

eTimesheeting

HJB has an online timesheeting facility for all temps and contractors working for us at client sites. Access and use of the facility is simple with easy to complete times and online submission for approval.

What is in it for you:

- Accuracy of times entered and extended prior to approval
- Online process to control disputed hours and provide quick resolution
- Email notification when timesheets have been submitted for approval
- Approval in bulk or individually - saving time
- Immediate access to timesheet summary reports for selected periods – how much has it cost prior to receiving an invoice
- Process to request extensions of assignments that can be responded to quickly and efficiently
- Ability to select an alternative approver when absent from the office
- Access remotely.

When can I start

You will be contacted by your HJB consultant when your access can be provided and this will be timed to coincide with candidate notifications. At this time we will discuss the process and the benefits to assist you in deciding on your option. This document will provide you with information and instructions on the facility.

How to access and approve eTimesheets

Access is simple all you need is Web availability. Your login and password is created when you book a candidate with us. Your consultant will give you your username and password.

The terms of a candidate's engagement may be award or non-award specific and may be based on hourly, daily or weekly rates. These factors will determine the view you receive when reviewing and approving submitted timesheets.

Logging In & Accessing Timesheets

1. Log into www.hjb.com.au and select **My HJB** (1), complete the following;
 - Click in the circle next to Employer (2)
 - Type in the username and password supplied to you by your HJB consultant (3)
 - Select the hyperlink called HJB's privacy policy. Read the policy then tick the box confirming you understand the document (4)
 - Select the Login button to log into etimesheeting
 - Click on the Login button. Refer to screen shot below



The screenshot shows the HJB website's 'MyHJB' login page. The navigation menu at the top includes 'Job Seekers', 'Employers', 'Investors', 'About Us', 'Contact Us', and 'My HJB' (circled in red with a red arrow and the number 1). Below the navigation, there is a 'TOTAL JOB COUNT: 1,375' and a 'Home > My HJB' breadcrumb. The main heading is 'MyHJB Login'. There are two main sections: 'Candidates & Employers' and 'Shareholders'. In the 'Candidates & Employers' section, there are radio buttons for 'Candidates' and 'Employers' (selected, with a red arrow and number 2). Below are input fields for 'Login ID:' (containing '420591', with a red arrow and number 3) and 'Password:' (with a red arrow and number 3). A 'Login' button is present (with a red arrow and number 5). Below the password field is a checkbox for 'I have read and understand HJB's privacy policy' (checked, with a red arrow and number 4) and a link for 'Forgot your password?'. In the 'Shareholders' section, there are input fields for 'Email:' and 'Password:', a 'Login' button, and a 'Forgot your password?' link. At the bottom, there is a 'New User? Register Now >' link and a 'click here to unsubscribe' link.

2. Select **Timesheets** on the left hand menu



The screenshot shows the HJB website's 'E-Timesheets: Clients' page. The navigation menu at the top includes 'Job Seekers', 'Employers', 'Investors', 'About Us', 'Contact Us', and 'My HJB'. Below the navigation, there is a 'TOTAL JOB COUNT: 1,568' and an 'Accounting' header. The main heading is 'E-Timesheets: Clients'. On the left side, there is a vertical menu with items: 'Your Profile', 'Update Profile', 'Update Password', 'Timesheets' (circled in red), 'E-Timesheet Guide', and 'Logout'. The main content area is titled 'Your Profile Information Summary' and contains the text: 'If your profile information is incorrect please amend using Update Profile function.' Below this, there is contact information: 'Name: Client Contact', 'Phone(work): 02 9300 1234', 'Phone(mobile):', 'FAX: 02 9300 1233', and 'Email: contact@company.com.au'.

NOTE: You can also update your profile and change your login password by selecting the appropriate links on the menu

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Timesheet Administration

Accessing online eTimesheets provides you with the facility to approve candidate submitted timesheets and also several other unique offerings. The above screen allows you to select from the following

Logged in as – the standard view will be Approval Manager. The other option is Alternative Approver which allows you to access and approve timesheets on behalf of another Approval Manager within your organization. This can help when someone is on leave or not available.

Submitted Timesheets – timesheets submitted by candidates awaiting your approval. You will be notified by email when timesheets have been lodged, eliminating the need to continually check.

Approved Timesheets – previously approved timesheets are maintained for your ongoing reference and are accessible for viewing and, if required, printing.

Rejected Timesheets – rejected timesheets are listed for further review and, following resolution with the candidate and HJB consultant, amended and approved for processing. Rejecting a timesheet will create an email to both the candidate and the HJB consultant for attention.

