

## Rogan – Client timesheet process

### Approving timesheet checklist:

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

### Steps to approve timesheet

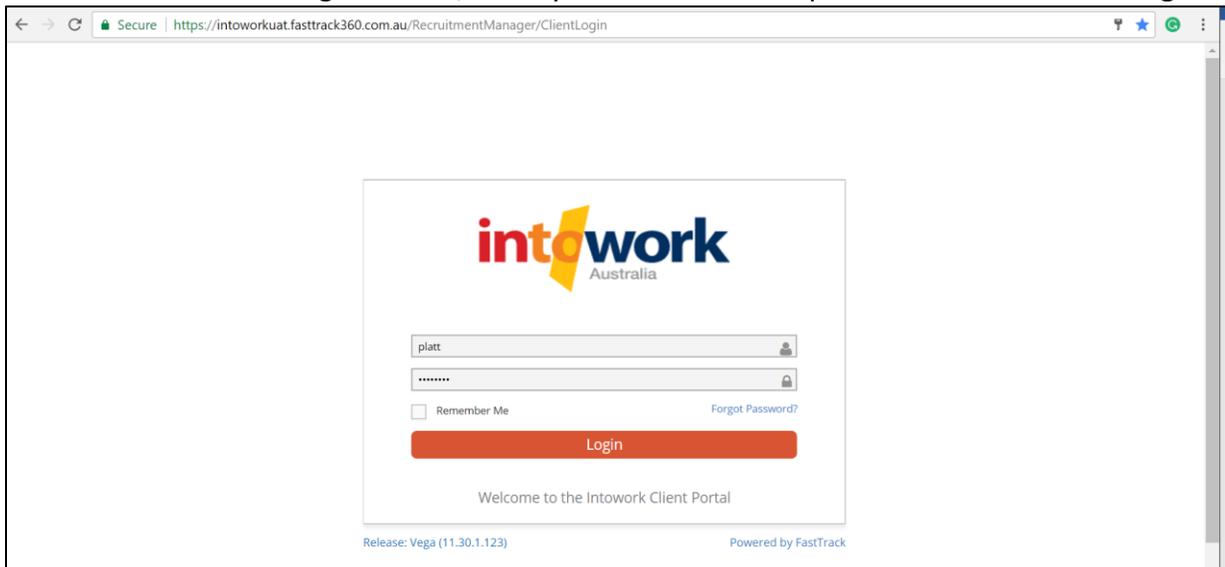
There are two ways that you can approve timesheets, you can do this on a PC via the client portal or on your Mobile phone via the online timesheet site.

