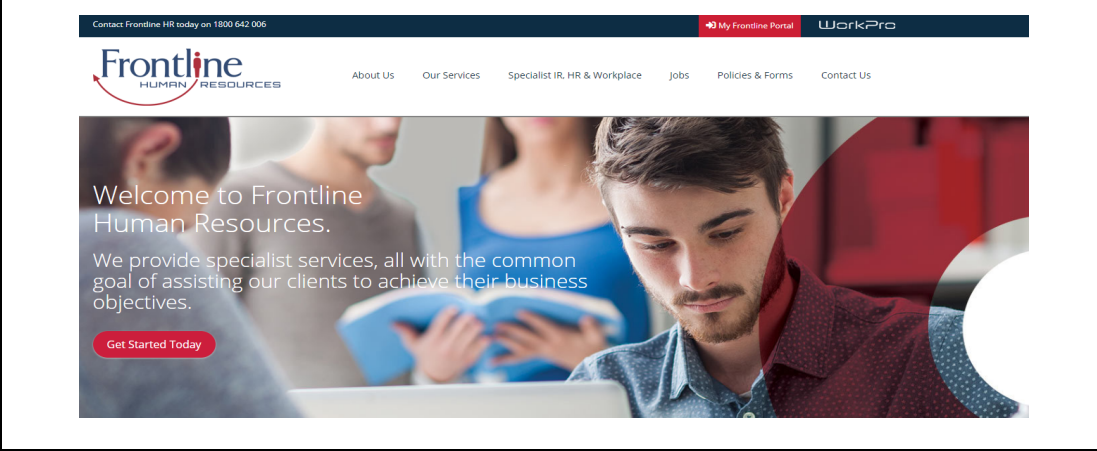

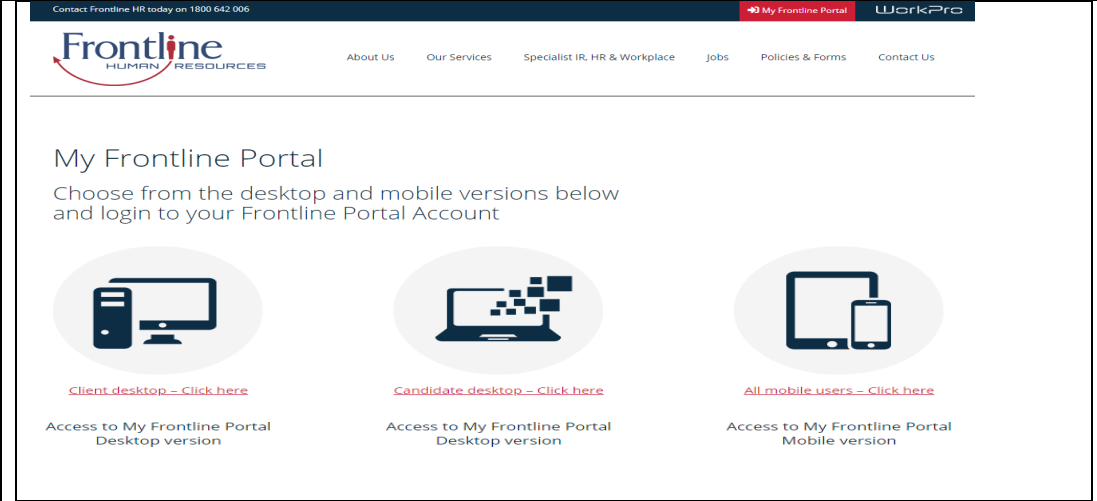
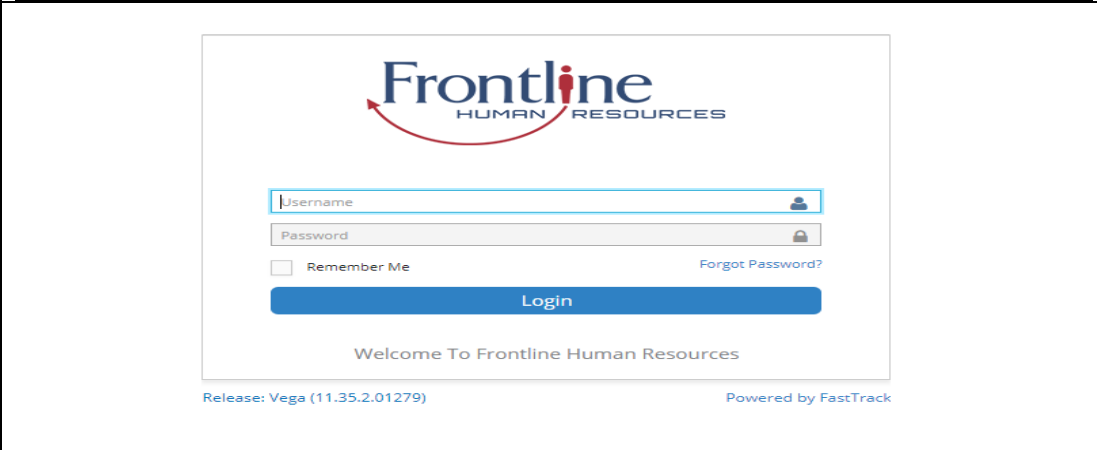
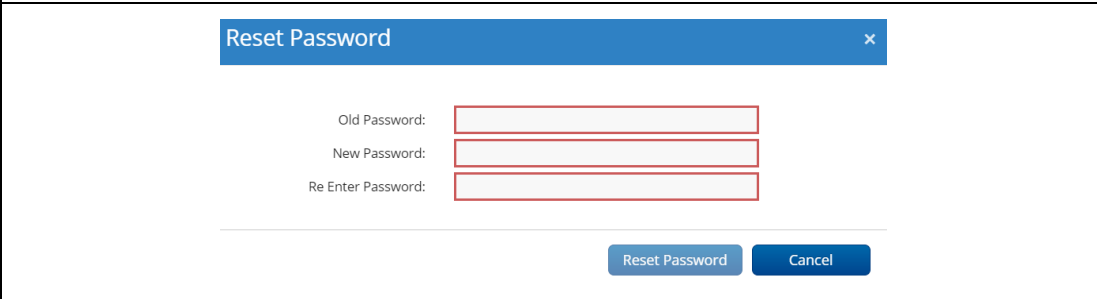


