet:

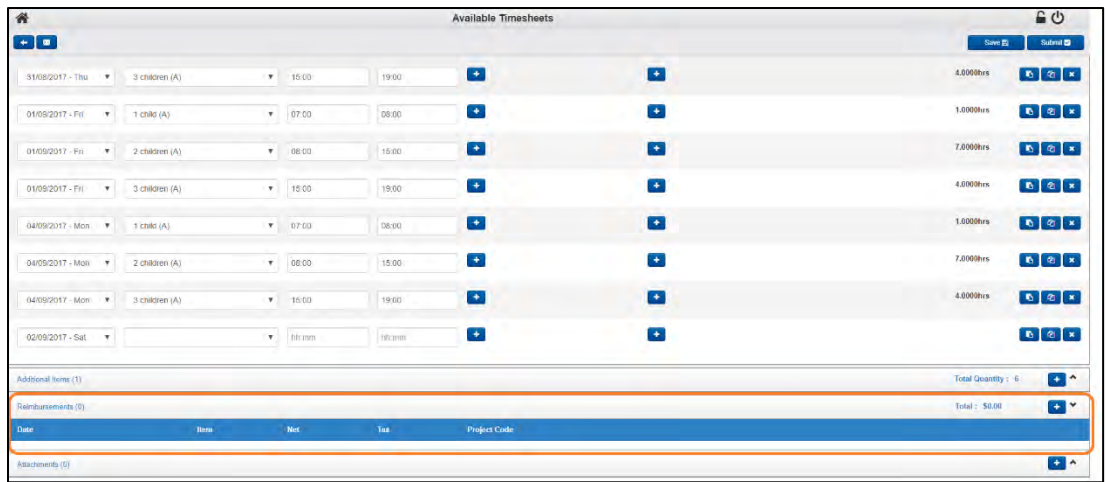
To delete the allowance from the timesheet, select the 'x' button against the row that you would like to delete.

This is a close-up view of the 'Additional Items' section showing the row with the date '28/08/2017 - Mon' and item 'KM Travel Allow'. A red box highlights the 'x' button in the top right corner of the row, used for deleting the entry.

Adding Reimbursements to the timesheet

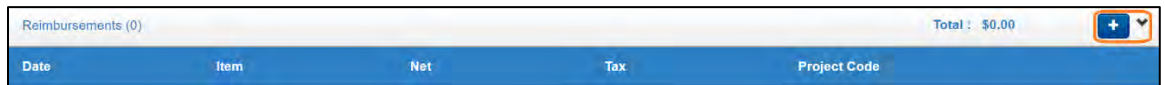
To add reimbursements to the timesheet:

- i. Scroll down to the **Reimbursements** section of the timesheet



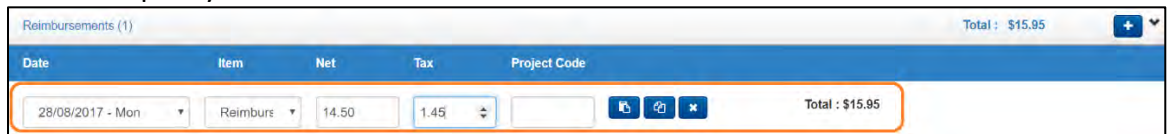
The screenshot shows the 'Available Timesheets' interface. It features a table of timesheet entries with columns for date, day, children count, start time, end time, and hours. Below the table, there are sections for 'Additional Items (1)', 'Reimbursements (0)', and 'Attachments (0)'. The 'Reimbursements (0)' section is highlighted with an orange box, showing a table with columns: Date, Item, Net, Tax, Project Code, and Total: \$0.00.

- ii. Select the '+' button.



This close-up shows the 'Reimbursements (0)' section. The total is \$0.00. A '+' button is highlighted with an orange box in the top right corner. Below the header, a table with columns 'Date', 'Item', 'Net', 'Tax', and 'Project Code' is visible.

- iii. A row will appear under reimbursements, select the date, select the reimbursement item and specify the amount.



This close-up shows the 'Reimbursements (1)' section. The total is now \$15.95. A '+' button is in the top right. A row is added to the table with the following values: Date: 28/08/2017 - Mon, Item: Reimburs, Net: 14.50, Tax: 1.45. The row is highlighted with an orange box.

