

# HIA Timesheets - Quick Guide for Apprentices



## 1 Login


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

Check the User Type is 'Employee'

Enter your Username and Password as received in the Welcome Email and click 

## 2 Enter Timesheet

To enter your timesheet go to Timesheets - Create Timesheets Tab


Click  to enter a timesheet the Placement you need to enter a timesheet for.

Check the Pay Period Dates are correct.

Enters Hours for each day.

Select the Work Type for the hours from the drop down menu if not hours worked.

**Note:** To enter hours against other work types click on the  to open additional lines

To copy hours entered in the first day of the pay period to every day (except weekends) click on the Copy Down feature. 

Enter Allowances, Notes and answer the WHS questions as required.

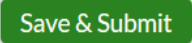
Once you have finished in the timesheet screen you have 4 options:

**Save:** Timesheet will be saved and can be amended before submitting

**Close:** Screen will be closed and no changes saved

**Save & Submit:** Timesheet will be submitted to host for approval

**Submit & Approve:** Enables the Host to approve your timesheet 'on the spot'

If you did not work for the pay period you are still required to submit a timesheet. To submit a timesheet for no hours worked, leave the timesheet hours blank and tick the 'I did NOT work this period' check box and click 

*For more detailed information please refer to the HIA Anytime Online Timesheet User Guide for Apprentices.*