HIA Timesheets - User Guide for Apprentices – Mobile

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1 Introduction

This guide has been designed to assist Employees with accessing and utilising the HIA Timesheets System via a mobile device.

This document will guide you through the process of logging into the online timesheet system, creating a timesheet, submitting a timesheet and correcting a rejected timesheet.

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

2 Conventions

The following symbols are used in this guide.

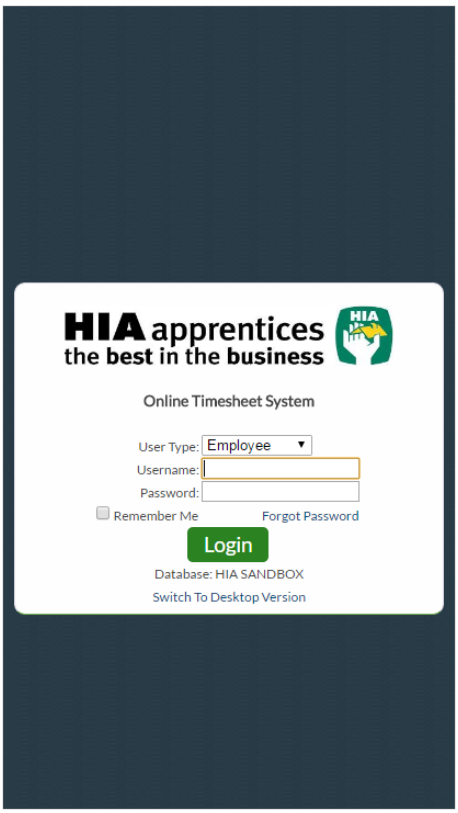
Symbol	Purpose
	Indicates an item of important information.

To access the HIA Timesheet system on a mobile device you will need internet connection.

3 Log In

When your Employer has registered you as an HIA Timesheets 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 your Company's Online Timesheet System.

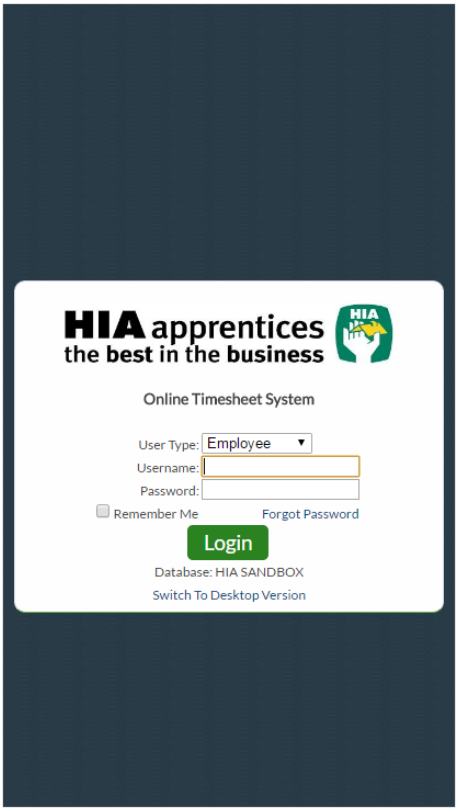
To access the system click on the link in your Welcome Email, or you can enter the web address directly into your web browser.



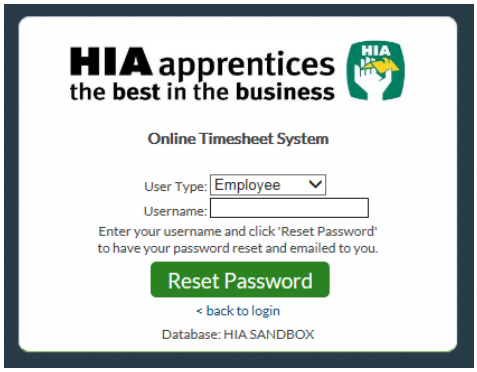
Enter your Username (email address) and password exactly as it appears in the Welcome Email and click Login.

3.1 Forgotten Password

If you have forgotten your password click Forgot Password.



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

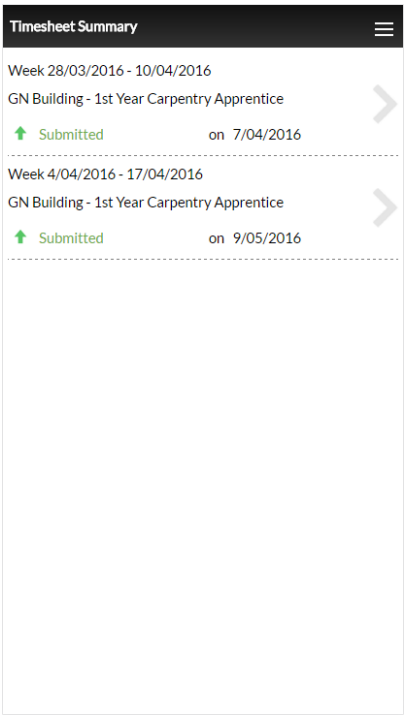


Click Reset Password and a temporary password will be emailed to you.