# Candidate – Full Portal Online User Guide






This guide explains how you can access, navigate and how to fill out and submit timesheets via the Candidate Portal. Before you begin using the Candidate Portal your Frontline Human Resources Consultant will issue you with a username and password.

## How to Access the Candidate Portal

<p>1. Open a web browser window and navigate to the Frontline Human Resources website <a href="http://www.frontlinehr.com.au">www.frontlinehr.com.au</a></p>	
<p>2. Click on </p>	
<p>3. Type your username and password in the respective fields and click Login.  <i>The reset Password window displays</i></p>	
<p>4. Type in your Old Password, New Password and Re Enter your New Password.</p>	

## 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.

Quick Access	
 Personal Details	 Resume (0)
 Address	 Diary
 Available	 Payslip List (4)
 Job List	 Payment Summary List (1)
 Skills (2)	 Time And Attendance
 Document Management (0)	

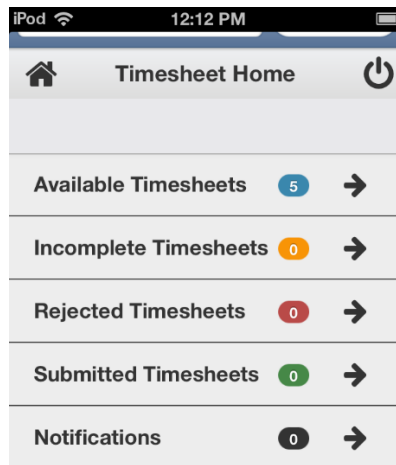
<b>Personal Details</b> – Review and edit personal information such as email, mobile and address details.	<b>Document Management &amp; Resume</b> – provides you with the ability to upload and manage documents, such as your resume, copies of licences and tickets
<b>Address</b> – Able to update your address details.	<b>Diary</b> – provides you the ability to submit and manage your unavailability
<b>Available</b> – update your availability	<b>Payslips &amp; Payment Summary Lists</b> - ability to access view and print payslips and payment summaries
<b>Job List</b> – lists all the job orders you have been filled on	<b>Payslips &amp; Payment Summary Lists</b> - ability to access view and print payslips and payment summaries
<b>Skills</b> – update your skills which is used by the consultants when matching candidates into jobs.	<b>Time &amp; Attendance</b> - submit timesheets and reimbursement items for approval and payment
<b>Document Management &amp; Resume</b> – provides you with the ability to upload and manage documents, such as your resume, copies of licences and tickets	

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.



## Time and Attendance

In Time and Attendance timesheets are categorised based on their status or type. You can access the timesheets in each category by clicking on the relevant category in the toolbar in the top left-hand corner of the Time and Attendance workspace, 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.

