


Timesheets on Employee Online

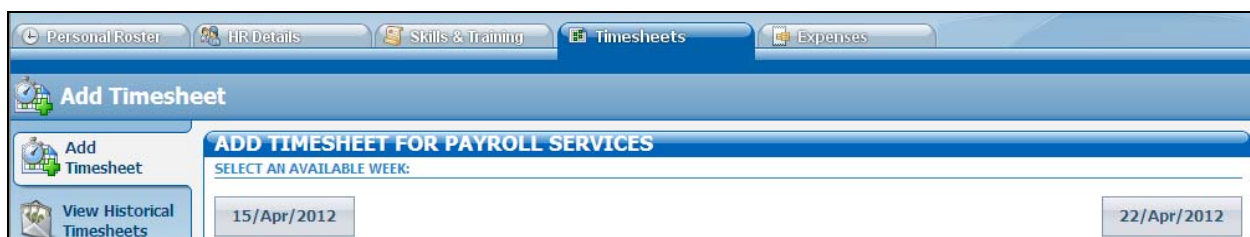
- 1) Open 'Employee Online' by double clicking on this icon... 
- 2) Enter your 'Username' (last name and assignment number) and 'Password' (assignment number)



- 3) The first time you log in it will ask you to change your password. (You can skip this step by selecting one of the tabs along the top.)



- 4) Select the 'Timesheets' tab along the top.
- 5) Select the 'Add Timesheet' tab down the left hand side (see below).



- 6) In the 'ADD TIMESHEETS FOR... (Department/Organisation Name)' section, select an available week (grey boxes with week commencing date in) in which to input your hours. Please note: new week commences Sunday.
- 7) A blank timesheet for this week **with 0hrs worked** will be shown (as below).

Add Timesheet

ADD TIMESHEET FOR PAYROLL SERVICES

SELECT AN AVAILABLE WEEK:

15/Apr/2012 22/Apr/2012

ADD TIMESHEET

15/Apr/2012: 0hrs							
	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Saved	Apr 15	Apr 16	Apr 17	Apr 18	Apr 19	Apr 20	Apr 21
Pending							
AM	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
PM	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Leave	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

KEY

- Unavailable Period
- Time Differs From Shift
- Notes
- Sent To Payroll
- Locked
- Approved

8) You then need to input your hours for each working day.

Ensure that you select the correct day and date when inputting this information.

9) Click 'AM' and a green box will appear in the 'Pending' section of the timesheet. Check the hours are correct and click 'Save' (left hand side of table under Pending). (See below)

Add Timesheet

ADD TIMESHEET FOR PAYROLL SERVICES

SELECT AN AVAILABLE WEEK:

15/Apr/2012 22/Apr/2012

ADD TIMESHEET

15/Apr/2012: 0hrs							
	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Saved	Apr 15	Apr 16	Apr 17	Apr 18	Apr 19	Apr 20	Apr 21
Pending		AM 09:00 to 12:45 Remove					
AM	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
PM	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Leave	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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10) Once saved the box will turn a brighter green and move into the 'Saved' section of the timesheet and show the hours worked in that period. (See below)

Add Timesheet

ADD TIMESHEET FOR PAYROLL SERVICES

SELECT AN AVAILABLE WEEK:

15/Apr/2012 22/Apr/2012

ADD TIMESHEET

15/Apr/2012: 3hrs 45min

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Saved	Apr 15	Apr 16 AM (3:45) Remove	Apr 17	Apr 18	Apr 19	Apr 20	Apr 21
Pending							
AM	<input type="radio"/>	AM <input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
PM	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Leave	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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11) Repeat Step 9 and 10 but for 'PM'. This will then show a day's work as seen below. You will see your total hours worked during the week building in the grey bar.

Add Timesheet

ADD TIMESHEET FOR PAYROLL SERVICES

SELECT AN AVAILABLE WEEK:

15/Apr/2012 22/Apr/2012

ADD TIMESHEET

15/Apr/2012: 7hrs 30min

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Saved	Apr 15	Apr 16 AM (3:45) Remove PM (3:45) Remove	Apr 17	Apr 18	Apr 19	Apr 20	Apr 21
Pending							
AM	<input type="radio"/>	AM <input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
PM	<input type="radio"/>	PM <input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Leave	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

KEY

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Your manager will approve the entries that you make on a weekly basis, and at the very least at the end of each month.

Details will then be extracted by Payroll Services to make payment.