### Approving timesheets via the client Portal:

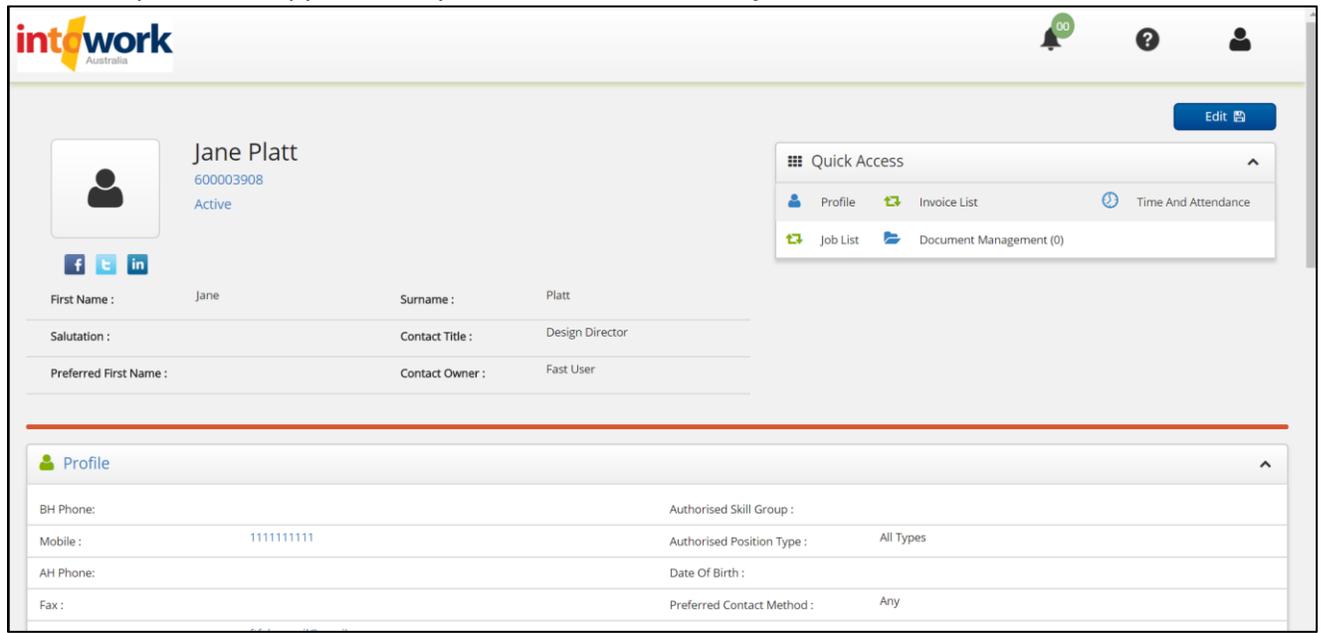
Ensure that you have been given a username and password to the Client Portal.

### Steps:

1. On your computer, open the internet browser and go to:  
<https://intoworkuat.fasttrack360.com.au/RecruitmentManager/ClientLogin>
2. Intowork Client Portal log in screen, enter your username and password and select the **Login** button



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



**intowork** Australia

**Jane Platt**  
600003908  
Active

Quick Access

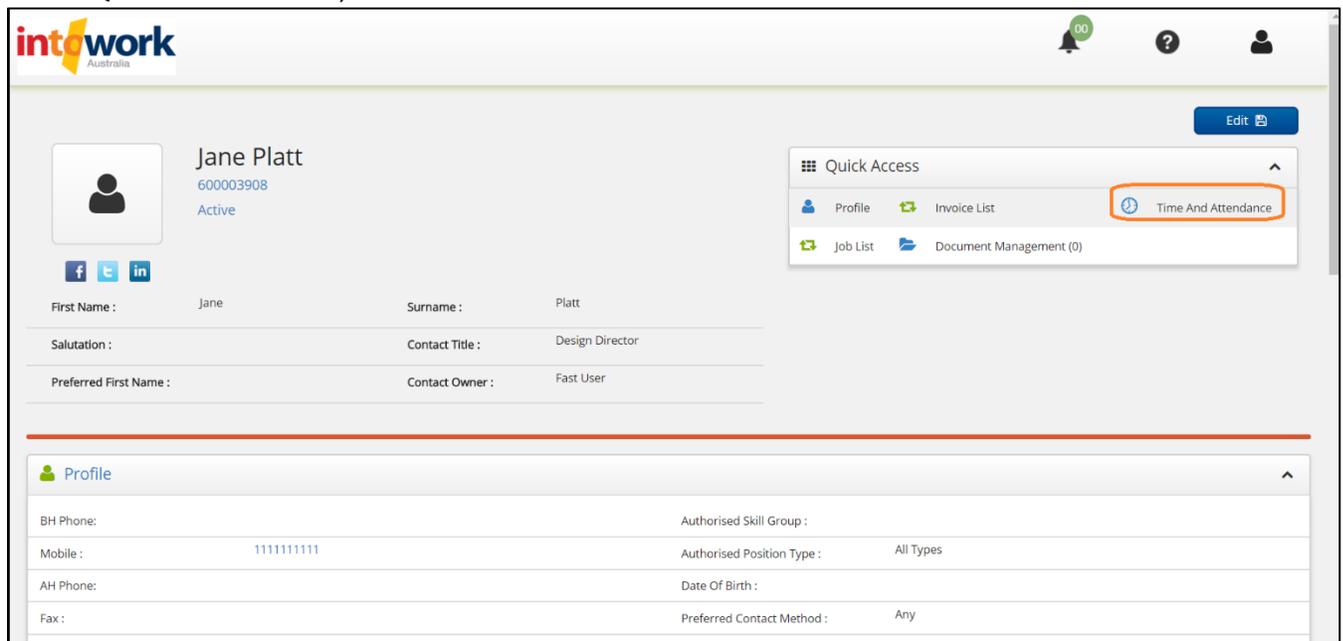
- Profile
- Invoice List
- Time And Attendance
- Job List
- Document Management (0)