To return to the Login Screen click < back to login.

4 Timesheet Summary Screen

When accessing the system it will default to the Timesheet Summary screen.



This screen will display up to 6 timesheets for different Pay Periods and the current status of the timesheet.

Status	Description
Not Created	Timesheet has yet to be created for this period.
Created	Timesheet has been created but not submitted for approval.
Submitted	Timesheet has been submitted and awaiting approval.
Approved	Timesheet has been approved by Supervisor.
Rejected	Timesheet has been rejected and needs to be amended and resubmitted.

To enter a new timesheet or submit a Created timesheet click on the Pay Period.

Please see Timesheets below for instructions on creating and submitting timesheets.

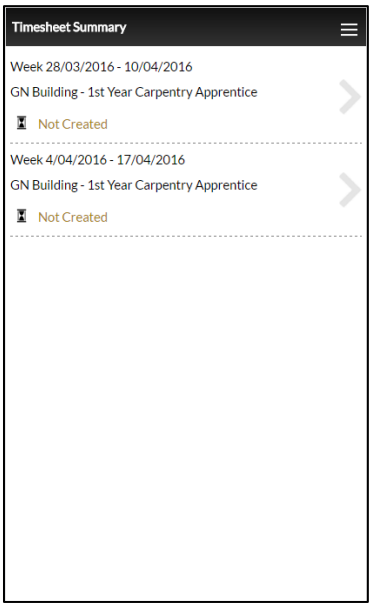
NOTE

To access the Main Menu from this screen click ☰.

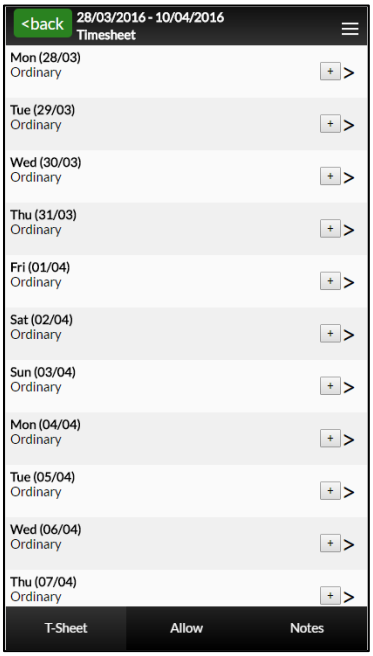
5 Timesheets

5.1 Create Timesheet

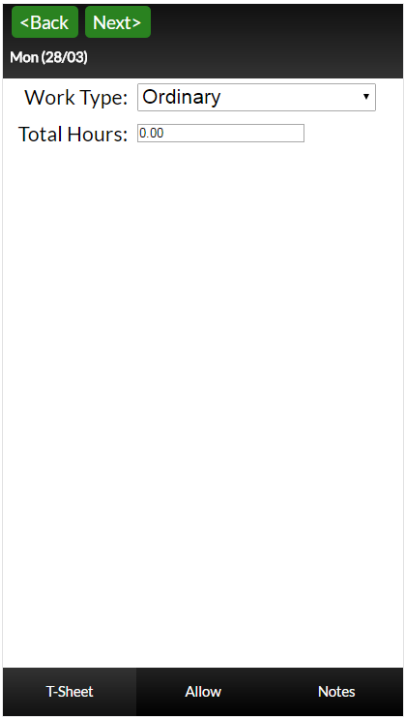
On Timesheet Summary page, click on the Placement you wish to enter a timesheet for.



Click on the timesheet dates for the timesheet. To enter a timesheet for a future or past pay period select it from the drop down menu.



Click on the day of the week to enter the hours worked for that day.



Enter the total hours workedfor the day.

Select the work type from the drop down menu.

Once completed click <Back.

5.2 Multiple Work Types in a Day

There may be days when you need to record hours against more than one Work Type, i.e.: If you worked half a day and then went home sick.

To enter hours against more than one work type enter the hours against the first Work Type and then click .

This will open an additional line for that day so the other hours can be entered against a new Work Type.

You can enter any number of rows for any one day by clicking .

NOTE To remove a line that has been added click .

