# ANYTIME USER GUIDE FOR EMPLOYEES

Employee's guide to the AnyTime Online Timesheet System



Updated 10<sup>th</sup> September, 2018

#### COPYRIGHT

Information in this document is subject to change without notice. The software described in this document is furnished under a license agreement or non-disclosure agreement. The software may be used or copied only in accordance with the terms of those agreements. No part of this publication may be reproduced, stored in a retrieval system, or transmitted in any form or any means electronic or mechanical, including photocopying and recording for any purpose other than the purchaser's personal use without the written permission of Code House.

Code House

AUSTRALIA

Postal: 52 Rundle Street KENT TOWN SA 5067

Telephone: 1300 112 633

Email: support@codehouse.com.au

## INTRODUCTION

The AnyTime User Guide for Employees has been designed to assist Employees with accessing and utilising the AnyTime<sup>®</sup> 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

## TABLE OF CONTENTS

LOG IN
MAIN MENU
TIMESHEETS9
VIEW TIMESHEETS
CREATE TIMESHEET 10
Hours Worked11
Hours Only12
Multiple Work Types in a Day12
Copy Down13
Copy Last Timesheet13
No Hours Worked for Pay Period14
WHS Questions (where applicable)14
Job Numbers (where applicable)15
Allowances
Notes
Attachment16
Calculate17
Supervisor17
Save
Close18
Save & Submit19
Submit & Approve19
Rejected Timesheet20
Approved Timesheets
Delete Timesheets

PLACEMENTS	23
MY PROFILE	23
NOTIFICATIONS	23
LEAVE	24
FREQUENTLY ASKED QUESTIONS	24
LOG OUT	24
APPENDIX 1	25
24 Hour Clock Conversion	25

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.

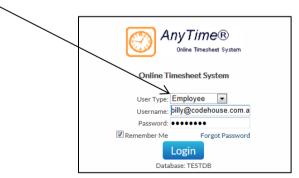
Within the online timesheet system you will also be able to view your Timesheets, Placement Details, and User Profile.

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	Change Password New Password Re-enter your new Password Save close Click save
	Change Password Password has been reset. New Password Re-enter your new Password Save Close
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

Online Timesheet System User Type: Employee

> Login Database: TESTDB

Forgot Passv

Username Password

emher Me



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

	ime® Imesheet System				You are logg F	Welcome, Billy Bass! ed in as an Employee AQs COG OUT
			A MY PROFILE			
View Timesheets	Create Timesheets	Tim	esheet Status Created	Pay Period All	Show Closed? 🔲 Items Per Pa	ge 10 💌
				Search For:	Search	Clear
Pay Period	<ul> <li>Client</li> </ul>	<ul> <li>Job D</li> </ul>	escription	Total Submitted	Approved	Ву
		There a	re no records to display	at this time		
Copyright © 2013 Codehouse					Web Ap	p by CH and Xa

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

Filter For:	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.

/iew Timesheets		Create Timesheets		Timesheet Statu	<ul> <li>Show Close</li> </ul>	Closed? 🔲 Items Per Page 10 💌				
						Search For:		Search Clear		
Pay Period	۰	Client	٥	Job Description	Total	Submitted	Approved	Ву		
01/10/2013		Bill and Bob Blinds		Anytime Online	41.50	<b>~</b>	<b>~</b>	Denise Green		
24/09/2013		Bill and Bob Blinds		Anytime Online	38.00	<ul> <li>Image: A second s</li></ul>	×	Denise Green		
17/09/2013		Bill and Bob Blinds		Anytime Online	39.57	<ul> <li>Image: A set of the set of the</li></ul>	<b>~</b>	Denise Green		

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.

View Timesheets	Create Timesheets				
Client	¢	Start Date 🗢	End Date 🗘	Job Description	
Bill and Bob Blinds		13/05/2013		Anytime Online	Create Timesheet

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

Week Day	Start Time	Start Break	End Break	End Time	Hours	Work Type	Job Number	
Wed (19/03)						Hours Worked 💌		+
Thu (20/03)						Hours Worked 💌		+
ri (21/03)						Hours Worked 💌		+
Gat (22/03)						Hours Worked 💌		+
Gun (23/03)						Hours Worked 💌		+
4on (24/03)						Hours Worked 💌		+
Fue (25/03)						Hours Worked 💌		+
Supervisor:	Bill Blind	• +				🗏 I did NOT wo	ork this peri	od.

