



## Clarius group e-Timesheets

### Temporary Worker User Guide

Welcome to the Clarius group e-Timesheets system!

As a temporary worker through Clarius group, you will now be required to enter your hours worked through the online system, rather than completing a paper timesheet.

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.

#### Entering your Hours Worked


Once you have successfully logged-in to the system, click on the [Add New Timesheet](#) button:

#### My Timesheets

Below is a list of all timesheets you have ordered by Project.

From:  To:   [Add New Timesheet](#)

You will then be presented with the “Modify Timesheet” screen.

To commence entering your hours worked, click on the  **Add New** button under [Timesheet Lines](#) :

| Start Date         | End Date | Day of the Week | Hours       | Minutes | Breaks        | Delete |
|--------------------|----------|-----------------|-------------|---------|---------------|--------|
| No data to display |          |                 |             |         |               |        |
| Total Hours:       |          |                 | Total Mins: |         | Total Breaks: |        |

In the screen that is presented, enter your start date, end date (where applicable), start time, end time, the total duration of breaks (in minutes), and any comments applicable, and click **Add Line** :

**Add New Timesheet Line** X

Enter new line for timesheet. Both the date and time should be entered in the date picker control.

|   |   |
|---|---|
| Start Date: <input type="text" value="10/08/2009"/> | End Date: <input type="text" value="10/08/2009"/> |
| Start Time: <input type="text" value="08:30"/>      | End Time: <input type="text" value="17:30"/>      |
| Breaks (Mins): <input type="text" value="60"/>      | Total: <b>8 hour(s) 0 min(s)</b>                  |
| Comments: <input style="width: 100%;" type="text"/> |   |
| <b>Add Line</b>                                     |   |

This process should then be repeated for each day/shift you have worked.

**Points to remember:**

- You must enter a new row for each day/shift you have worked
- Start and end times must be in 24 hr clock format
- Time must be entered with a colon separating hours & minutes (eg 14:30)
- Breaks must be entered in minutes
- The comments section is for notes to your reporting manager or if you require payroll to notice different rostered hours. This is not a compulsory field that needs to be filled out.
- You may enter your time at any point during the week, and save the hours

entered to date by clicking on the icon:



Project:

|                       |                     |                                 |                            |
|-----------------------|---------------------|---------------------------------|----------------------------|
| ID: <b>NEW RECORD</b> | Created: 18/08/2009 | Status: <b>Unsaved Changes!</b> | Number of Attachments: 0   |
| Start: 10/08/2009     | Finish: 10/08/2009  | Hours: 9                        | Minutes: 0      Breaks: 60 |

Notes:

Timesheet Lines

Time you have entered so far will appear under the “Timesheet Lines” section of the screen:

Modify Timesheet

Project: Default Project | Alliance Recruitment

ID: NEW RECORD    Created: 18/08/2009    Status: Unsaved Changes!    Number of Attachments: 0

Start: 10/08/2009    Finish: 11/08/2009    Hours: 18    Minutes: 0    Breaks: 120

Notes:

Timesheet Lines

+ Add New

| Start Date      | End Date   | Day of the Week | Hours         | Minutes           | Breaks | Delete                                     |
|-----------------|------------|-----------------|---------------|-------------------|--------|--|
| 10/08/2009      | 10/08/2009 | Monday          | 9             | 0                 | 60     | <a href="#" style="color: red;">Delete</a> |
| 11/08/2009      | 11/08/2009 | Tuesday         | 9             | 0                 | 60     | <a href="#" style="color: red;">Delete</a> |
| Total Hours: 18 |            |                 | Total Mins: 0 | Total Breaks: 120 |        |  |

A completed Timesheet for the week should look like this:

Project: Default Project | Alliance Recruitment

ID: NEW RECORD    Created: 18/08/2009    Status: Unsaved Changes!    Number of Attachments: 0

Start: 10/08/2009    Finish: 14/08/2009    Hours: 47    Minutes: 0    Breaks: 360

Notes:

Timesheet Lines

+ Add New

| Start Date      | End Date   | Day of the Week | Hours         | Minutes           | Breaks | Delete                                     |
|-----------------|------------|-----------------|---------------|-------------------|--------|--|
| 10/08/2009      | 10/08/2009 | Monday          | 9             | 0                 | 60     | <a href="#" style="color: red;">Delete</a> |
| 11/08/2009      | 11/08/2009 | Tuesday         | 9             | 0                 | 60     | <a href="#" style="color: red;">Delete</a> |
| 12/08/2009      | 12/08/2009 | Wednesday       | 10            | 0                 | 90     | <a href="#" style="color: red;">Delete</a> |
| 13/08/2009      | 13/08/2009 | Thursday        | 10            | 0                 | 90     | <a href="#" style="color: red;">Delete</a> |
| 14/08/2009      | 14/08/2009 | Friday          | 9             | 0                 | 60     | <a href="#" style="color: red;">Delete</a> |
| Total Hours: 47 |            |                 | Total Mins: 0 | Total Breaks: 360 |        |  |

Timesheet Expenses

After completing the process for all hours worked during the week, click the




icon.

