

MOBILE INTERFACE ANYTIME USER GUIDE FOR EMPLOYEES

Employee's guide to using the AnyTime Online Timesheet
System on a mobile device.



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INTRODUCTION

The Mobile Interface AnyTime User Guide for Employees has been designed to assist Employees with accessing and utilising the AnyTime® Online Timesheet System via a mobile device.

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


<i>Symbol</i>	<i>Purpose</i>
	Indicates an item of important information

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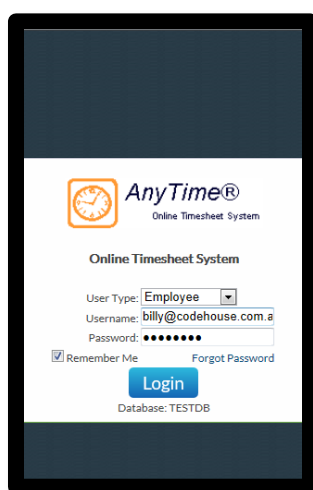
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To access the AnyTime Online Timesheet system from your mobile device you will need an internet connection.

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, or you can enter the web address directly into your web browser.



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

Forgotten Password

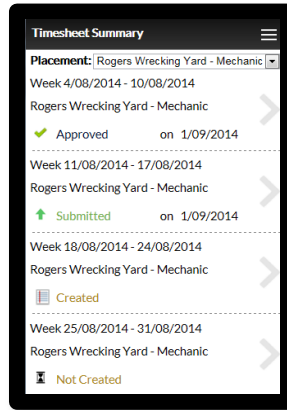
If you have forgotten your password click [Forgot Password](#)

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.

To return to the Login Screen click [< back to login](#)

When accessing the system it will default to the Timesheet Summary screen




This screen will display up to 6 timesheets for different Pay Periods and the current status of the timesheet

Status

Not Created	Timesheet has yet to be created for this period
Created	Timesheet has been created but not submitted for approval.
Submitted	Timesheet has been submitted and awaiting approval
Approved	Timesheet has been approved by Supervisor
Rejected	Timesheet has been rejected and needs to be amended and resubmitted.

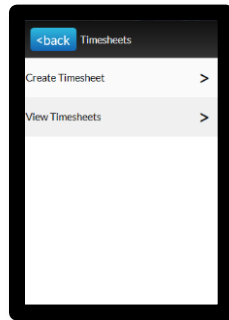
To enter a new timesheet or submit a Created timesheet click on the Pay Period

 **Note:** Please see Timesheets below for instructions on creating and submitting timesheets)

To access the Main Menu from this screen click

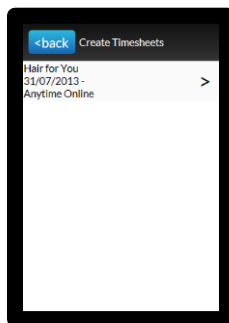


TIMESHEETS

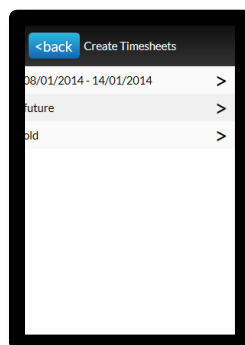


CREATE TIMESHEET

To create a timesheet click Create Timesheet in the Timesheet screen



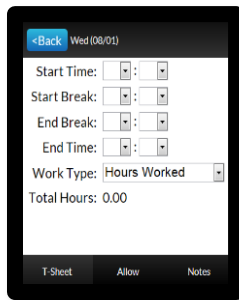
Click on the Placement you wish to enter a timesheet for



Click on the timesheet dates for the timesheet. To enter a timesheet for a future or past pay period select it from the drop down menu.



Click on the day of the week to enter the hours worked for that day




Enter the Start, Start Break, End Break and End Time for the day

Select the work type from the drop down menu

Once completed click 


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 

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 [Copy Down](#) 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

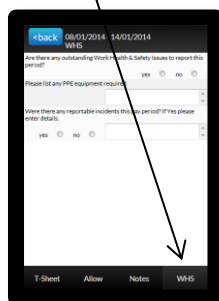
If you have entered a timesheet for a previous Pay Period for the same Placement and your Hours Worked and Work Types are exactly the same as those in the previous pay period you can click [Copy Last Timesheet](#) to automatically complete your timesheet.

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

WHS Questions (where applicable)

Some Employers may require you to answer basic WHS question when submitting your timesheet and you will not be able to submit the timesheet until all Yes/No questions have been answered.

