



Horner

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Online Timesheets

Casual Worker User Guide

This user guide is designed to assist you with the initial set up of your Online Timesheet user account, navigating within the Timesheet portal and completing and submitting your timesheet.

You can enter your hours into the timesheet on a daily or weekly basis. In order for your timesheet to be approved by the client before our payroll cut off, **you must submit your timesheet via the Timesheet portal by 12 noon each Monday.**

Payslips will be issued by 5:30pm each Wednesday with funds available in your nominated bank account each Thursday, if you have met all payroll cut off times.

Thank you for helping Horner support the environment by going online.

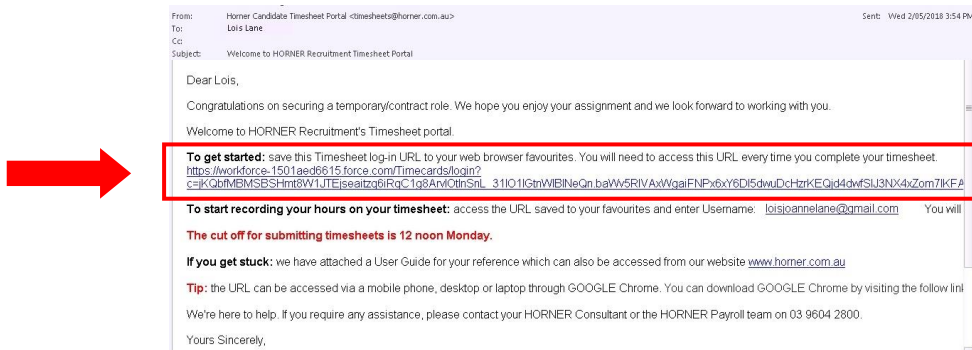


STEP 1: Timesheet Portal Welcome Email & Account Set-Up

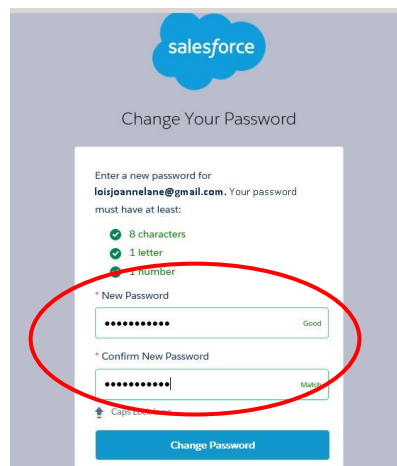
You will receive an initial Timesheet welcome email from Horner which will enable you to access the Timesheet portal and set up your user password. Your password must NOT be shared with anyone. It is your personal link to your online Timesheet portal. It is recommended that you access the Timesheet portal using Google Chrome only. The email will come from timesheets@horner.com.au and will look like the email example below.

To get started, you need to click on the URL embedded within the email.

TIP:
To be able to find this email again in the future we suggest you flag this email or search by 'Welcome to Horner Recruitment Timesheet Portal'. If using a smart phone, we suggest you bookmark the page.



You will be directed to the Timesheet user account set-up page and asked to create your password.



We recommend that you save the Timesheet portal URL to your web browser for future reference and record your password. Your user name is your email address. Once you have created matching passwords, click on **“Change Password”**. This will log you in to the Timesheet portal.

STEP 2: Select Timesheet

The Timesheet portal has three views: **Overdue** Timesheets, **Current** Timesheets and **Timesheet History**. To complete a timesheet for the current work week, you will need to click on the **“Current”** tab in green.

TIP:
To avoid your timesheet being rejected by the client, make sure you select the correct assignment and pay period.

Name	Client Name	Period	Hours	Status
TS-00161761	HORNER Client - Mulg	5/03/2018 - 11/03/2018	42.42	New
TS-00161762	HORNER Client - Mulg	12/03/2018 - 18/03/2018	7.50	New
TS-00161763	HORNER Client - Mulg	19/03/2018 - 25/03/2018	49.50	New
TS-00161764	HORNER Client - Mulg	26/03/2018 - 1/04/2018	0.00	New

Each assignment will appear on a separate green line. When you click on the assignment a timesheet will appear with its name (eg TS-00161761), the client name, the pay period and its status. To select the timesheet, simply click on the Timesheet Name (eg TS-00161764). If you have completed multiple assignments at different host client sites, please ensure you submit the right hours for the right assignment for the right pay period.

