ANYTIME USER GUIDE FOR EMPLOYEES

Employee's guide to the AnyTime Online Timesheet System

MASTER BUILDERS
GROUP TRAINING

Updated 10th September, 2018

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INTRODUCTION

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

This document will guide you through the process of logging into the online timesheet system, creating a timesheet, submitting a timesheet and correcting a rejected timesheet.

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

CONVENTIONS

The following symbols are used in this guide

Symbol	*Purpose*
	Indicates an item of important information

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Welcome to the AnyTime Online Timesheet System.

As an Employee you will be able to access this system to enter your timesheets electronically and submit them to your host for approval or have your host approve them 'on the spot' via your mobile device.

Within the online timesheet system you will also be able to view your Timesheets, Placement Details, and User Profile.

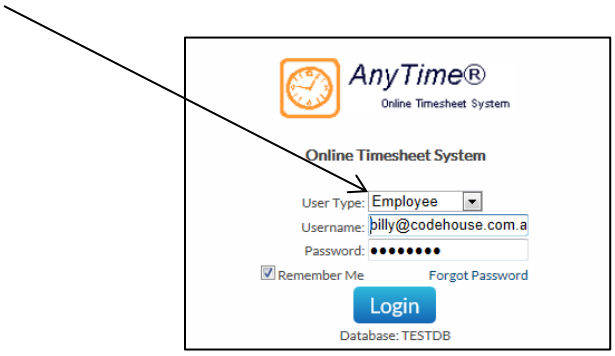
The AnyTime Online Timesheet System can be accessed from any computer or mobile device with internet connection, including lap tops, tablets and mobile phones.

LOG IN

When your Employer has registered you 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 your Company's Online Timesheet System.

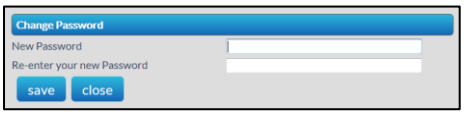
To access the system click on the link in your Welcome Email

Ensure 'Employee' is displayed in the User Type field

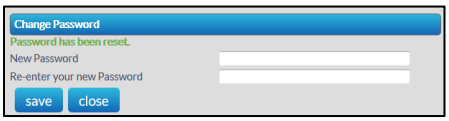


Enter your Username (email address) and password exactly as it appears in the Welcome Email and click Login

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



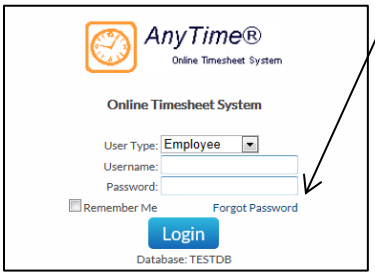
Enter a new password and click save



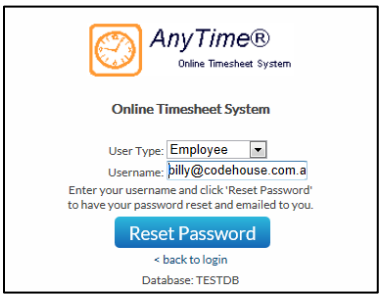
To close out of this screen they click close

Forgotten Password

If you have forgotten your password click Forgot Password



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



Click Reset Password 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.

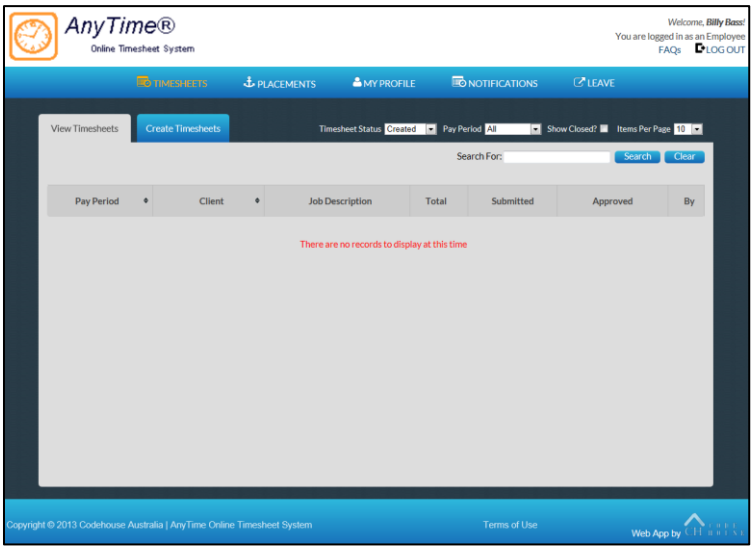
To return to the Login Screen click < back to login

