



FastTrack360

Client Online Timesheet Instructions





FastTrack360

Benefits

- Significantly improved online timesheet portal
- Web portal access enabling:
 - previewing invoices and credit notes
 - viewing current job schedules
 - submitting jobs through the portal
 - viewing the history of all job order requests
 - reporting and a communications channel

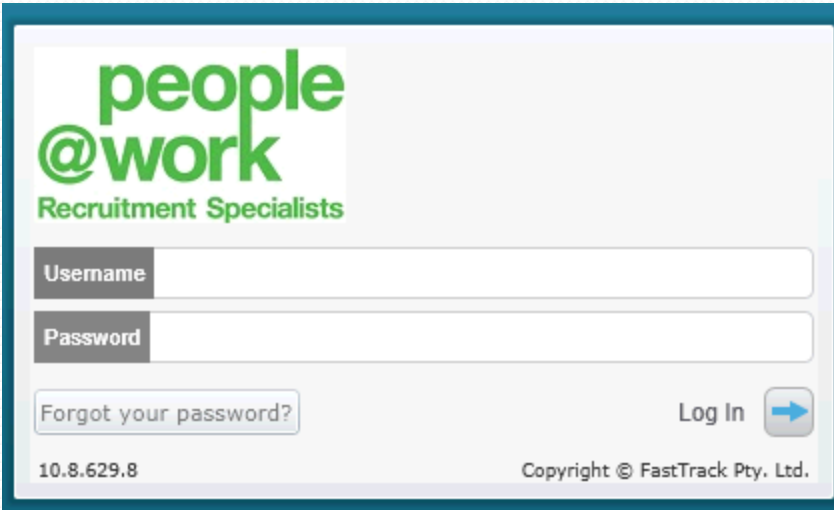




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To access your online timesheet


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 

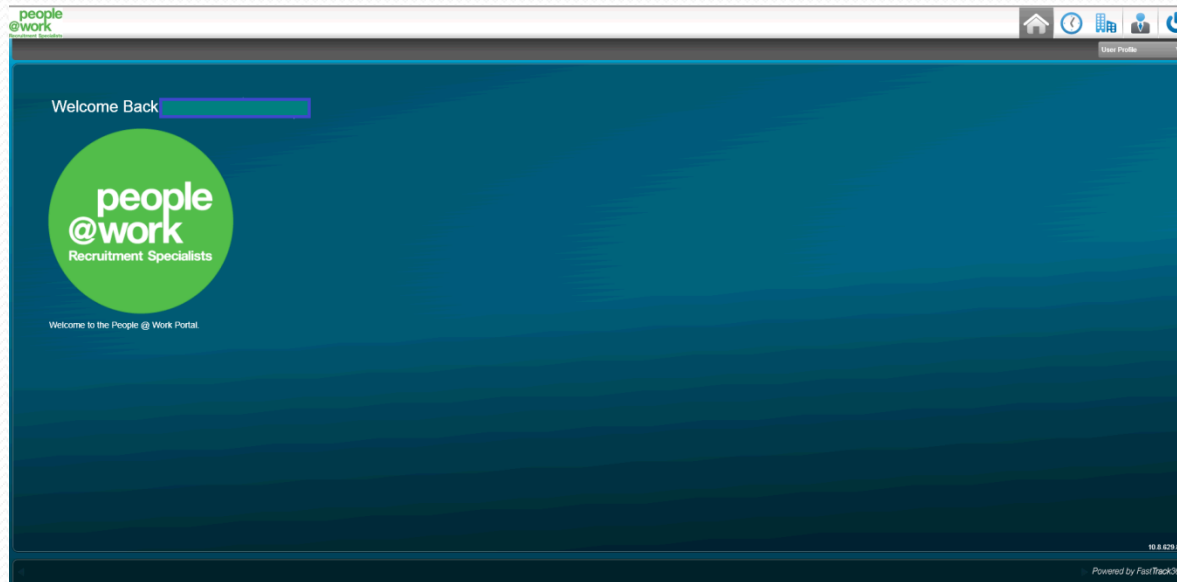
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- To log on, enter your username and password
Username = first initial and last name eg: jsmith
Password = **XXXXXXXXXX**





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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