Repeat these steps for each assignment for the pay period.

STEP 3: Select Timesheet time format and enter daily hours

You can enter your timesheet in either 12 hour time or 24 hour time format. To select your preference, click on the **“Timesheet format”** button on the top left hand side of the screen.

- If you complete your timesheet in 12 hour time format you must enter all times with two digits for hours and two digits for minutes, i.e. 07:00 AM to 04:30 PM. You will need to select AM or PM as required.
- If you complete your timesheet in 24 hour time then this eliminates the need for AM or PM. Time is entered as follows 07:00 to 16:30.

Break times must be entered in minutes i.e 30, 60 etc for both formats.

Date	Day	Project Code	Start	End	Break (Min)	Total	Notes	Actions
26/03/2018	Mon	--None--	07 : 00 AM	03 : 00 PM	30	7.50	You can add a comment	+ - X
27/03/2018	Tue	--None--	07 : 00 AM	03 : 00 PM	30	7.50		+ - X
28/03/2018	Wed	--None--	07 : 00 AM	03 : 00 AM	30	19.50		+ - X

STEP 4: Add Notes (skip step if not applicable)

Notes can be added to each working day via the **“Notes”** field. Our recommendation is that you use this field to advise the client of any payroll related matters.

Timesheet Entries												
Date	Day	Project Code	Start			End			Break (Min)	Total	Notes	Actions
26/03/2018	Mon	--None--	07	:00	AM	03	:00	PM	30	7.50	You can add a note here	+ [icon] X
27/03/2018	Tue	--None--	07	:00	AM	03	:00	PM	30	7.50		+ [icon] X
28/03/2018	Wed	--None--	07	:00	AM	03	:00	AM	30	19.50		+ [icon] X
29/03/2018	Thu	--None--	07	:00	AM	03	:00	PM	30	7.50		+ [icon] X

STEP 5: Add Additional Days (skip step if not applicable)

You can add additional days by clicking on the **green plus (+)** symbol. A new line item will appear on the next line. Make sure you change the date in the date field to correspond with the actual date. To delete an entry simply click on the **red cross (x)** symbol.

Timesheet Entries												
Date	Day	Project Code	Start			End			Break (Min)	Total	Notes	Actions
26/03/2018	Mon	--None--	07	:00	AM	03	:00	PM	30	7.50	You can add a note here	+ [icon] X
27/03/2018	Tue	--None--	07	:00	AM	03	:00	PM	30	7.50		+ [icon] X
28/03/2018	Wed	--None--	07	:00	AM	03	:00	AM	30	19.50		+ [icon] X
29/03/2018	Thu	--None--	07	:00	AM	03	:00	PM	30	7.50		+ [icon] X

STEP 6: Add Expenses (skip step if not applicable)

If you incur any work-related expenses you may be entitled to a reimbursement if this has been pre-arranged with your Horner Consultant and the client. To add an expense item, click the **“Add”** button and enter details. To submit your receipt/s relevant to the expense, click on the **“Attach”** button under 'Actions' heading to upload receipt. To add additional expense items, click the **“Add”** button. Once you have added your expenses, click **“Save”**.

Expenses						
Date	Title	Amount (\$)	Inc. Tax	Tax Amount	Type	Actions
11/03/2016 (11/03/2016)	Travel to new work site	\$ 25.00	<input checked="" type="checkbox"/>	\$ 2.50	Travel	<input checked="" type="checkbox"/> Attach X

STEP 7: Timesheet Submittal

Once you have completed start and end times plus daily meal breaks for each day, plus any allowable work related expenses, and you are satisfied that your timesheet is correct, you have several options:

- **“Save Timesheet”** = timesheet is saved but not submitted*
- **“Submit Timesheet for Approval”** = timesheet is submitted to client for approval
- **“Print Timesheet”** = allows you to print a copy of timesheet if required. Note, timesheets will be stored electronically in the “Timesheet History ” section to refer to later rather than printing them