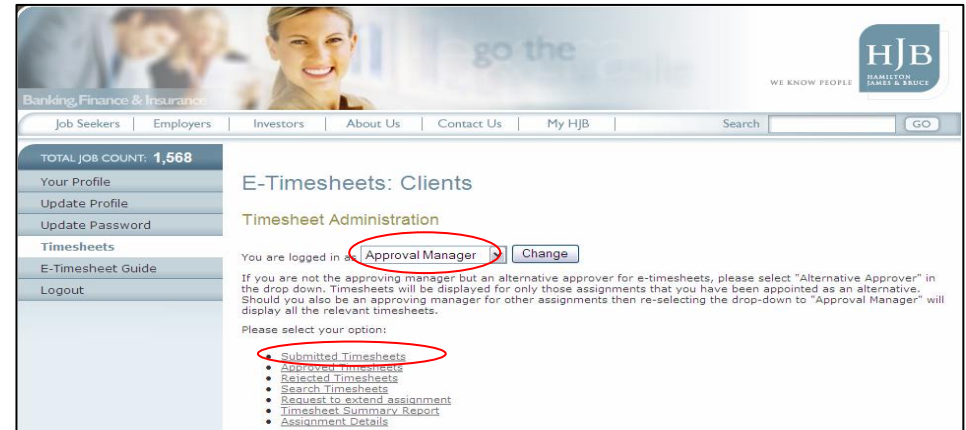
Search Timesheets – search for a timesheet by selecting an invoice, range of dates or one or more assignments. This will provide quick access to the target document for online review or action.

Request to extend assignment – notifying your HJB consultant of a need to extend an assignment is easily achieved by selecting a new date and submitting. This will create an email to the consultant and place a note on our system for follow-up.

Timesheet Summary Report – our specially designed reports will provide details of timesheets processed and on-the-spot records of hours and costs for the selected period. You can see what you have approved, what is waiting approval, which timesheets are missing and who is on leave. All reports can be saved in Excel.

Assignment Details – just looking for a report on one assignment and hours and costs over a selected period, selection is easy and reports spontaneous. You can save them in Excel and format for your own requirements.

3. Select whether you are **logged in** either the Approval Manager (main approver) or Alternative Approver
4. Click on the **Submitted Timesheets** hyperlink

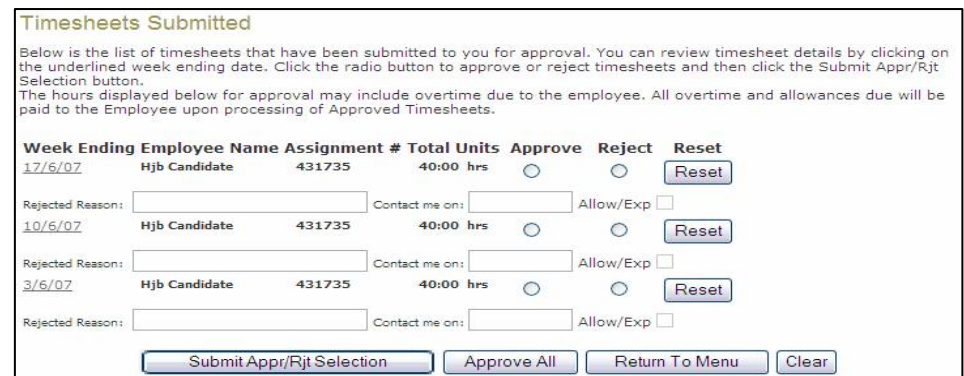


5. Double click on the **Week Ending date** you wish to view. The timesheet/s will display

When you go into the timesheet (by clicking the weekend date) the display will provide details of each candidate's position and total time worked.

Approving a Timesheet/s

There are a few options for approving timesheets with each method dependent on the level of review required. You can look at the details and approve individually or select from the summary and approve or select approve all. You have the option.



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If you choose to Reject the timesheet you need to provide a reason. The candidate and consultant will receive an email notifying them their timesheet has been rejected.

NOTE: Timesheets which are older than 4 weeks will be highlighted in red for easy identification. By clicking on the date hyperlink you can access the detailed completed timesheet for review. This can be approved or amended and approved or rejected. The timesheet will reflect the total hours worked and the extension of ordinary time and overtime (where applicable) or the number of days/weeks if that is the basis of engagement.

- Review the timesheet and select the Approved button if the timesheet is correct.

