



Horner

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Shaping futures

Online Timesheets

Client User Guide

This user guide is designed to assist you with viewing and approving online timesheets that are submitted by on-hired temporary staff (referred to as 'Candidate' in the portal) and navigating within the Timesheet portal.

In order for Horner to process the Candidate's payment on time please ensure you approve all Horner online timesheets by our payroll cut off time of **5.30pm each Monday**.

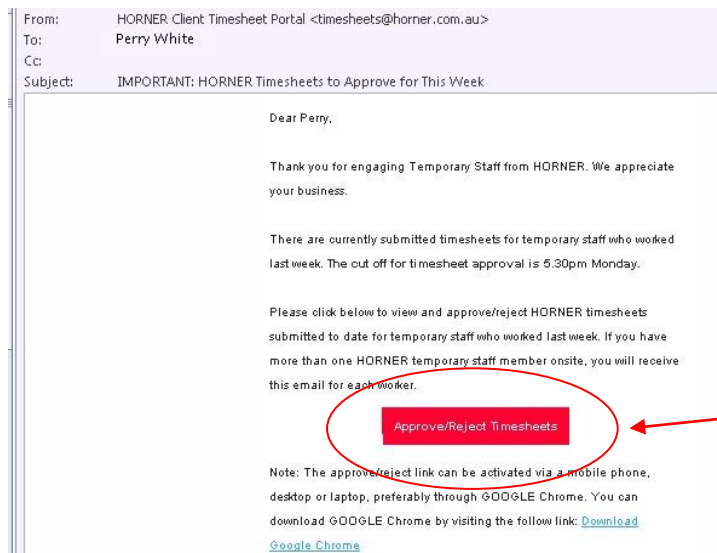
Thank you for helping Horner support the environment by going online.



STEP 1: Getting started

On a weekly basis the Horner Candidate will complete an online timesheet which is then submitted for approval by the client. As the primary client approver, you will be notified by email once a Horner Candidate has submitted their timesheet. **If you have more than one Horner Candidate onsite, you will receive an approver email for each Candidate.** (Note: A **secondary approver** can be nominated during periods of primary approver absence. Please advise your Horner Consultant or payroll team in advance to set this up.)

To access the Timesheet portal to review, approve/reject a timesheet, click on the **red button** in the email:

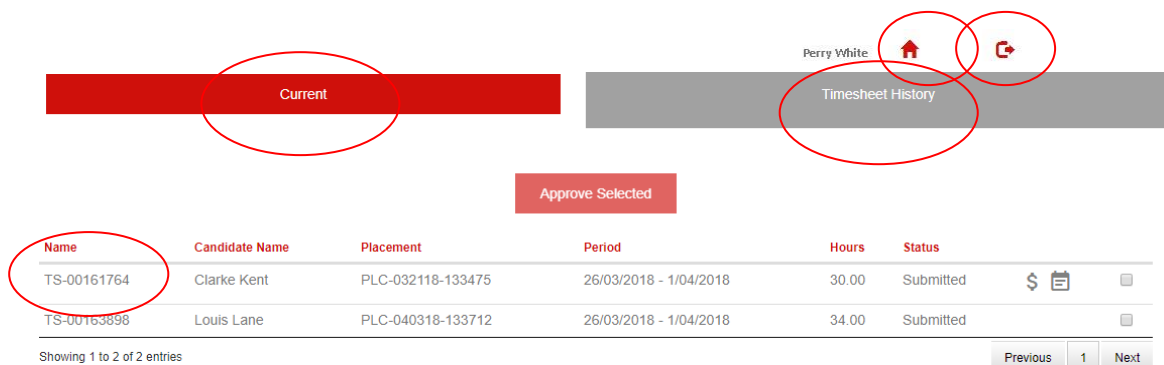


TIP:
You can only access the Timesheet portal via the Red Button. You can approve multiple timesheets at the same time via this red button.



TIP:
It is recommended that you access the Timesheet portal using Google CHROME.

