



HIA Timesheets - User Guide for Hosts

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1 Introduction

This guide has been designed to accessing and utilising the HIA Online Timesheet System.

This document will guide you through the process of logging into the online timesheet system, authorising Employee's timesheet, and the process of rejecting incorrect timesheets.

It will also show you how to view your Placement and User Account Details and reset your password.

2 Conventions

The following symbols are used in this guide.

Symbol	Purpose
	Indicates an item of important information.



As a host you will be able to access this system to view and approve (reject) timesheets submitted by your apprentices/employees.

Within the online timesheet system you will also be able to view previously approved Timesheets, Placement Details, and User Profiles.

The HIA Online Timesheet System can be accessed from any computer or mobile device with internet connection, including lap tops, tablets and mobile phones.

3 Login

When you have been registered as an HIA Timesheet 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 the system.

To access the system click on the link in your Welcome Email

Ensure the User Type is 'Client'

A screenshot of the HIA Online Timesheet System login page. The page has a white background with a dark blue border. At the top left, it says "HIA apprentices" in bold black font, followed by "the best in the business" in a smaller black font. To the right of this text is the HIA logo. Below the header, the text "Online Timesheet System" is centered. Underneath, there is a "User Type:" label followed by a dropdown menu showing "Client". Below that are two input fields: "Username:" and "Password:". To the left of the "Password:" field is a checkbox labeled "Remember Me". To the right of the "Password:" field is a link that says "Forgot Password". Below the input fields is a large green button with the word "Login" in white. At the bottom of the page, it says "Database: HIA SANDBOX" and "Switch To Desktop Version" in a smaller font.

Enter your Username (email address) and password exactly as it appears in the Welcome Email and click .



When you log in for the first time, you will be required to enter a New Password

A screenshot of a 'Change Password' form. It has a green header with the text 'Change Password'. Below the header, there are two input fields: 'New Password' and 'Re-enter your new Password'. At the bottom of the form, there are two buttons: 'save' and 'close'.

Enter a new password and click **save**

To close out of this screen they click **close**

3.1 Forgotten Password

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

A screenshot of the HIA apprentices login screen. The header says 'HIA apprentices the best in the business' with the HIA logo. Below that is 'Online Timesheet System'. There is a 'User Type' dropdown menu set to 'Client', a 'Username' input field, and a 'Password' input field. There is a 'Remember Me' checkbox and a 'Forgot Password' link. A green 'Login' button is at the bottom. At the very bottom, it says 'Database: HIA SANDBOX' and 'Switch To Desktop Version'.

In the Reset Password screen check the User Type is Employee and enter your Username.

A screenshot of the HIA apprentices 'Reset Password' screen. It has the same header as the login screen. Below the header is 'Online Timesheet System'. There is a 'User Type' dropdown menu set to 'Client', a 'Username' input field, and a 'Reset Password' button. Below the button, it says '< back to login'. At the very bottom, it says 'Database: HIA SANDBOX'.

Click **Reset Password** and a temporary password will be emailed to you.

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



4 Main Menu

The Main Menu of the Client Screen consist of the following

- Timesheet
- Placements
- My Profile
- Notifications

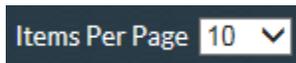
Each screen can be accessed by clicking on the heading and then the relevant tab

The screenshot shows the HIA apprentices web application interface. At the top, there is a header with the HIA logo and the slogan "the best in the business". To the right, it says "Welcome, Gaurav Supervisor!" and "You are logged in as an Supervisor" with links for "FAQs" and "LOG OUT". Below the header is a green navigation bar with tabs for "TIMESHEETS", "PLACEMENTS", "MY PROFILE", and "NOTIFICATIONS". The main content area is titled "View Timesheets" and includes filters for "Timesheet Status" (All), "Pay Period" (All), and "Items Per Page" (10). There is a search bar with "Search For:" and "Search" and "Clear" buttons. Below the search bar is a table with the following data:

