



FastTrack360

Candidate Online Timesheet Instructions





FastTrack360

Benefits


- New online timesheet platform – accessible from any mobile device
- Web portal access allowing you to update your resume at the click of a button, update your contact details, add work history and manage your diary
- A history of all your timesheets, payslips and certificates available to print at anytime

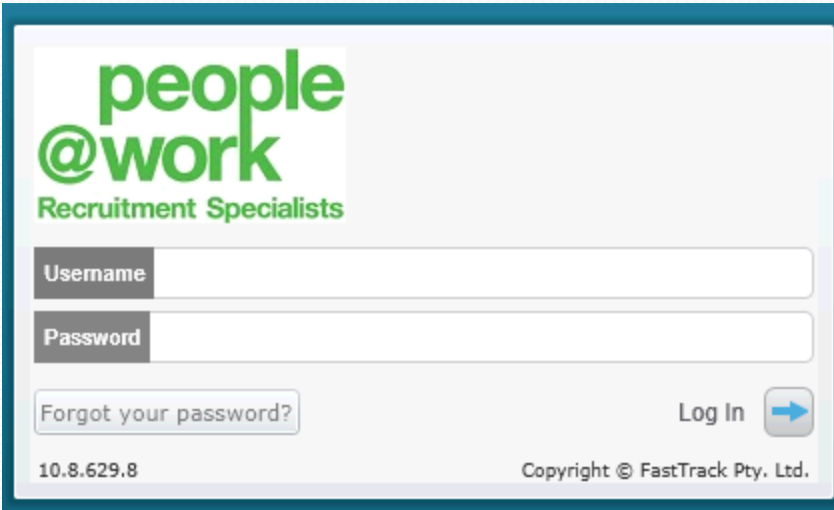




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To access your online timesheet


1. Visit our web site www.peopleatwork.com.au
2. Select the eSERVICES tab – 
3. Select the Etimesheet button – this will redirect you to the portal
4. The following login screen will appear



people
@work
Recruitment Specialists

Username

Password

[Forgot your password?](#) Log In 

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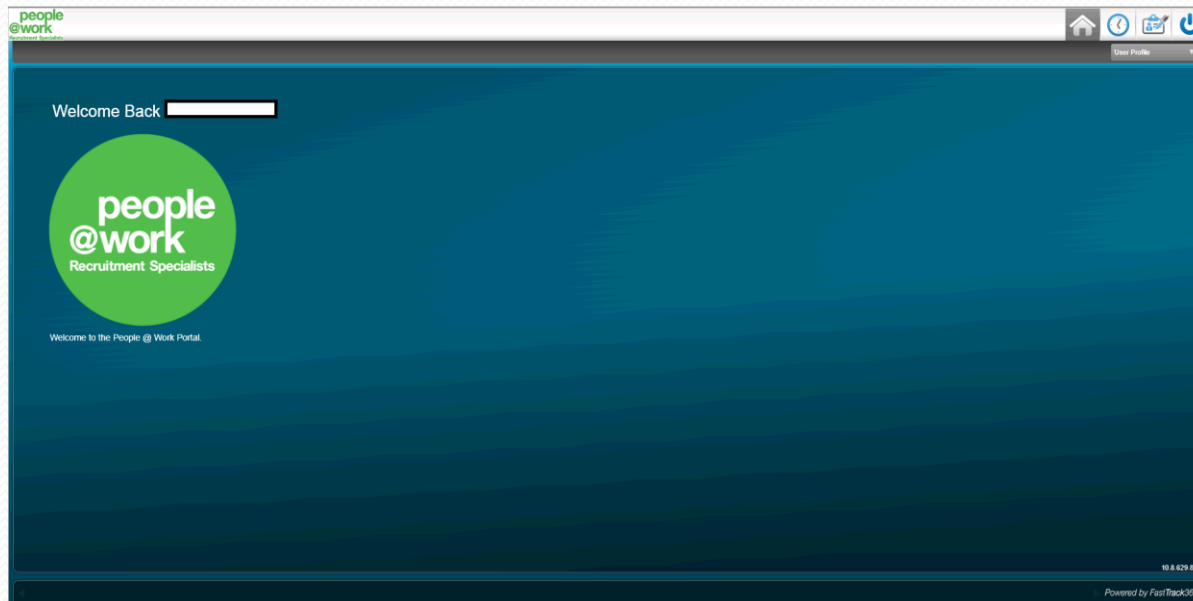


