ANYTIME USER GUIDE FOR CLIENTS

A Client's guide to the AnyTime Online Timesheet System

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INTRODUCTION

The AnyTime User Guide for Clients has been designed to assist Clients with accessing and utilising the AnyTime Online Timesheet System.

This document will guide you through the process of logging into the online timesheet system, authorising Employee's timesheet, and the process of rejecting incorrect timesheets.

It will also show you how to view your Placement and User Account Details and reset your password.

CONVENTIONS

The following symbols are used in this guide

Symbol	Purpose
	Indicates an item of important information

TABLE OF CONTENTS

Welcome to the AnyTime Online Timesheet System.

As a Client you will be able to access this system to view and approve (reject) timesheets submitted by your apprentices/employees.

Within the online timesheet system you will also be able to view previously approved Timesheets, Placement Details, and User Profiles.
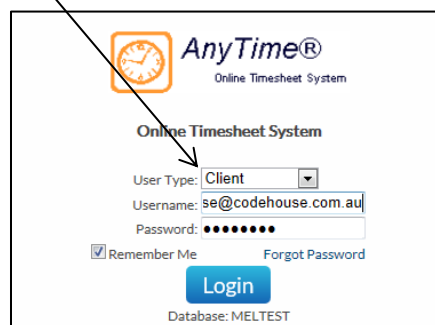
The AnyTime Online Timesheet System can be accessed from any computer or mobile device with internet connection, including lap tops, tablets and mobile phones.

LOG IN

When you have been registered as an AnyTime User you will receive a Welcome Email that will include your Username and the Initial Password required to Login in to the system along with the web address required to access the system.

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

Ensure the User Type is 'Client'

Enter your Username (email address) and password exactly as it appears in the Welcome Email and click

When you log in for the first time, you will be required to enter a New Password

Enter a new password and click

To close out of this screen they click

Forgotten Password

If you have forgotten your password click

In the Reset Password screen check the User Type is Client and enter your Username

Click and a temporary password will be emailed to you.

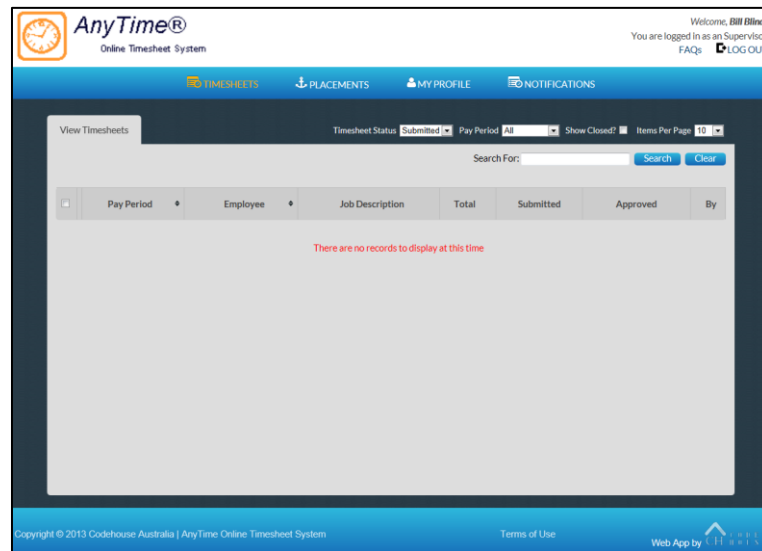When you Login with the temporary password you will be asked to enter a new password as outlined above.