To answer these question click on [WHS](#) at the bottom of the screen

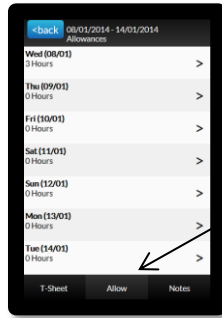


Answer the questions as required and click [<back](#)

Allowances (where applicable)

If you are entitled to allowances and need to enter these on your timesheet click

Allow



Select the day to enter the allowances against



Enter the unit/hours for the allowance and click

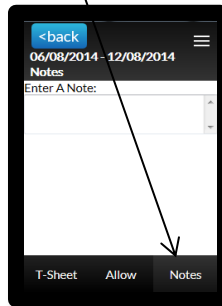
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Notes

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

To Open the Note section click

Notes




Enter the required note and click

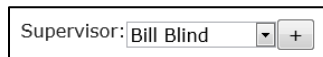
<back



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.



Supervisor: Bill Blind  

Once you have finished in the timesheet screen you have 3 options

Save

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

Save & Submit

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

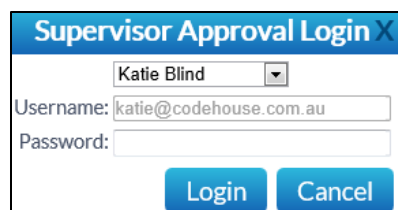
Your Host will be notified by Email (SMS) that you have submitted your timesheet

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 

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



Supervisor Approval Login X



Username:

Password:

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.

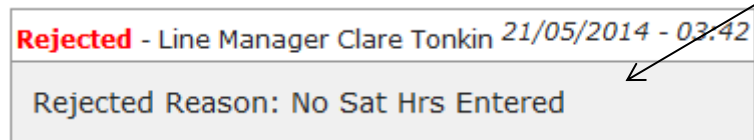
You will need to amend and re-submit any timesheet that has been rejected.



The system will default to displaying timesheets that have been rejected

Click on the Timesheet to be resubmitted

To view the reason your timesheet was rejected click 


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  or  to resubmit the timesheet as outlined above.

Delete Timesheets

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

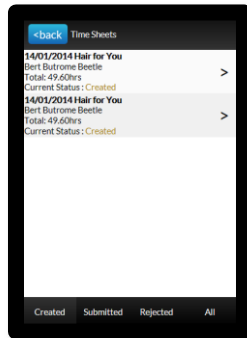
To delete the timesheet the open the timesheet from the View Timesheet screen and click 



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.

VIEW TIMESHEETS

Here you can view timesheets filtered by Timesheet Status by clicking on the status at the bottom of the screen.



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.

This timesheet can be amended until it is submitted.

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

You may view the timesheet but cannot make any modifications.

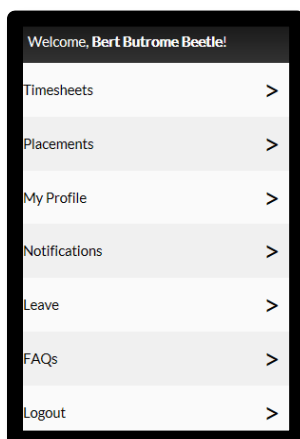
You will receive an email notification once the Timesheet has been approved by you host employer.

Rejected Indicates that your host has rejected the timesheet and you will need to open the timesheet by clicking on it, amend it and resubmit it.

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

All Displays All Timesheets

The following areas can be accessed from the Main Menu.



PLACEMENTS

This screen displays your current placement details including Client Name, Start Date, End Date, Your Pay Cycle, Job/Award Description and Supervisor.

MY PROFILE

This screen displays your personal details including your Name, Username, Email address and the date of Last Login.

These details cannot be amended within this system. To amend any of these details you need to contact your Employer.

You can change your password in this screen by clicking [Change Password](#)

NOTIFICATIONS

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

LEAVE

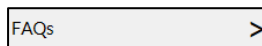
Displays selected available leave balances as at defined date.

When entering your timesheets if you select a Leave work type and your leave balance in the system is less than the hours entered in the timesheet you will receive a warning message stating you may have insufficient leave accrued to cover the leave taken. This is a warning only and the timesheet can still be submitted.

Contact your Employer to confirm your actual balance as required.

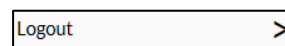
FREQUENTLY ASKED QUESTIONS

To view the frequently asked questions click



LOG OUT

To log out of the AnyTime Online Timesheet system click on



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