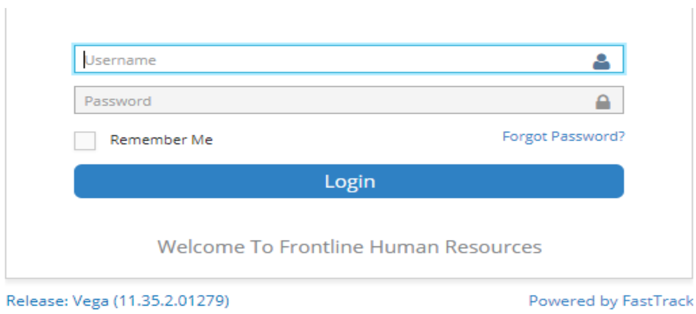
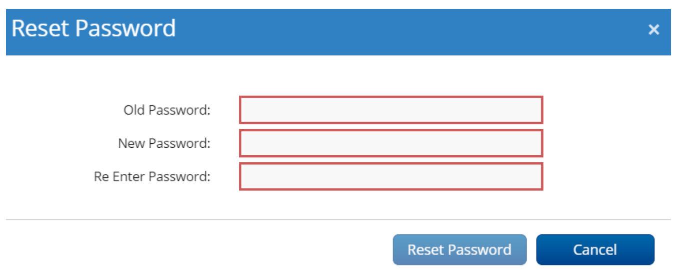
frontline human resources

Client Portal Online User Guide

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

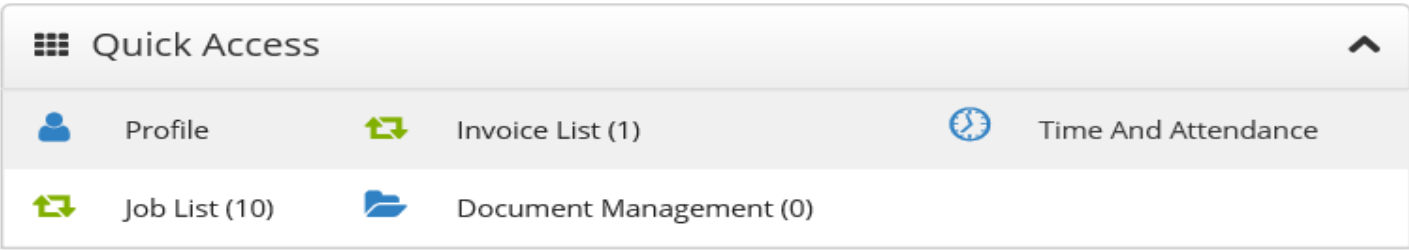
Before you begin using the Time and Attendance system your Consultant will issue you with a link to the Client Portal along with a username and password for logging in.

How to Access the Client Portal

1.	Open a web browser window and 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

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

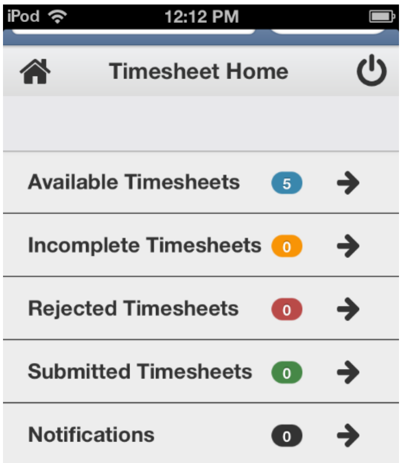
As you are scrolling through the Portal you can select the black icon with a white up arrow to quickly return you to the top of your Portal.

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.