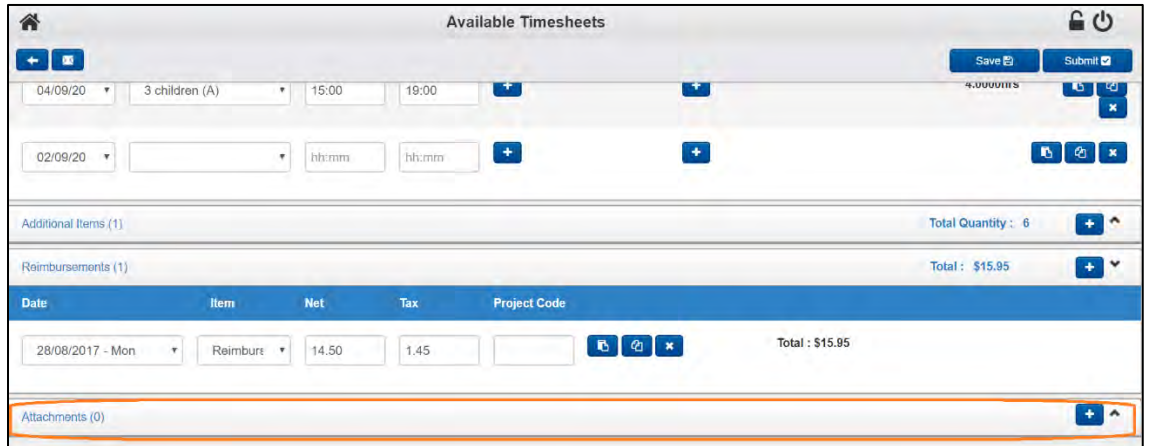
Deleting the reimbursement from the timesheet:

To delete the reimbursement item from the timesheet, select the 'x' button against the row that you would like to delete.

Adding Attachments to the timesheets

To add attachments (receipts, medical certificates, etc) to the timesheet:

- i. Scroll down to the **Attachments** section of the timesheet



Available Timesheets

04/09/20 3 children (A) 15:00 19:00 + + 4.00000ms

02/09/20 [] [] [] [] + + [] [] []

Additional Items (1) Total Quantity : 6 + ^

Reimbursements (1) Total : \$15.95 + v

Date	Item	Net	Tax	Project Code
28/08/2017 - Mon	Reimburt	14.50	1.45	[] [] []

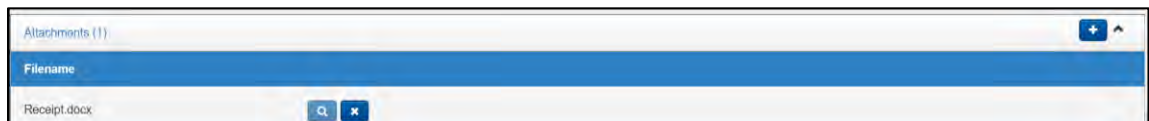
Attachments (0) + ^

- ii. Select the '+' button.



Attachments (0) + ^

- iv. Your computer's file explorer will appear to enable you to add your attachment against the timesheet. Once added, the file you selected will appear under Attachments.