<input type="checkbox"/>	Pay Period	Employee	Job Description	Total	Submitted	Approved	By
<input type="checkbox"/>	18/04/2016	Gaurav App	1st Year Carpentry Apprentice	88.00	✓		
<input type="checkbox"/>	27/03/2016	Gaurav App	1st Year Carpentry Apprentice	87.60	✓	✓	Gaurav Supervisor
<input type="checkbox"/>	28/02/2016	Gaurav App	1st Year Carpentry Apprentice	72.00	✓	✓	Gaurav Supervisor
<input type="checkbox"/>	14/02/2016	Gaurav App	1st Year Carpentry Apprentice	81.60	✓	✓	Gaurav Supervisor
<input type="checkbox"/>	31/01/2016	Gaurav App	1st Year Carpentry Apprentice	80.00	✓	✓	Gaurav Supervisor
<input type="checkbox"/>	03/01/2016	Gaurav App	1st Year Carpentry Apprentice	80.00	✓	✓	Gaurav Supervisor
<input type="checkbox"/>	20/12/2015	Gaurav App	1st Year Carpentry Apprentice	70.00	✓	✓	Gaurav Supervisor
<input type="checkbox"/>	20/12/2015	Gaurav App	1st Year Carpentry Apprentice	70.00	✓	✓	Gaurav Supervisor
<input type="checkbox"/>	07/12/2015	Gaurav App	1st Year Carpentry Apprentice	60.00	✓	✓	Gaurav Supervisor
<input type="checkbox"/>	22/11/2015	Gaurav App	1st Year Carpentry Apprentice	80.00	✓		

At the bottom of the table, there are navigation arrows: "< 1 2 >". The footer contains "Copyright © 2013 Codehouse Australia | AnyTime Online Timesheet System", "Terms of Use", and "Web App by CH HOUSE".

When viewing details in any screen you can select the number of records that display on the page by selecting the amount from the 'Items per Page' field.



To move between pages use the scroll arrows or page numbers at the bottom of the screen.



You can also filter on details displayed in screens by entering the data in the 'Filter

For' field and clicking .



4.1 Timesheets

4.1.1 View Timesheet

Here you can view timesheets filtered by a Timesheet Status and Pay Period.

Use the drop down menus to select the Timesheet Status and Pay Period.



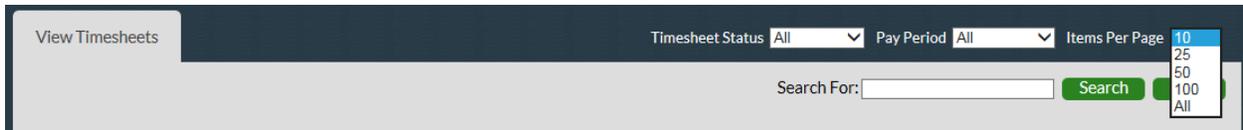
You can select to view timesheets based on the following status:

Submitted: Indicates that the timesheet has been submitted to your host for approval. You may view the timesheet but cannot make any modifications.

Approved: Indicates that the timesheet has been approved by your host.

You may view the timesheet but cannot make any modifications.

You can also select the number of records that are displayed on each page by selecting an amount from the 'Items per Page' drop down box.



To view a timesheet click on the line of the Timesheet you wish to view.

Note: When accessing the system if you have been registered as a Line Manager you will be able to view all Timesheets and Placements.



If you have been registered as a Supervisor you will only be able to view Timesheet and Placements of Employees that have directly been assigned to you and your own User Account details.



4.1.2 Email notification for submitted timesheets

When a timesheet has been submitted all Line Managers and the Supervisor assigned to the Employee will receive an Email to notify them that the Employee has submitted a timesheet and you will need to log on and approve the timesheet.

The Email will display a summary of the timesheet that has been entered and a breakdown of any allowances.

Sample Email:

Dear Gaurav

The following timesheet is currently awaiting approval: **Gaurav App / GN Building / 18-04-2016**

Please click [here](#) to log on to Anytime to authorise outstanding timesheets.

Summary of hours:

Week Day	Start Time	Start Break	End Break	End Time	Hours	Work Type	Ordinary	Ord Part	Tafe	OT1.5	OT2.0	OT2.5	Ann Leave	RDO	Sick NP	Sick	Carers Lve	Public Hol	LWOP	WCPEND	Total	
Tue (05/04)					8.00hrs	Ordinary	8.00															8.00
Wed (06/04)					8.00hrs	Ordinary	8.00															8.00
Thu (07/04)					8.00hrs	Ordinary	8.00															8.00
Fri (08/04)					4.00hrs	RDO			4.00					4.00								8.00
Fri (08/04)					4.00hrs	Tafe																
Sat (09/04)						Ordinary																
Sun (10/04)						Ordinary																
Mon (11/04)					8.00hrs	Ordinary	8.00															8.00
Tue (12/04)					8.00hrs	Ordinary	8.00															8.00
Wed (13/04)					4.00hrs	Ordinary	4.00		4.00													8.00
Wed (13/04)					4.00hrs	Tafe																
Thu (14/04)					8.00hrs	Ordinary	8.00															8.00
Fri (15/04)					8.00hrs	Ordinary	8.00															8.00
Sat (16/04)						Ordinary																
Sun (17/04)						Ordinary																
Mon (18/04)					8.00hrs	Ordinary	8.00															8.00
					Total 80.00hrs		68.00		8.00					4.00								

Notes:

To open and approve the timesheet from the email click on [k here to](#)

This will take you to the log in screen where you can enter your, Username and Password.



