



Clarius group e-Timesheets

Authorising Manager User Guide

Welcome to the Clarius group e-Timesheets system!

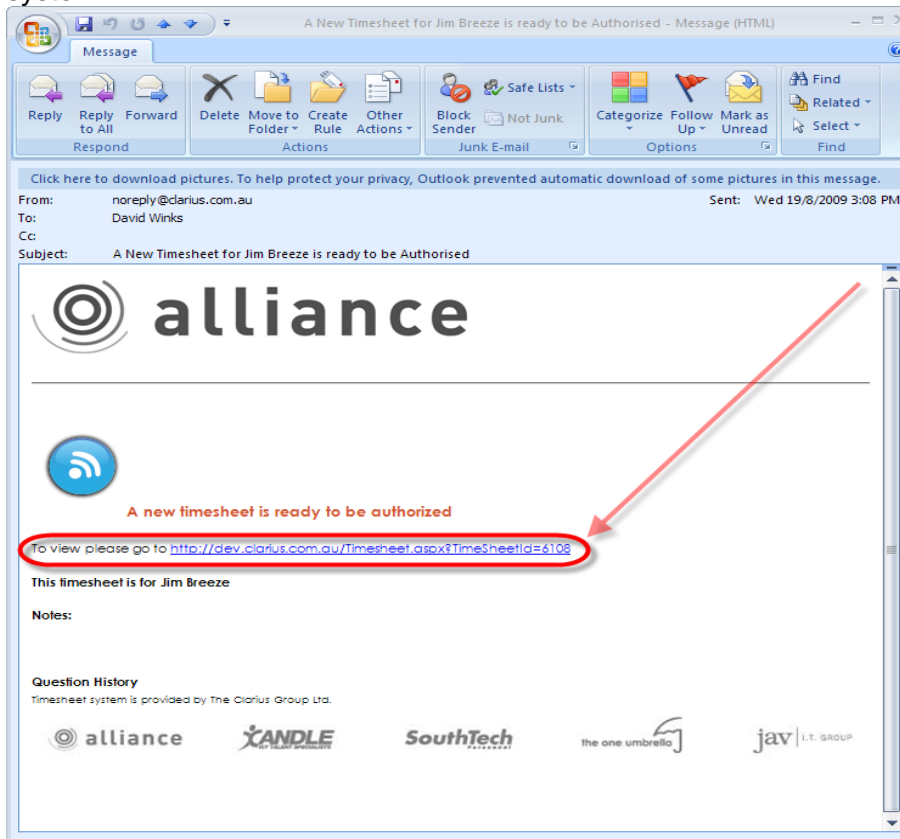
As a manager utilising the services of temporary staff through Clarius group, you will now receive the timesheets for temporary staff reporting to you through the online system, rather than paper-based timesheets.

The email you received containing this manual, and welcoming you to the Clarius group e-Timesheet system provided you with your user name and default password. This default password must be changed by you the first time you log-in to the system.

Viewing and Authorising Timesheets

You will be notified via email when a temporary staff member reporting to you has submitted a timesheet for authorisation.

Clicking on the hyperlink in the email will take you to the log-in page of the e-Timesheet system:



Once you have logged-in, you will be presented with the timesheet for which your authorisation has been requested:



Assignment

ID : **6112** Created : 20/08/2009 Status : **AWAITING APPROVAL** Number of Attachments: **1**
 Start : 10/08/2009 Finish : 14/08/2009 Hours : 46 Minutes : 120 Breaks : 300

Notes:

Timesheet Lines +

Start Date	End Date	Day of the Week	Hours	Minutes	Breaks	Delete
10/08/2009	10/08/2009	Monday	9	30	60	Delete
11/08/2009	11/08/2009	Tuesday	9	45	60	Delete
12/08/2009	12/08/2009	Wednesday	9	15	60	Delete
13/08/2009	13/08/2009	Thursday	10	0	60	Delete
14/08/2009	14/08/2009	Friday	9	30	60	Delete
			Total Hours: 46	Total Mins: 120	Total Breaks: 300	

Timesheet Expenses +

All expenses must be accompanied by receipts.