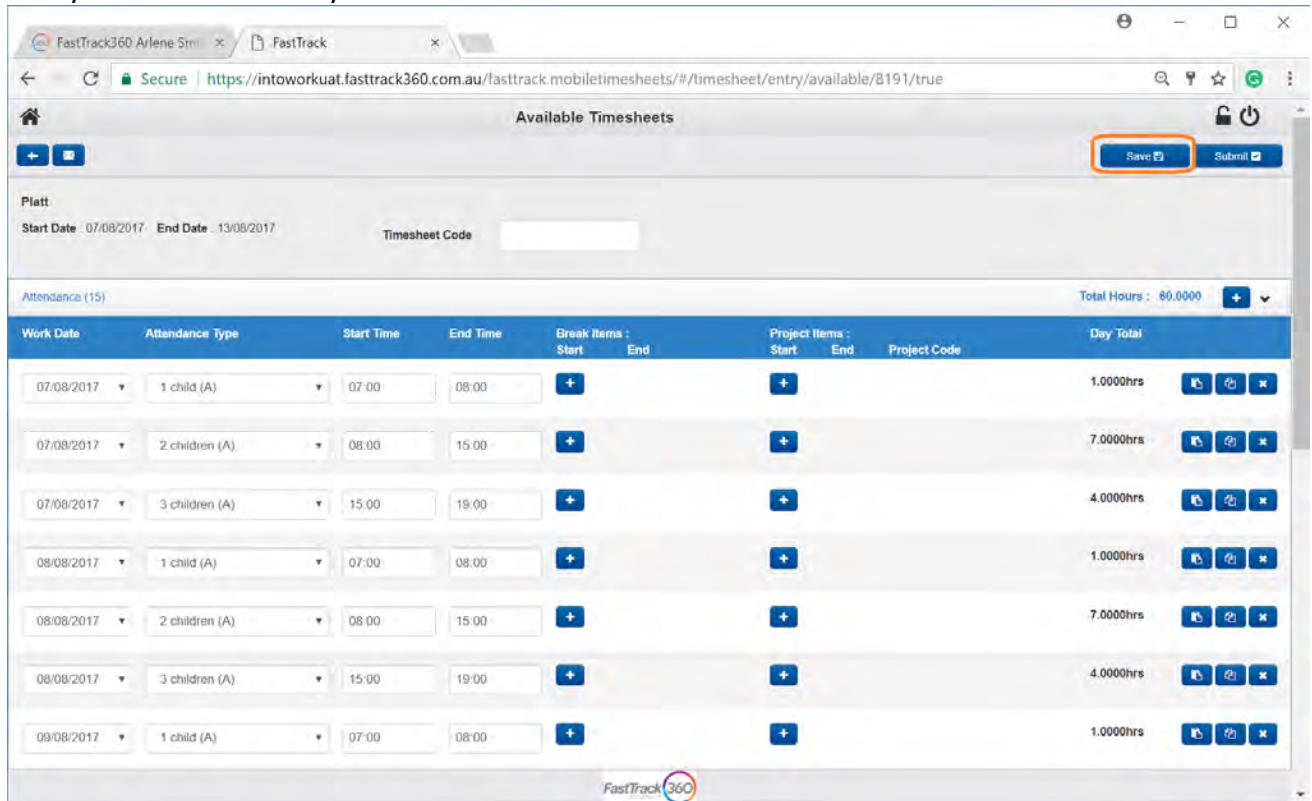


Attachments (1) + ^

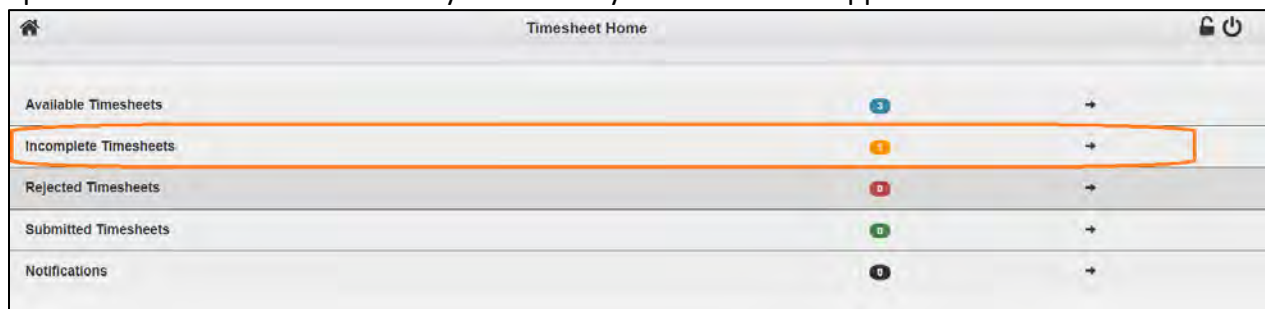
Filename
Receipt.docx [] []

10. Saving your timesheet entry

You must enter all shift for the week into the timesheet before submitting. You can do this by entering the shift details on a daily, hour, or weekly basis. After each enter select the **'Save'** button to ensure that your timesheet entry is saved.