STEP 2: Navigating the Timesheet Portal

The link from the email will open to a Timesheet portal which looks like this:



There are a number of key areas to navigate within the Timesheet portal:

- “**Current**” timesheets = all Timesheets that need to be approved
- “**Timesheet History**” = Historical Timesheets that have been approved by you
- **Name** = Timesheet name/number
- **Home button** = click to return to the timesheet portal home page: 
- **Log out** = this icon will end the user session and log you out: 

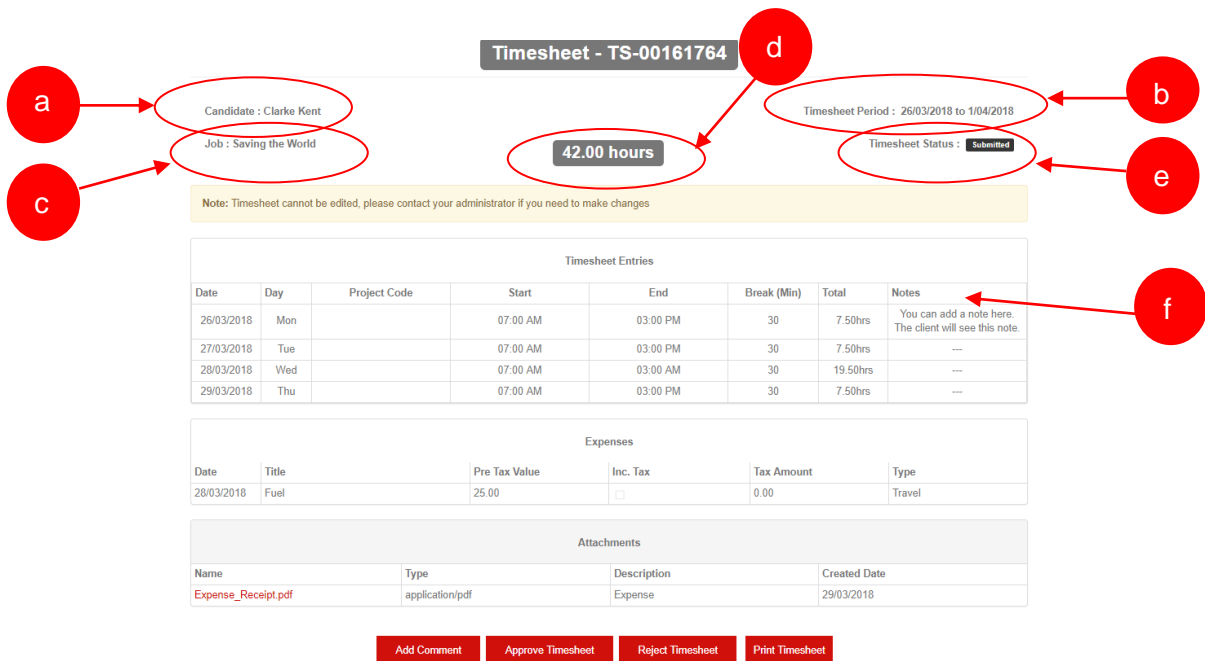
STEP 3: Opening and Reviewing a Timesheet

To open and approve/reject a timesheet, click on the Timesheet Name (e.g. TS-00161762) or to process multiple timesheets simply select the tick box on the right hand side.

Name	Hours	Status
TS-00161762	32.00	Submitted <input checked="" type="checkbox"/>

There are a number of key areas to navigate within the timesheet once opened

- Candidate** = Name of Candidate relevant to this timesheet
- Timesheet Period** = Date range relevant to this timesheet
- Job** = Job title of Candidate
- Total Hours** = total number of hours worked by the Candidate for that week
- Timesheet Status** = Shows if the Timesheet has been Submitted, Approved or Rejected.
- Notes** = Any comment/note the candidate has added to their Timesheet will appear here.