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- You will be required to enter your username and password
Your consultant will email you your individual log in details

Username = **Candidate ID number**

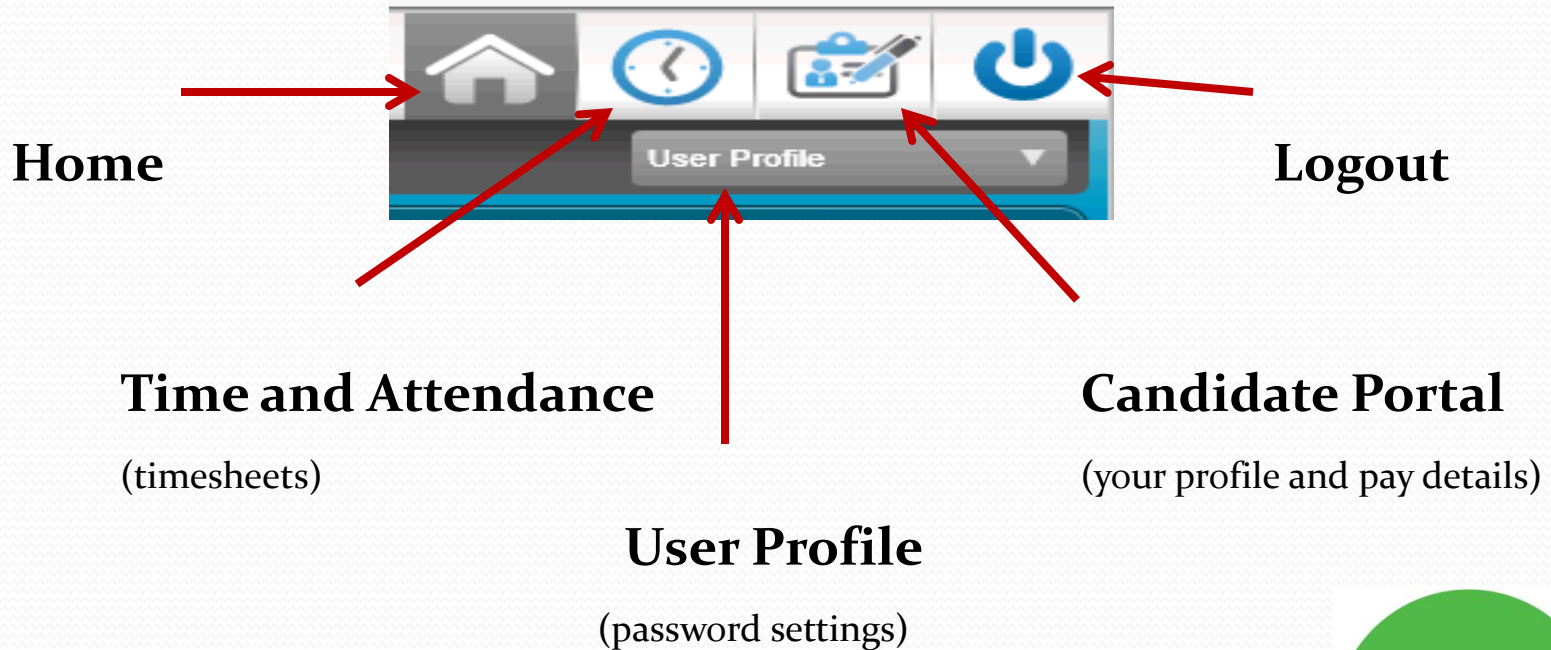
Password = **XXXXXXXXXX**





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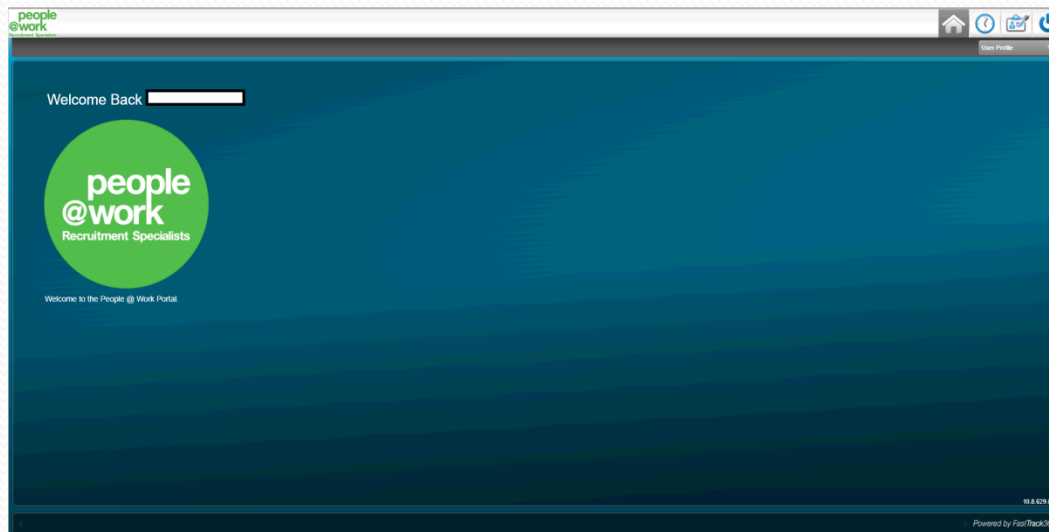
- The following icons will be available:



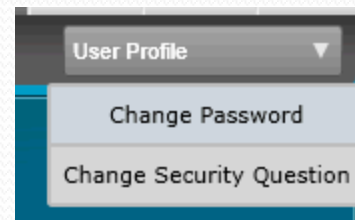


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Home Screen



Under **User Profile** you will see:





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Change Password

Change Password

Password

New Password

Confirm Password

Change Security Question

(You have the option to add an additional security question should you forget your password)

Change Security Question

Security Question

Security Question Answer

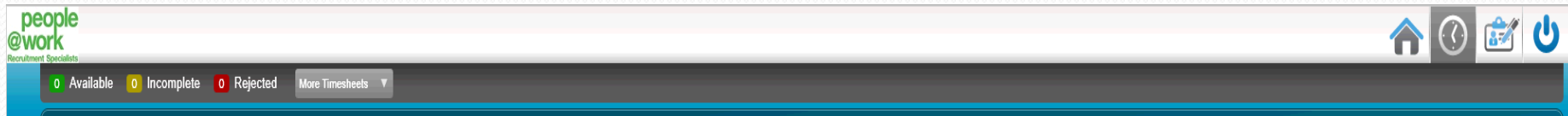




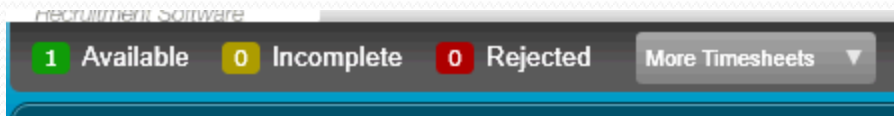
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Time and Attendance Screen

In order to submit your timesheet and monitor the progress / status of that timesheet, select the **'Clock'**



A notification will be visible if you have any notifications to action



Available – Timesheets ready to be completed. A timesheet per week for the duration of your assignment will be visible, in date order.





