Client Online Timesheet User Guide

This guide explains how you can access, navigate and how to approve timesheets.

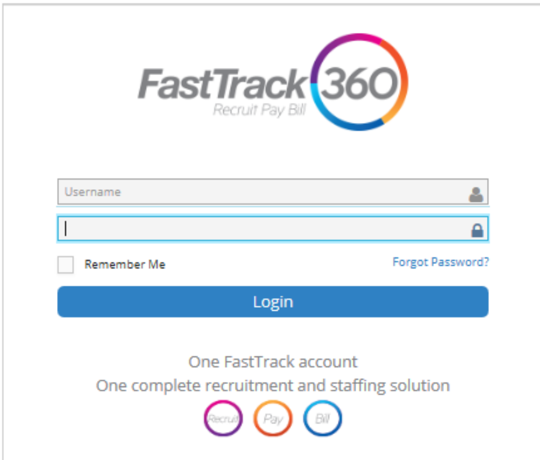
Before you begin using the Time and Attendance system your Consultant will issue you with a link to the Client Portal along with a username and password for logging in.

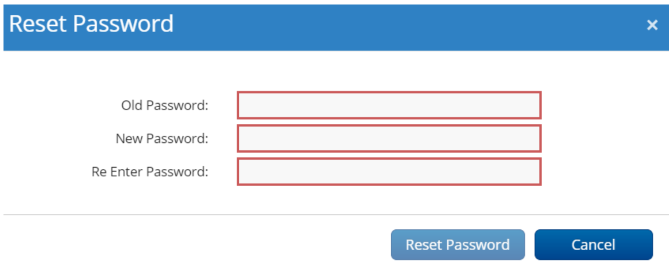
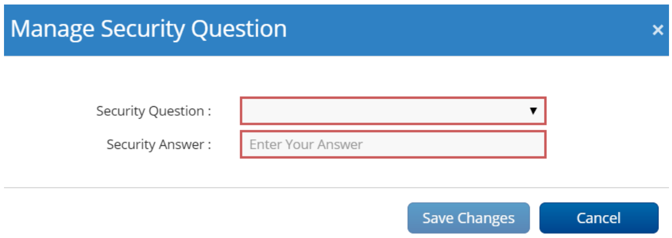
Once logged into the Candidate portal you can access the following elements**:**

- Profile Management - Review and edit personal information such as email, mobile and address details.
- Job List – lists all the job orders you have been filled on
- Document Management - provides you with the ability to upload and manage documents
- Time & Attendance - submit timesheets and reimbursement items for approval and payment
- Invoice List - ability to access view and print invoices.

How to Access the Client Portal

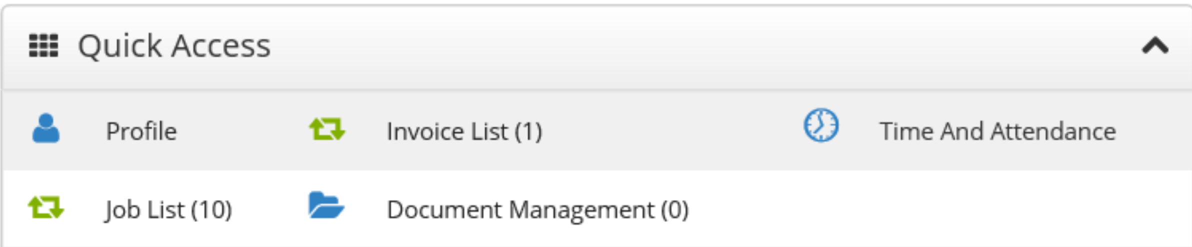
https://cornerstonehr.fasttrack360.com.au/RecruitmentManager/index

1.	Open a web browser window and navigate to the FastTrack web portal. *You will be prompted for a username and password.*	
2.	Type your username and password in the respective fields and click Login. *The reset Password window displays*	

3.	Type in your Old Password, New Password and Re Enter your New Password.	
4.	Where configured, you will need to setup your Security Question & Answer. This is used to obtain your password if forgotten. Select a Security Question and type in your Security Answer & Select Save. *Your Security Details are saved.*	

Navigation

Once logged in you will be able to navigate to the various sections available on your Portal via the Quick Access menu. The quick access menu is located at the top right-hand corner. To quickly navigate to an available selection, select the link within the quick access menu.



As you are scrolling through the Portal you can select the black icon with a white up arrow to quickly return you to the top of your Portal.  .

Time and Attendance

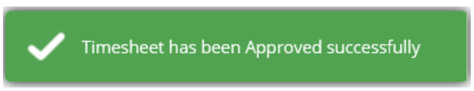
In Time and Attendance timesheets are categorised based on their status or type. You can access the timesheets in each category by clicking on the relevant category in the toolbar in the top left-hand corner of the Time and Attendance workspace, as shown in the example below:

Submitted - Submitted timesheets are timesheets that have been submitted for approval and are awaiting actioning by a timesheet approver.

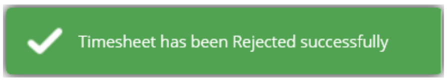
If you are responsible for approving timesheets, timesheets requiring your approval can be accessed via the Submitted Timesheets screen. You may also be sent an automatic approval notification whenever a new timesheet is submitted for your approval.

To carry out the approval process you need to open the submitted timesheet and check the timesheet entries. If the timesheet has been keyed in correctly, you can approve the timesheet. Otherwise, you can reject the timesheet so that the submitter can correct the timesheet and resubmit it for approval.

How to Approve a Timesheet

1.	Click Submitted in the toolbar in the top left-hand corner of the Time and Attendance workspace. *The Submitted Timesheets screen opens.*
2.	Double click on a timesheet. *The timesheet opens in the Timesheet Entry screen*
3.	View the timesheet entries and ensure that the timesheet has been keyed in correctly. If it is appropriate to approve the timesheet, click  . *A message is displayed confirming that the timesheet has been approved.* 

How to Reject a Timesheet

1.	Click Submitted in the toolbar in the top left-hand corner of the Time and Attendance workspace. The Submitted Timesheets screen opens
2.	Double click on a timesheet. *The timesheet opens in the Timesheet Entry screen*
3.	Click  . *The Rejection Message dialog box opens.*
4.	In the dialog box, type a message explaining why you have rejected the timesheet.
5.	Click Save. *The Rejection Message dialog box closes and a message is displayed confirming that the timesheet has been rejected.* 

Frequently Asked Questions:

Q: Why can I not see any timesheets in my submitted list? I expect to have timesheets to approve this week

A: The most likely reason is that the candidates have not submitted them – if there are any timesheets sitting in your “Available” or “Incomplete” area, then it is likely that the candidates have not submitted the timesheets. You can view these areas to see which users have not submitted and follow them up. Alternatively contact your consultant for the appropriate follow up action.

Q: I have approved a timesheet – but the details are incorrect – what should I do?

A: Contact your consultant ASAP with full details (Job ID, WE date, payee name and what needs changing).

Q: I keep getting emails saying I have not approved a timesheet, yet I know that I cleared my list – why is this so?

A: It is most likely that a new timesheet has been submitted - commonly a late timesheet. Please re-check your submitted list. If the list is blank but you keep getting an email, please contact your consultant.

Q: I have an email saying a timesheet has been recalled – what do I do?

A: This is due to the candidate realising they have made a mistake before you have reviewed and approved. The initiator will need to update a re-submit.