E-Timesheet
Click on Return to Listing to go back to timesheet list.
Week Ending 17/6/07

Candidate's Name: **Hjb Candidate**
Assignment Number: **431735**
Client Name: **Client Company**
Reporting To: **Client Contact**
Company Contact: **Training Sys 410**

Date	Date	Roster	24 Hour Clock			Decimal Unit						
Day	Date		Start Time Hrs & Mins	Breaks Hrs & Mins	Finish Time Hrs & Mins	Total Hours Worked	Shift	ORD	OT1	OT2	OT3	OT4
Mon	11/06/2007	08:30 - 17:30	08:30	01:00	17:30	8:00	DS	8.00				
Tue	12/06/2007	08:30 - 17:30	08:30	01:00	17:30	8:00	DS	8.00				
Wed	13/06/2007	08:30 - 17:30	08:30	01:00	17:30	8:00	DS	8.00				
Thur	14/06/2007	08:30 - 17:30	08:30	01:00	17:30	8:00	DS	8.00				
Fri	15/06/2007	08:30 - 17:30	08:30	01:00	17:30	8:00	DS	8.00				
Sat	16/06/2007		0	0	0	0:00	DS					
Sun	17/06/2007		0	0	0	0:00	DS					
Total Hours						40:00		40.00				

Reject Reason:

Contact me on:

Allowances/Expenses:

Timesheet Views

The selected timesheet view will be displayed in the following two layouts in most cases. The first type caters for award related engagements and allows for varying shifts dependent on the spread of hours. The second type is for other arrangements where hourly rates may incur overtime in only certain circumstances or where a daily or weekly rate has been agreed.

In this case the normal roster is detailed to the left of the actual hours worked and is used to interpret the shift being worked. Where a candidate has requested an allowance or an expense reimbursement, these will be detailed in the box provided and indicated on the submitted timesheet listing. These claims should be reviewed and can be edited by the Approving Manager.

The following samples show the various views for both daily and hourly rate types.

Daily Rate

Date		24 Hours Clock				Decimal Unit					
Day	Date	Start Time Hrs & Mins	Breaks Hrs & Mins	Finish Time Hrs & Mins	Total Hours Worked	Shift	DAY	OT1	OT2	OT3	OT4
Mon	11/06/2007	23:30	0	01:00	1:30		0.50				
Tues	12/06/2007	09:30	00:15	19:00	9:15		1.00				
Wed	13/06/2007	09:30	01:15	03:30	16:45		1.00				
Thur	14/06/2007	09:30	00:15	18:00	8:15		1.00				
Fri	15/06/2007	09:30	01:15	17:45	7:00		1.00				
Sat	16/06/2007	0	0	0	00:00						
Sun	17/06/2007	0	0	0	00:00						
Total					42:45		4.50				

Hourly Rate

Date		24 Hours Clock				Decimal Unit					
Day	Date	Start Time Hrs & Mins	Breaks Hrs & Mins	Finish Time Hrs & Mins	Total Hours Worked	Shift	ORD	OT1	OT2	OT3	OT4
Mon	28/05/2007	07:50	00:10	17:00	9:00	DS	9.00				
Tues	29/05/2007	07:55	01:00	17:15	8:20	DS	8.33				
Wed	30/05/2007	07:55	00:10	17:15	9:10	DS	9.17				
Thur	31/05/2007	07:55	01:20	17:05	7:50	DS	7.83				
Fri	1/06/2007	08:15	00:50	17:05	8:00	DS	8.00				
Sat	2/06/2007	0	0	0	00:00	DS					
Sun	3/06/2007	0	0	0	00:00	DS					
Total					42:20		42.33				

Rejecting Timesheets

As timesheets can be edited prior to approval, the action to reject a timesheet means there are some issues that require your HJB consultant to personally attend to. The action requires mandatory completion of a reason which will form part of an email to both the candidate and HJB consultant. This will prompt your consultant to action and remedy the problem. The timesheet will be listed in your rejected Timesheets folder where it can be corrected and approved.

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Editing Timesheets

Changes to submitted timesheets and subsequent approval will create an email to the candidate that their timesheet has been approved with amendments. Selecting edit will allow you to change the hours worked or vary the allowances/expenses.

Printing Timesheets

A printed version of the timesheet is available if you require a copy at this time. You will continue to receive a hard copy with your invoice.

Lodgment Times and Reviewing Status

The deadline for receiving approved timesheets either electronically or as hardcopy faxable versions is 10am every Monday.

This deadline may be earlier dependant on particular arrangements agreed.

You can review the status of timesheets at any stage by selecting Submitted Timesheets in the main menu. Waiting for Approval will be indicated where you, as Approval Manager, have not yet actioned the timesheet.

