Horner

Candidate Portal
User Guide

| **Horner** | **Candidate Portal User Guide** |

The Candidate Portal User Guide explains the range of features you can access within the Candidate Portal.

Once logged into the Candidate Portal you may have access to view and update some of the following features**:**

- **Payroll Details** - ability to update Bank account, Tax and Super details.
- **Personal Details** - Review and edit personal information (email, mobile, emergency contact), transport status
- **Address** - review and edit your address details
- **Unavailability** – update unavailability (ie **when you are NOT available for work)**
- **Skills** – enables you to maintain and update your list of skills and attributes
- **Document Management** - ability to view, upload and manage documents
- **Resume** – enables you to maintain and update your resume
- **Diary** – enables you to see your availability as per Horner's schedule
- **Payslip List** - ability to view and print payslips
- **Time & Attendance** – access to complete and submit timesheets (if submitting timesheets online – this will depend on which client you are assigned to)

Need assistance?

For payroll and timesheet queries please email payroll@horner.com.au.

For all other queries please reach out to your Horner Consultant.

Set up Microsoft Authenticator

Before you can log into the Candidate Portal you will need to **Download** and **install** Microsoft Authenticator from the Google/Apple store for data security purposes.

If you can't find the Microsoft Authenticator in the Google/Apple store, click on this link to access a QR code:
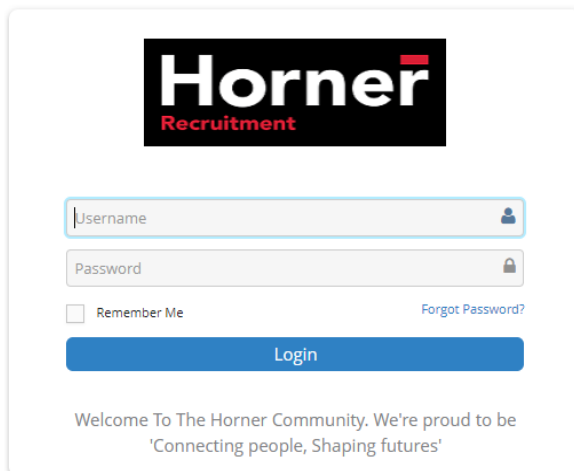
https://www.microsoft.com/en-us/security/mobile-authenticator-app

The icon looks like the below image:

Accessing the Candidate Portal

To access the Candidate Portal use the URL link below.

https://horner.fasttrack360.com.au/RecruitmentManager/CandidateLogin

The login screen will look like this:

Enter the **username** and **password** provided in the email from Horner and click **Login.**

- You may be prompted to enter a new password. If so, once you've 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 enter an answer
- Click **Forgot Password** if you do not know your password.

Verify your identity

When you log into the Candidate Portal you will see a window that looks like this:


Need help? Click on this icon on your device to watch a video on how to set up Multi-Factor Authentication (the instructions for the mobile authentication option is at the 1.13 minute mark).
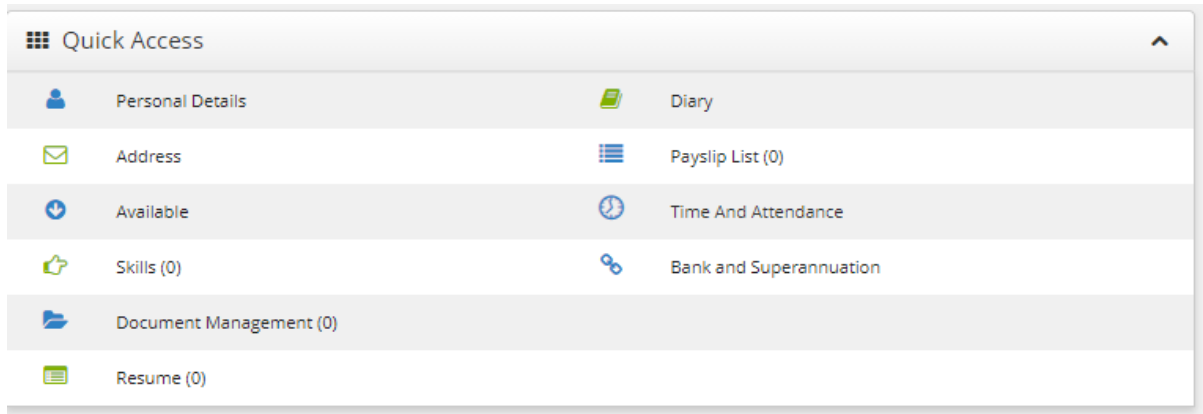
Or click on link below:

Watch video

To securely access your Candidate Portal you will need to use the Microsoft Authenticator app. Refer steps below:

- Open the **Microsoft Authenticator** app on your mobile phone that you previously downloaded.
- Tap the + > Work or school account.
- **Use** your mobile phone to scan the QR square that is on your computer screen (DO NOT use the one above in this User Guide).
  TIP: You may have to enable the camera in Settings in order to scan.
- Your account will be added automatically to the app and will display a six-digit code.
- Switch back to your browser and click **Continue**
- **Enter** the six-digit verification code to verify your identity and click **Submit** to securely log into your Candidate Portal**.**

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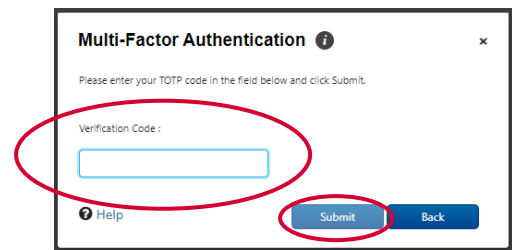
Navigation

Once logged into the Candidate Portal 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, click on the link within the Quick Access menu.

▦ Quick Access		^
👤 Personal Details	📗 Diary	
✉ Address	☰ Payslip List (0)	
⊙ Available	🕐 Time And Attendance	
👍 Skills (0)	🔗 Bank and Superannuation	
📂 Document Management (0)		
🖽 Resume (0)		

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.

Timesheets via the Candidate Portal

If you would like to access and complete timesheets via the Candidate Portal refer to instructions below.

Accessing your timesheet (Time & Attendance) via the Candidate Portal

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:

Available Timesheets	3	→
Incomplete Timesheets	0	→
Rejected Timesheets	0	→
Submitted Timesheets	0	→
Notifications	0	→

Timesheets are displayed in categories based on their status;

- **Available Timesheets** – timesheets that you have not yet entered and submitted
- **Incomplete Timesheets** – timesheets that you have edited and saved but not yet submitted for approval

- **Rejected Timesheets** – timesheets that you have submitted but have been rejected by the approver. You will need to amend this timesheet and resubmit for approval.
- **Submitted Timesheets** – timesheets that you have submitted and have yet to be approved by the client
- **Notifications** – messages you have been sent within the system

Completing your timesheet via the Candidate Portal

To complete your timesheet via the Candidate Portal, click on **Available Timesheets** (refer circled category on screen shot above).

- You will see a list of timesheets with the Client Name, Position title and Start and End Date displayed (refer circled headings screenshot below)
  - The Start and End Date relate to the timesheet period, not necessarily the entirety of your Assignment

- Click on the relevant Client name and the Timesheet will open and look like the below:

The Timesheet is made up of different sections and buttons:

- ▪ **Left pointing arrow** – takes you back to the previous screen
- ▪ **Message icon** – opens a message screen allowing you to send a message to the approver
- ▪ **Save button** – will save your changes and move your timesheet from Available into Incomplete
  - ○ Use this if you want to complete your timesheet day by day and then submit at the end of week
- • **Submit button** – submits the timesheet to the client for approval. You will receive an email confirmation once the timesheet is approved.

The Header of the timesheet shows all the details of the timesheet, including the Client name, the Start and End date and Client contact name.