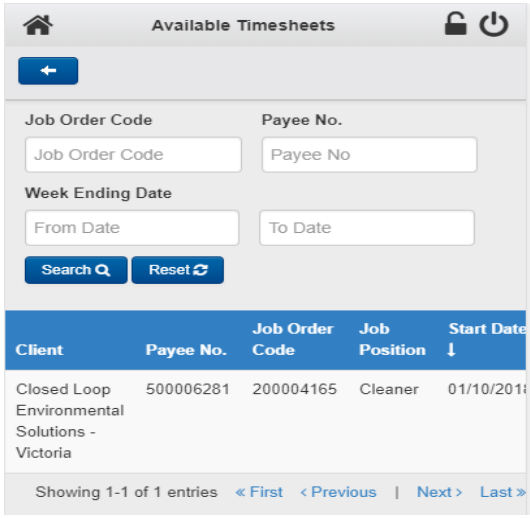
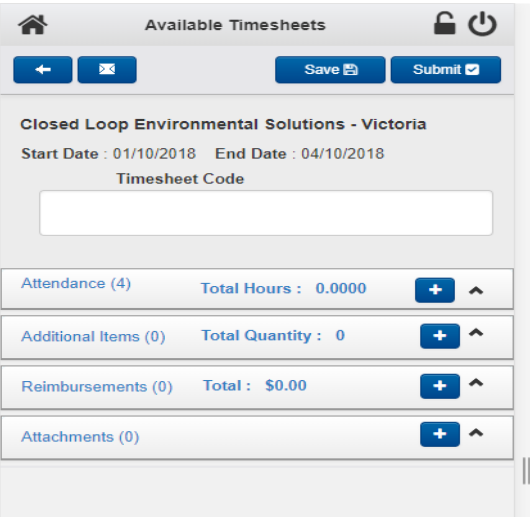
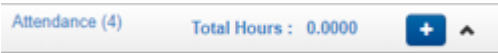

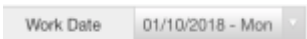
**Submitted** - Timesheets that have been submitted and awaiting approval by the Client.


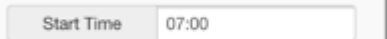
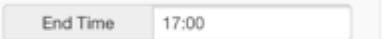

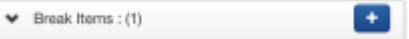


### How to Open an Available or Incomplete Timesheet for Editing

1.	In the Timesheet Home space, click Available or Incomplete on the screen. <i>The Available Timesheets or the Incomplete Timesheets screen opens respectively.</i>
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.

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## How to Key in a Timesheet Entry on an Available Timesheet

<p>1. In the Timesheet Home workspace, click the Available button.</p> <p><i>The Available Timesheets screen opens, listing your available timesheets.</i></p>	 <p>The screenshot shows the 'Available Timesheets' interface. At the top, there are search filters for 'Job Order Code' and 'Payee No.', and a 'Week Ending Date' section with 'From Date' and 'To Date' fields. Below these are 'Search' and 'Reset' buttons. A table lists available timesheets with columns: Client, Payee No., Job Order Code, Job Position, and Start Date. One entry is visible: Closed Loop Environmental Solutions - Victoria, Payee No. 500006281, Job Order Code 200004165, Job Position Cleaner, and Start Date 01/10/2018. Navigation buttons for 'First', 'Previous', 'Next', and 'Last' are at the bottom.</p>
<p>2. In the list of timesheets within the Available Timesheets screen, click the row that represents the timesheet you want to open.</p> <p><i>The Timesheet Entry Screen opens.</i></p>	 <p>The screenshot shows the 'Timesheet Entry Screen' for 'Closed Loop Environmental Solutions - Victoria'. It displays the 'Start Date : 01/10/2018' and 'End Date : 04/10/2018'. There is a 'Timesheet Code' input field. Below are summary sections: 'Attendance (4)' with 'Total Hours : 0.0000', 'Additional Items (0)' with 'Total Quantity : 0', 'Reimbursements (0)' with 'Total : \$0.00', and 'Attachments (0)'. Each section has a '+' button to expand it.</p>
<p>3. Select  to open expand the Attendance area</p>	 <p>The screenshot shows the expanded 'Attendance' section. It includes a 'Work Date' dropdown menu set to '01/10/2018 - Mon', an 'Attendance Type' dropdown, and 'Start Time' and 'End Time' input fields. There are also sections for 'Break Items : (1)' and 'Project Items : (0)', each with a '+' button. At the bottom, it shows 'Day Total : 0.0000hrs' and the Frontline logo.</p>
<p>4. In the Work Date click on the arrow and choose the day and date that you are wanting to enter times</p>	 <p>The screenshot shows a close-up of the 'Work Date' dropdown menu, which is currently set to '01/10/2018 - Mon'.</p>