5.3 Copy Down

The Copy Down function allows you to copy hours down your timesheet.

When you click

the Start Time, Start Break, End Break, End Time and the Work Type will be copied to the end of the timesheet (excluding Sat and Sun).

5.4 Copy Last Timesheet

If you have entered a timesheet for a previous Pay Period for the same Placement and your Hours Worked and Work Types are exactly the same as those in the previous pay period you can click

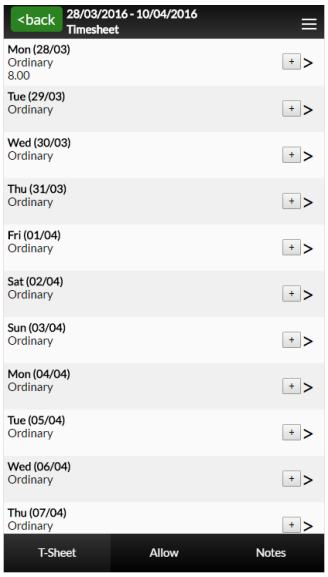
to automatically complete your timesheet.

Any Allowances entered in the previous timesheet will also be copied across to the current timesheet.

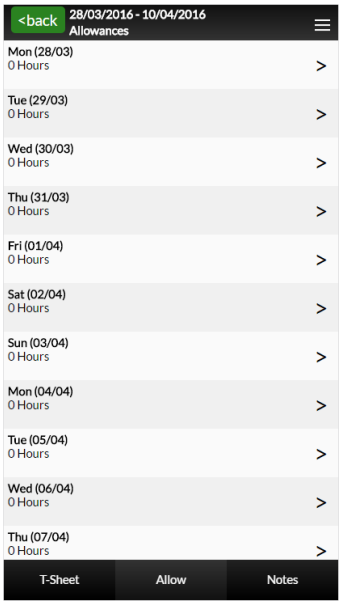
NOTE

5.5 Allowances (where applicable)

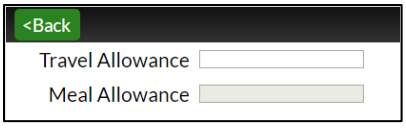
If you are entitled to allowances and need to enter these on your timesheet click Allow.



Select the day to enter the allowances against.



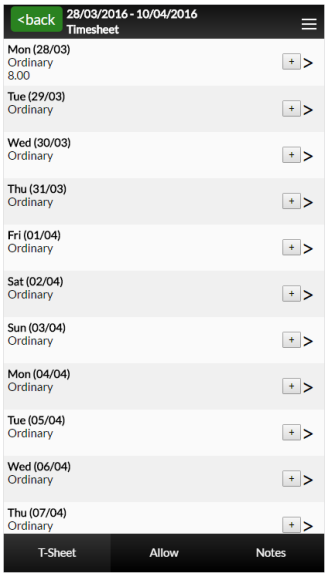
Enter the unit/hours for the allowance and click <Back.



5.6 Notes

You can enter notes for either your Host or Employer in the Note section.

To Open the Note section click Notes.



Enter the required note and click <Back.

5.7 Supervisor

The supervisor displayed on your timesheet will default to the Supervisor assigned to your placement.

To amend the Supervisor, select the new supervisor from the drop down menu.

To add additional Supervisors click + and select them from the drop down menu.

Once you have finished in the timesheet screen you have 3 options.

5.8 Save

This will save the timesheet and you can reopen the timesheet and make changes to it at a later time by clicking on the timesheet in the View Timesheet screen.

5.9 Save & Submit

When you have checked that the hours and other details on your timesheet are correct, you timesheet needs to be submitted so your Host can Approve it.

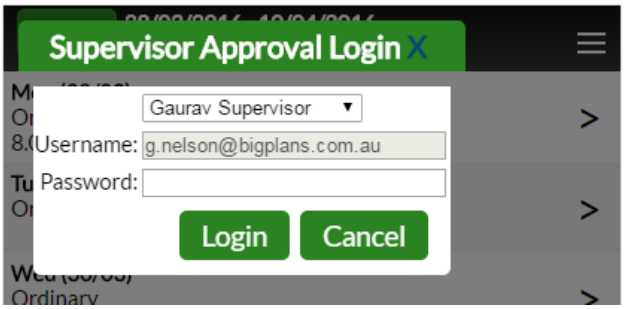
Your Host will be notified by Email (SMS) that you have submitted your timesheet.

5.10 Submit & Approve

The Submit & Approve feature enables you to submit your timesheet and have your Supervisor Approve it immediately.

To have your Supervisor Approve your timesheet 'on the spot' click Submit & Approve.