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- Click on **Available** to view timesheet

Available Timesheets

Click here to expand/collapse the Search section

Parent	Client	Cost Centre	Department	Contact Surname	Contact First Name	Job Order Code	Job Position	Candidate No.	Payee No.	Payee Surname	Payee First Name	Start Date	End Date	Job Order Start Date	Job Order End Date	PO No	
	The Mid City Hotel			<input type="text"/>	Trisha	200000141	Office Manager	100000035	500000033	<input type="text"/>	John	16/12/2013	18/12/2013	9/12/2013	18/12/2013		

- Double click on timesheet to enter your hours of work and your breaks

Timesheet Entry

Job Order Code: 200000141
Start Date: 16/12/2013
End Date: 18/12/2013
Timesheet Code:

Job Order Code: 200000141
Start Date: 9/12/2013
End Date: 18/12/2013
Office Code: 100 - Corporate Office
Position: Office Manager
Purchase Order Number:

> Client
> Payee
> Timesheet
> Pay Agreement
> Bill Agreement

Attendance Additional Items Attachments

Timesheet Attendance Information

Work Date	Start Time	End Time	Att./Abs. Type	Day Total
16/12/2013 Mon	<input type="text"/>	<input type="text"/>	<input type="text"/>	0 Breaks 0 Project Items 0.0000
17/12/2013 Tue	<input type="text"/>	<input type="text"/>	<input type="text"/>	0 Breaks 0 Project Items 0.0000
18/12/2013 Wed	<input type="text"/>	<input type="text"/>	<input type="text"/>	0 Breaks 0 Project Items 0.0000