Your timesheet will then be forwarded to your manager for approval.

## Claiming Expenses via the Timesheet System

The Clarius group electronic timesheet system allows you to submit expense claims along with your timesheet, where your assignment has a provision for claiming said expenses.


To submit an expense claim (other than for mileage), click  **Add New** under **Timesheet Expenses**:

+ Add New

| Start Date | End Date   | Day of the Week | Hours           | Minutes       | Breaks            | Delete                 |
|------------|------------|-----------------|-----------------|---------------|-------------------|------------------------|
| 10/08/2009 | 10/08/2009 | Monday          | 9               | 0             | 60                | <a href="#">Delete</a> |
| 11/08/2009 | 11/08/2009 | Tuesday         | 9               | 0             | 60                | <a href="#">Delete</a> |
| 12/08/2009 | 12/08/2009 | Wednesday       | 10              | 0             | 90                | <a href="#">Delete</a> |
| 13/08/2009 | 13/08/2009 | Thursday        | 10              | 0             | 90                | <a href="#">Delete</a> |
| 14/08/2009 | 14/08/2009 | Friday          | 9               | 0             | 60                | <a href="#">Delete</a> |
|            |            |                 | Total Hours: 47 | Total Mins: 0 | Total Breaks: 360 |                        |

+ Add New

| Date               | Description | Details | Total Including GST | GST              | Delete       |
|--------------------|-------------|---------|---------------------|------------------|--------------|
| No data to display |             |         |                     |                  |              |
|                    |             |         |                     | Total Expense: 0 | Total GST: 0 |

Select an expense type (“Travel, Accommodation & Car Parking”, “Telephone” or “Other”), the Expense Amount (excl GST), a description of the expense claim, and the date the claim was incurred, and click  **Add Line**:

**Add New Expense Line** ✕


Enter new expense Line, you can modify the GST calculated using the box below.  
Receipts are attached using the button on the main form and must be in image format

Type:

Expense Amount (\$):       Calculated GST (AUD\$):

Description:

Date:





The expense claim will then be displayed in the Timesheet Expenses section of your electronic timesheet:

| Timesheet Expenses |                                    |   |                     |                |                        |
|--------------------|------------------------------------|---|---------------------|----------------|------------------------|
| Date               | Description                        | Details   | Total Including GST | GST            | Delete                 |
| 14/08/2009         | Travel, Accomodation & Car Parking | Car Parking, Sydney Airport for trip to client site in Melbourne. | 42                  | 4.2            | <a href="#">Delete</a> |
|                    |                                    |   | Total Expense: 42   | Total GST: 4.2 |                        |

### Uploading Receipts to Support Your Expense Claim:

Please note that any expense claims submitted via the electronic timesheet system (excluding those for mileage allowances) should be supported by scanned copies of receipts.

In order to upload scanned copies of your receipts, click on [Add Line](#) under [Timesheet Attachments](#):

| Timesheet Attachments |       |                   |        |      |  |
|-----------------------|-------|-------------------|--------|------|--|
| Date Created          | Title | Original Filename | Delete | View |  |
| No data to display    |       |                   |        |      |  |

Enter a Title and Comments for your attachment, browse to the location of the attachment, and click [Add Attachment](#):

#### Add Attachment

Date Created: 18/08/2009 2:30:04 PM


Title:

Comments:


Upload File:

## Claiming Mileage Expenses


Where your assignment has the provision for claiming a mileage allowance for the use of a personal vehicle, you may now claim for that expense via the electronic system.

Click on  **Add New** under **Timesheet Expense Mileages** :

Timesheet Expense Mileages

 **Add New**

| Date               | Description | Km | Per Km | Total    | Delete |
|--------------------|-------------|----|--------|----------|--------|
| No data to display |             |    |        |          |        |
| Total Km: 0        |             |    |        | Total: 0 |        |

Enter the details of your claim, the amount of the per kilometre allowance, the kilometres travelled and the date the expense was incurred, and click  **Add Line** :

### Add New Expense Mileage ✕

Details:

Return trip to Paramatta for server installation.

