
Client Timesheet User Guide

This guide is designed to assist you in accessing and approving timesheets via your [Client Portal](#) or [Mobile device](#).

You will receive an email containing the link to your portal each time a timesheet is submitted. **Timesheets must be approved by 5:30pm each Monday to ensure payments are processed each Wednesday.** Regular reminder emails will be sent which will also include this link for easy reference.

You can choose to access / approve timesheets through your Client Portal or via the Mobile Timesheet Link.

Please note: The mobile timesheet URL link can be used on any device including a mobile phone. The Portal URL link can only be used on a PC or tablet.

Need assistance?

Please email payroll@horner.com.au.

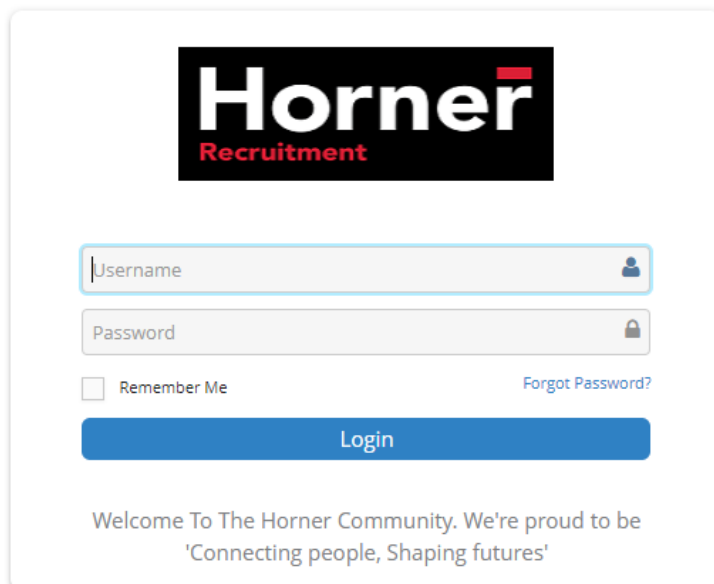
Client Portal

Once logged into the Client portal you will have access to your:

- **Profile** - Review and edit personal information such as email, mobile and address details.
- **Time & Attendance** – access to timesheets

Accessing the Client Portal

Use the URL provided in the email. The login screen will look like this:



The screenshot shows the Horner Recruitment login interface. At the top is the Horner Recruitment logo. Below it are two input fields: 'Username' with a user icon and 'Password' with a lock icon. There is a 'Remember Me' checkbox and a 'Forgot Password?' link. A blue 'Login' button is positioned below the fields. At the bottom, a welcome message reads: 'Welcome To The Horner Community. We're proud to be 'Connecting people, Shaping futures''.

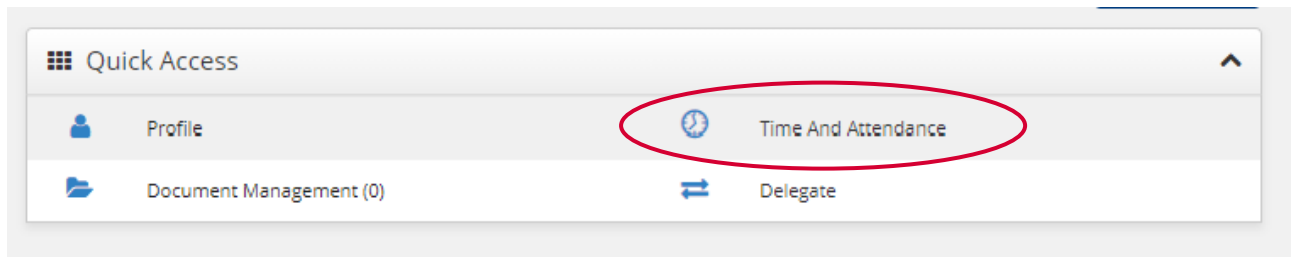
Enter the username and password and click **Login**. You may be prompted to enter a new password. If so, once you have saved the new password you will be prompted to login again using the new password

- You may also be prompted to select a security question and to enter an answer

Client Portal cont.