Timesheet - TS-00161764

a Candidate : Clarke Kent
c Job : Saving the World

d 42.00 hours

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

e Timesheet Status : Submitted

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 AM	30	19.50hrs	---
29/03/2018	Thu		07:00 AM	03:00 PM	30	7.50hrs	---

Expenses						
Date	Title	Pre Tax Value	Inc. Tax	Tax Amount	Type	
28/03/2018	Fuel	25.00	<input type="checkbox"/>	0.00	Travel	

Attachments			
Name	Type	Description	Created Date
Expense_Receipt.pdf	application/pdf	Expense	29/03/2018

f

[Add Comment](#) [Approve Timesheet](#) [Reject Timesheet](#) [Print Timesheet](#)

STEP 4: Review Timesheet

Review the details in the timesheet entered by the candidate under the heading 'Timesheet Entries' to ensure they are correct. Details to check are correct include:

- ✓ Date/s;
- ✓ Start and end times;
- ✓ Break time/s;
- ✓ Total hours; and
- ✓ If a public holiday or a weekend, to double check hours are correct.

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 AM	30	19.50hrs	---
29/03/2018	Thu		07:00 AM	03:00 PM	30	7.50hrs	---

STEP 5: Review Expenses (skip step if not applicable)

If the candidate has any allowable expenses then these will be listed below the timesheet entries section under the heading “**Expenses**” for you to review. Details to check are correct include:

- ✓ Date;
- ✓ Amount; and
- ✓ Type of expense; and
- ✓ Receipt is attached.

Expenses					
Date	Title	Pre Tax Value	Inc. Tax	Tax Amount	Type
28/03/2018	Fuel	25.00	<input type="checkbox"/>	0.00	Travel

Attachments			
Name	Type	Description	Created Date
Expense_Receipt.pdf	application/pdf	Expense	29/03/2018

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

Click on “**Add Comment**” if you want to add a relevant comment that will appear on your invoice against this timesheet.



STEP 7: Approving a Timesheet

If the hours and break times entered by the candidate and expenses (if applicable) are correct, click the “**Approve Timesheet**” button. This action approves the timesheet, forwards an 'Approval Confirmation' email to the candidate and sends the information to Horner payroll for processing.



STEP 8: Rejecting a Timesheet (skip step if not applicable)

If there are errors in candidate timekeeping and/or the candidate has entered an unapproved or incorrect expense, click the “**Reject Timesheet**” button and add a comment explaining why the timesheet was rejected. (For instance, in the example on page 3, the candidate has entered 3.00AM instead of PM on 28/03/2018 which means the total hours are incorrect and the timesheet would need to be rejected for the candidate to amend and resubmit.)

TIP:
Please be aware that the rejection reason you enter can be seen by the candidate and Horner payroll team.

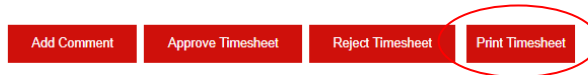


This action sends a system email to the relevant candidate alerting them to the rejected timesheet. The candidate will need to rectify the error(s) and re-submit the timesheet for approval.

Once errors have been rectified by the candidate you will receive another timesheet approval email from Horner. Please follow steps 3 - 7 as outlined above to access, review and approve rectified timesheet.

STEP 9: Printing a Timesheet *(skip step if not applicable)*

If you need to retain a copy of the timesheet you can print or save a copy of the timesheet by clicking the **"Print Timesheet"** button.



TIP:

A printed copy of the timesheet/s will be provided with the invoice reducing the need to print the timesheet at this step.

Once the timesheet has been approved, its status will change from 'Submitted' to 'Approved'.

STEP 10: Approving additional timesheets

To return to the timesheet portal home page simply click on the 'Home' button:



Any additional Timesheets can be selected and approved following steps 2 - 7.

STEP 11: Logging out

When you have finished processing all the timesheets, click on the log-out button to end your session:



TIP:

The cut off time for Candidate's to submit their timesheet is 12 noon each Monday to allow time for you to review and approve / reject the timesheet.

IMPORTANT THINGS TO NOTE:

Timesheet Approval Timeframes

In order for Horner to process the candidate's online timesheets on time please ensure you approve all Horner online timesheets **by 5.30pm each Monday**. Any timesheets approved after this cut off may result in the candidate's pay being held over to the following weeks' pay-run.

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.