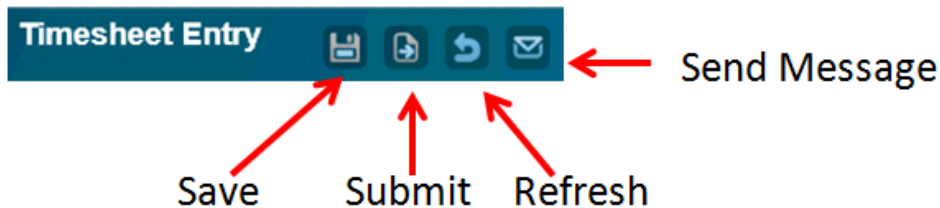
Total Hours : 0.0000





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Once you have completed your timesheet you would need to select one of the following:



- The **Save** button will allow you to work on your timesheet day to day
- Click **Submit** once you have completed your timesheet for the week
This will automatically send your timesheet to be approved by the client
- The **Refresh** button will update your timesheet
- **Send Message** – you are able to send an email to your manager or to the escalation point at People@Work





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- At the top of the screen a number of tabs will be available
 - **Job Order** –brief overview of your assignment – start and end dates, your position title and job order code

Job Order	Job Order Code	200000141	Office Code	100 - Corporate Office	> Client	> Payee	> Timesheet	> Pay Agreement	> Bill Agreement
	Start Date	9/12/2013	End Date	18/12/2013					
	Position	Office Manager							
	Purchase Order Number								

- **Client** – displays the name of your employer

> Job Order	Client	Corporate Name		> Payee	> Timesheet	> Pay Agreement	> Bill Agreement
		Client Code	300000020				
		Client Name	The Mid City Hotel				





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- **Payee** – displays your name and candidate no.

> Job Order	> Client	> Payee	Payee No. 500000033	> Timesheet	> Pay Agreement	> Bill Agreement
			Payee Name <input type="text"/>			
			Candidate No. 100000035			

- **Timesheet** – shows the status of the timesheet

> Job Order	> Client	> Payee	> Timesheet	Status	Initial			> Pay Agreement	> Bill Agreement
				<u>Initiated by</u>		<u>Updated by</u>			
				Username		Username			
				Update Date		Update Date			
				Update Time		Update Time			





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- **Pay and Bill Agreement** – shows the agreement name you are being paid under

> Job Order	> Client	> Payee	> Timesheet	> Pay Agreement	Pay Agreement	Commercial Agreement	> Bill Agreement
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> Job Order	> Client	> Payee	> Timesheet	> Pay Agreement	> Bill Agreement	Bill Agreement	The Mid City Hotel
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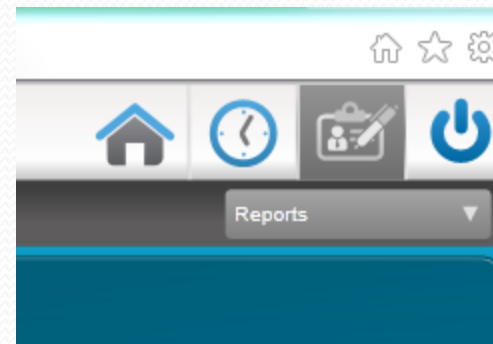




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Candidate Portal Screen

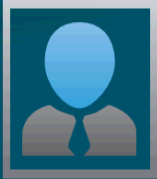
- Through the candidate portal, you are able to:
 - update your resume
 - update your contact details
 - upload a photo
 - view your work history





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Save Changes To Your Profile



Re-import your resume here and overwrite all

Personal Details

Personal Info

Address

Residency Status

Work Locations

Salutation

First Name

Middle Name

Surname

Email 1

Email 2

Mobile

BIH Phone

AH Phone

Available Date

Attachments

Skills

- ▶ Administration & Office
- ▶ Customer Service
- ▶ Default
- ▶ IT & Telecommunication
- ▶ Transport & Logistics
- ▶ Warehouse

Double-click your skills from the left panel

Industry	Type	Skill	
Administration & Office	Position	Administrator	
Administration & Office	Position	Data Entry Operator	
Administration & Office	Skills	Typing	

