



## How to edit your timesheet - Temps

### Overview

This guide demonstrates how to edit timesheets and how to request timesheet adjustments once you have submitted your timesheet.

### Please remember

- ✓ Submitted and/or approved time entries can be edited before 2pm Tuesday payroll cut off time to be processed in time. Should cut off time be missed, a timesheet adjustment can be requested but may cause delay in your payment.
- ✓ Submit your timesheet by close of business each Friday.
- ✓ If you work over the weekend, submit your timesheet by midnight on Sunday.
- ✓ If you have expenses to claim, attach evidence (e.g. receipts) to your timesheet.
- ✓ Once submitted, an automatically generated email will be sent to your timesheet approver indicating your timesheet is ready to be approved.
- ✓ Approved timesheets must reach the Payroll Team by 2pm each Tuesday to ensure you get paid on time.

### Accessing timesheet(s)

- ✓ Access your Timesheet via Spring website [www.springprofessional.com.au](http://www.springprofessional.com.au)

### Logging in for the first time?

- ✓ Activate your account and set a password. You will have received a system generated email with a link to do so.

### Forgotten your log in details?

- ✓ If you have forgotten your log in details, please contact [payroll@springprofessional.com.au](mailto:payroll@springprofessional.com.au)



## Edit Timesheet

Step	Action
------	--------

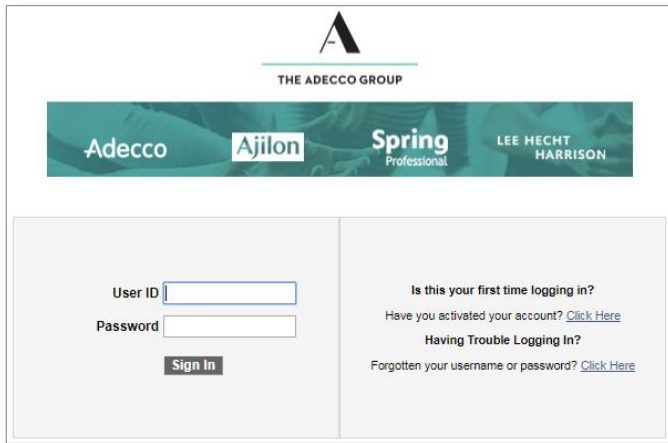


Go to [springprofessional.com.au](http://springprofessional.com.au), click on Timesheet

The **PeopleSoft HR Log In** page appears.

Enter your **User ID** and **Password**, then click **Sign In**.

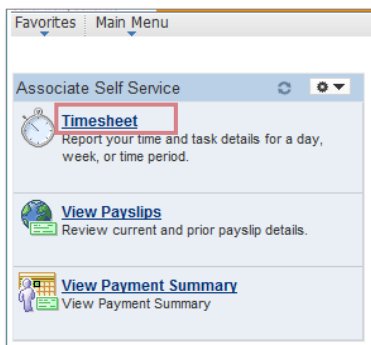
1



The **PeopleSoft homepage** displays.

Click **Timesheet** to access your timesheet.

2



To change date configuration settings by clicking on **Main Menu>My Personalizations>Personalise Regional Settings>Date Format**



The **Timesheet** displays.

- Click on **Edit Timesheet** button
- A **pop-up message** appears confirming that you would like to edit the timesheet, click **Yes**.

3

**Timesheet**  
 Demo Guy 2 Employee ID: 00015668  
 Assignment: Timber Sorter-Afternoon Shift Empl Record: 2  
 Customer: Dandenong Demo  
 Work Site: Dandenong Demo  
 Branch: R11MO Approver: Approver,Dandenong Timesheet 1

**Instructions**

Timesheet Status: Approved  
 Timesheet Period Ending: 21/08/2016 [Previous Period](#) [Next Period](#) [Copy Timesheet](#)

Reported Hours: 40.50

Day	Date	In	Meal Bgn	Meal End	Out	Total
Mon	15/8	7:00:00AM	12:00:00PM	12:30:00PM	4:00:00PM	8.50
Tue	16/8	7:00:00AM	12:00:00PM	12:30:00PM	4:00:00PM	8.50
Wed	17/8	7:00:00AM	12:00:00PM	12:30:00PM	4:00:00PM	8.50
Thu	18/8	7:00:00AM				
Fri	19/8	7:00:00AM				
Sat	20/8					
Sun	21/8					

**Message**  
 Are you sure you want to edit this timesheet? (20005,7)  
 Note: if it is not resubmitted and approved before the cutoff time of 2pm Tuesday it may not be processed in this week's pay cycle

Yes No

Save **Edit Timesheet**

Go To: [Return to Search](#)

The **Timesheet** fields become available for editing.