The candidate can access their timesheets to check on the status, and where changes have been made to review the result. At selected times on each day and during Friday you will be advised by email of timesheets waiting approval.

HJB will review the status of all timesheets and action accordingly. Statuses are:

- **Status Saved** – Email to candidate to complete and submit timesheet
- **Status Waiting Approval** – Email to Client to review and action timesheets
- **No Timesheet completed in week** – Email to candidate for reason

How to Get Help

Once your HJB Consultant has notified you of access, they will also allocate a Shared Services Coordinator to assist you with approving timesheets or other general timesheet related matters and report requests.

Other Administration Selections

Apart from having access to previously Approved Timesheets, you can search for timesheets, request extensions to existing assignments and run reports on timesheet activity for a period or by assignment.

Search Timesheets


You can perform a search by selecting the assignment or invoice number. The dates are mandatory where the assignment or invoice is left blank.


TIMESHEET SEARCH

You may search for specific timesheets using any of the criteria (fields) listed below. Please enter data only in field(s) required for your search. If your search does not provide you with results, try again using less search criteria.

Assignment No:

Invoice Number:

From Weekending: 

To Weekending: 

TIMESHEET SEARCH RESULT

Below is the result of your search criteria

Week Ending	Employee Name	Assignment #	Invoice Number	Status	Days	Week	Ord	OT1	OT2	OT3	OT4
17/6/07		384966	-	-	0.00	0	0	0	0	0	0
17/6/07		446050	-	A	0	0	26.08	0	0	0	0
17/6/07		449815	-	A	0	0	35.00	0	0	0	0
10/6/07		449815	124446	A	0	0	41.00	0	0	0	0
10/6/07		446050	124349	A	0	0	41.17	0	0	0	0
(Timesheets 1 - 5)											

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Request to extend assignment

Use the calendar drop down to select a future date to extend a particular assignment and then tick the confirm box. This action will notify your HJB consultant of your request by email as well as recording it on our database. Once the availability is confirmed the new End Date will be updated.

REQUEST TO EXTEND ASSIGNMENT

Below is a list of all Temporary/Contract assignments that are current. If you wish to submit a request for an extension on the end date, please select a date from the drop-down calendar, tick the confirm box and then the request button below. Your consultant will be advised of this request by email and our system will be updated for action. Once availability has been confirmed you will be notified of the revised end date.

Assign #	Position	Employee Name	Start Date	End Date	Request End Date	Confirm
449815	Product Manager		28/5/07	31/8/07		<input type="checkbox"/>
446050	Internal Communications		7/5/07	30/9/07		<input type="checkbox"/>
384966	Biller Implementation		13/6/06	30/9/07		<input type="checkbox"/>

Request to extend assignment Return to Menu

Assignment Details

When looking for a summary of hours and costs on a particular candidate assignment, enter the assignment number from the drop down and the name and position will be indicated. By selecting the dates for review from the calendar (weekending Sundays), a report is produced as displayed below. This can be saved as in Excel for your own purposes.

ASSIGNMENT DETAILS

You may search for specific timesheets using any of the criteria (fields) listed below. Please enter data only in field(s) required for your search. If your search does not provide you with results, try again using less search criteria.

Assignment No: 449815

Candidate Name:

Position: Product Manager

From Date:

To Date:

Submit Clear Return to Menu

Timesheet Summary Report

Use this facility to view and report on timesheet hours and costs for the week or a selected period. Save your report as an Excel spreadsheet. This request can be made for approved, unapproved, absent/on-leave timesheets and to list missing timesheets.

Select a timesheet status and a period from the drop down calendar. Our weekending is Sunday, so select the relevant Sunday. For reporting on one week both Sunday dates should be the same.

TIMESHEET SUMMARY REPORT

Please choose the status of the timesheets you wish to view and then enter a date range below to view your timesheet summary report.

Approved
 Unapproved
 Absent/On leave
 Missing Timesheets

From Weekending: 01/06/2007

To Weekending: 24/06/2007

Submit Clear Return To Menu

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Troubleshooting E-Timesheets

Scenario:

Cannot login to E-Timesheets

Resolution:

Contact your HJB Consultant who will be able to confirm your login details are correct.

Scenario:

Cannot view any timesheets

Resolution:

Make sure you have selected the correct login type. Refer to step 3 of this document.

Scenario:

The correct login Type was been selected (refer to step 3) and you still can not view any timesheets

Resolution:

Contact your HJB Consultant who will confirm you are listed on the assignment as either an Approval manger of Alternative Approver
