

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.

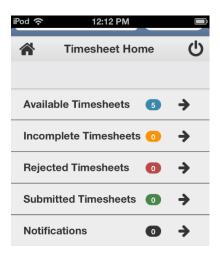
How to Access the Mobile Timesheet Application

1.	Open a web browser window and	Contract FHR today on 1800 642 006	
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		Client desktop – Click here Candidate desktop – Click here All mobile users – Click here	
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3.	Type your username and password		
	in the respective fields and click		
	Login.	Username 🚨	
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4.	Type in your Old Password, New Password and Re Enter your New	Reset Password ×	
	Password.	Old Password:	
		New Password:	
		Re Enter Password:	
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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.



How to Key in a Timesheet Entry on an Available Timesheet

1.	In the Timesheet Home workspace, click the Available button.	Available Timesheets		
	The Available Timesheets screen opens, listing your available timesheets.	Job Order Code Payee No.		
		Job Order Code Payee No		
		Week Ending Date		
		From Date To Date		
		Search Q Reset 3		
		Job Order Job Start Date Client Payee No. Code Position ↓		
		Closed Loop 500006281 200004165 Cleaner 01/10/2013 Environmental Solutions - Victoria		
		Showing 1-1 of 1 entries « First < Previous Next > Last »		
	In the list of timesheets within the Available Timesheets	at O db		
2.	screen, click the row that represents the timesheet you want to open.	Available Timesheets		
	with to open.			
	The Timesheet Entry Screen opens.	Closed Loop Environmental Solutions - Victoria Start Date : 01/10/2018 End Date : 04/10/2018		
		Timesheet Code		
		Attendance (4) Total Hours: 0.0000		
		Additional Items (0) Total Quantity : 0		
		Reimbursements (0) Total : \$0.00 +		
		Attachments (0)		
3.	Select	Available Timesheets		
5.	Attendance (A)			
	Attendance (4) Total Hours: 0.0000	Save 🖄 Submit 🗃		
	open expand the Attendance area	Closed Loop Environmental Solutions - Victoria		
		Start Date : 01/10/2018 End Date : 04/10/2018		
		Timesheet Code :		
		Attendance Total Hours : 0.0000		
		Work Date 01/10/2018 - Mon V		
		Attendance Type		
		Start Time		
		End Time		
		✓ Break Items : (1)		
		Project Items : (0)		
		Day Total : 0.0000hrs		
	In the Work Date click on the arrow and chaose the day			
4.	In the Work Date click on the arrow and choose the day and date that you are wanting to enter times	Work Date 01/10/2018 - Mon		
	and date that you are wanting to enter times			



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.	Attendance Type Day
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	Start Time 07:00
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	End Time 17:00
8.	If relevant, add Break Times. Click on the corresponding to the relevant shift. The area expands to show a Break Items	Break Items : (1)
9.	In the Start Time field, enter the time at which you began the break.	Break Items : (1) Start Time 11:40 End Time 12:10
10.	In the End Time field, enter the time at which you ended the break.	Break Items : (1) Start Time 11:40 End Time 12:10

At this stage you may be ready to submit the timesheet for approval. To do this,	iPod 중 12:14 PM 📼	Alternatively, you can save the timesheet so that you can, at a later stage, key in more
click Submit Control of this, click in the timesheet entry screen.	Available Timesheets (4)	information or edit Available Timesheets
	Incomplete Timesheets 💿 🔶	have already keyed in. Incomplete Timesheets 1 +
	Rejected Timesheets o 🔶	This will move the Rejected Timesheets
	Submitted Timesheets 1	of incomplete timesheets. To save the timesheet, click Save ₽



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	Submitted Timesheets 💿 🗲	
2.	In the list of submitted timesheets, click the timesheet to be recalled. <i>Submitted Timesheet displays</i>	Submitted Timesheets Payee No. Job Order Code Payee No. Job Order Code Payee No. Start Date From Date Start Q Reset \$\$ Clisent Job Start Date Clisent Q Reset \$\$ Closed Loop Clicent Showing 1-1 of 1 entries Showing 1-1 of 1 entries Next >	
3.	Double check that the timesheet displayed is the correct timesheet and week that you are wanting to recall.	Submitted Timesheets Submitted Timesheets Image: Closed Loop Environmental Solutions - Victoria Start Date : 01/10/2018 End Date : 04/10/2018 Timesheet Code : Attendance Total Hours : 21.6833 Additional Items (0) Total Quantity : D Attachments (0)	
4.	Click	A message is displayed confirming that the selected timesheet has been recalled and appears as an incomplete timesheet.	



What to do if your Timesheet is Rejected?

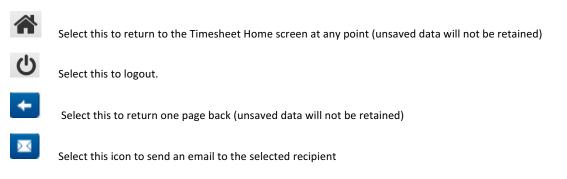
A timesheet you submit may be rejected by an approver due to an error or discrepancy with any of the information you have keyed in. If one of your timesheets is rejected, you will receive an automated rejection notification and the rejection notification may include a message from the approver indicating 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.	Ped < 12:12 PM Timesheet Hor Available Timesheets Incomplete Timesheets Rejected Timesheets Submitted Timesheets Notifications	⑤ →	
2.	In the list of Rejected timesheets, double-click the timesheet to be resubmitted. The timesheet opens for editing in the Timesheet Entry screen.	Rejected T Rejected T Job Order Code Job Order Code Week Ending Date From Date Search Q Reset 2 Client Job Position No result found	Timesheets Payee No. Payee No To Date Start Date ↓	End Date
3.	Edit the timesheet as required.			
4.	Click Save near the top of the Timesheet Entry screen. The changes you made are saved to the timesheet.			
5.	Click Click A confirmation message is displayed to indicate that the timesheet has been submitted successfully.			



General Navigation & Functions



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.