Per Km (AUDS)

Km

Total \$29.700000000000003

Date:  ▼

Add Line

## Completing saved Timesheets

To open a saved Timesheet, click on the [View / Edit](#) button in the “Active Timesheets” section of the welcome screen:

| Active Timesheets           |      | Completed Timesheets  | Timesheets to Authorize |                       |             |            |             |
|-----------------------------|------|-----------------------|-------------------------|-----------------------|-------------|------------|-------------|
| View / Edit                 | ID   | Created               | First Date              | Last Date             | Total Hours | Total Mins | Status      |
| <a href="#">View / Edit</a> | 6106 | 18/08/2009 3:08:54 PM | 10/08/2009 8:30:00 AM   | 14/08/2009 5:30:00 PM | 47          | 0          | IN PROGRESS |

To submit your completed timesheet and expenses for approval, click the icon:

### Modify Timesheet



Project:  |

ID: 6106    Created: 18/08/2009    Status: **IN PROGRESS**    Number of Attachments: 1  
 Start: 10/08/2009    Finish: 14/08/2009    Hours: 47    Minutes: 0    Breaks: 360

Notes:

#### Timesheet Lines + Add New

| Start Date          | End Date   | Day of the Week | Hours | Minutes            | Breaks | Delete                 |     |
|---------------------|------------|-----------------|-------|--------------------|--------|------------------------|-----|
| 10/08/2009          | 10/08/2009 | Monday          | 9     | 0                  | 60     | <a href="#">Delete</a> |     |
| 11/08/2009          | 11/08/2009 | Tuesday         | 9     | 0                  | 60     | <a href="#">Delete</a> |     |
| 12/08/2009          | 12/08/2009 | Wednesday       | 10    | 0                  | 90     | <a href="#">Delete</a> |     |
| 13/08/2009          | 13/08/2009 | Thursday        | 10    | 0                  | 90     | <a href="#">Delete</a> |     |
| 14/08/2009          | 14/08/2009 | Friday          | 9     | 0                  | 60     | <a href="#">Delete</a> |     |
| <b>Total Hours:</b> |            |                 | 47    | <b>Total Mins:</b> | 0      | <b>Total Breaks:</b>   | 360 |

#### Timesheet Expenses + Add New

| Date                  | Description                        | Details   | Total Including GST | GST               | Delete                 |
|-----------------------|------------------------------------|---|---------------------|-------------------|------------------------|
| 14/08/2009            | Travel, Accomodation & Car Parking | Car Parking, Sydney Airport for trip to client site in Melbourne. | 42.0000             | 4.2000            | <a href="#">Delete</a> |
| <b>Total Expense:</b> |                                    |   | 42.0000             | <b>Total GST:</b> | 4.2000                 |

#### Timesheet Expense Mileages + Add New

| Date             | Description                                       | Km | Per Km | Total         | Delete                 |
|------------------|---|----|--------|---------------|------------------------|
| 14/08/2009       | Return trip to Paramatta for server installation. | 55 | 0.5400 | 29.7000       | <a href="#">Delete</a> |
| <b>Total Km:</b> |   |    | 55     | <b>Total:</b> | 29.7000                |

