
**Candidate Timesheet
User Guide**

This Candidate Timesheet User Guide explains how to record your hours worked and submit your timesheet online.

If you need instructions on how to use the Candidate Portal please refer to the “Candidate Portal User Guide”.

Need assistance?

For payroll and timesheet queries please email payroll@horner.com.au.

For all other queries please reach out to your Horner Consultant.

Accessing the Timesheet Link

You can choose to complete your timesheet using your mobile device by accessing the following Timesheet only link:

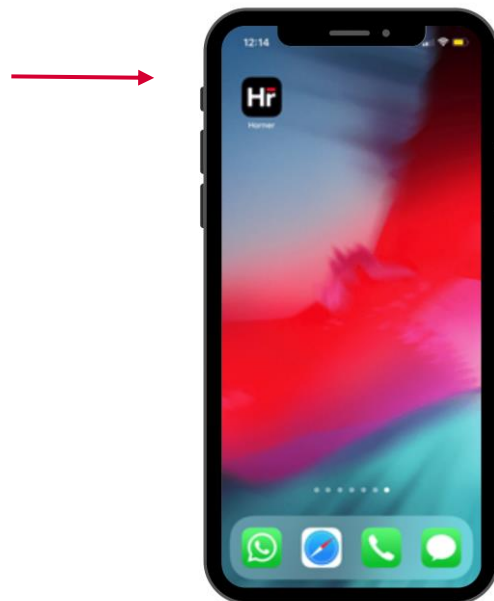
<https://horner.fasttrack360.com.au/FastTrack.MobileTimesheets/#/timesheet/summary>

Please note:

- The Mobile timesheet link can be used on any device including a mobile phone.
- It is ONLY for timesheet purposes and an alternative option to the Candidate Portal if all you want to do is to update and submit your timesheet.

Using your device functionality, you can create a shortcut to the link (URL) provided in the email.

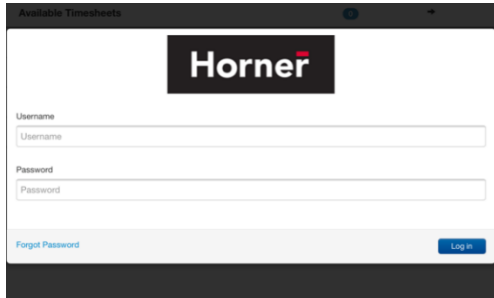
- The default name will be “FastTrack”, but we suggest you rename this HORNER
- You can then access the Online Timesheet functionality direct from your device’s home screen



Logging In

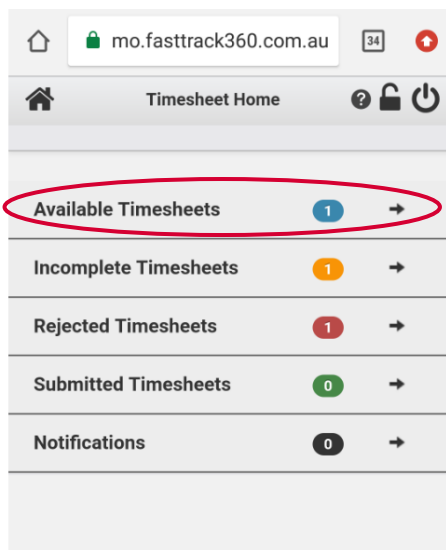
Enter the username and password provided in the email and click **Login**.