MAIN MENU

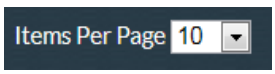
The Main Menu of the Employee Screen consists of the following

- Timesheets
- Placements
- My Profile
- Leave

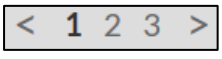
Each screen can be accessed by clicking on the heading and then the relevant tab



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



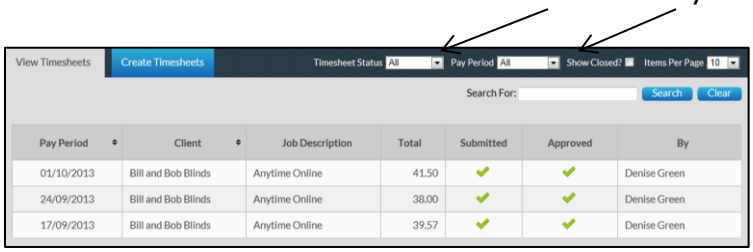
You can also filter on details displayed in screens by entering the data in the 'Filter For' field and clicking Search

TIMESHEETS

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:

Created — The timesheet has been created but has not been submitted to your host for approval. You can amend the timesheet and save.

Submitted — Indicates that the timesheet has been submitted to your host for approval.

You may view the timesheet but cannot make any modifications.

Rejected — Indicates that your host has rejected the timesheet.

You will receive an email notification indicating that the timesheet needs to be amended and then re-submitted.

A red cross will appear next to these in the Approved column.

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

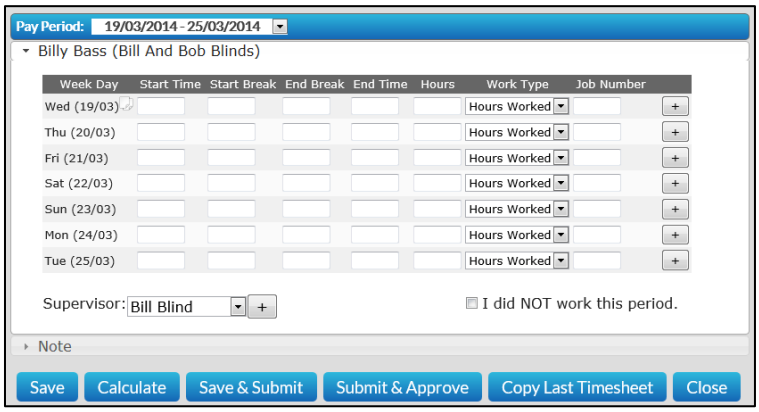
CREATE TIMESHEET

As an employee you MUST enter a timesheet for each Pay Period and each Placement worked for the Pay Period.

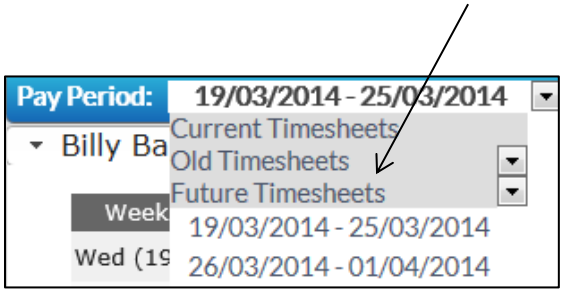
When creating Timesheets you can log in and enter hours on a daily basis or enter hours for the entire pay period.

To create a Timesheet click Create Timesheet for the Placement you need to enter a timesheet for.

Your next Timesheet to be entered for the Placement will be displayed



Note: *To enter a timesheet for a future pay period click on the drop down menu in the Pay Period field. Click Future Timesheets and select the required pay period.*

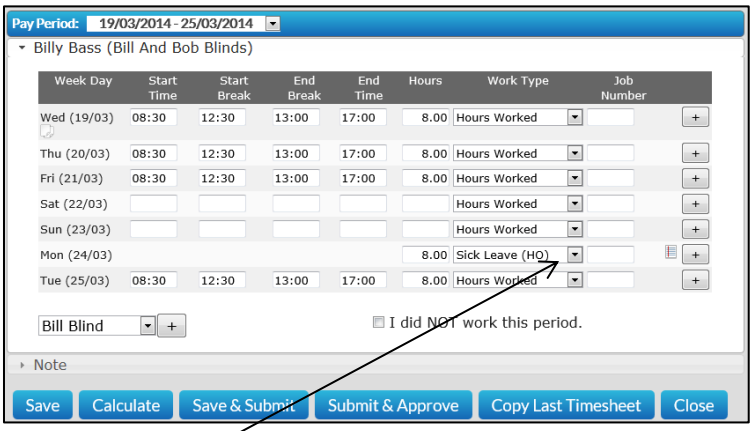


Hours Worked

Enter the Start Time, Start Break, End Break, and End Time hours for each day.