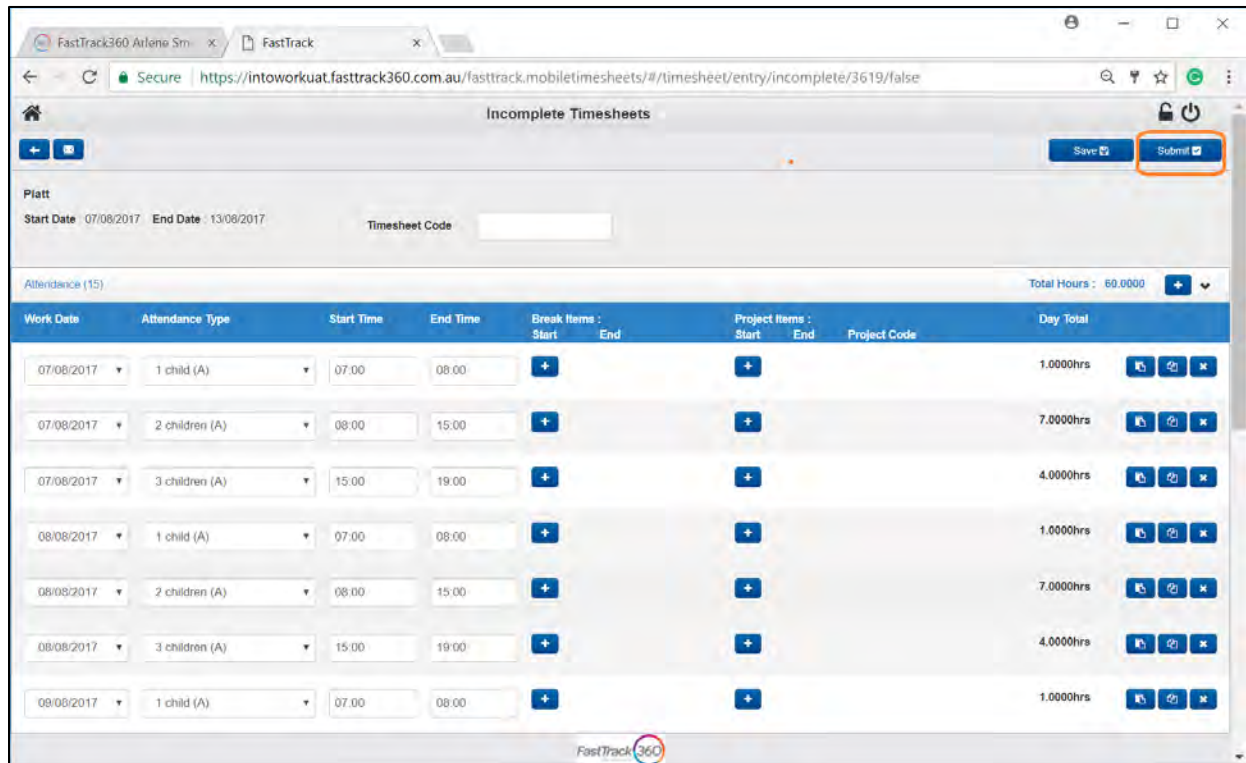


The timesheet will appear under the **Incomplete Timesheet** on the Timesheet Home screen. You may update the saved timesheet until you are ready to submit it for approval.



11. Submitting your timesheet for approval

Once you have entered all timesheet entry for the week and your timesheet is ready for approval. Select the **'Submit'** button on the timesheet. This will submit your timesheet to the client for approval.

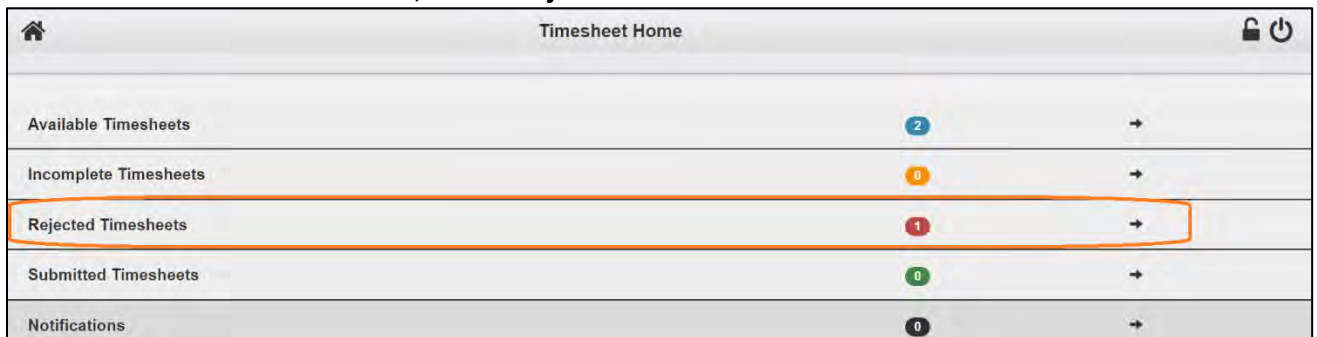


Resubmitting a Rejected timesheet

If your submitted timesheet has been reject, you will receive an email notification and the timesheet will appear under the **Rejected Timesheets** on the Timesheet Home screen.