**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.

Pay Period:	19/03/2014-25/03/2014 💽
▼ Billy Ba	Current Timesheets Old Timesheets
Week	Future Timesheets
	19/03/2014 - 25/03/2014
Wed (19	26/03/2014-01/04/2014

#### **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.

Week Day	Start Time	Start Break	End Break	End Time	Hours	Work Type	Job Number			
Wed (19/03)	08:30	12:30	13:00	17:00	8.00	Hours Worked	•	+		
Thu (20/03)	08:30	12:30	13:00	17:00	8.00	Hours Worked	•	+		
Fri (21/03)	08:30	12:30	13:00	17:00	8.00	Hours Worked	•	+		
Sat (22/03)						Hours Worked	•	+		
Sun (23/03)						Hours Worked	•	+		
Mon (24/03)					8.00	Sick Leave (HO)	•	+		
Tue (25/03)	08:30	12:30	13:00	17:00	8.00	Hours Worked	•	+		
Bill Blind	• +		I did Not work this period.							

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.

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 Ann Unwell	+
						Ŧ

#### **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 <mark>(</mark> 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 +

Wed (02/10)       08:30       12:30       4.00       Hours Worked       +         Thu (03/10)       08:30       12:30       13:00       16:26       7.60       Hours Worked       +         Fri (04/10)       08:30       12:30       13:00       Week Day       Start Time       Start Time       Start Time       Hours       Work Type       Job Number         Wed (02/10)       08:30       12:30       13:00       16:30       4.00       Hours Worked       -         Sat (05/10)       08:30       12:30       13:00       16:30       4.00       Sick Leave       -         Sun (06/10)       Thu (03/10)       08:30       12:30       13:00       16:36       7.60       Hours Worked       +         Tue (08/10)       08:30       12:30       13:00       16:36       7.60       Hours Worked       +         Mon (07/10)       08:30       12:30       13:00       16:36       7.60       Hours Worked       +         Mon (07/10)       08:30       12:30       13:00       16:36       7.60       Hours Worked       +         Mon (07/10)       08:30       12:30       13:00       16:36       7.60       Sick Leave       +	Week Day	Start Time	Start Break	End Brea	ak End Time	Hours	Work Type	Job Num	ıber			
Week Day       Start Time       Start Break       End Break       End Time       Hours       Work Type       Job Number         Fri (04/10)       08:30       12:30       13:00       Week Day       Start Time       Start Break       End Break       End Time       Hours       Work Type       Job Number         Sat (05/10)       08:30       12:30       13:00       Week (02/10)       08:30       12:30       4.00       Hours Worked •       Image: Constraint of the constraint of	Wed (02/10)	08:30			12:30	4.00 Ho	urs Worked	•	$\rightarrow$ $\vdash$			
Fri (04/10)       08:30       12:30       13:00       Wed (02/10)       08:30       12:30       4.00       Hours Worked •         Sat (05/10)       08:30       Wed (02/10)       12:30       16:30       4.00       Sick Leave •       Image: Constraint of the constraint of	Thu (03/10)	08:30	12:30	13:00					-			 
Sat (05/10)       08:30       Wed (02/10)       12:30       16:30       4.00       Sick Leave       Image: Constraint of the constrain	Fri (04/10)	08:30	12:30	13:00	· · · · · ·		Start Break	End Break				
Mon (07/10)       08:30       12:30       13:00       16:36       7.60       Hours Worked       +         Tue (08/10)       08:30       12:30       13:00       16:36       7.60       Hours Worked       +         San (06/10)       08:30       12:30       13:00       16:36       7.60       Hours Worked       +         Mon (07/10)       08:30       12:30       13:00       16:36       7.60       Sick Leave       +	Sat (05/10)	08:30										- +
Tue (08/10)         08:30         12:00         3.50         Hours Worked         +           San (05/10)         08:30         12:00         3.50         Hours Worked         +           Mon (07/10)         08:30         12:30         13:00         16:36         7.60         Sick Leave         Image: the second	Sun (06/10)				Thu (03/10)	08:30	12:30	13:00	16:36	7.60	Hours Worked 💌	+
Szn (06/10)         0.00 Hours Worked         +           Mon (07/10)         08:30         12:30         16:36         7.60         Sick Leave         Image: Heat state sta	Mon (07/10)	08:30	12:30	13:00	Fri (04/10)	08:30	12:30	13:00	16:36	7.60	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	Sat (05/10)	08:30			12:00	3.50	Hours Worked 💌	+
					San (06/10)					0.00	Hours Worked 💌	+
Tue (08/10) 08:30 12:30 13:00 16:36 7.60 Appual Leave				X	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 I allows you to copy hours down your timesheet

Week Day	Start Time	Start Break	End Break	End Time	Hours	Work Type	Job Number	
Wed (02/10)	08:30	12:30	13:00	16:36	7.60	Hours Worked 💌		+
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	Hours Worked 💌		+
Tue (08/10)	08:30	12:30	13:00	16:36	7.60	Hours Worked 💌		+

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 CopyLast Timesheet to automatically complete your timesheet.

