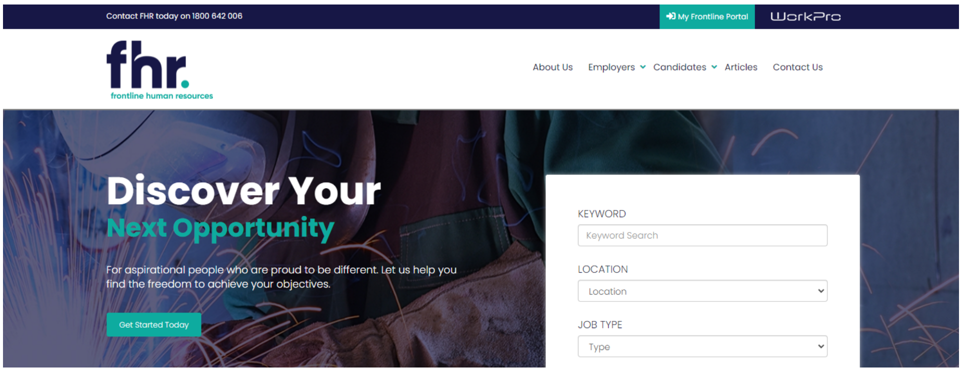
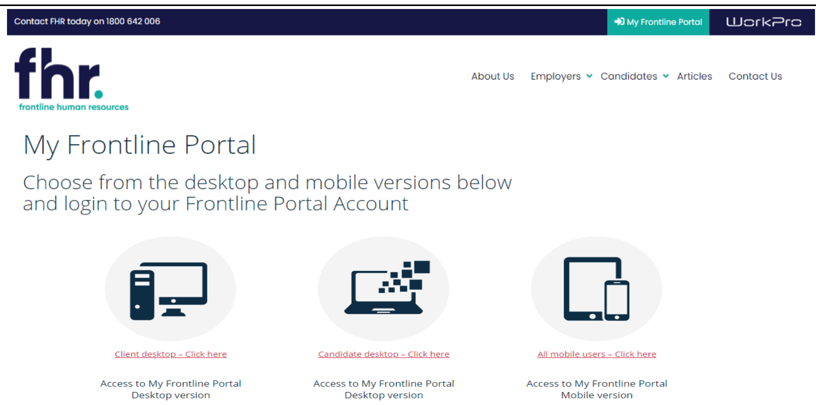
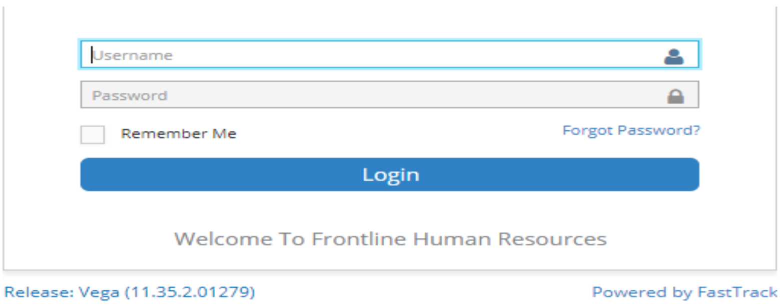
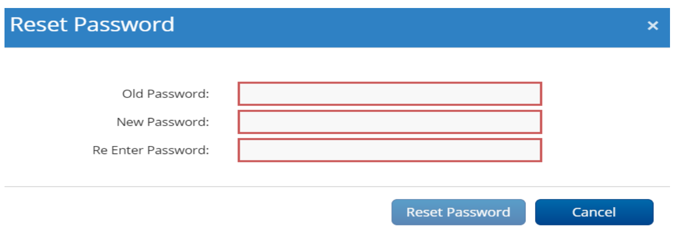
Client Mobile Timesheet User Guide

This guide explains how you can access, fill out and submit timesheets.
Before you begin using the Mobile Timesheets systems/Time and Attendance system within the portal. Your consultant will have sent you an email with your username and password for logging in.