To return to the Login Screen click

MAIN MENU

The Main Menu of the Client Screen consist of the following

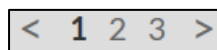- Timesheet
- Placements
- My Profile
- Notifications

Each screen can be accessed by clicking on the heading and then the relevant tab

When viewing details in any screen you can select the number of records that display on the page by selecting the amount from the 'Items Per Page' field
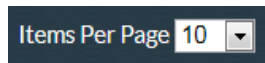
To move between pages use the scroll arrows or page numbers at the bottom of the screen

You can also filter on details displayed in screens by entering the data in the 'Filter For' field and clicking
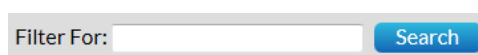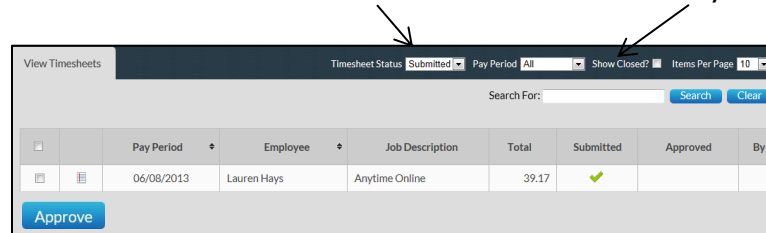
TIMESHEET

VIEW TIMESHEETS

Here you can view timesheets filtered by a Timesheet Status and Pay Period.

Use the drop down menus to select the Timesheet Status and Pay Period.

You can select to view timesheets based on the following status:

Submitted   Indicates that the timesheet has been submitted to your host for approval. You may view the timesheet but cannot make any modifications.

Approved   Indicates that the timesheet has been approved by your host. You may view the timesheet but cannot make any modifications.

You can also select the number of records that are displayed on each page by selecting an amount from the 'Items Per Page' drop down box.
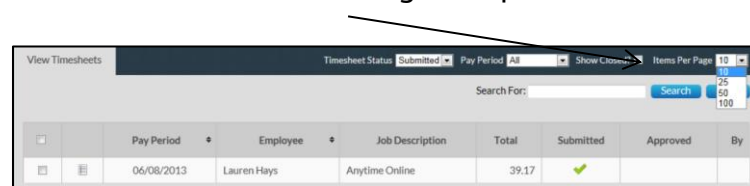
To view a timesheet click on the line of the Timesheet you wish to view

> **Note**: *When accessing the system if you have been registered as a Line Manager you will be able to view all Timesheets and Placements.*
>
> *If you have been registered as a Supervisor you will only be able to view Timesheet and Placements of Employees that have directly been assigned to you and your own User Account details.*

EMAIL NOTIFICATION FOR SUBMITTED TIMESHEETS

When a timesheet has been submitted all Line Managers and the Supervisor assigned to the Employee will receive an Email to notify them that the Employee has submitted a timesheet and you will need to log on and approve the timesheet

The Email will display a summary of the timesheet that has been entered and a breakdown of any allowances.

Sample Email:

This section displays how the timesheet will be broken down into the various pay and charge rates that will appear on your invoices.

Dear Jan

Please log on to here to authorise outstanding timesheets.

Summary of hours:

Week Day	Start Time	Start Break	End Break	End Time	Hours	Work Type	NT	OT15	OT2	AL	SL	TA	CON	LWOP	SR	RDO	RDOA	Total
Wed (25/09)	08:30	12:30	13:00	17:00	8.00hrs	Hours Worked	8.00											8.00
Thu (26/09)	08:30	12:30	13:00	17:00	8.00hrs	Hours Worked	8.00											8.00
Fri (27/09)	08:30	12:30	13:00	17:00	8.00hrs	Hours Worked	8.00											8.00
Sat (28/09)						Hours Worked												
Sun (29/09)						Hours Worked												
Mon (30/09)	08:30	12:30	13:00	17:00	8.00hrs	Hours Worked	8.00											8.00
Tue (01/10)	08:30	12:30	13:00	17:00	8.00hrs	Hours Worked	6.00	2.00										8.00
				Total 40.00hrs			38.00	2.00										

Allowance:
No allowance entered

The following timesheets are currently awaiting approval: Clare Doherty - Hair for You - 01-10-2013.

It would be appreciated if you could attend to these as soon as possible to ensure that payroll processing is not delayed.

Kind Regards,

Melissa Osborne
Code House

To open and approve the timesheet from the email click on   here

This will take you to the log in screen where you can enter your, Username and Password.