You will then see the following screen where you can select your Supervisor and they can log in and approve your timesheet.



5.11 Rejected Timesheet

If there is an error in your timesheet your Host can reject it.

When rejecting your timesheet the Host must specify a reason it was rejected.

You will receive an Email (SMS) notifying you that your timesheet was rejected and the reason why.

You will need to amend and re-submit any timesheet that has been rejected.

The system will default to displaying timesheets that have been rejected.

Click on the Timesheet to be resubmitted.

To view the reason your timesheet was rejected click Notes.

The rejected reason will appear in the Notes, along with the details of person rejecting the timesheet.

Amend your timesheet as required and then click Save & Submit or Submit & Approve to resubmit the timesheet as outlined above.

5.12 Delete Timesheets

This feature allows you to delete and re-enter timesheets that may have been submitted in error.

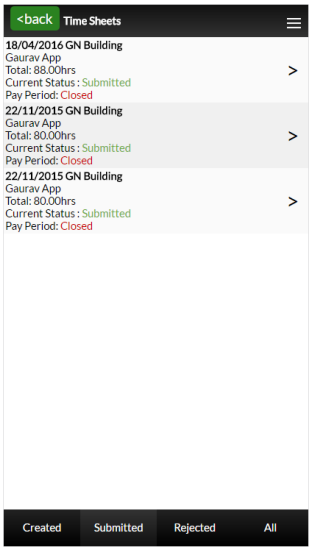
To delete the timesheet the Employee needs to open the timesheet from the View Timesheet screen and click Delete.

Where the status of the timesheet is Approved or Rejected the timesheet cannot be deleted and the delete button will not be visible when viewing the timesheet.

NOTE

5.13 View Timesheets

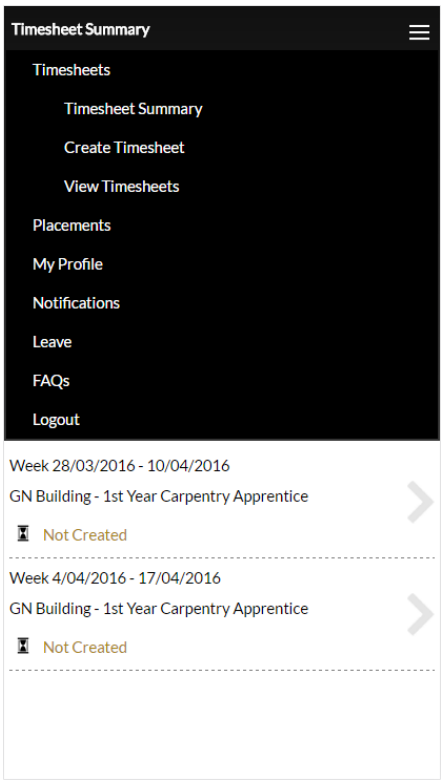
Here you can view timesheets filtered by a Timesheet Status by clicking on the status at the bottom of the screen.



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

Status	Description
Created	The timesheet has been created but has not been submitted to your host for approval. This timesheet can be amended until it is submitted
Submitted	Indicates that the timesheet has been submitted to your host for approval. You may view the timesheet but cannot make any modifications.
Rejected	Indicates that your host has rejected the timesheet and you will need to open the timesheet by clicking on it, amend it and resubmit it. You will receive an email notification indicating that the timesheet needs to be amended and then re-submitted.
All	Displays All Timesheets.

The following areas can be accessed from the Main Menu.

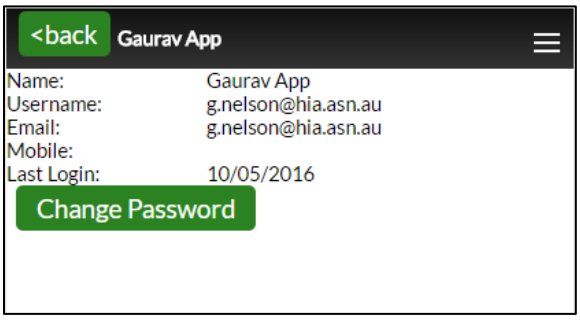


6 Placements

This screen displays your current placement details including Client Name, Start Date, End Date, Your Pay Cycle, Job/Award Description and Supervisor.

7 My Profile

This screen displays your personal details including your Name, Username, Email address and the date of Last Login.



These details cannot be amended within this system. To amend any of these details you need to contact your Employer.

You can change your password in this screen by clicking Change Password.

8 Notifications

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

9 Frequently Asked Questions

To view the frequently asked questions click FAQs.

10 Log Out

To log out of the HIA Timesheets system click on Logout.