EMPLOYEE QUICK GUIDE for MOBILES

LOG IN

To access the system click on the link in your Welcome Email

Check the User Type is '**Employee**'

Enter your Username and password as received in the Welcome Email and click **LOGIN**

***Note**: A shortcut to the web page can be added to the home screen on your smartphone or tablet so that you can directly access the system*

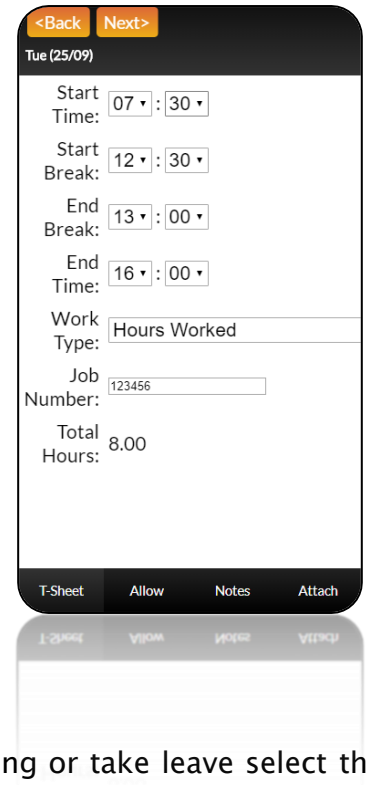
To create a shortcut, open the web page by clicking on the link in your welcome email

Tap the menu button (android devices) or share button (iPad or iPhone) and select Add to Home Screen.

ENTER TIMESHEET

Click on the pay period you are entering the timesheet for and then the day of the week

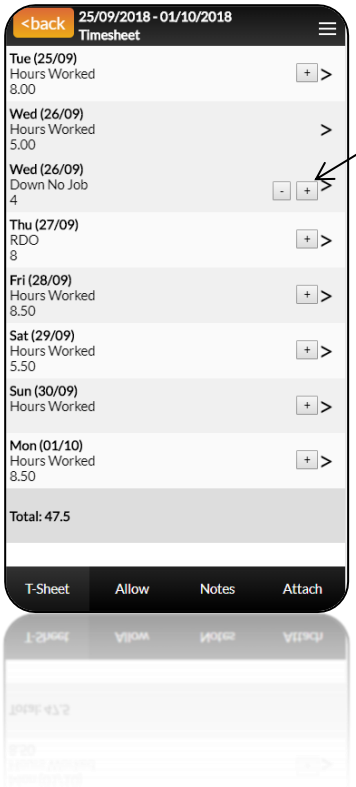
Enter the Start Time, Start Break, End Break, and End Time hours for the day using 24 hour format *i.e. 7.30am – 4.00pm would be 07:30 to 16:00*



If you have an RDO, attend Training or take leave select the appropriate Work Type from the drop down menu.

Then click **BACK**

***Note**: To enter hours against other work types or job sites for the same day click* + *to open additional lines in the weekly timesheet view screen*



To copy hours entered in the first day of the pay period to every day (except weekends) click on the **COPY DOWN** button

Once you have finished in the timesheet screen you have 4 options

Save	Timesheet will be saved and can be amended before submitting
Close	Screen will be closed and no changes saved
Save & Submit	Timesheet will be submitted to host for approval
Submit & Approve	Enables the Host to approve your timesheet 'on the spot'

For more detailed information please refer to the AnyTime® User Guide for Employees- Mobile Interface