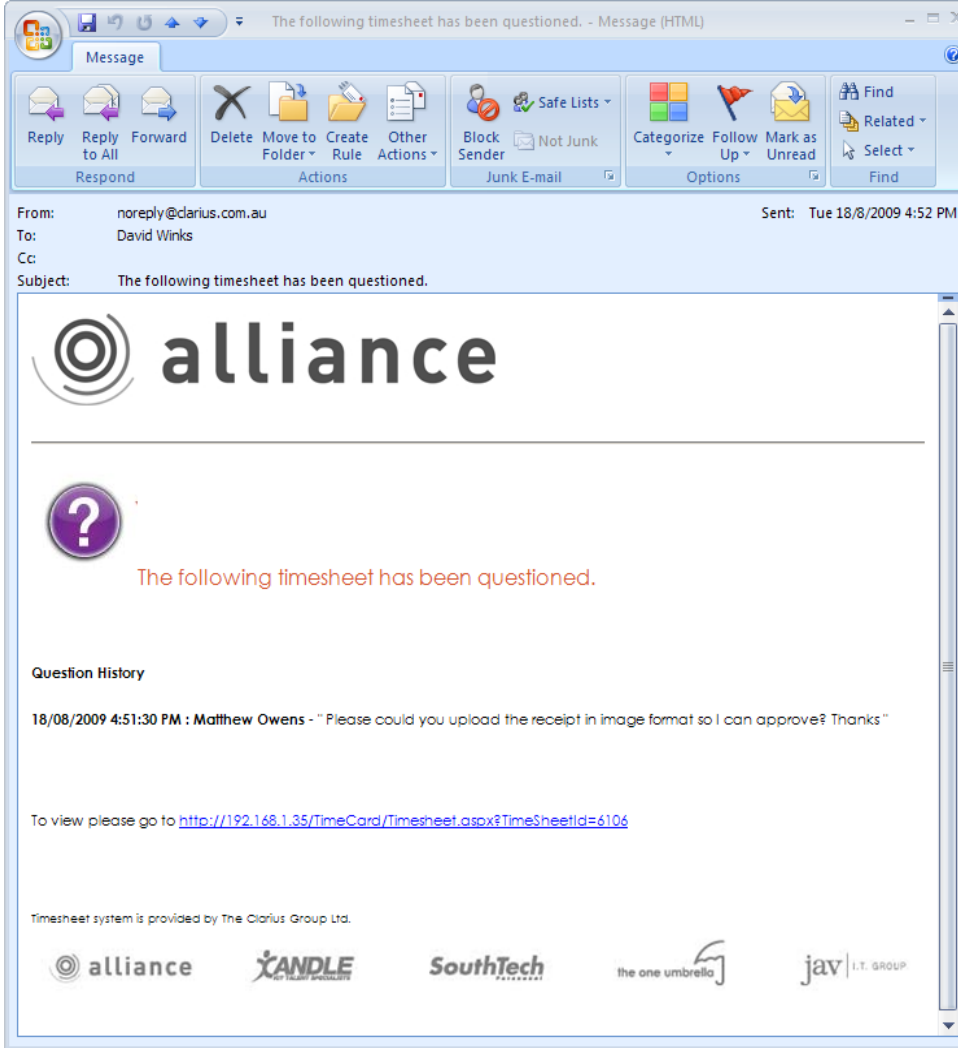
#### Timesheet Attachments + Add New


| Date Created | Title                       | Original Filename                                 | Delete                 | View                 |
|--------------|-----------------------------|---|------------------------|----------------------|
| 18/08/2009   | Expense Receipts - 18-08-09 | U:\David Winks\White Papers\Change Management.pdf | <a href="#">Delete</a> | <a href="#">View</a> |

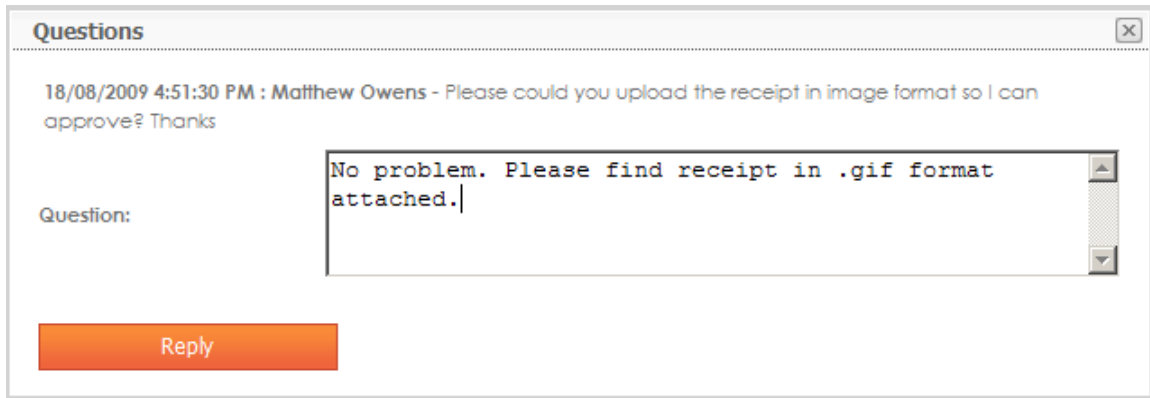


## Responding to “Questioned” Timesheets


If your Manager wishes to question any aspect of your timesheet, you will receive this question via an email from the system:



To respond to the question, simply click on the hyperlink in the email, log in to the system, click [View / Edit](#) against the relevant timesheet, enter your response to the question in the window that is displayed and click :



The screenshot shows a window titled "Questions" with a close button in the top right corner. The main content area displays a question from "18/08/2009 4:51:30 PM : Matthew Owens - Please could you upload the receipt in image format so I can approve? Thanks". Below the question, there is a text input field containing the response: "No problem. Please find receipt in .gif format attached." To the left of the input field is the label "Question:". At the bottom of the window, there is an orange "Reply" button.

Once you have responded to the question you must request authorisation again by clicking the  icon.

**NOTE: It is your responsibility to ensure that your timesheets are approved by your authorising manager prior to the approval deadline for the pay period the timesheet applies to.**