5.	<p>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.</p> <p><b>Annual leave/sick leave is also noted in this section. Please attach your approved leave form to attachments</b></p>	
6.	<p>In the Start Time area against the relevant work date, and the shift start time</p> <p><i>The entered time appears in the Start Time field. Please enter hours as per 24-hour clock</i></p>	
7.	<p>In the End Time area against the relevant work date, and the shift end time.</p> <p><i>The entered time appears in the End Time field. Please enter hours as per 24-hour clock – eg. 18:00 is 6pm</i></p>	
8.	<p>If relevant, add Break Times. Click  on the corresponding to the relevant shift.</p> <p><i>The area expands to show a Break Items</i></p>	
9.	<p>In the Start Time field, enter the time at which you began the break.</p>	
10.	<p>In the End Time field, enter the time at which you ended the break.</p>	


### What to do if need to claim expenses

Reimbursements represent ad-hoc, out-of-pocket expenses that are incurred during working a job. These may include things such as taxi fares or meals.



To add a reimbursement to a timesheet, you must specify the following information:


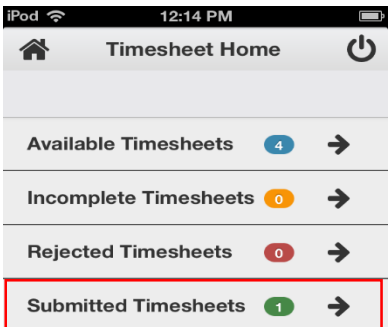
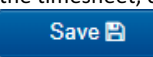
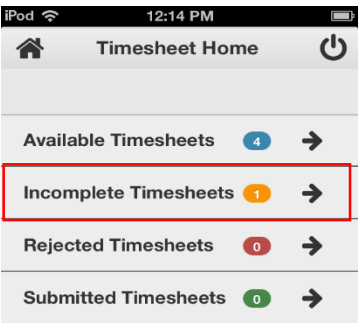
- date on which the expense was incurred
- type of item/reimbursement being claimed (for example: taxi fare)
- net amount (excluding tax) being claimed
- tax included in the total reimbursement amount

### How to Add a Reimbursement to a Timesheet

1.	Open the relevant timesheet in the Timesheet Entry screen.
2.	Navigate to the Reimbursements Items section.
3.	Within the Reimbursements section of the screen, select 

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4.	Select <input type="checkbox"/> next to the Date column and select the relevant date from the options available in the list. Note that you can only select dates that correspond to dates on the timesheet you are editing. <i>The selected date displays in the Date column.</i>
5.	In the Item column, click <input type="checkbox"/> and select the relevant item from the options available in the list. <i>The selected item displays in the Item column.</i>
6.	In the Net column, type the out-of-pocket expense that was incurred, excluding any applicable tax.
7.	In the GST column, key in the amount of Goods and Services tax that applied to the total out-of-pocket expense. <i>The Total column displays the total (net + tax) reimbursement amount.</i>
8.	In the Project Code column, click <input type="checkbox"/> and select the relevant project code from the options IF available in the list that is displayed or key in the relevant project code. <i>The selected project code appears in the Project Code column.</i>
9.	If you want to add more reimbursements to the same timesheet, click  to add another row and repeat steps 3-7 until you have added each of the relevant Reimbursement items. Otherwise, proceed to step 9.
10.	Click  near the top of the Timesheet Entry screen to save the timesheet

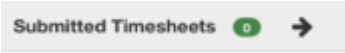
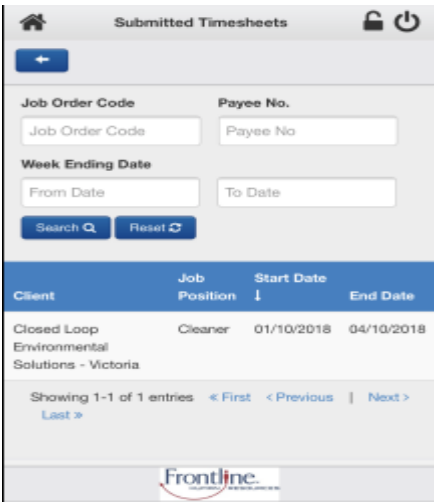
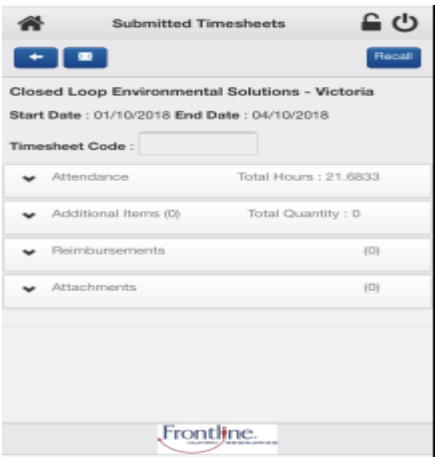