First Name : Jane Surname : Platt  
 Salutation : Contact Title : Design Director  
 Preferred First Name : Contact Owner : Fast User

**Profile**

BH Phone: Authorised Skill Group :  
 Mobile : 1111111111 Authorised Position Type : All Types  
 AH Phone: Date Of Birth :  
 Fax : Preferred Contact Method : Any

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



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Quick Access

- Profile
- Invoice List
- Time And Attendance**
- Job List
- Document Management (0)

First Name : Jane Surname : Platt  
 Salutation : Contact Title : Design Director  
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**Profile**

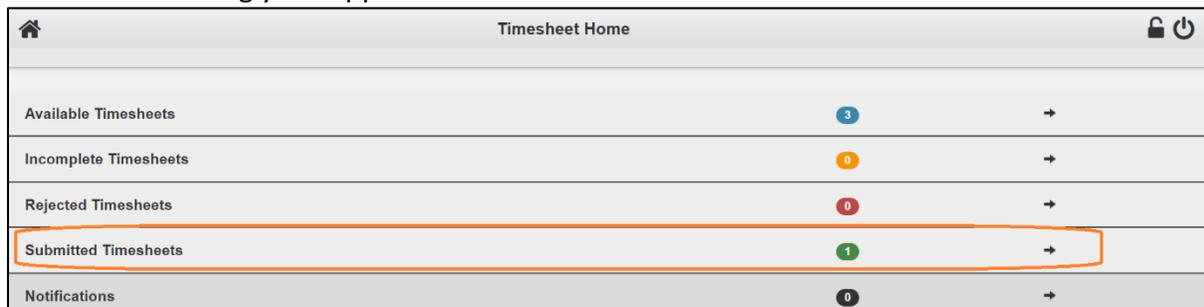
BH Phone: Authorised Skill Group :  
 Mobile : 1111111111 Authorised Position Type : All Types  
 AH Phone: Date Of Birth :  
 Fax : Preferred Contact Method : Any

- 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:

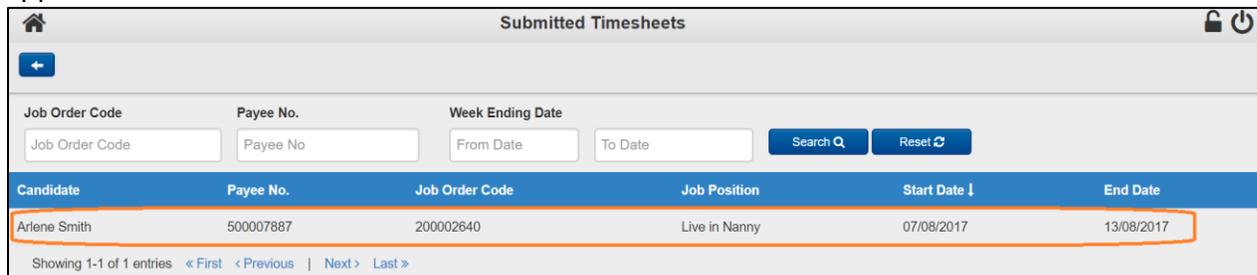
- (ignore) Available timesheet** - The number of timesheet available to the candidates. Can be ignored.
- (ignore) Incomplete timesheet** - The number of timesheet entered by not submitted. Can be ignored.
- Rejected Timesheets** - Timesheets that have been rejected and awaiting correction.
- Submitted Timesheets** – Timesheet that has been submitted, and is awaiting approval.
- Notifications** – Timesheet notifications message will appear here.