***Note**: Hours must be entered in a 24 hour format i.e. 09:00 to 17:00*

See appendix 1 for conversion of the times.



Select the required ***Work Type*** from the drop down menu if the hours entered relate to something other than the default work type

Work Types denote what the hours relate to and could include the following:

- Hours worked
- Public Holiday
- Annual Leave
- Sick Leave

***Note**: You cannot save a timesheet unless a Work Type has been selected.*

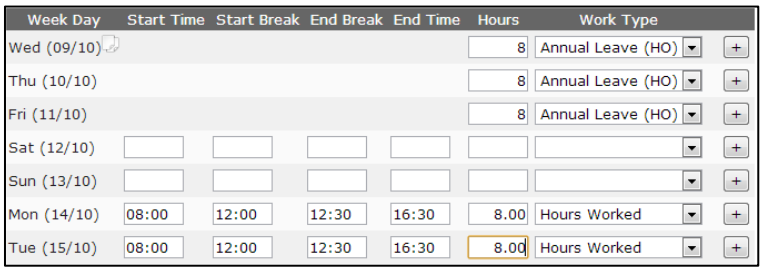
If the following icon is displayed to the right of the work type, you will be required to enter a note specifying the reason for the work type taken.

The note field will automatically pop up when the work type is selected and you will need to enter a note before being able to submit your timesheet.

Hours Only

Where it has been set up in the system some Work Types may only require total hours to be entered. Ie: for Annual or Sick Leave

For these Work Types select the Work Type from the drop down menu and then enter the total hours

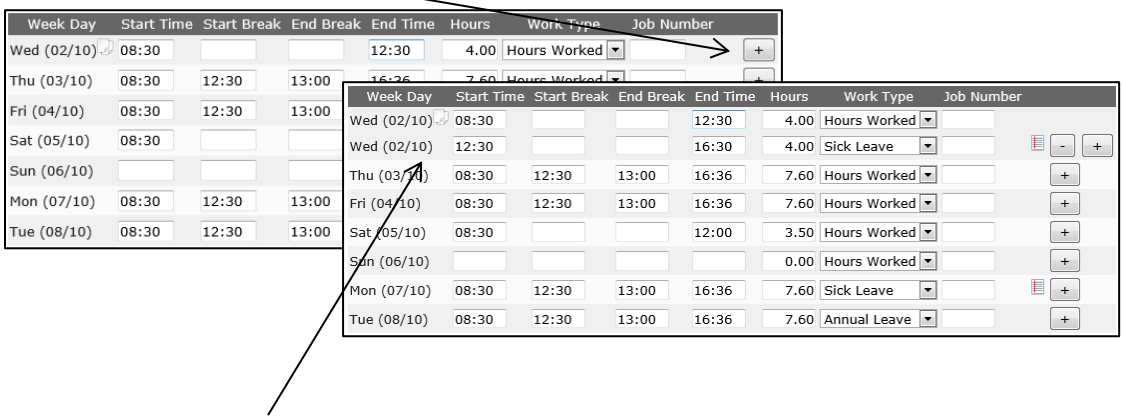


Week Day	Start Time	Start Break	End Break	End Time	Hours	Work Type
Wed (09/10)					8	Annual Leave (HO)
Thu (10/10)					8	Annual Leave (HO)
Fri (11/10)					8	Annual Leave (HO)
Sat (12/10)						
Sun (13/10)						
Mon (14/10)	08:00	12:00	12:30	16:30	8.00	Hours Worked
Tue (15/10)	08:00	12:00	12:30	16:30	8.00	Hours Worked

Multiple Work Types in a Day

There may be days when you need to record hours against more than one Work Type, ie: If you worked half a day and then went home sick

To enter hours against more than one work type enter the hours against the first Work Type and then click +