Note: If you have checked the 'Remember Me' checkbox then these details will already be entered and you will just need to click 

The timesheet is then approved in the same manner as below.



Note: Where the option has been enabled notifications may also be received by SMS



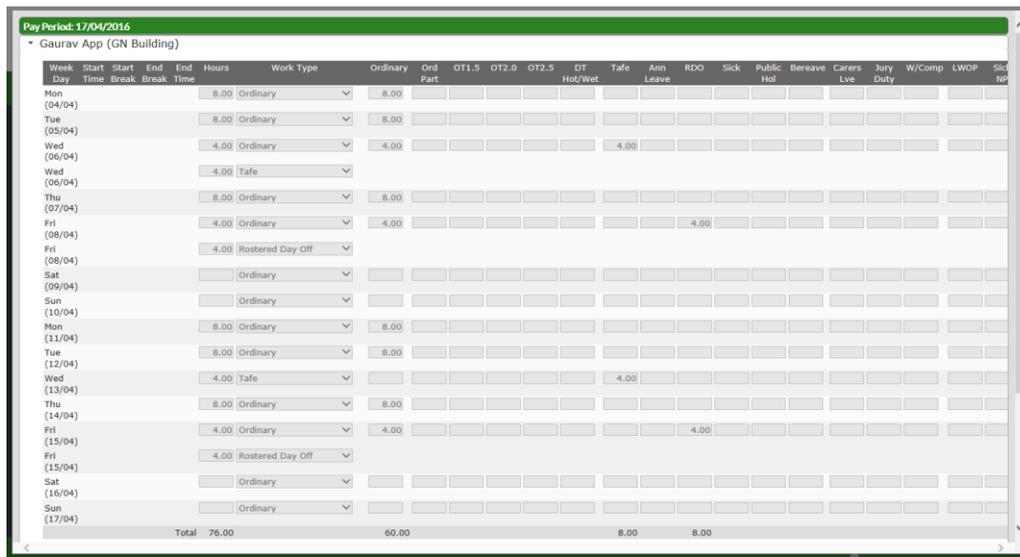
4.1.3 Approving Timesheets

Timesheets are approved or rejected via the View Timesheets screen.

To view all unapproved timesheets select 'Submitted' from the Timesheet Status.



Click on the timesheet that you wish to view



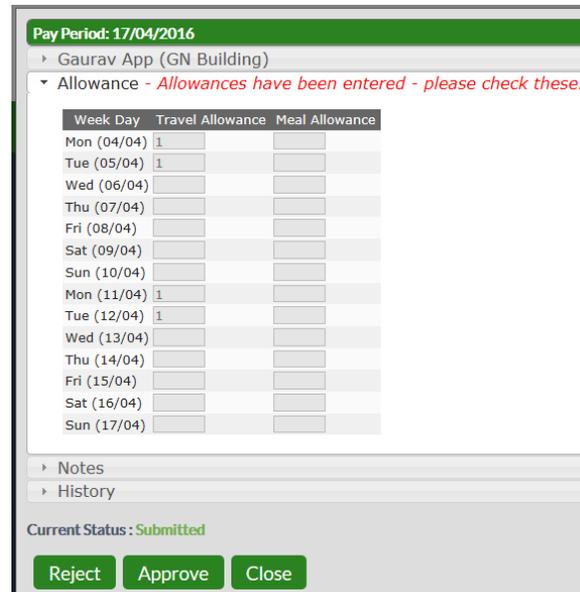
The timesheet is displayed as entered by the Employee and also includes a breakdown of the hours against Pay Items that determine the charge rates that will appear on your Company's invoice for the timesheet.

To view a note entered against a Work Type click on the symbol





Where Allowances and Notes have been entered they can be viewed by clicking on the  to expand the drop down window.