Navigation

Once logged in you will be able to navigate to the various sections available on your Portal via the Quick Access menu. The quick access menu is located at the top right-hand corner. To quickly navigate to an available selection, select the link within the quick access menu.



As you are scrolling through the Portal you can select the black icon with a white up arrow located in the bottom right-hand corner to quickly return you to the top of your Portal



Accessing timesheets (Time and Attendance)

Clicking the **Time and Attendance** section in the Quick Access Menu will open another tab.

The layout of the screen will look like the below:

Category	Count	Action
Available Timesheets	0	→
Incomplete Timesheets	0	→
Rejected Timesheets	0	→
Submitted Timesheets	0	→
Notifications	0	→
Delegate	0	→

Timesheets are displayed in categories based on their status;

- **Available Timesheets** – timesheets that haven't yet been entered and submitted for approval by the Casual Worker
- **Incomplete Timesheets** – timesheets that have been edited and saved by the Casual Worker but not yet submitted for approval
- **Rejected Timesheets** – timesheets that were submitted by the Casual Worker but have been rejected by you / nominated Approver and are still needing to be re-submitted by the Casual Worker

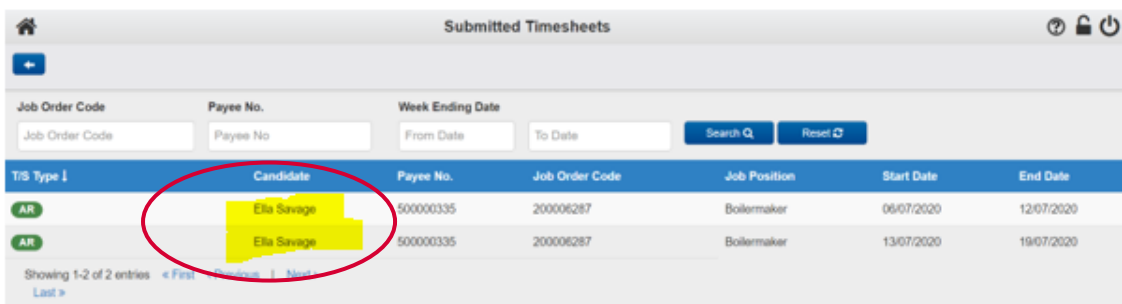
Client Portal cont.

- **Submitted Timesheets** – timesheets that have been submitted by the Casual Worker and have yet to be approved by you / nominated Approver
- **Notifications** – messages you have been sent within the system
- **Delegate** – enables you to delegate your approval permissions to someone else for a period of time
 - This will also be displaying a list of all delegations you have been involved in (as either the one the permissions were delegated FROM or TO)

To approve timesheet(s), click on **Submitted Timesheets**.