Note: If you have checked the 'Remember Me' checkbox then these details will already be entered and you will just need to click Login
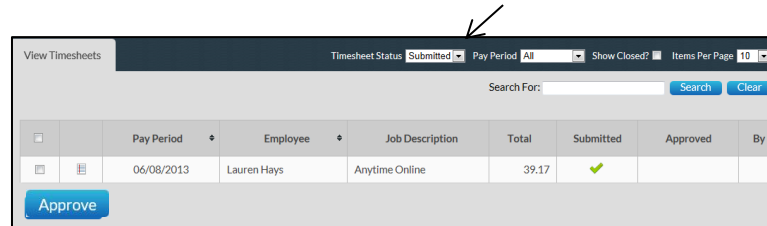
The timesheet is then approved in the same manner as below.

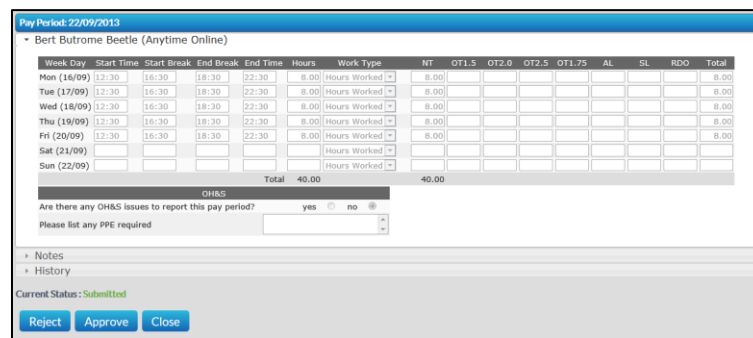Note: Where the option has been enabled notifications may also be received by SMS

APPROVING TIMESHEETS

Timesheets are approved or rejected via the View Timesheets screen

To view all unapproved timesheets select 'Submitted' from the Timesheet Status
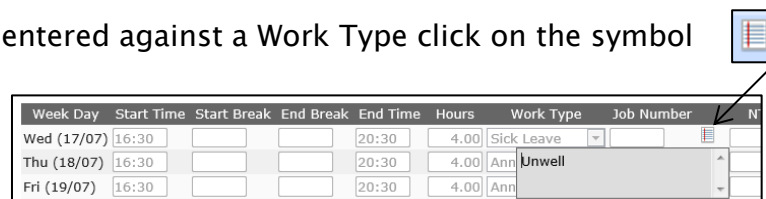

Click on the timesheet that you wish to view

The timesheet is displayed as entered by the Employee and also includes a breakdown of the hours against Pay Items that determine the charge rates that will appear on your Company's invoice for the timesheet.
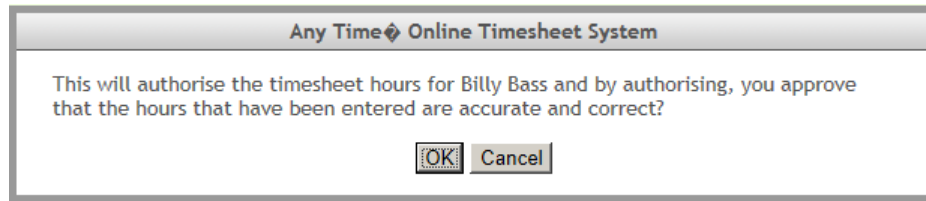
To view a note entered against a Work Type click on the symbol

Where Allowances and Notes have been entered or documents have been attached they can be viewed by clicking on the ▶ to expand the drop down window

To approve the timesheet click **Approve**

Confirm the timesheet is correct click **OK**

This will return you to the View Timesheets screen and you can approve further Timesheets in the same manner

Once the Timesheet has been approved an email will be sent to The Employee, all Line Managers and the Supervisor indicating the timesheet has been approved.

Rejecting Timesheets

If the timesheet is incorrect and needs to be amended by the Employee click **Reject**
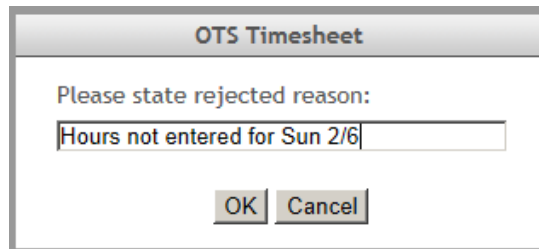
Enter a reason the timesheet has been rejected

Click **OK**

An Email (SMS) will be sent to the Employee to notify them their timesheet has been rejected and they are required to amend and resubmit it.

