Client Online Timesheet Instructions

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
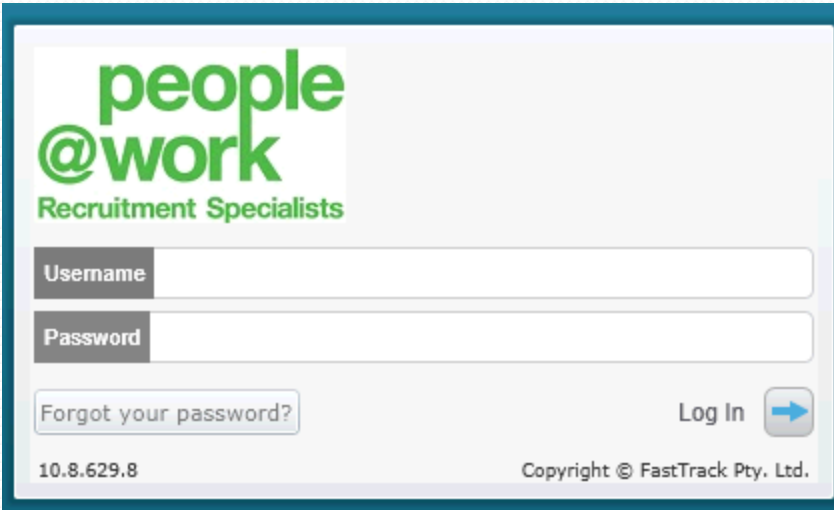 - reporting and a communications channel