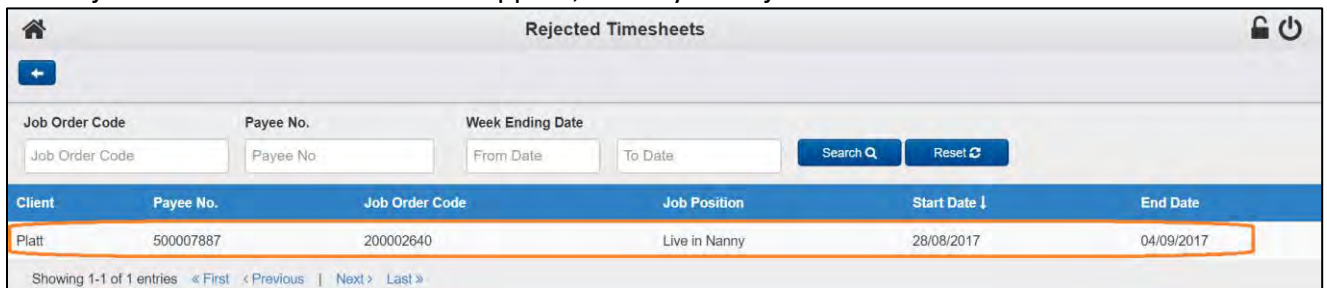
Steps:

1. Login to the candidate portal
2. Select **Time and Attendance** on the *Quick Access*
3. The Timesheet Home screen will appear.
4. On the Timesheet Home screen, select **Rejected Timesheets**



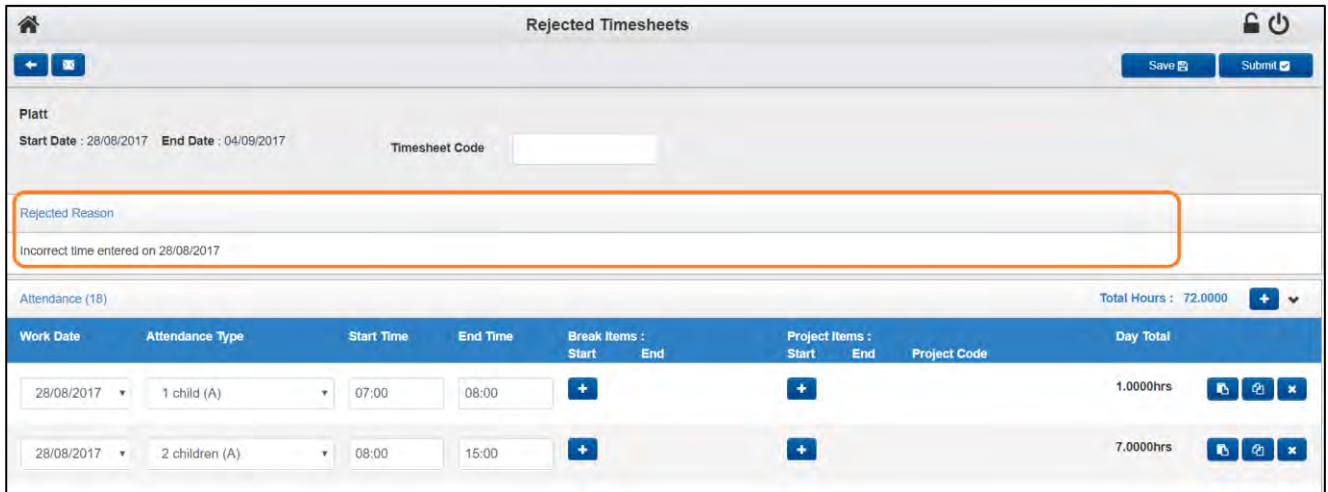
Timesheet Home		
Available Timesheets	2	→
Incomplete Timesheets	0	→
Rejected Timesheets	1	→
Submitted Timesheets	0	→
Notifications	0	→

5. The Rejected Timesheets screen will appear, select your rejected timesheet from the list



Rejected Timesheets						
Job Order Code		Payee No.		Week Ending Date		
<input type="text" value="Job Order Code"/>	<input type="text" value="Payee No."/>	<input type="text" value="From Date"/>	<input type="text" value="To Date"/>	<input type="button" value="Search Q"/>	<input type="button" value="Reset R"/>	
Client	Payee No.	Job Order Code	Job Position	Start Date ↓	End Date	
Platt	500007887	200002640	Live in Nanny	28/08/2017	04/09/2017	
Showing 1-1 of 1 entries << First < Previous Next > Last >>						