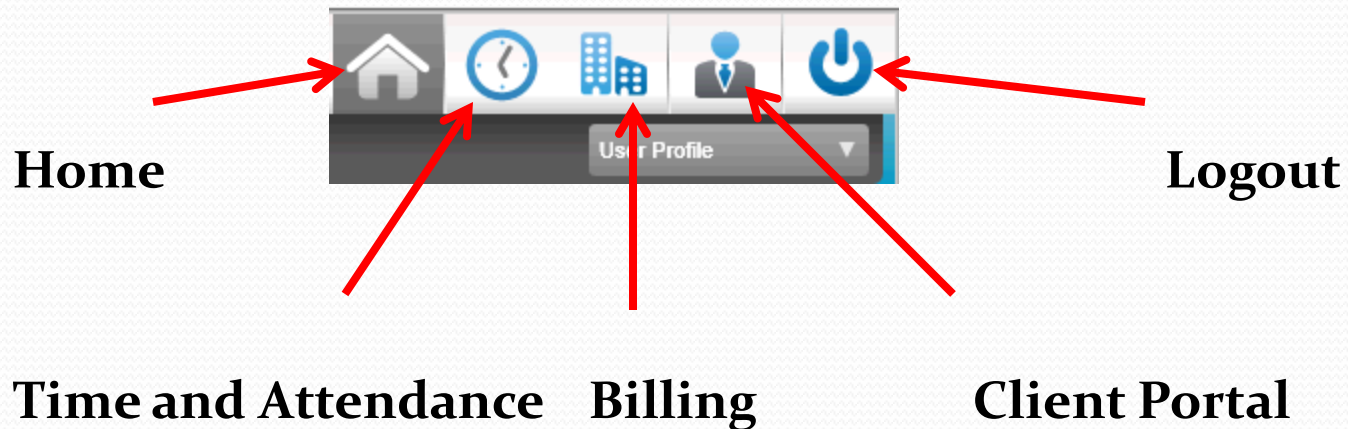
Security Question Answer





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- The following icons will be available:

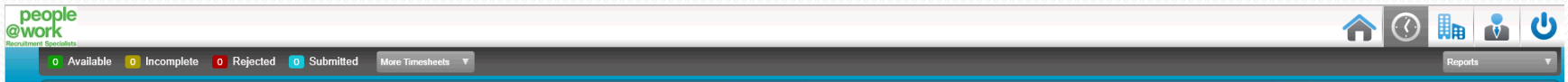




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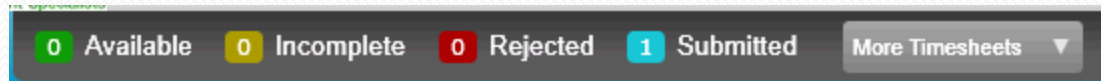
Time and Attendance Screen

To view timesheets awaiting approval, select the clock.



The bar below displays the current status of timesheets awaiting approval

As you can see there is one submitted timesheet requiring actioning





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- Select submitted to view the timesheet

Submitted 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.	Total Sch
			Ballarat		David	200017369	Office Administration	100071581	500001667		Hard	4/08/2014	10/08/2014	4/08/2014	10/08/2014		37.5

Record Count: 1

Powered by FastTrack360

- You can see the details of the business, who the contact is, job position, who the temp is, their start and end dates and the total hours and if there is any attachments





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- Double click on the job and it will take you to the submitted timesheet and their breaks

Timesheet Entry [Share] [Print] [Refresh] [Email] [Print]

Job Order Code 200017369 **Job Order Code** 200017369 **Office Code** 103 - Ballarat
Start Date 4/08/2014 **Start Date** 4/08/2014 **End Date** 10/08/2014
End Date 10/08/2014
Timesheet Code

Position Office Administration
Purchase Order Number

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

Attendance Additional Items (0) Attachments (0)

Timesheet Attendance Information

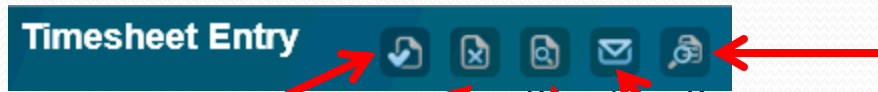
Work Date	Start Time	End Time	Att./Abs. Type		Day Total	
4/08/2014 - Mon	09:00	17:00	Day Shift	1 Breaks 0 Project Items	7.5000	
5/08/2014 - Tue	09:00	17:00	Day Shift	1 Breaks 0 Project Items	7.5000	
6/08/2014 - Wed	09:00	17:00	Day Shift	1 Breaks 0 Project Items	7.5000	
8/08/2014 - Fri	09:00	17:00	Day Shift	1 Breaks 0 Project Items	7.5000	

Total Hours : 30.0000





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Approve

Reject

Audit

Send Message

- Click the Approve button if you are satisfied with the timesheet and there are NO problems
- Reject the timesheet if you find a problem with the hours entered – you will be presented this screen – you must enter a reason!

Rejection Message

Please enter a message detailing the reason for the rejection.





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- **Audit** – will show you when the timesheet was

Action	Change Date/Time	User
Added	16/01/2015 14:43	100071581
Submitted	16/01/2015 14:43	100071581
Rejected	16/01/2015 14:45	<input type="text"/>
Updated	16/01/2015 14:48	100071581
Submitted	16/01/2015 14:48	100071581

- **Send Message** – you are able to send an email to either the staff member or the employee who submitted the timesheet

Send Message

Recipient

Subject

Message





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- Rejection Reason: [redacted] rejected
the timesheet [redacted]

Approver	Date/Time	Rejection Reason
dsimmonds	16/01/2015 14:45:47	worked Thursday

Record Count: 1





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- At the top of the screen you will see a number of different options
 - **Job Order** – This shows a brief overview of the current position, start and end date

v Job Order	Job Order Code	200017369	Office Code	103 - Ballarat	> Client	
	Start Date	4/08/2014	End Date	10/08/2014		> Payee
	Position	Office Administration				> Timesheet
	Purchase Order Number					> Pay Agreement
						> Bill Agreement