- You may be prompted to enter a new password, if so, once you have saved the new password you will be prompted to login again using the new password



Home Screen

Once logged in you see the Timesheet Home Screen. This screen displays how many timesheets you have in each of the Timesheet status'



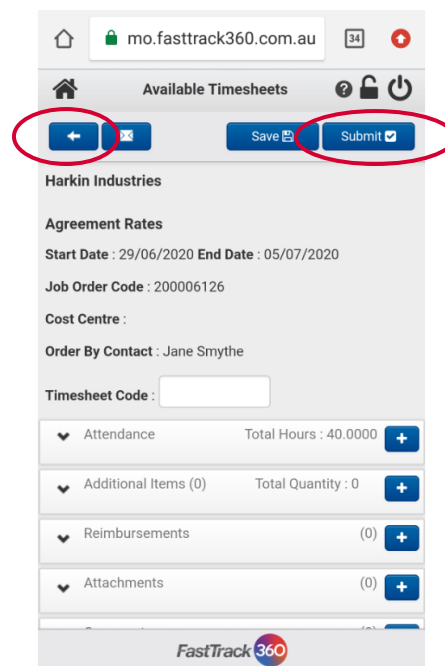
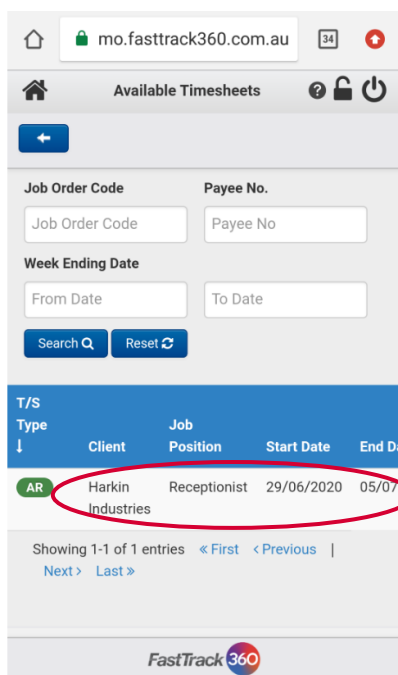
- Available Timesheets** – timesheets that you haven't yet completed and submitted for approval
- Incomplete Timesheets** – timesheets that you have edited and saved but not yet submitted for approval
- Rejected Timesheets** – timesheets that you submitted but have been rejected by the Client
- Submitted Timesheets** – timesheets that you have submitted and have yet to be approved
- Notifications** – messages you have been sent within the system

Note: You will not see future dated timesheets, only the current week, and any that have yet to be completed for prior weeks.

Completing your timesheet

To complete your timesheet, click on **Available Timesheets** (refer circled category on screen shot above).

- You will see a list of timesheets with the Client Name, Position title and Start and End Date displayed
 - The Start and End Date relate to the timesheet period, not necessarily the entirety of your placement
- Click on the relevant list item and the Timesheet will open



The Timesheet is made up of different sections and buttons



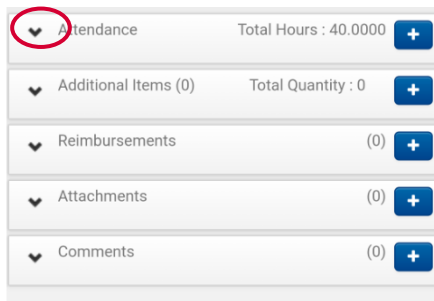
- **Left pointing arrow** – takes you back to the previous screen
- **Message icon** – opens a message screen allowing for you to send a message to the approver
- **Save button** – will save your changes and move your timesheet from Available into Incomplete
 - Use this if you want to complete your timesheet day by day and then submit at the end of week
- **Submit button** – submits the timesheet through ready for approval

The Header of the timesheet (refer image the right) shows all the details of the timesheet, including the Client name, the Start and End date and Client contact name.