Week Day	Start Time	Start Break	End Break	End Time	Hours	Work Type	Job Number	-
Wed (19/03)	08:30	12:30	13:00	17:00	8.00	Hours Worked	•	+
Thu (20/03)	08:30	12:30	13:00	17:00	8.00	Hours Worked	•	+
Fri (21/03)	08:30	12:30	13:00	17:00	8.00	Hours Worked	•	+
Sat (22/03)	15:00			19:00	4.00	Hours Worked	•	+
Sun (23/03)					0.00	Hours Worked	•	+
Mon (24/03)	08:30	12:30	13:00	17:00	8.00	Hours Worked	•	+
Tue (25/03)	08:30	12:30	13:00	17:00	8.00	Hours Worked	•	+
Bill Blind	• +			🗉 I d	did NOT	r work this perio	od.	

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.

Week Day	Start Time	Start Break	End Break	End Hours Time	Work Type	Job Number	
Wed (19/03)		\	L		Hours Worked	•	+
Thu (20/03)					Hours Worked		+
Fri (21/03)					Hours Worked	•	+
Sat (22/03)					Hours Worked	•	+
Sun (23/03)					Hours Worked	•	+
Mon (24/03)			$\langle \rangle$		Sick Leave (HO)	•	+
Tue (25/03)					Hours Worked	•	+
Bill Blind	• +			I did NC	)T work this per	iod.	
→ Note							
Save Calc	ulate S	ave & Subn	nit Clo				

#### 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.

WHS				
Are there any outstanding Work Health & Safety Issues to report this period?	yes	$\bigcirc$	no	$\bigcirc$
Please list any PPE equipment required				*
Were there any reportable incidents this pay period? If Yes please enter details.	yes	0	no	© * *

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)					$\sim$	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.

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)			

To open the Allowance section of your timesheet click 
Allowance

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

9

*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 A 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

Upload Docum	ent (
Description:	
Document:	Choose File No file chosen
	(accepted files: doc, docx, pdf, jpg, png - 8MB max size)
Upload	Close

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

Any Time  Online Timesheet System (ATBeta)	
Your timesheet has been successfully saved	
[OK]	

#### 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 vou 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

Any Time� Online Timesheet System (ATBeta)
This will submit the timesheet to your Host and this timesheet can no longer be edited, do you wish to proceed?
<u>IOK</u> Cancel

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

Any Time � Online Timesheet System (ATBeta)
Your timesheet has been sucessfully submitted
<b>IOK</b>

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.

Supervisor Approval Login X				
	Katie Blind	•		
Username:	katie@codehouse.c	om.au		
Password:				
	Login	Cancel		

#### **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

View Timesheets	Creat	e Timesheets	Timesheet Status Rejected 💌 Pay Period All 💽 Show Closed? 🖬 Items Per Page				
				Searc	h For:	Search	Clear
Pay Period	٠	Client	Job Description	Total	Submitted	Approved	Ву
01/10/2013		Boost Juice	Casual Staff	0.00		×	

Click on the Timesheet to be resubmitted

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

Week Day	Start Time	Start Break	End Break	End Time	Hours	Work Type	Job Number	
Wed (19/03)	08:30	12:30	13:00	17:00	8.00	Hours Worked	•	+
Thu (20/03)	08:30	12:30	13:00	17:00	8.00	Hours Worked	•	+
Fri (21/03)	08:30	12:30 13:00 17:00 8.00 Hours Worked • +						
Sat (22/03)	15:00			19:00	4.00	Hours Worked	•	+
Sun (23/03)						Hours Worked	•	+
Mon (24/03)	08:30	12:30	13:00	17:00	8.00	Hours Worked	•	+
Tue (25/03)	08:30	12:30	13:00	17:00	8.00	Hours Worked	•	+
				Tota	l 44.00			
Bill Blind • + I did NOT work this period.								
Notes - Note	es have be	een entere	d - please	e check tl	nese.			
History								