MULTI APPROVE TIMESHEETS

Within the AnyTime Online Timesheet system there is also the option as a Client to Approve multiple timesheets at the same time.

To approve multiple timesheets go to View Timesheets and select 'Submitted' from the Timesheet Status drop down menu and the required Pay Period.

To view details of the timesheet without opening the timesheet hover your mouse in the first column

This will display the timesheet details at a glance without having to open the timesheet

> *Note: Any timesheets that have Notes or Allowances entered will be identified by the* *icon and it is recommended that these timesheets be viewed in full details by clicking on the timesheet line as outlined above*

Once previewed multiple timesheets can be approved by clicking on the checkbox in the first column

This will tick the checkbox against every timesheet on the page.

> *Note: Remove the tick in the checkbox from any timesheet you do not wish to code and save at this time.*

To approve all timesheets click
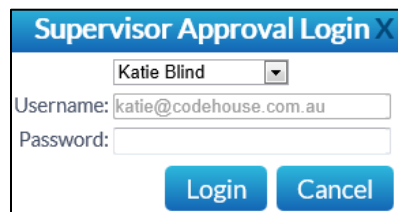
An email will then be sent to all Line Managers and the Supervisor noting the timesheet(s) that have been approved

APPROVE TIMESHEETS 'ON THE SPOT'

The system also includes functionality so that you can approve a Timesheet 'on the spot' via the Employee Timesheet entry screen.

This function is just like you being handed a manual timesheet from the Employee and you signing it immediately.

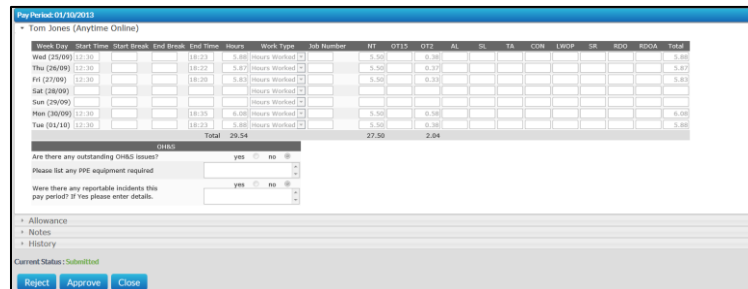To access this function when the Employee has entered their timesheet they need to click **Submit & Approve**

Where you are the supervisor assigned against the timesheet your Username will be automatically populated. Alternatively you can select your name from the Supervisor drop down menu

Enter your password and click **Login**

You can then Approve (Reject) the timesheet in the same manner as outlined above.

PLACEMENTS

The Placement tab provides you with summary details of all current active Placements for your Apprentices/Employees including

- Employee Name
- Client
- Start Date
- End Date
- Pay Cycle
- Job / Award Description
- Supervisor
- Purchase Order

Line Managers will be able to view details for all Employees

Supervisors will only be able to view details of Employees assigned to them

MY PROFILE

This tab enables you to view your User details.
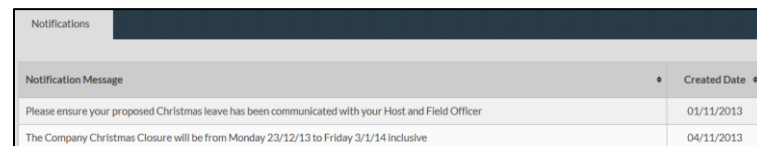

You can change your password in this screen by clicking

Enter a new Password as you did when you logged into the system the first time.

For changes to email addresses and mobile numbers please contact your Supplier.

NOTIFICATIONS

This screen displays any messages that have been previously viewed when opening the online timesheet system

LOG OUT

To log out of the AnyTime Online Timesheet system click on

FREQUENTLY ASKED QUESTIONS

To view the frequently asked questions click