Week Day	Start Time	Start Break	End Break	End Time	Hours	Work Type	Job Number
Wed (02/10)	08:30			12:30	4.00	Hours Worked	
Wed (02/10)	12:30			16:30	4.00	Sick Leave	
Thu (03/10)	08:30	12:30	13:00	16:36	7.60	Hours Worked	
Fri (04/10)	08:30	12:30	13:00	16:36	7.60	Hours Worked	
Sat (05/10)	08:30			12:00	3.50	Hours Worked	
Sun (06/10)					0.00	Hours Worked	
Mon (07/10)	08:30	12:30	13:00	16:36	7.60	Sick Leave	
Tue (08/10)	08:30	12:30	13:00	16:36	7.60	Annual Leave	

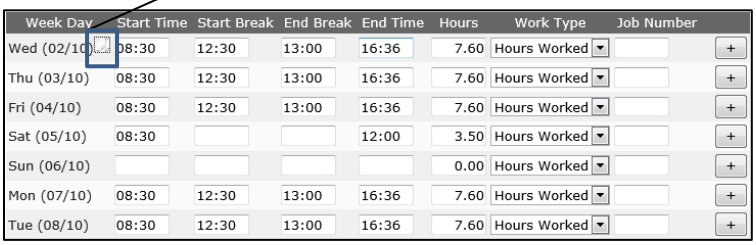
This will open an additional line for that day so the other hours can be entered against a new Work Type

***Note**: You can enter any number of rows for any one day by clicking* +

To remove a line that has been added click -

Copy Down

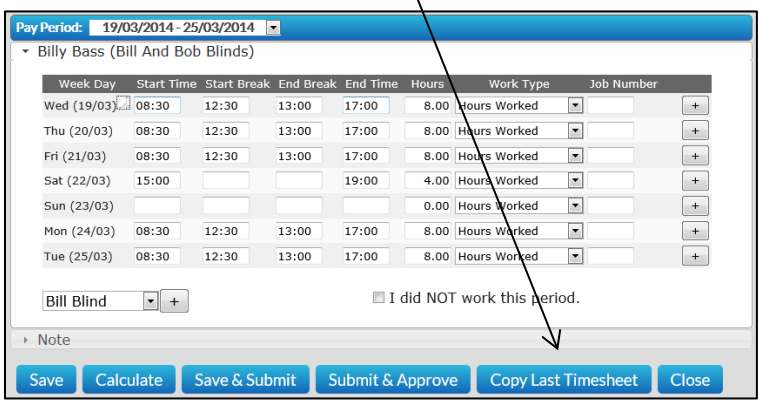
The Copy Down function allows you to copy hours down your timesheet



When you click the Copy Down button the Start Time, Start Break, End Break, End Time and the Work Type will be copied to the end of the timesheet (excluding Sat and Sun)

Copy Last Timesheet

If you have entered a timesheet for a previous Pay Period for the same Placement and your Hours Worked and Work Types are exactly the same as those in the previous pay period you can click Copy Last Timesheet to automatically complete your timesheet.



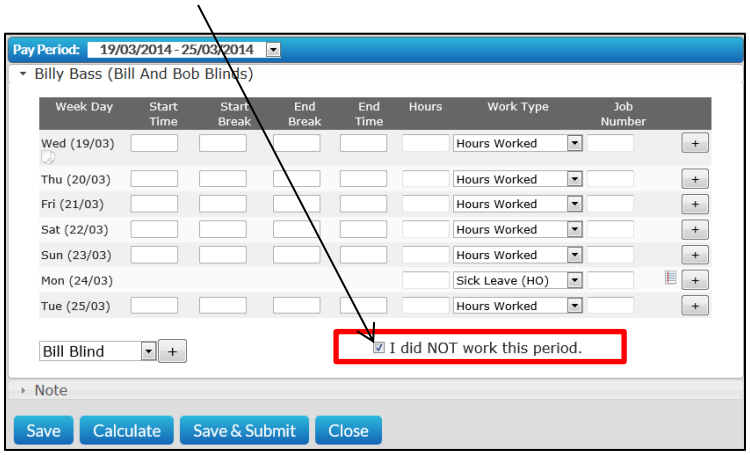
This function will automatically populate the Start Time, Start Break, End Break, End Time, and Work Type based on the last timesheet entered.

Note: *Any Allowances entered in the previous timesheet will also be copied across to the current timesheet.*

No Hours Worked for Pay Period

If you did not work for the pay period you are still required to submit a timesheet.

To submit a timesheet for no hours worked, leave the timesheet hours blank and tick the '**I did NOT work this period'** check box.