To access your online timesheet

1. Visit our web site www.peopleatwork.com.au

2. Select the eSERVICES tab – **HOME   LOOKING FOR STAFF   LOOKING FOR A JOB   eSERVICES**

3. Select the Etimesheet button – this will redirect you to the portal

4. The following login screen will appear

- To log on, enter your username and password

    Username = first initial and last name eg: jsmith

    Password = XXXXXXXXX
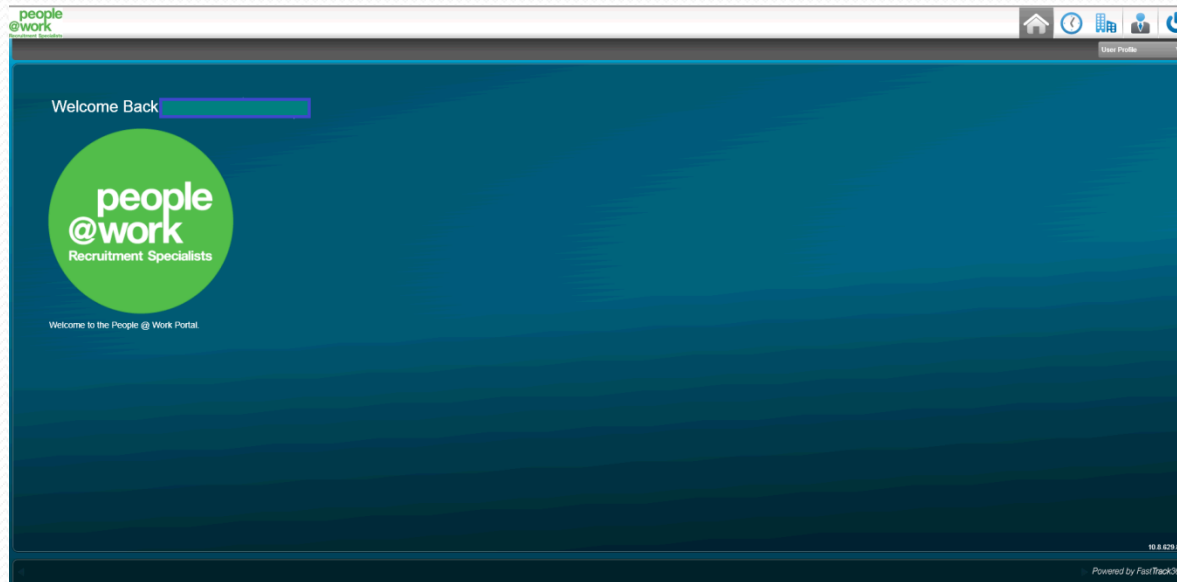
Change Password

Change Security Question

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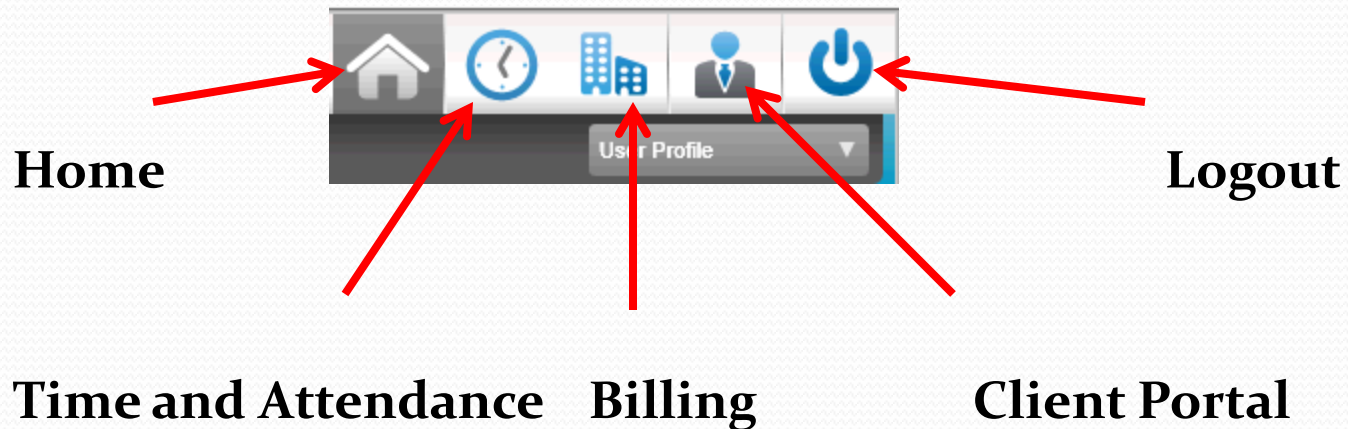question should you forget your password)
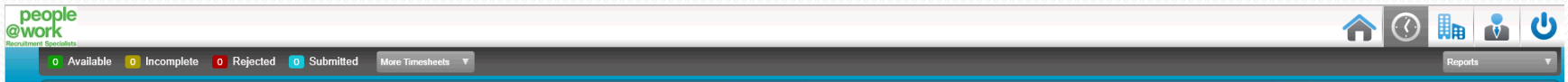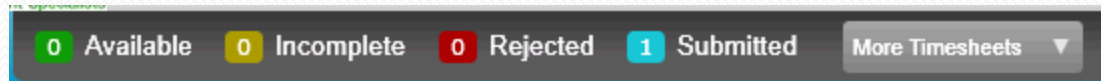
Time and Attendance Screen

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

- Select submitted to view the timesheet

- 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

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

Timesheet Entry

Rejection Reason

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.

people @work
Recruitment Specialists

- **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	
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 es_____sheet

Rejection Re[...] will show you where you [...] originally rejected the timeshe[...]

- 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

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

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

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

- **Bill Agreement** – This shows that we are charging you under the clerical award or whatever the EBA or AWARD is
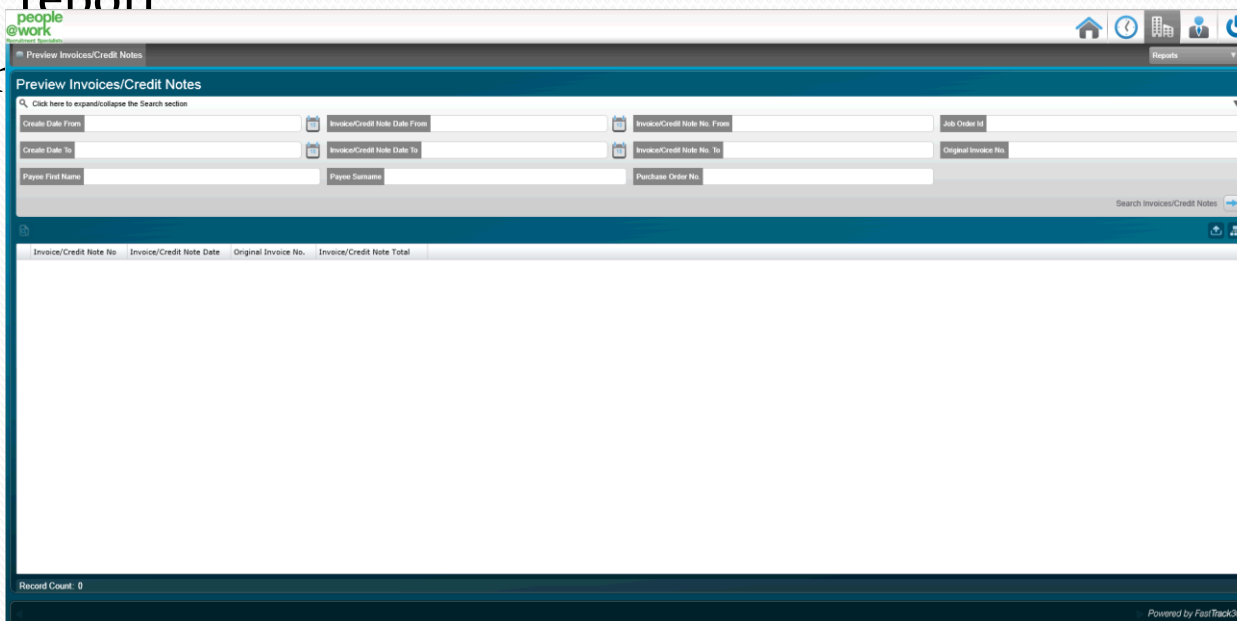
Billing Screen
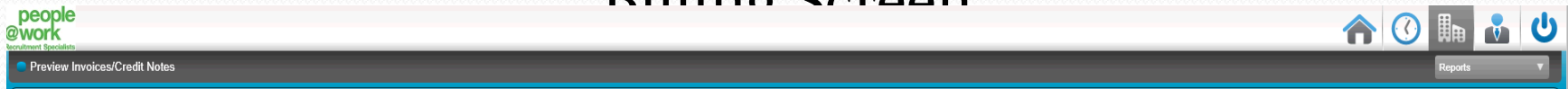
If you click on 'Preview Invoices/Credit Notes' you are able to view and report

or

Client Portal S...

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

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