Work History

Work Period	Role	Company	
▶ 4/2010 - 8/2010	Investment Administrator Temporary Assignment	Blackrock (Melbourne)	
▶ 2/2009 - 2/2010	Custodian Services (Melbourne)	ANZ	
▶ 11/2006 - 12/2008	Officer International Custody Division	State Bank and Trust (Japan)	
▶ 6/2004 - 12/2006	Custody Services Officer	Citigroup Transaction Services (Melbourne)	
▶ 8/2003 - 6/2004	Admin	Career Break	
▶ 6/1996 - 8/2003	Investment Administrator	JP Morgan Chase Bank (Sydney)	





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My Diary – the diary assumes you are available unless otherwise updated.

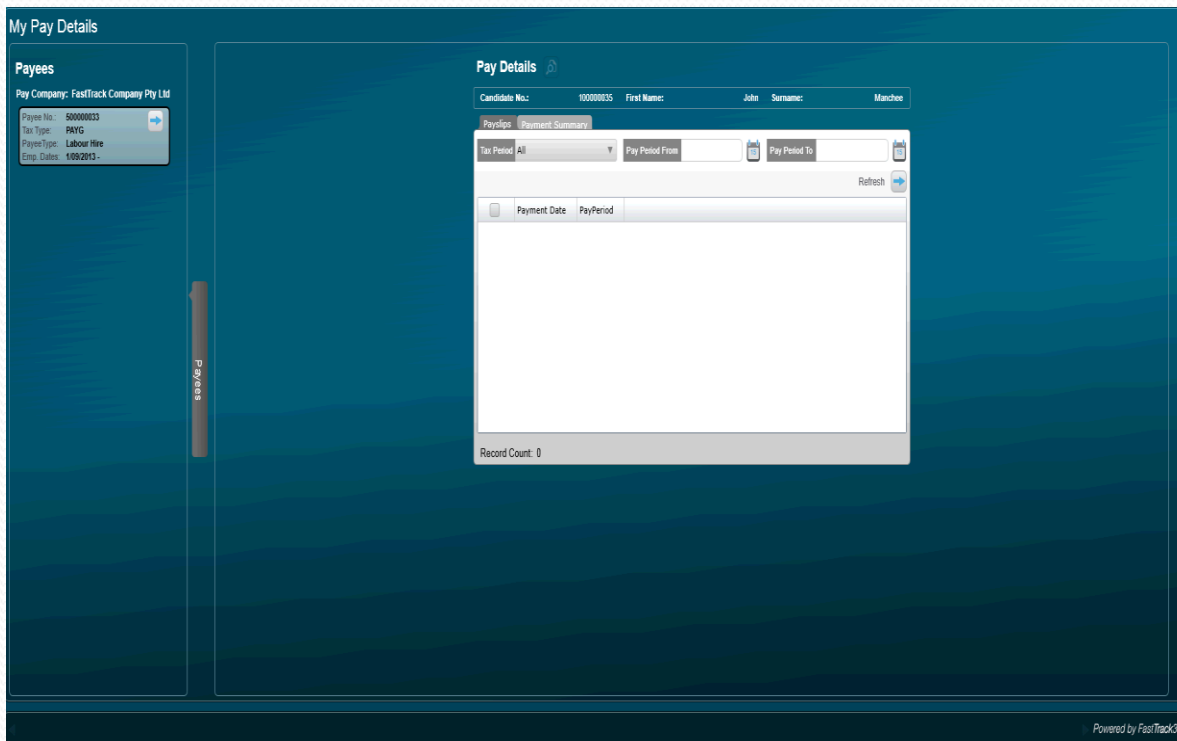




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Pay Details – Displays your payslip history

– enter a date range and select Refresh 



My Pay Details

Payees
Pay Company: FastTrack Company Pty Ltd

Payee No: 500000033
Tax Type: PAYG
Payee Type: Labour Hire
Emp. Dates: 1/09/2013 -

Pay Details

Candidate No.: 100000035 First Name: Job: Surname: Marchio

Payslips Payment Summary

Tax Period: All Pay Period From: Pay Period To: Refresh

Payment Date	PayPeriod
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Record Count: 0

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Support :

Should you need additional support at anytime, please feel free to contact us using the details below:

Geelong

03 5221 5599

reception@peopleatwork.com.au

Ballarat

03 5333 5730

ballarat@peopleatwork.com.au