- On the Timesheet Home screen, select the **Submitted Timesheets** option. This will display all available timesheet awaiting your Approval.



Timesheet Home		
Available Timesheets	3	→
Incomplete Timesheets	0	→
Rejected Timesheets	0	→
Submitted Timesheets	1	→
Notifications	0	→

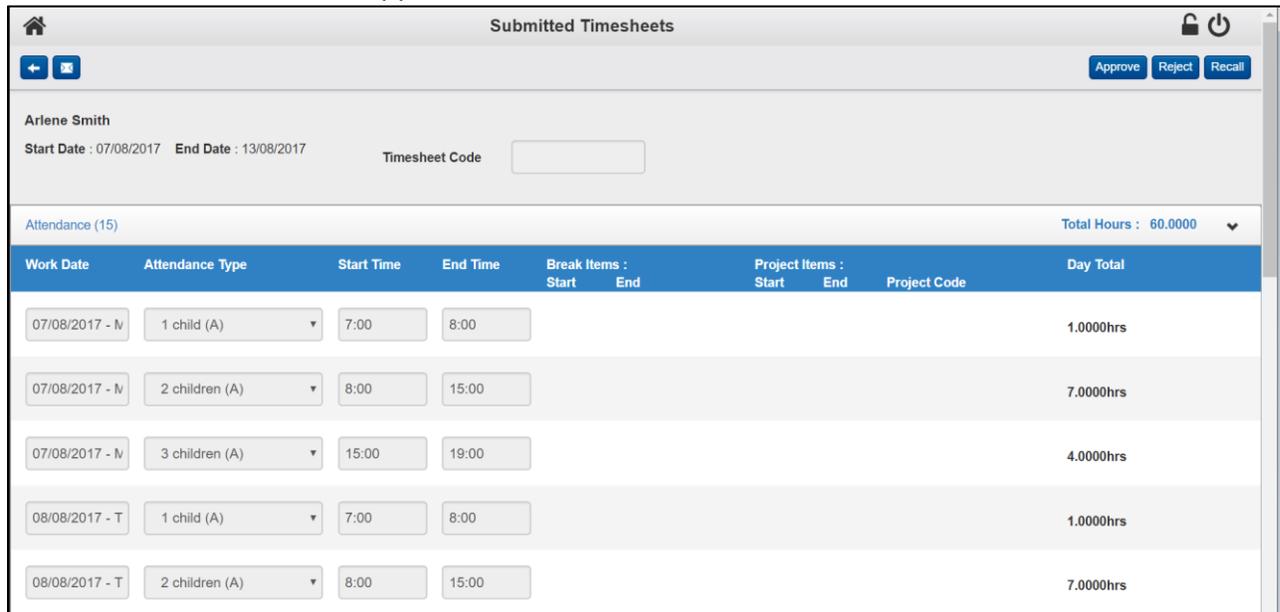
- One the **Submitted Timesheets** screen. Select the nanny’s timesheet you would like to review and approve.



Submitted Timesheets					
Job Order Code	Payee No.	Week Ending Date		Search Q	Reset
<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"/>
Candidate	Payee No.	Job Order Code	Job Position	Start Date ↓	End Date
Arlene Smith	500007887	200002640	Live in Nanny	07/08/2017	13/08/2017