Pay Period: 17/04/2016

▸ Gaurav App (GN Building)

▾ Allowance - *Allowances have been entered - please check these.*

Week Day	Travel Allowance	Meal Allowance
Mon (04/04)	1	
Tue (05/04)	1	
Wed (06/04)		
Thu (07/04)		
Fri (08/04)		
Sat (09/04)		
Sun (10/04)		
Mon (11/04)	1	
Tue (12/04)	1	
Wed (13/04)		
Thu (14/04)		
Fri (15/04)		
Sat (16/04)		
Sun (17/04)		

▸ Notes

▸ History

Current Status: Submitted

To approve the timesheet click



Any Time Online Timesheet System

This will authorise the timesheet hours for Gaurav App and by authorising, you approve that the hours that have been entered are accurate and correct?

Confirm the timesheet is correct click

This will return you to the View Timesheets screen and you can approve further Timesheets in the same manner

Once the Timesheet has been approved an email will be sent to The Employee, all Line Managers and the Supervisor indicating the timesheet has been approved.



4.1.4 Rejecting Timesheets

If the timesheet is incorrect and needs to be amended by the Employee click



OTS Timesheet

Please state rejected reason:

Hourse not entered for Sat 09/04 &16/04

Enter a reason the timesheet has been rejected

Click

An Email (SMS) will be sent to the Employee to notify them their timesheet has been rejected and they are required to amend and resubmit it.

4.1.5 Multi Approve Timesheets

Within the HIA Online Timesheet system there is also the option as a Client to Approve multiple timesheets at the same time.

To approve multiple timesheets go to View Timesheets and select 'Submitted' from the Timesheet Status drop down menu and the required Pay Period.

To view details of the timesheet without opening the timesheet hover your mouse in the first column

View Timesheets		Timesheet Status: Submitted		Pay Period: All		Items Per Page: 10									
		Search For:		Search		Clear									
<input type="checkbox"/>	Pay Period	Employee	Job Description	Total	Submitted	Approved	By								
<input type="checkbox"/>	17/04/2016	Gaurav App	1st Year Carpentry Apprentice	80.00	<input checked="" type="checkbox"/>										
<input type="checkbox"/>	Week Day	Start Time	Start Break	End Break	End Time	Hours	Work Type	Ordinary	Ord Part	OT1.5	OT2.0	OT2.5	DT Hot/Wet	Tafe	Ann Leave
<input type="checkbox"/>	Mon (04/04)					8.00	Ordinary	8.00							
<input type="checkbox"/>	Tue (05/04)					8.00	Ordinary	8.00							
<input checked="" type="checkbox"/>	Wed (06/04)					4.00	Ordinary	4.00						4.00	
<input type="checkbox"/>	Wed (06/04)					4.00	Tafe								
<input type="checkbox"/>	Thu (07/04)					8.00	Ordinary	8.00							
<input type="checkbox"/>	Fri (08/04)					8.00	Sick								
<input type="checkbox"/>	Sat (09/04)						Unwell, Send Medical Certificate by email!								
<input type="checkbox"/>	Sun (10/04)														
<input type="checkbox"/>	Mon (11/04)					8.00	Ordinary	8.00							
<input type="checkbox"/>	Tue (12/04)					8.00	Ordinary	8.00							
<input type="checkbox"/>	Wed (13/04)					4.00	Ordinary	4.00						4.00	
<input type="checkbox"/>	Wed (13/04)					4.00	Tafe								
<input type="checkbox"/>	Thu (14/04)					8.00	Ordinary	8.00							
<input type="checkbox"/>	Fri (15/04)					8.00	Ordinary	8.00							
<input type="checkbox"/>	Sat (16/04)						Ordinary								
<input type="checkbox"/>	Sun (17/04)						Ordinary								
				Total		80.00		64.00						8.00	



This will display the timesheet details at a glance without having to open the timesheet.



Note: Any timesheets that have Notes or Allowances entered will be identified by the  icon and it is recommended that these timesheets be viewed in full details by clicking on the timesheet line as outlined above.

Once previewed multiple timesheets can be approved by clicking on the checkbox in the first column.

<input checked="" type="checkbox"/>	<input type="checkbox"/>	Pay Period	Employee	Job Description	Total	Submitted	Approved	By
<input checked="" type="checkbox"/>	<input type="checkbox"/>	17/04/2016	Gaurav App	1st Year Carpentry Apprentice	80.00	✓		
<input checked="" type="checkbox"/>	<input type="checkbox"/>	10/04/2016	Gaurav App	1st Year Carpentry Apprentice	80.00	✓		

This will tick the checkbox against every timesheet on the page.



Note: Remove the tick in the checkbox from any timesheet you do not wish to code and save at this time.

To approve all timesheets click .

An email will then be sent to all Line Managers and the Supervisor noting the timesheet(s) that have been approved.