<p>At this stage you may be ready to submit the timesheet for approval. To do this, click  in the timesheet entry screen.</p>		<p>Alternatively, you can save the timesheet so that you can, at a later stage, key in more information or edit any information you have already keyed in. This will move the timesheet to your list of incomplete timesheets. To save the timesheet, click .</p>	
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## 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

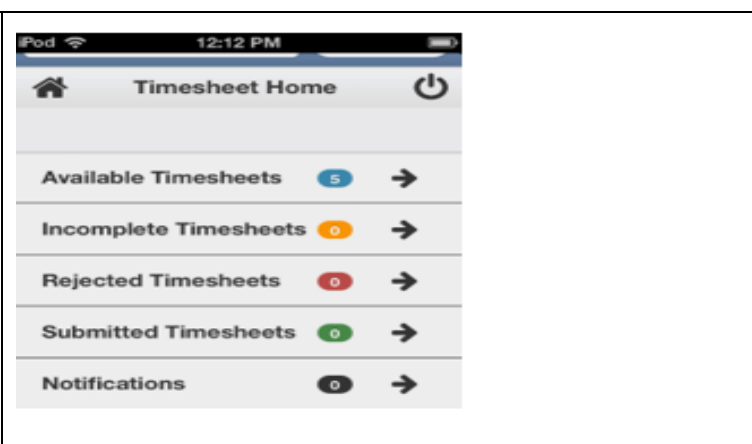
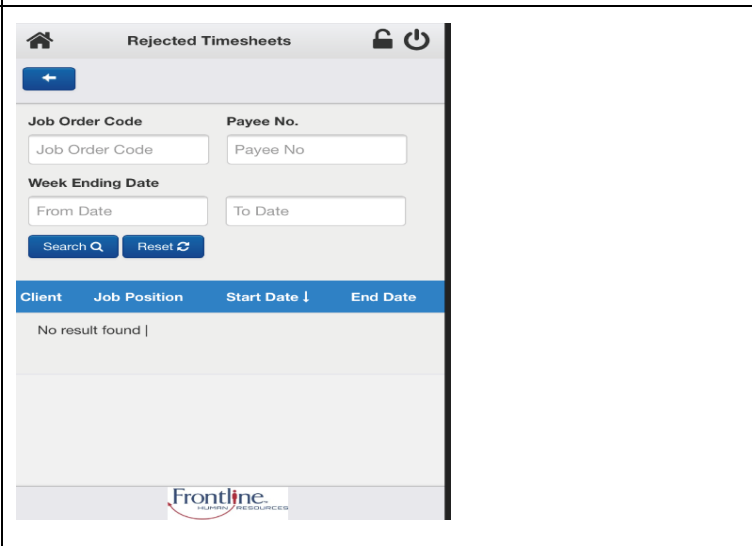

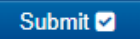
### How to Recall a Timesheet

<p>1. Open the Submitted timesheets screen</p>	
<p>2. In the list of submitted timesheets, click the timesheet to be recalled.</p> <p><i>Submitted Timesheet displays</i></p>	
<p>3. Double check that the timesheet displayed is the correct timesheet and week that you are wanting to recall.</p>	
<p>4. Click  option</p>	<p><i>A message is displayed confirming that the selected timesheet has been recalled and appears as an incomplete timesheet.</i></p> 





## 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

<p>1. At the Timesheet Home page, click the Rejected timesheets. The Rejected Timesheets screen opens.</p>	
<p>2. In the list of Rejected timesheets, click the timesheet to be resubmitted.</p> <p><i>The timesheet opens for editing in the Timesheet Entry screen.</i></p>	
<p>3. Edit the timesheet as required.</p>	
<p>4. Click  near the top of the Timesheet Entry screen. <i>The changes you made are saved to the timesheet.</i></p>	
<p>5. Click . <i>A confirmation message is displayed to indicate that the timesheet has been submitted successfully.</i></p>	

## 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