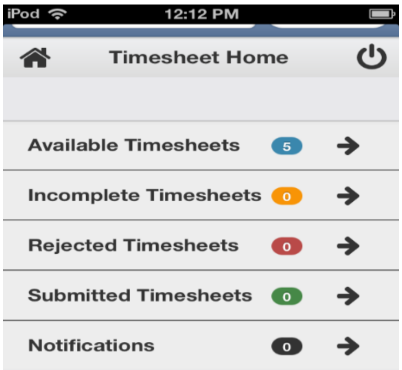
Using your device functionality, you can create a shortcut to this URL. The default name will be "FastTrack" but you can rename this to whatever you want. You can then access the Online Mobile Timesheet functionality direct from your device's Home screen. Refer end of notes for details.

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.

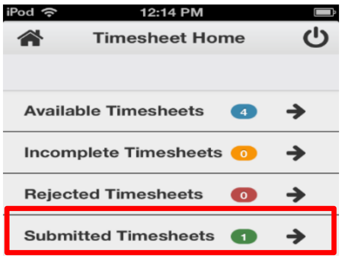
***Rejected* -** Rejected timesheets are timesheets that you have submitted for approval by the Client but have been rejected due to errors, discrepancies or incompleteness. You will need to go in and amend then resubmit again for approval by the Client.
***Submitted* -** Timesheets that have been submitted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

Notifications – Messages or emails sent with information

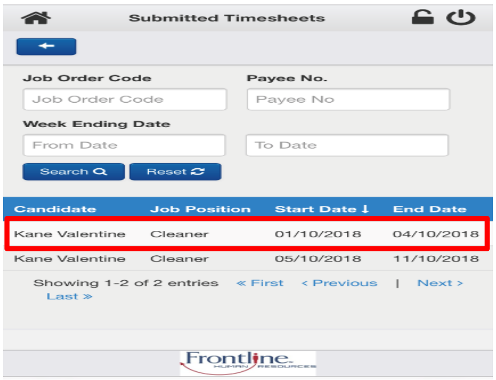
Client Mobile Timesheet User Guide

How to Approve a Timesheet

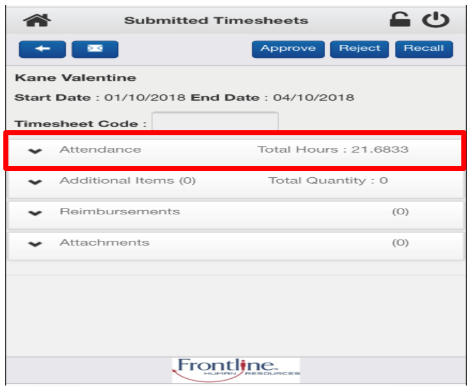
1. Go to the Submitted Timesheets list.



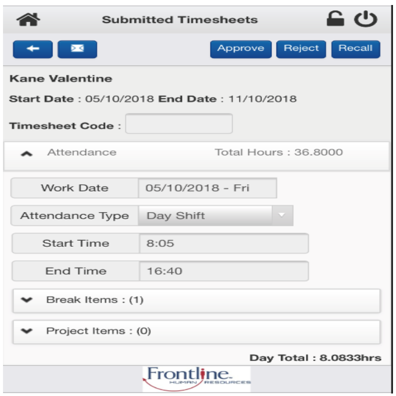
2. Click on the timesheet you want to approve.



3. *The timesheet opens in the Timesheet Entry screen – click on the attendance to view all hours keyed*

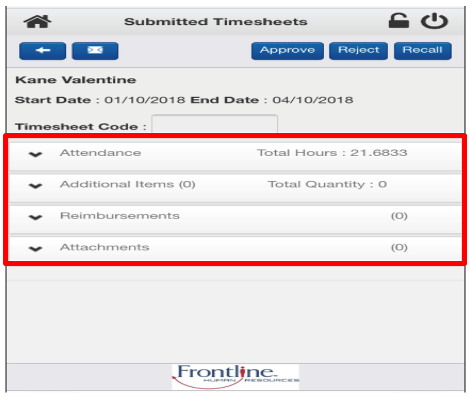


Once in the attendance screen, scroll down checking each day and hours keyed



4. Repeat step 3 to check

   - additional (manual) items
   - reimbursement items
   - attachments on the timesheet.