4.1.6 Approve Timesheets 'On the Spot'

The system also includes functionality so that you can approve a Timesheet 'on the spot' via the Employee Timesheet entry screen. This function is just like you being handed a manual timesheet from the Employee and you signing it immediately.

To access this function when the Employee has entered their timesheet they need to click





Where you are the supervisor assigned against the timesheet your Username will be automatically populated. Alternatively you can select your name from the Supervisor drop down menu.

Enter your password and click **Login**

You can then Approve (Reject) the timesheet in the same manner as outlined above.

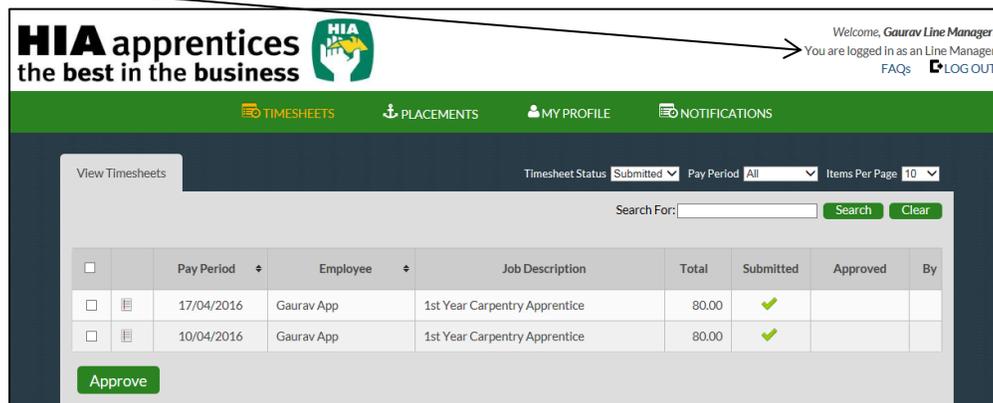


5 Placements

The Placement tab provides you with summary details of all current active Placements for your Apprentices/Employees including

- Employee Name
- Client
- Start Date
- End Date
- Pay Cycle
- Job / Award Description
- Supervisor
- Purchase Order

Line Managers will be able to view details for all Employees





Supervisors will only be able to view details of Employees assigned to them

The screenshot shows the 'View Timesheets' page for a Supervisor. At the top, there is a navigation bar with 'TIMESHEETS', 'PLACEMENTS', 'MY PROFILE', and 'NOTIFICATIONS'. The main content area includes a search bar and a table of timesheet entries. A green arrow points from the text above to the 'Supervisor' role indicator in the top right corner.

<input checked="" type="checkbox"/>		Pay Period	Employee	Job Description	Total	Submitted	Approved	By
<input checked="" type="checkbox"/>		17/04/2016	Gaurav App	1st Year Carpentry Apprentice	80.00	<input checked="" type="checkbox"/>		
<input checked="" type="checkbox"/>		10/04/2016	Gaurav App	1st Year Carpentry Apprentice	80.00	<input checked="" type="checkbox"/>		

6 My Profile

This tab enables you to view your User details.

The screenshot shows the 'View Profile' page for a Line Manager. The navigation bar highlights 'MY PROFILE'. The profile details are as follows:

Name	Username	Email	Mobile	Last Login	
Gaurav Line Manager	g.nelson@hia.com.au	g.nelson@hia.com.au		11/05/2016	Change Password

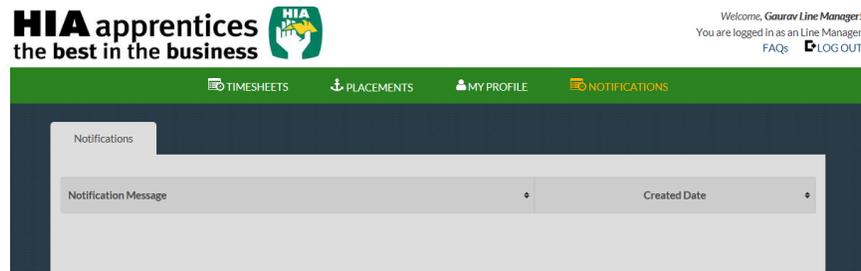
You can change your password in this screen by clicking [Change Password](#)

Enter a new Password as you did when you logged into the system the first time.

For changes to email addresses and mobile numbers please contact your Supplier.

7 Notifications

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



8 Logout

To log out of the HIA Online Timesheet system click on



9 Frequently Asked Questions

To view the frequently asked questions click

