

This guide explains how you can access, navigate and how to approve timesheets.

Before you begin using the Time and Attendance system your Consultant will issue you with a link to the Client Portal along with a username and password for logging in.

How to Access the Client Portal

1.	Open a web browser window and	Contract Firlt today on 1800 642 006	+3 My Frontline Portal Шагk?ra
	navigate to the Frontline Human	fhr.	About Us Employers - Condidates - Articles Contact Us
	Resources website		
	www.frontlinehr.com.au		
		Discover Your	Keyword
		Next Opportunity	Keyword Search
		For aspirational people who are proud to be different. Let us help you find the freedom to achieve your objectives.	LOCATION Location
		Cet Started Today	ЈОВ ТУРЕ
			Туре
2.		Contact FHR today on 1800 642 006	*) wy Frontline Portal Wark?ro
	Click on 🔊 My Frontline Portal	fhr.	About Us Employers 👻 Candidates 👻 Articles Contact Us
		frontline human resources My Frontline Portal	
		Choose from the desktop and mobile version	ons below
		and login to your Frontline Portal Account	
			-
		Client desktop – Click here Candidate desktop	- Click here All mobile users - Click here
		Access to My Frontline Portal Access to My Fron Desktop version Desktop ve	
3.	Type your username and password	Frontline	
	in the respective fields and click		
	Login.	HUMAN	RESOURCES
	The reset Password window		
	displays	Vsername Password	
		Remember Me	Forgot Password?
		Lo	gin
		Welcome To Frontlin	ne Human Resources
		Release: Vega (11.35.2.01279)	Powered by FastTrack
_	Type in your Old Password, New	Deset Deseured	
4.	Password and Re Enter your New	Reset Password	×
	Password.		
		Old Password:	
		Re Enter Password:	
			Reset Password Cancel



Navigation

Once logged in you will be able to navigate to the various sections available on your Portal via the Quick Access menu. The quick access menu is located at the top right-hand corner. To quickly navigate to an available selection, select the link within the quick access menu.



Profile Management -	Invoice List - ability to access view and	Time & Attendance - submit timesheets
Review and edit personal	print invoices.	and reimbursement items for approval
information such as		and payment
email, mobile and address		
details.		
Job List – lists all the job	Document Management - provides you	
orders you have been	with the ability to upload and manage	
filled on	documents	

As you are scrolling through the Portal you can select the black icon with a white up arrow to quickly return you to the top of

your Portal.

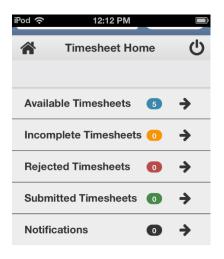


① Time And Attendance

Time and Attendance

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** – Submitted timesheets are timesheets that have been submitted for approval and are awaiting approval by the Client/Timesheet approver.

If you are responsible for approving timesheets, timesheets requiring your approval can be accessed via the Submitted Timesheets screen. You may also be sent an automatic approval notification whenever a new timesheet is submitted for your approval.

To carry out the approval process you need to open the submitted timesheet and check the timesheet entries. If the timesheet has been keyed correctly, you can approve the timesheet. Otherwise, you can reject the timesheet so that the submitter can correct the timesheet and resubmit it for approval.



How to Approve a Timesheet

1.	Go to the Submitted Timesheets list.	iPed 令 12:14 PM 画 イ Timesheet Home
		Available Timesheets 🕢 🔸
		Incomplete Timesheets 💿 🔸
		Rejected Timesheets 0 ->
		Submitted Timesheets ①
2.	Click on the timesheet you want to approve.	Submitted Timesheets Image: Submitted Timesheets Job Order Code Job Order Code Payee No. Job Order Code From Date To Date Search Q Reset 2 Candidate Job Position Start Date End Date
		Kane Valentine Cleaner 01/10/2018 04/10/2018 Kane Valentine Cleaner 05/10/2018 11/10/2018
		Showing 1-2 of 2 entries « First < Previous Next > Last »
		Frontline
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
	Submitted Timesheets Image: Compared to the second to	Submitted Timesheets Image: Comparison of the comparison
4.	Repeat step 3 to check	Submitted Timesheets
	 additional (manual) items reimbursement items attachments on the timesheet. 	Approve Reject Recall Kane Valentine Start Date : 01/10/2018 End Date : 04/10/2018 Timesheet Gode :
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.



How to Reject a Timesheet

1.	Go to the Submitted Timesheets list.	iPod 12:14 PM ▲ Timesheet Home ▲ Available Timesheets ▲ → Incomplete Timesheets • ● ● Rejected Timesheets • ● ● Submitted Timesheets •	
2.	Click on the timesheet that is to be rejected. The timesheet opens in the timesheet entry screen.	Submitted Timesheets Submitted Timesheets Submitted Timesheets Submitted Timesheets Job Order Code Job Order Code Paysee No. Paysee No. Paysee No. </th	
3.	Click Reject . 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.	Reject Rejection Message screen opens, prompting to key in a message to the Candidate/timesheet ator to explain why the timesheet is being Please enter a message detailing the reason for the rejection.	
4.	Key in the reason that explains why you are rejecting the timesheet and click Reject.	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.	

General Navigation & Functions

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

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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