*If you choose to click **“Save Timesheet”** you will need to return prior to our payroll cut off time to submit it. A reminder that our **cut off for submitting timesheets is 12.00 noon each Monday.**

Timesheet Entries												
Date	Day	Project Code	Start		End		Break (Min)	Total	Notes	Actions		
26/03/2018	Mon	--None--	07	:00	AM	03	:00	PM	30	7.50	You can add a note here	+ [icon] X
27/03/2018	Tue	--None--	07	:00	AM	03	:00	PM	30	7.50		+ [icon] X
28/03/2018	Wed	--None--	07	:00	AM	03	:00	AM	30	19.50		+ [icon] X
29/03/2018	Thu	--None--	07	:00	AM	03	:00	PM	30	7.50		+ [icon] X

[Add Project Code](#) [Attach Timesheet/Invoice](#)

Expenses							
Date	Title	Expense Total (Including Tax)	Inc. Tax	Tax Amount	Pre Tax Value	Type	Actions
28/03/2018	Fuel	\$ 25.00	<input type="checkbox"/>	\$ 0.00	\$ 25.00	Travel	Attach X
[29/03/2018]							

[Add](#) [Save](#)

[Save Timesheet](#) [Submit Timesheet for Approval](#) [Print Timesheet](#)

Once your timesheet has been submitted your screen will refresh with the following view. You are unable to edit the timesheet once submitted.

Timesheet - TS-00161764

Client : HORNER Client - Mulg

Timesheet Period : 26/03/2018 to 1/04/2018

Job : Saving the World

30.00 hours

Timesheet Status : **Submitted**

Success:

The timesheet entries are submitted successfully

Note: Timesheet cannot be edited, please contact your administrator if you need to make changes

Timesheet Entries							
Date	Day	Project Code	Start	End	Break (Min)	Total	Notes
26/03/2018	Mon		07:00 AM	03:00 PM	30	7.50hrs	You can add a note here. The client will see this note.
27/03/2018	Tue		07:00 AM	03:00 PM	30	7.50hrs	---
28/03/2018	Wed		07:00 AM	03:00 PM	30	7.50hrs	---
29/03/2018	Thu		07:00 AM	03:00 PM	30	7.50hrs	---

STEP 8: Timesheet Approval/Rejection by Client

Confirmation of Approval

When you submit your online timesheet, it will automatically be forwarded to the client contact for approval. Once the client has approved your hours you will receive an email confirming that your timesheet has been approved. Please keep an eye out for this email. Receiving this email means that your approved hours and your details have been sent to Horner payroll for processing and that you do not need to do anything further.

Timesheet Rejection by Client (if applicable)

If your timesheet is rejected by the client due to any timekeeping errors you will receive an automated email requesting that you log-in to your Timesheet portal. Open the rejected timesheet, make the necessary amendments and re-submit your timesheet for approval. (ie Repeat relevant Steps 2 to 7). For instance, in the example provided on page 3, the finish time has been incorrectly entered as 3.00 AM instead of PM for Wednesday 28/03/2018 which means the total hours worked is incorrect ie 19.5 hours instead of 7.5 hours.

Once the client has approved your corrected timesheet you will receive an email confirming its approval. The timesheet process is now complete.

IMPORTANT THINGS TO NOTE:

Timesheet Processing Deadline

In order for your timesheet to be approved by the client before our payroll cut off, you must **submit your timesheet** via the Timesheet portal **by 12 noon each Monday**. Any delays may result in your pay being held over to the following week's pay-run.

Payslips will be issued by 5.30pm each Wednesday with funds available in your nominated bank account each Thursday.

Public Holidays

If there is a public holiday on a Monday, Tuesday or Wednesday, the payroll process timeline will be adjusted accordingly. Notification advising of adjusted payroll timeframes will be sent out several weeks prior to any change.

Trouble Shooting

We're here to help. If you require any assistance, please contact your Horner Consultant or the Horner Payroll team on:

Phone: 03 9604 2800

Email: payroll@horner.com.au.

This User Guide can also be accessed from our website www.horner.com.au.