Showing 1-1 of 1 entries << First < Previous | Next > Last >>

8. The selected timesheet will appear.



Submitted Timesheets

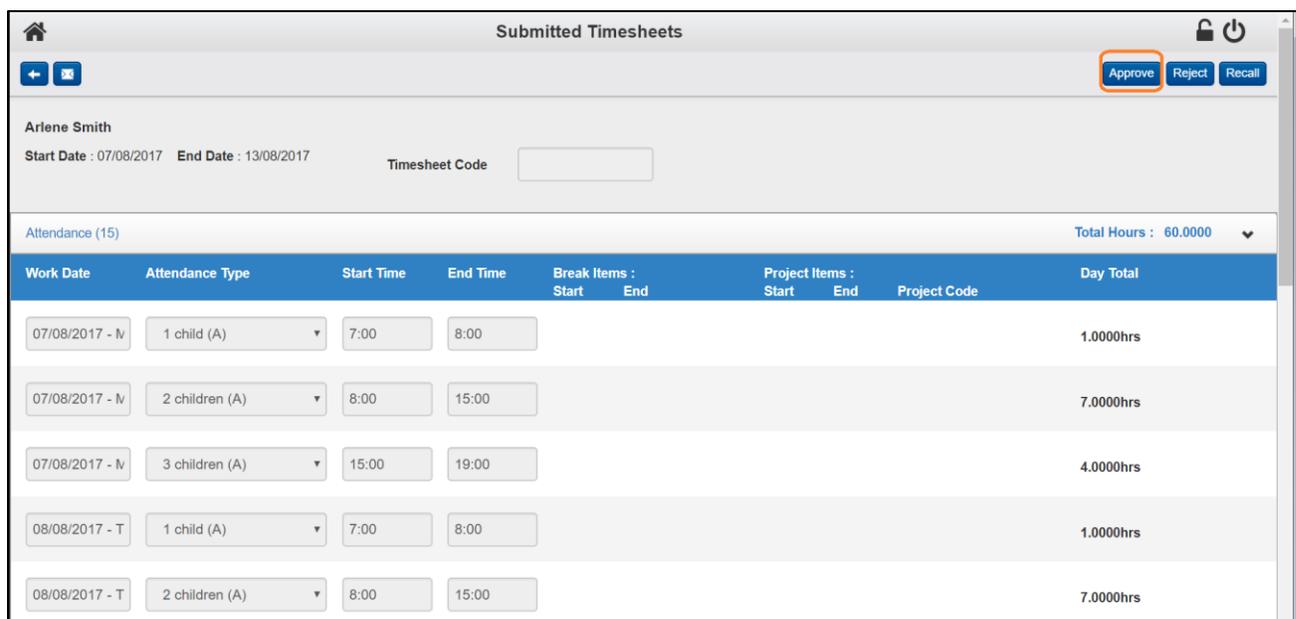
Arlene Smith  
 Start Date : 07/08/2017 End Date : 13/08/2017 Timesheet Code

Attendance (15) Total Hours : 60.0000

Work Date	Attendance Type	Start Time	End Time	Break Items :		Project Items :		Project Code	Day Total
				Start	End	Start	End		
07/08/2017 - W	1 child (A)	7:00	8:00						1.0000hrs
07/08/2017 - W	2 children (A)	8:00	15:00						7.0000hrs
07/08/2017 - W	3 children (A)	15:00	19:00						4.0000hrs
08/08/2017 - T	1 child (A)	7:00	8:00						1.0000hrs
08/08/2017 - T	2 children (A)	8:00	15:00						7.0000hrs

Approve Reject Recall

9. If you are happy with the submitted timesheet, select the **'Approve'** button. Once approved, the nanny's timesheet will be submitted to Rogan to process.