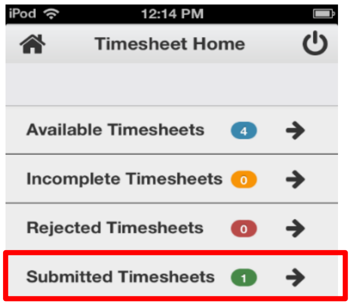
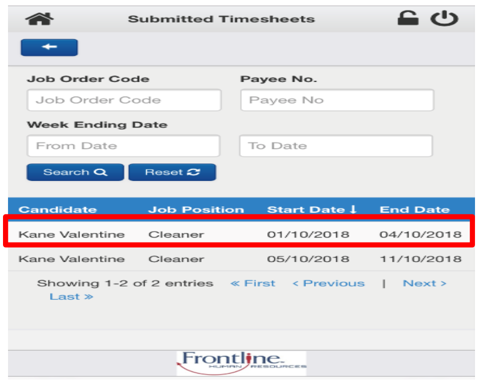
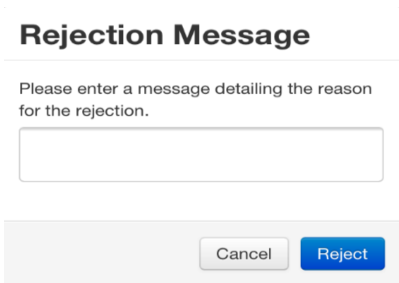
5. If the timesheet appears to be in order, approve the timesheet by clicking 

.

The timesheet closes and its status is set to Released, thereby releasing the timesheet for payroll and billing processing.

frontline human resources

How to Reject a Timesheet

<table>
<tr><td>1.</td><td>Go to the Submitted Timesheets list.</td><td>
</td></tr>
<tr><td>2.</td><td>Click on the timesheet that is to be rejected.
The timesheet opens in the timesheet entry screen.</td><td>
</td></tr>
<tr><td>3.</td><td>Click 
.
The Rejection Message screen opens, prompting you to key in a message to the Candidate/timesheet initiator to explain why the timesheet is being rejected.</td><td>
</td></tr>
<tr><td>4.</td><td>Key in the reason that explains why you are rejecting the timesheet and click 
.</td><td>The timesheet closes, its status is set to Rejected and a message is sent to the timesheet initiator to inform them that their timesheet has been rejected.</td></tr>
</table>

General Navigation & Functions

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

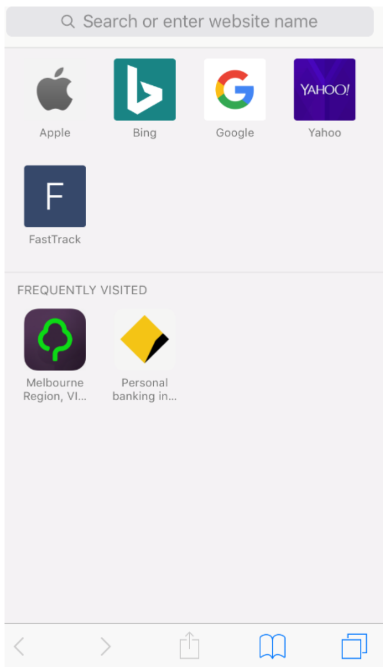
Select this to logout.

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.

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.	

Frequently Asked Questions:

Q: Why can I not see any timesheets in my submitted list? I expect to have timesheets to approve this week

A: The most likely reason is that the candidates have not submitted them – if there are any timesheets sitting in your “Available” or “Incomplete” area, then it is likely that the candidates have not submitted the timesheets. You can view these areas to see which users have not submitted and follow them up. Alternatively contact your consultant for the appropriate follow

Q: I have approved a timesheet – but the details are incorrect – what should I do?

A: Contact your consultant ASAP with full details (Job ID, WE date, payee name and what needs changing).

Q: I keep getting emails saying I have not approved a timesheet, yet I know that I cleared my list – why is this so?

A: It is most likely that a new timesheet has been submitted - commonly a late timesheet. Please re-check your submitted list. If the list is blank but you keep getting an email, please contact your consultant.

Q: I have an email saying a timesheet has been recalled – what do I do?

A: This is due to the candidate realising they have made a mistake before you have reviewed and approved, no action is required. The candidate will need to update a re-submit. You will receive another email advising once re-submitted where action will be required.