- ○ You should only be populating the Timesheet Code if you have been advised to do so

- • Sections of the timesheet are accessed by clicking the arrow to expand each section:

- ○ **Attendance** – this will open by default and is where you will key in your Start and End time for each day of the timesheet period you worked

Attendance (6)

Work Date	Attendance Type	Start Time	End Time	Break Items : Start End	Project Items : Start End Project Code	Day Total
29/06/20: ⌄	Day Shift ⌄	07:3	15:3	12:30 13:00 ✕ ＋	＋	7.5000hrs
30/06/20: ⌄	Day Shift ⌄	07:3	15:3	12:30 13:00 ✕ ＋	＋	7.5000hrs

- ▪ The Start and End Time may be pre-populated, and you only need to update where required
- ▪ If the Start and End Time is blank you need to enter this information
- ▪ **You must enter your start and end time for breaks.**
- ▪ Project Items can be entered by clicking the + symbol – your Agency will inform you if this is required

- ○ **Additional Items** – allows you to add additional available allowance such as travel allowance **or** first aid allowance.
  - ▪ Click the + symbol to add quantity of hours if required

Additional Items (1)   Total Quantity : 0   ＋ ⌄

Date	Item	Quantity	Rate	Project Code	
29/06/2020 - Mon ⌄	⌄		NA		

- ○ **Reimbursements** – allows for you to add any out-of-pocket expenses that you wish to claim

Reimbursements (1)   Total : $0.00   ＋ ⌄

Date	Item	Net	Tax	Project Code		
29/06/2020 - Mon ⌄	⌄		0			Total : $0.00

- ○ **Attachments** – enables you to attach photos or documents to your timesheet

Attachments (0)   ＋ ⌄

Filename

- ○ **Comments** – allows for you to add a comment to the timesheet

Comments (1) ⓘ   ＋ ⌄

Date	Comment	
16/04/2021		✕

Saving your timesheet

If you wish to complete your timesheet each day, make your updates daily and click **Save**.

This moves the timesheet from **Available** to **Incomplete**. You can then continue to update the timesheet until you are ready to submit for approval.

Submitting your timesheet

Once the timesheet is complete, click **Submit**. If information is missing or incorrect, you will be presented with an error message. Fix the issue and then click Submit again.

If, after submitting your timesheet, you realise there is more to add, you can navigate to the **Submitted** status to access the timesheet and **Recall** it

- Doing this moves the timesheet from **Submitted** to **Incomplete**
  - From within **Incomplete**, you can update the timesheet and **Submit** again

Next steps

After submitting your timesheet via the Portal, the Client will be responsible for approving the timesheet.

Rejected Timesheets

If the Client finds an issue with your timesheet, they may reject it and you will receive an email stating that the timesheet has been rejected.

- You will find the timesheet in the **Rejected Timesheets** status
  - Go to the Rejected status and open timesheet
  - The Rejected Reason is displayed as a section
    - Expand the section to see the reason why it was rejected
  - Make relevant changes to the timesheet and click **Submit** again

Available Timesheets	2	→
Incomplete Timesheets	0	→
Rejected Timesheets	1	→
Submitted Timesheets	0	→
Notifications	0	→

Harkin Industries

Agreement Rates

Start Date : 29/06/2020   **End Date :** 05/07/2020   **Job Order Code :** 200006287   **Cost Centre :**   **Order By Contact :** Liam Nightingale

Timesheet Code :

Rejected Reason

rejected because of abc

Attendance (6)

Work Date	Attendance Type	Start Time	End Time	Break Items : Start	End	Project Items : Start End Project Code	Day Total
29/06/20ᵛ	Day Shift	07:3	15:3	12:30	13:00	+	7.5000hrs

If the Client finds no issues with the timesheet, they will approve it and it will no longer be displayed in the Submitted status.

Need assistance?

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For all other queries please reach out to your Horner Consultant.