Submitted Timesheets

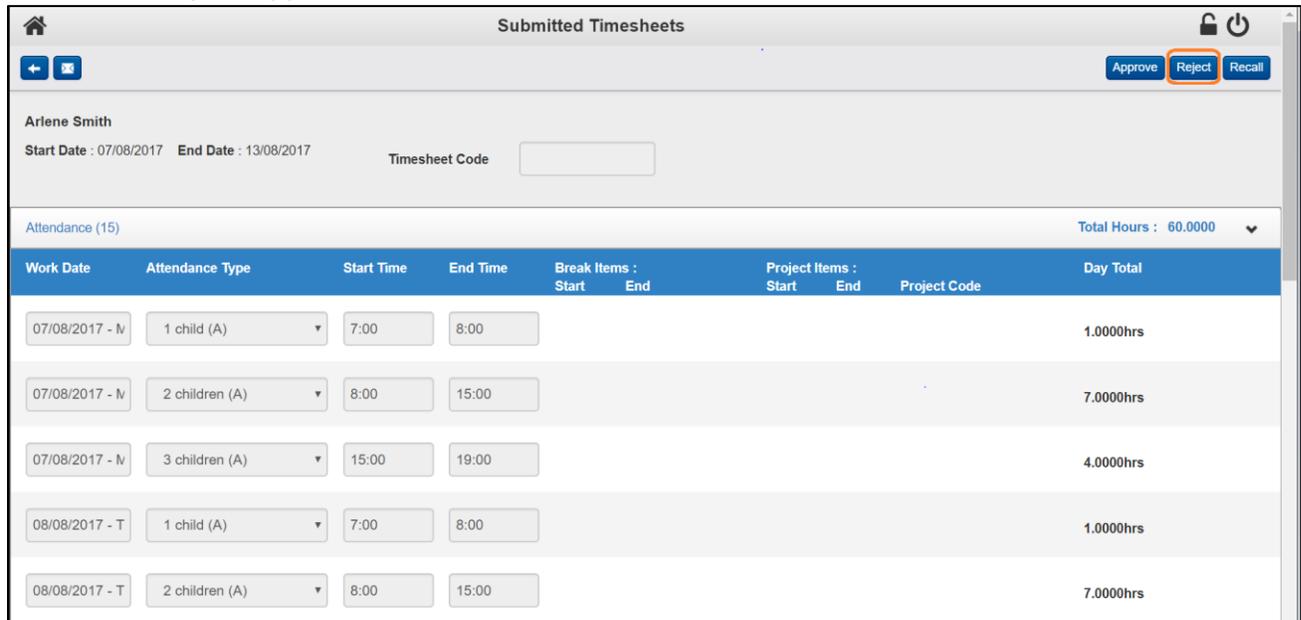
Arlene Smith  
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07/08/2017 - W	3 children (A)	15:00	19:00						4.0000hrs
08/08/2017 - T	1 child (A)	7:00	8:00						1.0000hrs
08/08/2017 - T	2 children (A)	8:00	15:00						7.0000hrs

Approve Reject Recall

- If there is an issue with the timesheet, select the **'Reject'** button. The Nanny will be notified that the timesheet has been rejected, the nanny will need to update the timesheet and re-submit the timesheet for your approval.



Submitted Timesheets

Arlene Smith  
Start Date : 07/08/2017 End Date : 13/08/2017 Timesheet Code

Attendance (15) Total Hours : 60.0000

Work Date	Attendance Type	Start Time	End Time	Break Items :		Project Items :		Project Code	Day Total
				Start	End	Start	End		
07/08/2017 - M	1 child (A)	7:00	8:00						1.0000hrs
07/08/2017 - M	2 children (A)	8:00	15:00						7.0000hrs
07/08/2017 - M	3 children (A)	15:00	19:00						4.0000hrs
08/08/2017 - T	1 child (A)	7:00	8:00						1.0000hrs
08/08/2017 - T	2 children (A)	8:00	15:00						7.0000hrs

## Approving nanny's timesheet via your Mobile phone

### Steps:

- On your Mobile phone, open the internet browser and go to:  
<https://intowork.fasttrack360.com.au/FastTrack.MobileTimesheets>
- A login screen will appear, enter your username and password (this should be the same username and password you used to access the Intowork Client Portal)
- Once you have logged in the Timesheet Home screen should appear, click on the **Submitted Timesheet** menu option (above Approving timesheets via the client portal for steps) .
- Click on the Nanny's timesheet to review the details and select the **'Approve'** button to approve the timesheet or select the **'Reject'** button to reject the timesheet.