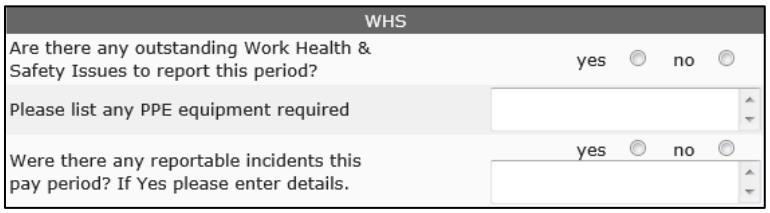


Click

WHS Questions (where applicable)

Some Employers may require you to answer basic WHS question when submitting your timesheet.

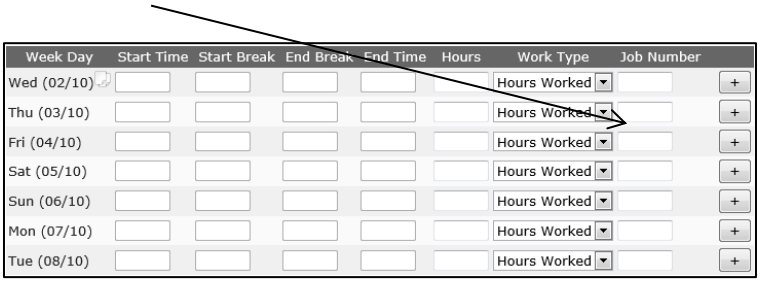
If you have the following screen displayed on your timesheet you will not be able to submit the timesheet until all Yes/No questions have been answered.



If you answer yes to any of the questions or enter data in any of the text fields this information will be automatically emailed through to the WHS contact for the Company.

Job Numbers (where applicable)

If you are required to enter Job Numbers against the day/hours worked these are entered in the Job Number column



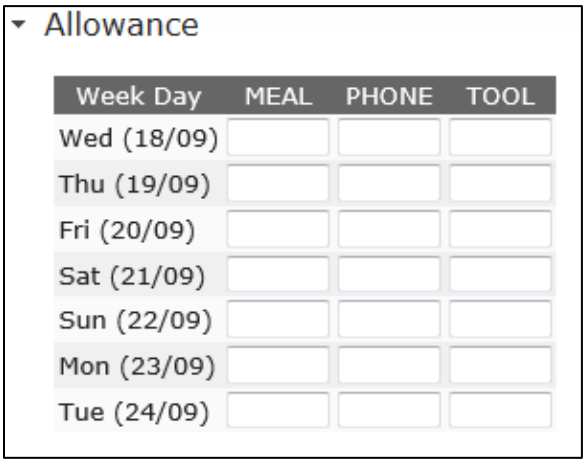
Week Day	Start Time	Start Break	End Break	End Time	Hours	Work Type	Job Number	
Wed (02/10)						Hours Worked		+
Thu (03/10)						Hours Worked		+
Fri (04/10)						Hours Worked		+
Sat (05/10)						Hours Worked		+
Sun (06/10)						Hours Worked		+
Mon (07/10)						Hours Worked		+
Tue (08/10)						Hours Worked		+

Where hours for the day have been worked against multiple job numbers then enter the hours for the first job number and then create a new line for the day by clicking on the + and enter the subsequent hours and job numbers in the new line.

Allowances

The Allowance section of your timesheet is set up by your Employer and may include such things as Shift, Dirt, Tool, Crib and Meal Allowances.

To open the Allowance section of your timesheet click ▸ Allowance



▾ Allowance

Week Day	MEAL	PHONE	TOOL
Wed (18/09)			
Thu (19/09)			
Fri (20/09)			
Sat (21/09)			
Sun (22/09)			
Mon (23/09)			
Tue (24/09)			

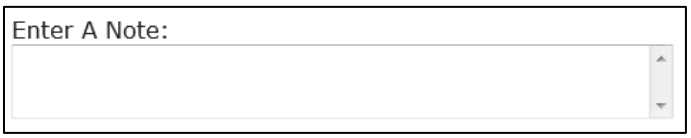
Enter the Units/Hours against the day and allowance you are entitled to.

***Note**: When using the Copy Last Timesheet feature any allowances entered in the previous timesheet will be carried across to the new timesheet*

Notes

You can enter notes for either your Host or Employer in the Note section

To Open the Note section click ▸ Note



Enter notes into the field as required.