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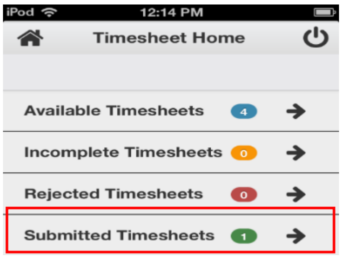
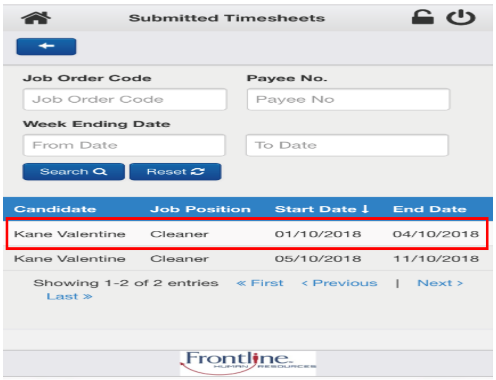
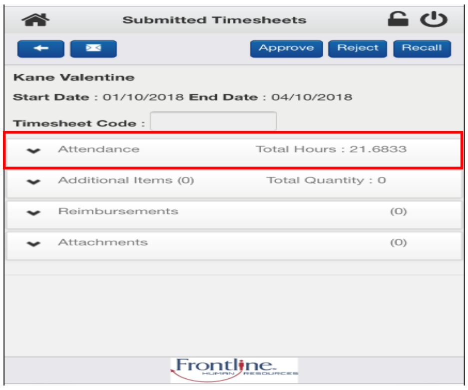
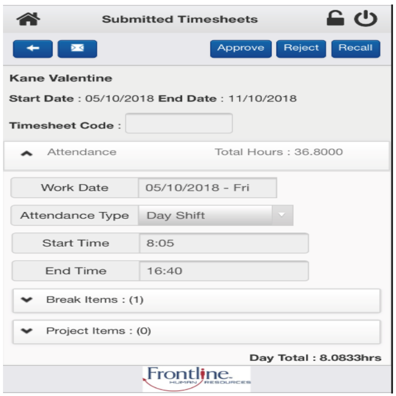
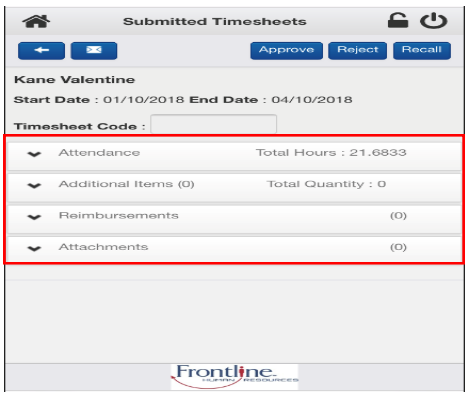
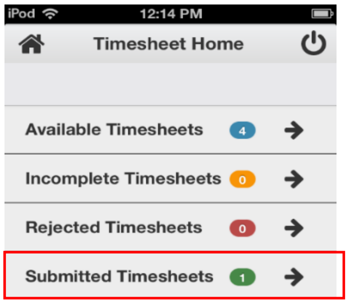
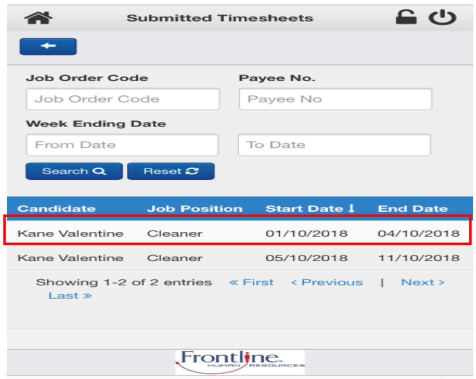
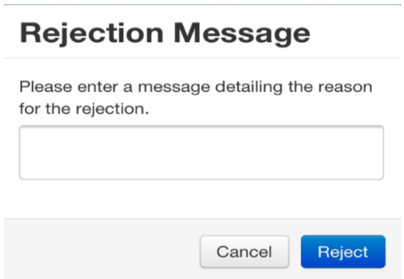
How to Approve a Timesheet

<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 you want to approve.</td><td>
</td></tr>
<tr><td>3.</td><td>The timesheet opens in the Timesheet Entry screen – click on the attendance to view all hours keyed

</td><td>Once in the attendance screen, scroll down checking each day and hours keyed

</td></tr>
<tr><td>4.</td><td>Repeat step 3 to check
additional (manual) items
reimbursement items
attachments on the timesheet.</td><td>
</td></tr>
<tr><td>5.</td><td>If the timesheet appears to be in order, approve the timesheet by clicking 
 .</td><td>The timesheet closes and its status is set to Released, thereby releasing the timesheet for payroll and billing processing.</td></tr>
</table>

How to Reject a Timesheet

1.	Go to the Submitted Timesheets list.	
2.	Click on the timesheet that is to be rejected. The timesheet opens in the timesheet entry screen.	
3.	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.*	
4.	Key in the reason that explains why you are rejecting the timesheet and click .	*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)

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