Approving timesheets

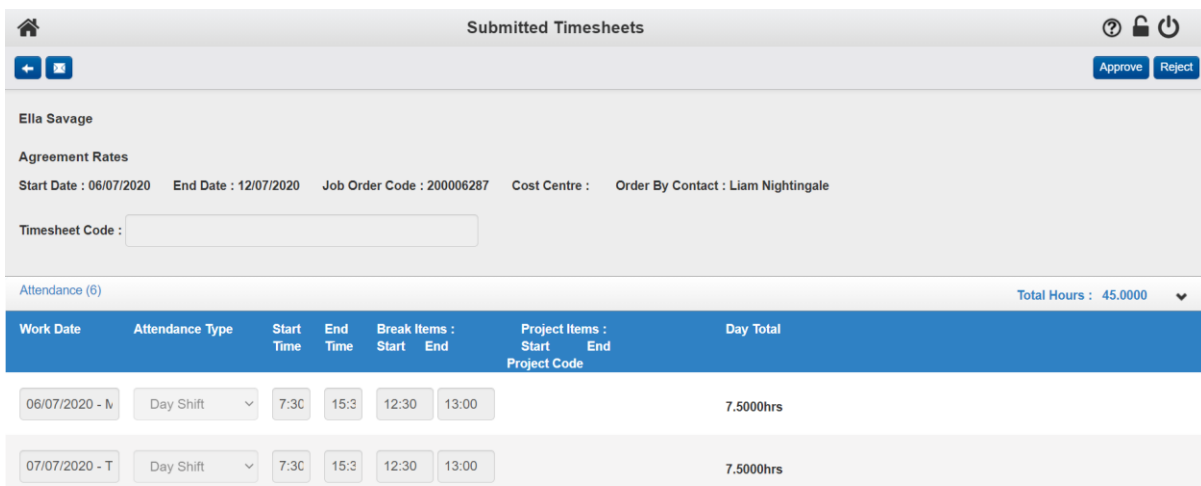
- You will see a list of timesheets with the Casual Worker Name, Position title and Start and End Date displayed
 - The Start and End Date relate to the timesheet period, not necessarily the entirety of the Assignment



The screenshot shows a table titled "Submitted Timesheets". The table has columns for T/S Type, Candidate, Payee No., Job Order Code, Job Position, Start Date, and End Date. Two entries are visible, both for Ella Savage, a Boilermaker, with Job Order Code 200006287. The first entry is for the period 06/07/2020 to 12/07/2020, and the second is for 13/07/2020 to 19/07/2020. The Candidate column is circled in red.

T/S Type	Candidate	Payee No.	Job Order Code	Job Position	Start Date	End Date
AR	Ella Savage	500000335	200006287	Boilermaker	06/07/2020	12/07/2020
AR	Ella Savage	500000335	200006287	Boilermaker	13/07/2020	19/07/2020

- Click on the relevant Casual Worker name in the Candidate column and the Timesheet will open



The screenshot shows the details of a submitted timesheet for Ella Savage. It includes the Agreement Rates, Start Date (06/07/2020), End Date (12/07/2020), Job Order Code (200006287), Cost Centre, and Order By Contact (Liam Nightingale). Below this, there is a table showing Attendance (6) with a Total Hours of 45.0000. The table has columns for Work Date, Attendance Type, Start Time, End Time, Break Items (Start and End), Project Items (Start and End), and Day Total.

Work Date	Attendance Type	Start Time	End Time	Break Items : Start	Break Items : End	Project Items : Start	Project Items : End	Day Total
06/07/2020 - W	Day Shift	7:30	15:3	12:30	13:00			7.5000hrs
07/07/2020 - T	Day Shift	7:30	15:3	12:30	13:00			7.5000hrs

Client Portal cont.

The Timesheet is made up of different sections and buttons;



- **Left pointing arrow** – takes you back to the previous screen
- **Approve button** – will approve the timesheet and move it from Submitted
 - Once approved, only Horner can move it back
- **Reject button** – rejects the timesheet and prompts you to enter a reason
 - A message is then sent automatically to the Casual worker advising them of the reason and that they need to resubmit
- The Header of the timesheet shows all the details of the timesheet, including the Casual Worker name, the Start and End date and contact name


Submitted Timesheets


Ella Savage


Agreement Rates


Start Date : 06/07/2020 End Date : 12/07/2020 Job Order Code : 200006287 Cost Centre : Order By Contact : Liam Nightingale




Timesheet Code :

Attendance (6) Total Hours : 45,000 

Additional Items (0) Total Quantity : 0 

Reimbursements (0) Total : \$0.00 

Attachments (0) 

Comments (0)   

- Sections of the timesheet are accessed by clicking the arrow to expand each section
 - **Attendance** – this will open by default and is where you can view the Start and End time for each day of the timesheet period that has been entered by the Casual Worker
 - **Additional Items** – this will only be populated if the Casual Worker is claiming additional allowances
 - **Reimbursements** – displays any out-of-pocket expenses that the Casual Worker is claiming
 - **Attachments** – displays any photos or documents the Casual Worker has attached
 - **Comments** – allows for you to view and/or add a comment to the timesheet

Client Portal cont.