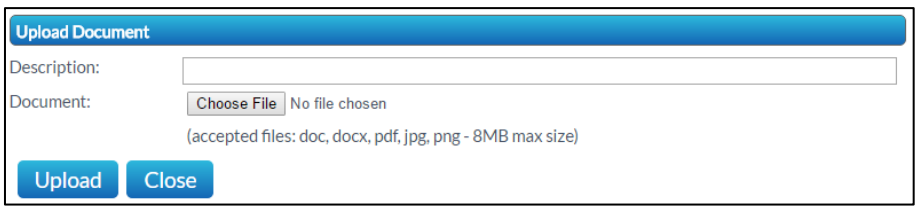
***Note**: When using the Copy Last Timesheet feature any notes entered in the previous timesheet will **not** be carried across to the new timesheet*

Attachment

Up to 3 documents can be uploaded before submitting your timesheet

To open the Attachment section click ▸ Attachment

To upload an attachment click Add Attachment



Enter a description and click Choose File to select the file you want to upload

To upload the file click Upload

***Note**: Documents that have been attached can be deleted until your timesheet has been submitted.*

Once your timesheet has been submitted you will NOT be able to delete the attachments.

To view a document that has been attached to a submitted timesheet click Download in the View Timesheet screen.

Calculate

If you have made changes to the Start or End Times in the timesheet you can recalculate the Hours by clicking Calculate

Supervisor

The supervisor displayed on your timesheet will default to the Supervisor assigned to your placement.

To amend the Supervisor, select the new supervisor from the drop down menu

To add additional Supervisors click + and select them from the drop down menu.

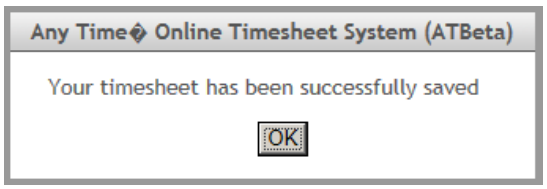
***Note**: If you amend the supervisor then the default supervisor will not be able to access your timesheet. If both Supervisors need to access your timesheet please click + and add an additional supervisor.*

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

- Save
- Close
- Save & Submit
- Submit & Approve

Save

To save the data you have entered in your timesheet and not submit it click Save



Click OK

This will save the timesheet and you can reopen the timesheet by clicking on the timesheet in the View Timesheet tab and make changes to it at a later time.

***Note**: A timesheet can be edited at any time during the pay period but once a timesheet has been submitted no changes can be made.*

Close

If you want to close out of the timesheet screen and not save any of the changes you have made click Close

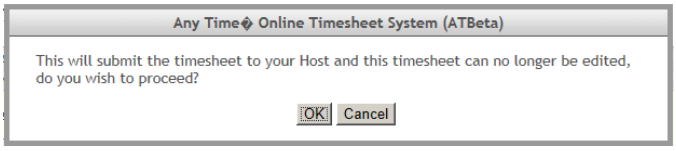
This will return you to the View Timesheet screen and no changes that were made in the Timesheet screen will be saved

If you had opened a new timesheet this will also not have been saved and you will need to create the timesheet for the pay period again.

Save & Submit

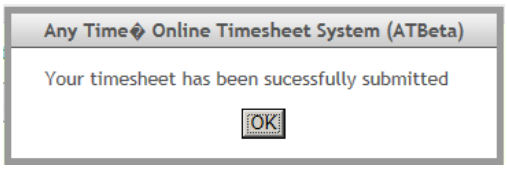
When you have checked that the hours and other details on your timesheet are correct, you timesheet needs to be submitted so your Host can Approve it.

To submit your timesheet for you Host to approve at a later time click Save & Submit



Click OK to confirm you wish to submit the timesheet or Cancel to return to the Timesheet screen to make additional changes.

Once you have submitted your timesheet you will receive the following confirmation



Click OK

Your Host will be notified by Email (SMS) that you have submitted your timesheet

Submit & Approve

The Submit & Approve feature enables you to submit your timesheet and have your Supervisor Approve it immediately.

To have your Supervisor Approve your timesheet 'on the spot' click Submit & Approve

You will then see the following screen where you can select your Supervisor and they can log in and approve your timesheet.

Rejected Timesheet

If there is an error in your timesheet your Host can reject it.

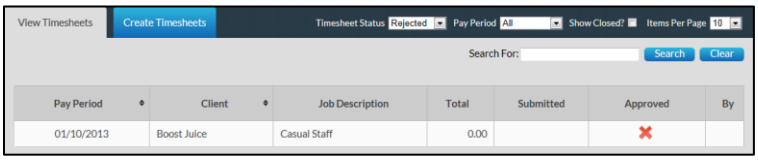
When rejecting your timesheet the Host must specify a reason it was rejected.