Example below for **hours** entered (punch):

Day	Date	In	Meal Bgn	Meal End	Out	Total
Mon	15/8	7:00:00AM	12:00:00PM	12:30:00PM	4:00:00PM	8.50
Tue	16/8	7:00:00AM	12:00:00PM	12:30:00PM	4:00:00PM	8.50
Wed	17/8	7:00:00AM	12:00:00PM	12:30:00PM	4:00:00PM	8.50
Thu	18/8	7:00:00AM	12:00:00PM	12:30:00PM	4:00:00PM	8.50
Fri	19/8	7:00:00AM	12:00:00PM	12:30:00PM	4:00:00PM	8.50
Sat	20/8					
Sun	21/8					

Submitted and/or Approved time entries can be edited **before payroll cut off time**.

To change the **Period Ending**, update the Timesheet Date field to the desired end date.

Example below for **days** entered (daily):

Timesheet Status: Draft  
 Timesheet Period Ending: 09/02/2016 [Previous Period](#) [Next Period](#) [Return to Search](#)

Reported Hours: 0.00 [Clear Timesheet](#)

Expense Reporting Code	Total	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Total
92110 - Daily	5.00	1.00	1.00	1.00	1.00	1.00			5.00
92011 - Exp Other	522.00								522.00

Use the **Refresh icon** to refresh days entered.

If you make a **mistake**, use the **Clear Timesheet** link to clear time entries

Use the **Comments to Approver** field to leave notes for your Approver.

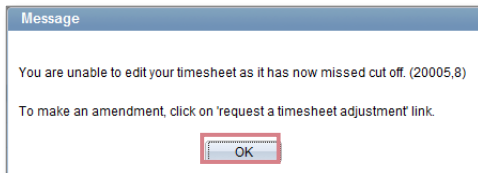


The **Timesheet** displays with editable fields.

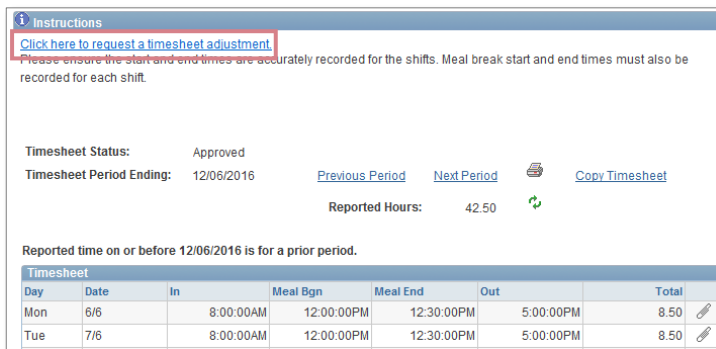
**Edit** your timesheet as required, then click **Save** and **Submit**.

A **pop-up message** appears, click **Yes** to confirm your submission.

If a timesheet has **past payroll cut off time**, a **pop-up message** appears, click **OK**.



- 4 Click on the **information icon** ⓘ for instructions. Then click on the link '**Click here to request a timesheet adjustment**'.



The **Payroll Case** page displays.

Enter the following information, then click **Submit**. A member of the payroll team will be in contact with you to resolve the request.

- 5

**Adecco Group** **Ajilon**  
**ENTERPRISE**

Make sure all required fields are filled in correctly before submitting.

Name:

Phone:

Email:

Company:

Request Type: Timesheet Adjustment Enquiry

Subject:

Description:

Please enter the code below:

**ZBEJ**

Show another code

Type the code shown:

- ✓ Name
- ✓ Phone
- ✓ Email
- ✓ Company
- ✓ Subject
- ✓ Description
- ✓ Code

**End of Topic**