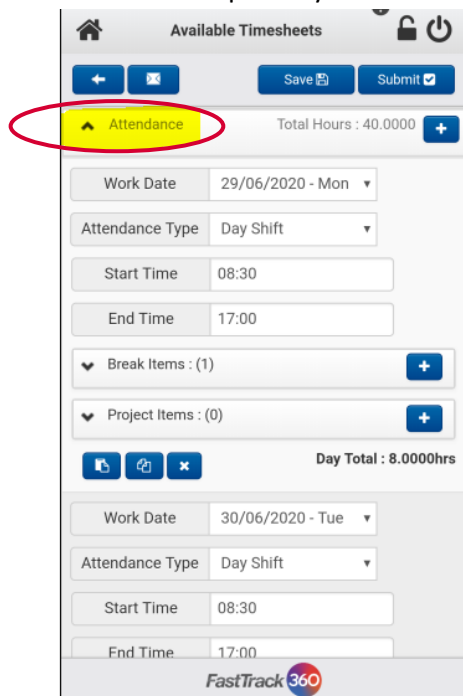
You should only be populating the Timesheet Code if you have been advised to do so.



- Sections of the timesheet (refer image below) are accessed by clicking the downward facing arrow to expand each section



- **Attendance** – this is where you will key in your Start and End time for each day of the timesheet period you worked



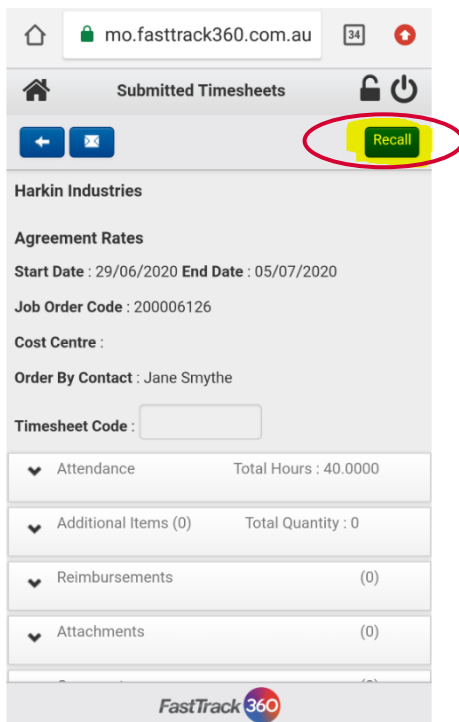
- The Start and End Time may be pre-populated and you only need to update where required
- If the Start and End Time is blank you need to enter this information
 - Be sure to also add in the relevant break times in the Break Items drop down
- Project Items can be entered by clicking the + symbol – Horner Recruitment will inform you if this is required
- **Additional Items** – allows you to add additional available allowance such as travel allowance or first aid allowance.
 - Click the + symbol to add quantity of hours if required
- **Reimbursements** – allows for you to add any out-of-pocket expenses that you wish to claim
- **Attachments** – enables you to attach photos or documents to your timesheet
- **Comments** – allows for you to add a comment to the timesheet

Submitting your timesheet

Once the timesheet is complete, click **Submit**. If there is information missing or incorrect, you will be presented with an error message - fix the issue and then click Submit again.

If, after submitting your timesheet, you realise there is more to add, you can navigate to the **Submitted** status to access the timesheet and **Recall** it.

- Doing this moves the timesheet from **Submitted** to **Incomplete**
 - From within Incomplete, you can update the timesheet and Submit again



Next steps

After submitting your timesheet, the Client will be responsible for approving the timesheet.

If the Client finds an issue with your timesheet, they may reject it and you will receive a message stating that the timesheet has been rejected

- You will find the timesheet in the **Rejected** status
 - Go to the Rejected status and open timesheet
 - The Rejected Reason is displayed as a section
 - Expand the section to see the reason why it was rejected
 - Make relevant changes to the timesheet and click Submit again

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Rejected Timesheets

Save Submit

Harkin Industries

Agreement Rates

Start Date : 27/04/2020 End Date : 30/04/2020

Job Order Code : 200006050

Cost Centre :

Order By Contact : Liam Nightingale

Timesheet Code :

Rejected Reason

Attendance Total Hours : 32.0000 +

Additional Items (0) Total Quantity : 0 +

Reimbursements (0) +

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If the Client finds no issues with the timesheet, they will approve it and it will no longer be displayed in the Submitted status.

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