You will receive an Email (SMS) notifying you that your timesheet was rejected and the reason why.

You will need to amend and re-submit any timesheet that has been rejected.

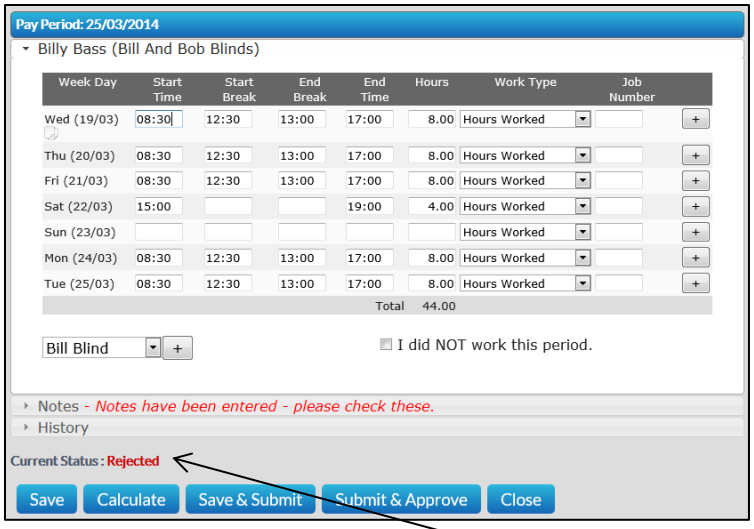
To view the rejected timesheets either click on the link in your email or log into AnyTime and go to the View Timesheet screen.

The system will default to displaying the rejected timesheets in the View Timesheet screen



Click on the Timesheet to be resubmitted

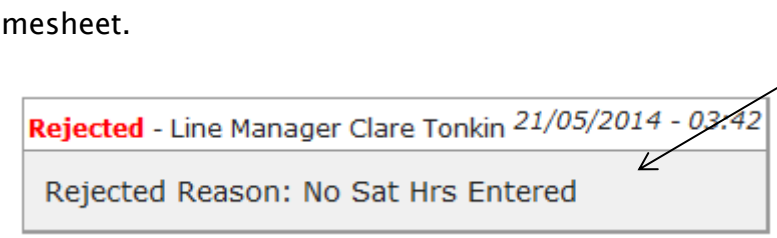
This will open the timesheet in 'Edit' mode so that it can be amended



The Current Status of the timesheet will be displayed as Rejected

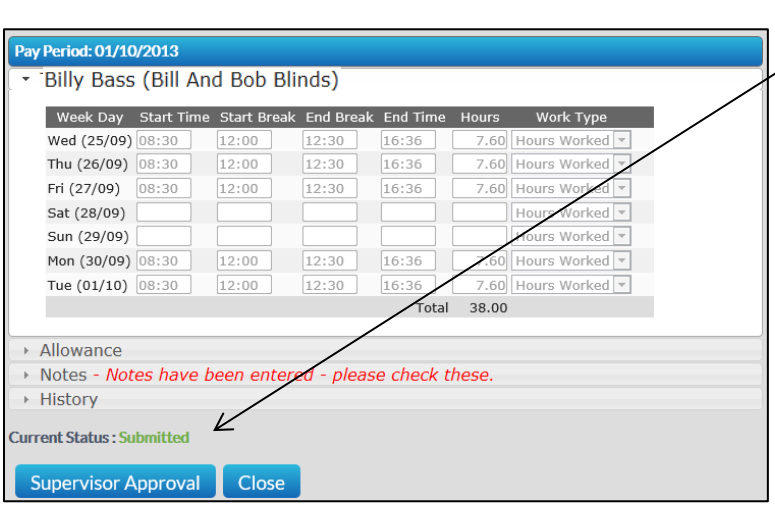
To view the reason your timesheet was rejected click ▸ Notes

The rejected reason will appear in the Notes, along with the details of person rejecting the timesheet.



Amend your timesheet as required and then click Save & Submit or Submit & Approve to resubmit the timesheet as outlined above.