Comments (1) ⓘ

16/04/2021

Display To Candidate

To approve a timesheet

Click the **Approve** button in the top right corner of the timesheet.

Timesheet is now approved and no longer displayed in the **Submitted Timesheet** section.

Rejecting a timesheet

To reject a timesheet, click the **Reject** button in the top right corner of the timesheet.

Reject Message window opens, requiring a reason be entered. This message will be included in an SMS that goes to the Casual Worker notifying them of the rejected timesheet.

Rejection Message

Please enter a message detailing the reason for the rejection.

Cancel Reject

Enter message and then click **Reject**.

Timesheet moves from **Submitted Timesheets** to **Rejected Timesheets**.

Mobile Timesheet Link

You can choose to access and approve timesheets through your Client Portal or via the Mobile Timesheet Link.

Please note:

- The Mobile Timesheet Link can be used on any device including a mobile phone.
- It is ONLY for timesheet purposes and an alternative option to the Candidate Portal if all you want to do is to access and approve timesheets.

Using your device functionality, you can create a shortcut to the Mobile Timesheet Link provided in the email

- The default name will be “FastTrack”, but we suggest you rename this HORNER
- You can then access the Mobile Timesheet functionality direct from your device’s home screen



Logging In

Enter your username and password and click Log in

- You may be prompted to enter a new password, if so, once you have saved the new password you will be prompted to login again using the new password.

Available Timesheets

Horner

Username

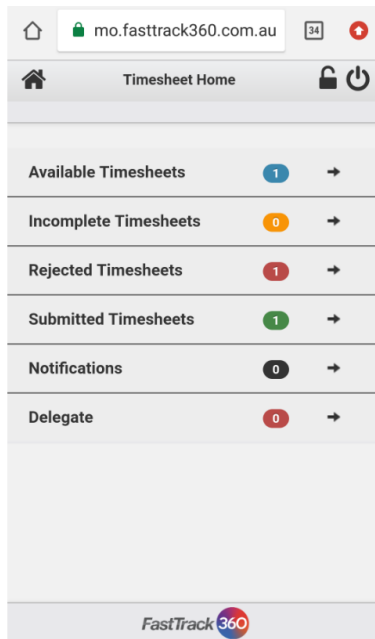
Password

[Forgot Password](#) [Log in](#)

Mobile Timesheet Link cont.

Home Screen

Once logged in you will see the Timesheet Home Screen. This screen displays the number of timesheets in each of the Timesheet status'



- **Available Timesheets** – timesheets that haven't yet been entered and submitted for approval by the casual worker
- **Incomplete Timesheets** – timesheets that have been edited and saved by the casual worker but not yet submitted for approval
- **Rejected Timesheets** – timesheets that were submitted by the casual worker but have been rejected by you / nominated Approver and are still needing to be re-submitted by the casual worker
- **Submitted Timesheets** – timesheets that have been submitted by the casual worker and have yet to be approved by you / nominated Approver
- **Notifications** – messages you have been sent within the system
- **Delegate** – enables you to delegate your approval permissions to someone else for a period of time
 - This will also be displaying a list of all delegations you have been involved in (as either the one the permissions were delegated FROM or TO)