> Job Order	v Client	Corporate Name	Ambulance Victoria	> Payee	
		Client Code	300000432		> Timesheet
		Client Name	Ambulance Victoria		> Pay Agreement
				> Bill Agreement	





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- **Payee** – this shows who you the temporary employees name and

> Job Order	> Client	> Payee	Payee No. 500001667	> Timesheet	> Pay Agreement	> Bill Agreement
			Payee Name <input type="text"/>			
			Candidate No. 100071581			

- **Timesheet** – shows that the timesheet has been submitted, who initiated it and who updated it

> Job Order	> Client	> Payee	> Timesheet	Status Submitted	> Pay Agreement	> Bill Agreement
				<u>Initiated by</u>	<u>Updated by</u>	
				Username 100071581	Username 100071581	
				Update Date 16/01/2015	Update Date 16/01/2015	
				Update Time 14:43	Update Time 14:48	





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- **Pay Agreement** – This shows the agreement the candidate is payed under

> Job Order	> Client	> Payee	> Timesheet	> Pay Agreement	Pay Agreement [Ambulance Victoria]	> Bill Agreement
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- **Bill Agreement** – This shows that we are charging you under the clerical award or

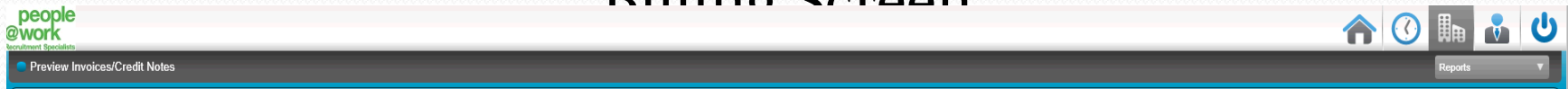
> Job Order	> Client	> Payee	> Timesheet	> Pay Agreement	> Bill Agreement	Bill Agreement V2 - Ambulance Victoria - Clerical Award
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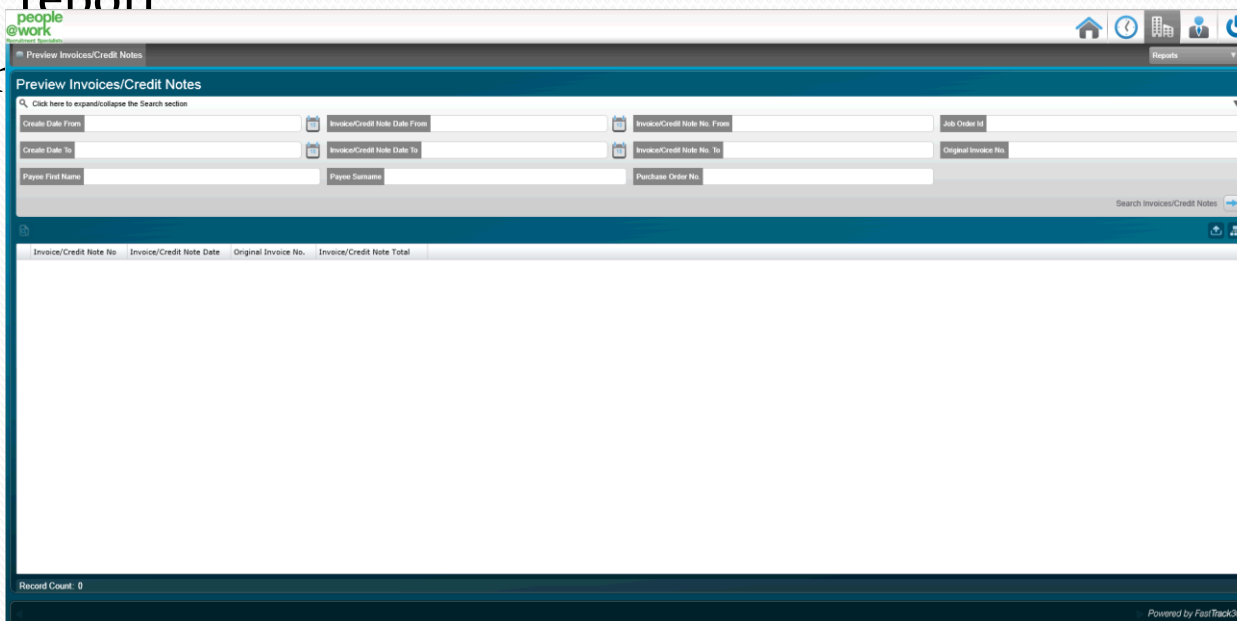
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Billing Screen



If you click on 'Preview Invoices/Credit Notes' you are able to view and report

OR





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Details regarding submitting a job order via the portal to be updated shortly.





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Support :

Should you need additional support at anytime, please feel free to call the office on the following numbers:

Geelong – 03 5221 5599

Ballarat – 03 5333 5730