Once resubmitted the Current Status of the Timesheet will be updated to Submitted



Approved Timesheets

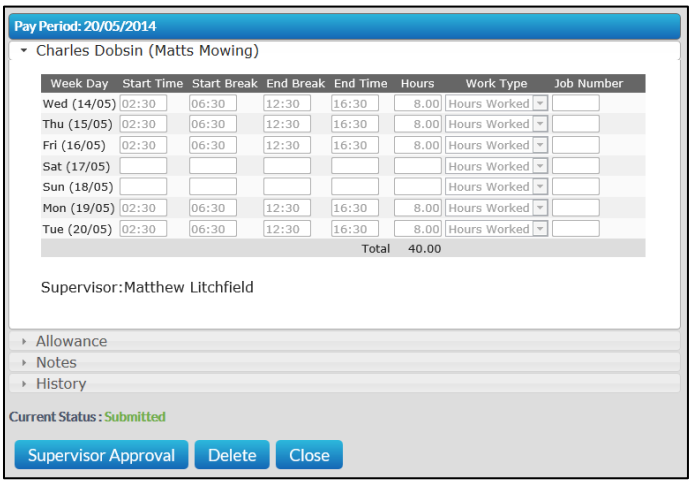
Once your timesheet has been approved you will receive a notification Email to say it has been approved with the name of the Supervisor that approved it

You can view approved timesheets in the View Timesheets screen as outlined above.

Delete Timesheets

This feature allows you to delete and re-enter timesheets that may have been submitted in error.

To delete the timesheet the Employee needs to open the timesheet from the View Timesheet screen and click Delete



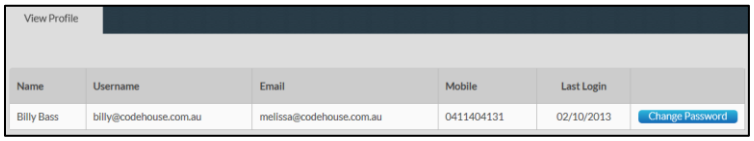
Note: *Where the status of the timesheet is Approved or Rejected the timesheet cannot be deleted and the delete button will not be visible when viewing the timesheet.*

PLACEMENTS

On the Placement tab you can view details of all your current active placements including the Client Name, Start Date, End Date, Your Pay Cycle, Job / Award Description and Supervisor.

MY PROFILE

On the My Profile tab you can view your Name, Username, Email address and the date of Last Login.



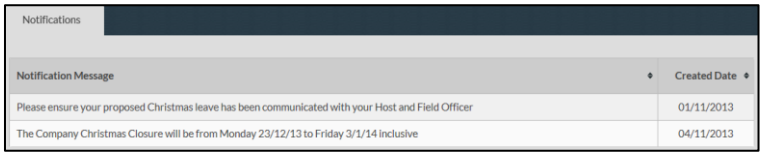
You can change your password in this screen by clicking

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 Employer

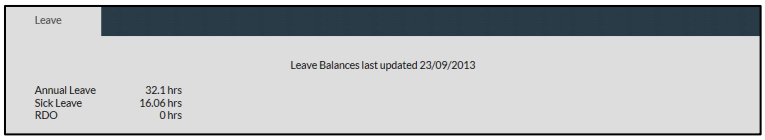
NOTIFICATIONS

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



LEAVE

Where your Employee has set up the system to display Leave Balances this tab will display your leave entitlements as at a reported date.



When entering your timesheets if you select a Leave work type and do not have enough leave accrued you will receive a warning message stating you may have insufficient leave accrued to cover the leave taken.

This warning is based on the leave balances currently displayed and you may have taken or accrued additional leave since these balances were last updated.

Contact your Employer to confirm your actual balance as required.

FREQUENTLY ASKED QUESTIONS

To view the frequently asked questions click FAQs

LOG OUT

To log out of the AnyTime Online Timesheet system click on LOG OUT

APPENDIX 1

24 Hour Clock Conversion

24 HOUR CLOCK	
12 Midnight	0.00 hours
1.00 am	1.00 hours
2.00 am	2.00 hours
3.00 am	3.00 hours
4.00 am	4.00 hours
5.00 am	5.00 hours
6.00 am	6.00 hours
7.00 am	7.00 hours
8.00 am	8.00 hours
9.00 am	9.00 hours
10.00 am	10.00 hours
11.00 am	11.00 hours
12 noon	12.00 hours
1.00 pm	13.00 hours
2.00 pm	14.00 hours
3.00 pm	15.00 hours
4.00 pm	16.00 hours
5.00 pm	17.00 hours
6.00 pm	18.00 hours
7.00 pm	19.00 hours
8.00 pm	20.00 hours
9.00 pm	21.00 hours
10.00 pm	22.00 hours
11.00 pm	23.00 hours