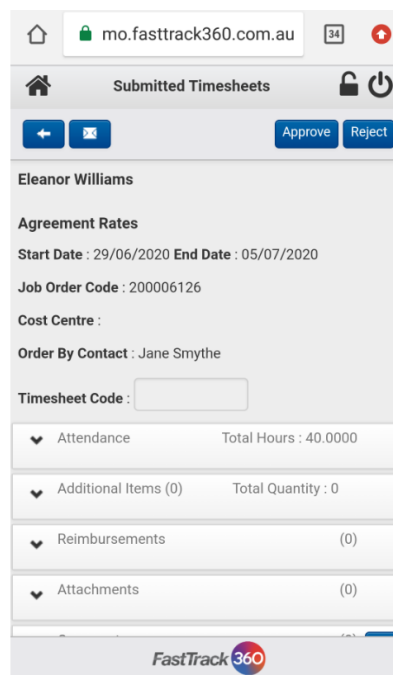
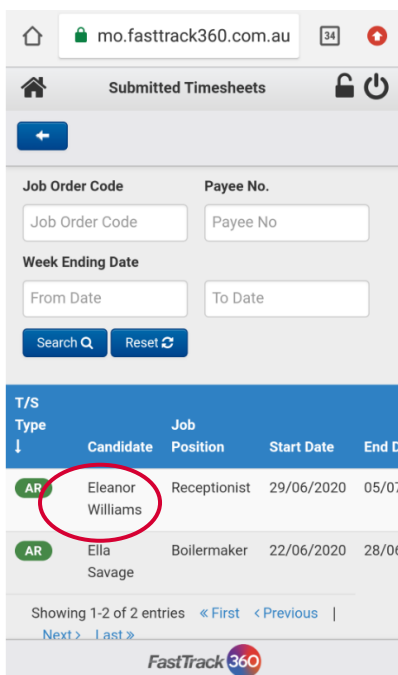
Note. You will not see future dated timesheets, only the current week, and any that have yet to be completed for prior weeks.

Mobile Timesheet Link cont.

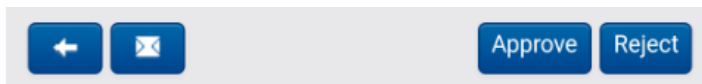
Approving a timesheet

To approve a timesheet, click **Submitted Timesheets**

- You will see a list of timesheets with the Casual Worker Name, Position title and Start and End Date displayed
 - The Start and End Date relate to the timesheet period, not necessarily the entirety of the Assignment
- Click on the relevant Casual Worker name and the Timesheet will open



The Timesheet is made up of different sections and buttons;



- **Left pointing arrow** – takes you back to the previous screen
- **Approve button** – will approve the timesheet and allow for it to be included in Horner Recruitment's pay batch
 - Once approved, the timesheet is no longer displayed in Submitted and you will need to contact Horner to get access to it if required
- **Reject button** – rejects the timesheet, prompting you to add a reason and then moves it from Submitted to Rejected so the Casual Worker can update as required and resubmit for approval again

Mobile Timesheet Link cont.

Attendance	Total Hours : 40.0000
Additional Items (0)	Total Quantity : 0
Reimbursements	(0)
Attachments	(0)
Comments	(0) +

- The Header of the timesheet (image on left above) shows all the details of the timesheet, including the Casual Worker name, the type of rates, the Start and End date and Timesheet Code if applicable
- Sections of the timesheet (image on right above) are accessed by clicking the downward facing arrow to expand each section
 - **Attendance** – this is where the Start and End time for each day of the timesheet period is displayed
 - Scroll down the screen to see all days for the period that have been entered
 - **Additional Items** – if populated displays the total quantity of units
 - **Reimbursements** – if populated will list any reimbursements the Casual Worker is claiming
 - **Attachments** – displays any photos or documents that have been added to the timesheet
 - **Comments** – shows the comments that have been added to the timesheet

If the timesheet is ok to proceed, click **Approve**. The timesheet disappears from the list within Submitted Timesheets and is released for payroll and billing processing.

Rejecting a timesheet

If the timesheet needs to be amended, click **Reject**

- A Rejection Message window opens
 - Enter the reason as to why it is being rejected
 - This message is sent to the Casual Worker for them to make the changes
 - Click Reject
- The Timesheet moves from **Submitted** to **Rejected**
 - The Casual Worker will need to resubmit for you to approve

Submitted Timesheets

Rejection Message

Please enter a message detailing the reason for the rejection.

Cancel Reject