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

Ved (25/09) 08:30       12:00       12:30       16:36       7.60       Hours Worked ▼         hu (26/09) 08:30       12:00       12:30       16:36       7.60       Hours Worked ▼         ri (27/09) 08:30       12:00       12:30       16:36       7.60       Hours Worked ▼         at (28/09)       12:30       16:36       7.60       Hours Worked ▼         un (29/09)       12:30       16:36       7.60       Hours Worked ▼         uon (30/09) 08:30       12:00       12:30       16:36       7.60       Hours Worked ▼         ue (01/10) 08:30       12:00       12:30       16:36       7.60       Hours Worked ▼         lowance       10       12:30       16:36       7.60       Hours Worked ▼	Week Day		Start Break			Hours	Work Type	
ri (27/09) 08:30 12:00 12:30 16:36 7.60 Hours World ¥ at (28/09) Hours Worked ¥ un (29/09) Hours Worked ¥ ton (30/09) 08:30 12:00 12:30 16:36 50 Hours Worked ¥ ue (01/10) 08:30 12:00 12:30 16:36 7.60 Hours Worked ¥ Iotal 38.00	/ed (25/09)	08:30	12:00	12:30	16:36	7.60	Hours Worked	
at (28/09) Hour Worked * un (29/09) Hours Worked * ton (30/09) 08:30 12:00 12:30 16:36 7.60 Hours Worked * ue (01/10) 08:30 12:00 12:30 16:36 7.60 Hours Worked * Total 38.00	hu (26/09)	08:30	12:00	12:30	16:36	7.60	Hours Worked	
uu (29/09) Hours Worked \vee ton (30/09) 08:30 12:00 12:30 16:36 500 Hours Worked \vee ue (01/10) 08:30 12:00 12:30 16:36 7.60 Hours Worked \vee Total 38.00 lowance	ri (27/09)	08:30	12:00	12:30	16:36	7.60	Hours Worked	
Ion (30/09) 08:30 12:00 12:30 16:36 60 Hours Worked ¥ ue (01/10) 08:30 12:00 12:30 16:36 7.60 Hours Worked ¥ Total 38.00	at (28/09)						Hours Worked 💌	
ue (01/10) 08:30 12:00 12:30 16:36 7.60 Hours Worked V Total 38.00	un (29/09)						Hours Worked 💌	
Total 38.00	lon (30/09)	08:30	12:00	12:30	16:36	7.60	Hours Worked 💌	
lowance	ue (01/10)	08:30	12:00	12:30	16:36	7.60	Hours Worked 💌	
					Total	38.00		
		tes have b	een enter	d - pleas	e check th	nese.		

#### **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

	Start Time	Start Break	End Break	End Time	Hours	Work Type Jo	b Number
Wed (14/05)	02:30	06:30	12:30	16:30	8.00	Hours Worked 💌	
Thu (15/05)	02:30	06:30	12:30	16:30	8.00	Hours Worked 💌	
Fri (16/05)	02:30	06:30	12:30	16:30	8.00	Hours Worked 💌	
Sat (17/05)						Hours Worked 💌	
Sun (18/05)						Hours Worked 💌	
Mon (19/05)	02:30	06:30	12:30	16:30	8.00	Hours Worked 💌	
Tue (20/05)	02:30	06:30	12:30	16:30	8.00	Hours Worked 💌	
				Total	40.00		
Supervisor Allowance	:Matthew	Litchfield					
Notes History							

**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.

View Placements					Item	s Per Page 10 💌
			S	earch For:	Se	arch Clear
Client	Start Date 🕈	End Date	Pay Cycle	Description	Supervisor	PO's
Bill and Bob Blinds	13/05/2013		Weekly	Anytime Online	Katie Blind	

### **MY PROFILE**

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

View Profile					
Name	Username	Email	Mobile	Last Login	
Billy Bass	billy@codehouse.com.au	melissa@codehouse.com.au	0411404131	02/10/2013	Change Password

You can change your password in this screen by clicking **Change Password** 

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

Notifications	
Notification Message	Created Date
Please ensure your proposed Christmas leave has been communicated with your Host and Field Officer	01/11/2013
The Company Christmas Closure will be from Monday 23/12/13 to Friday 3/1/14 inclusive	04/11/2013

### **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.

Leave			
		Leave Balances last updated 23/09/2013	
Annual Leave Sick Leave RDO	32.1 hrs 16.06 hrs 0 hrs		

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



## **APPENDIX 1**

#### 24 Hour Clock Conversion

24 HOI	JR 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