- You can see the reason why the timesheet was rejected under the Rejected Reason section of the timesheet



Rejected Timesheets

Platt
 Start Date : 28/08/2017 End Date : 04/09/2017 Timesheet Code

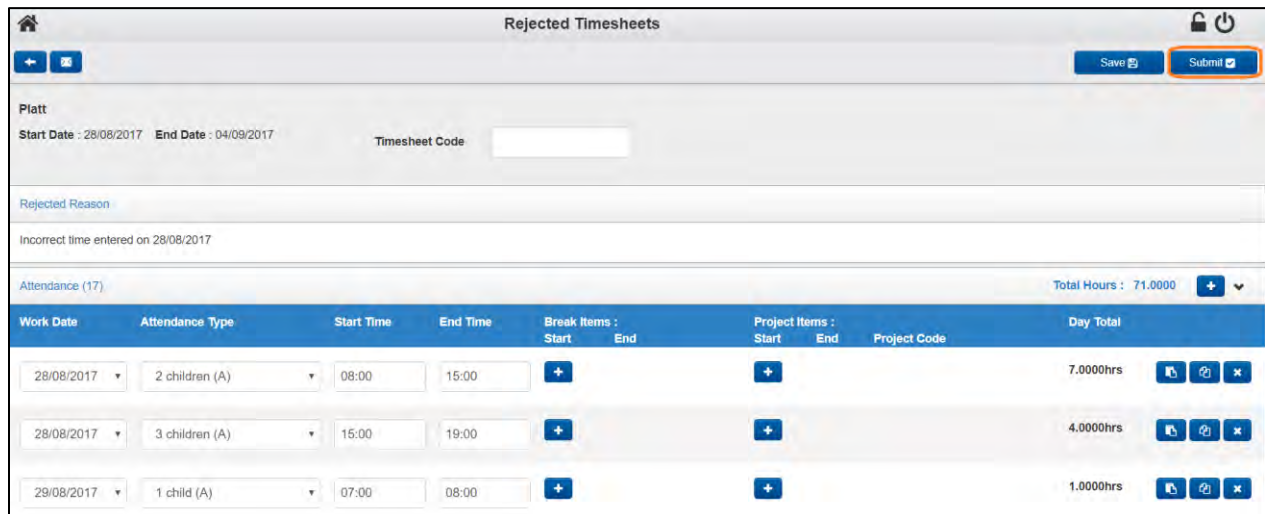
Rejected Reason
 Incorrect time entered on 28/08/2017

Attendance (18) Total Hours : 72.0000

Work Date	Attendance Type	Start Time	End Time	Break Items :		Project Items :		Project Code	Day Total
				Start	End	Start	End		
28/08/2017	1 child (A)	07:00	08:00	+		+			1.0000hrs
28/08/2017	2 children (A)	08:00	15:00	+		+			7.0000hrs

- Update your timesheet

- Once complete, select the **'Submit'** button to submit the timesheet for approval.



Rejected Timesheets

Platt
 Start Date : 28/08/2017 End Date : 04/09/2017 Timesheet Code

Rejected Reason
 Incorrect time entered on 28/08/2017

Attendance (17) Total Hours : 71.0000

Work Date	Attendance Type	Start Time	End Time	Break Items :		Project Items :		Project Code	Day Total
				Start	End	Start	End		
28/08/2017	2 children (A)	08:00	15:00	+		+			7.0000hrs
28/08/2017	3 children (A)	15:00	19:00	+		+			4.0000hrs
29/08/2017	1 child (A)	07:00	08:00	+		+			1.0000hrs

Submitting your timesheet via your Mobile phone

Steps:

1. On your Mobile phone, open the internet browser and go to:
<https://intowork.fasttrack360.com.au/FastTrack.MobileTimesheets>
2. A login screen will appear, enter your username and password (this should be the same username and password you used to access the Intowork Candidate Portal)
3. Once you have logged in the Timesheet Home screen should appear, click on the:
 - a. Available Timesheet to update timesheet and submit timesheet
 - b. Incomplete Timesheet to update saved timesheet and submit timesheet. **Note:** *Timesheet in Incomplete timesheet have not been submitted to the client for approval.*
4. Update the timesheet (see Submitting timesheets via the Candidate Portal above)
5. Once your timesheet is ready for approval, select the **'Submit'** button.