Date	Description	Details	Total Including GST	GST	Delete
20/08/2009	Travel, Accomodation & Car Parking	Car Parking at Sydney airport for trip to Melbourne.	46.0000	4.6000	Delete
			Total Expense: 46.0000	Total GST: 4.6000	

Timesheet Expense Mileages +

Date	Description	Km	Per Km	Total	Delete
14/08/2009	Use of personal vehicle to travel to site in Parramatta.	48	0.5600	26.8800	Delete
		Total Km: 48		Total: 26.8800	


Timesheet Attachments +

Email attachments can only be viewed by an authorizing manager if its in image format (.jpg, .gif, .png) Though the attachment is still valid and will be emailed to accounts for validation, it cannot be viewed through this interface.

Date Created	Title	Original Filename	View
20/08/2009	Receipt for parking at Sydney Airport	C:\Documents and Settings\dwinks\Desktop\Expenses Test.jpg	View



Please note that in addition to timesheet line entries, the timesheet contains sections for Timesheet Expenses, Timesheet Expense Mileages, and Timesheet Attachments (scanned copies of receipts to support Timesheet Expenses). It is your responsibility to ensure that claims are accurate prior to authorising the timesheet.

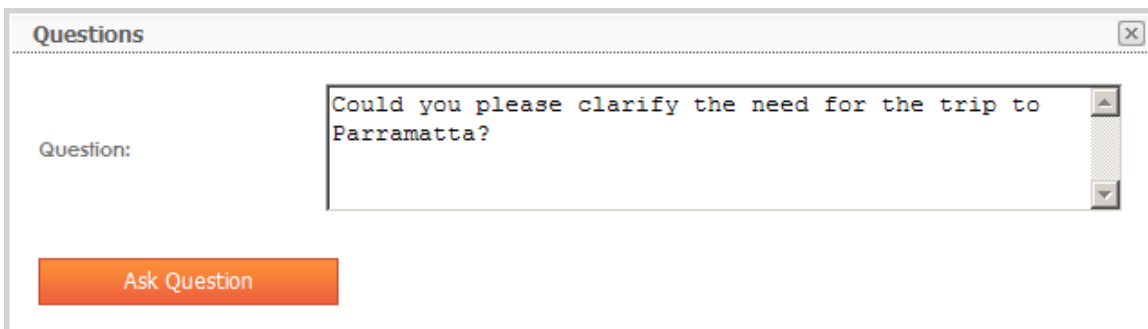


To authorize the timesheet, click the  icon. The timesheet will then be forwarded to Clarius group for processing.

Please note that timesheets must be authorised by payroll cutoff time in order for temporary staff members to be paid in the following pay run.

Questioning Timesheets

If you wish to question any aspect of the timesheet prior to authorisation, click the  icon. You will then be presented with a question window. Enter your question in to the window, and click :



Questions

Question:


Could you please clarify the need for the trip to Parramatta?

Ask Question

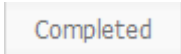
Your question will then be emailed to the temporary staff member who entered the timesheet.

Once the question has been answered, you will be alerted via email. Clicking on the hyperlink in the email will allow you to log in to the system and either Authorise, Question again, or Decline the timesheet.

Declining a Timesheet

You can decline a submitted timesheet by clicking the  icon. Please note, declining the timesheet is a terminator. That timesheet will not be able to be authorised, and the timesheet data will have to be re-entered and resubmitted in order for it to be approved.

Viewing Authorised Timesheets

You can view timesheets you have already authorised by clicking  on your home page:

▼ Default Project

In progress Timesheets to Authorize **Completed**

View / Edit	ID	Created	First Date	Last Date	Total Hrs.	Total Mins.	Status
No data to display							