



## How to enter and submit your Timesheet - Daily

### Overview

This guide demonstrates how to enter and submit time and expenses for days worked.

### Please remember

- ✓ 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.
- ✓ If approved timesheets are not received by the Payroll Team by 2pm Tuesday, you and your approver will be emailed a reminder. Unfortunately, if your timesheet reaches the Payroll Team late, your payment may be delayed.

### 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)



## Enter and submit Timesheet – Daily

Step	Action
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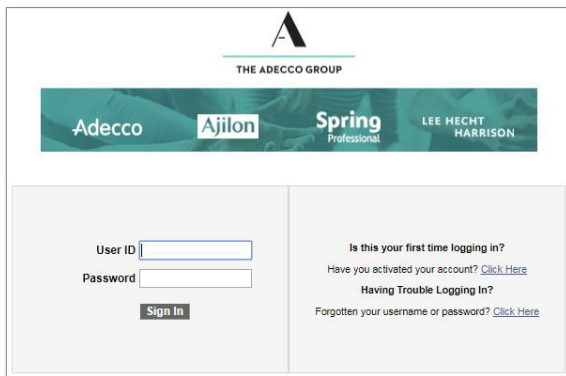


Go to [springprofessional.com.au](http://springprofessional.com.au), click on Timesheet

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

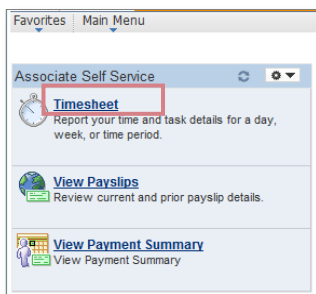
Enter your **User ID** and **Password**, click **Sign In**.

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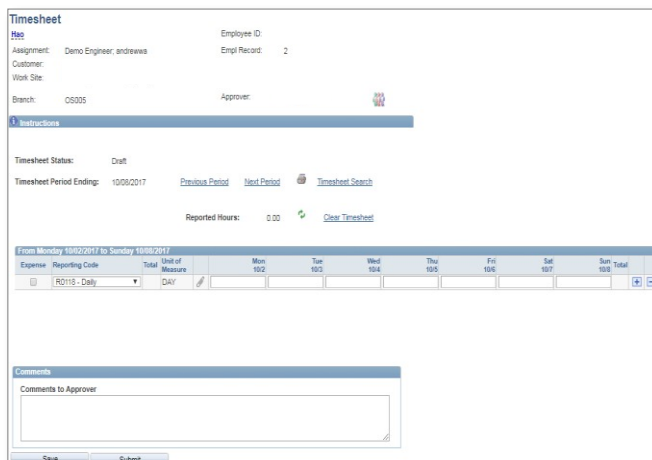
The **PeopleSoft homepage** displays, click **Timesheet** to access your timesheet.

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

The **Timesheet** displays.



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

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.

- Confirm Timesheet **Period Ending** date, then enter your days worked by typing the number 1 in the days you worked
- Click **Save**
- *If you have expenses go to step 4, otherwise click **Submit***
- A **pop-up messages** appears, click **Yes** to confirm your submission.

Click **Timesheet Search** to return to the search page.

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Timesheet

Assignment: Demo Engineer, Employee ID: [redacted], Empl Record: 2

Customer: [redacted]

Work Site: [redacted]

Branch: OS005, Approver: [redacted]

Instructions

Timesheet Status: Draft

Timesheet Period Ending: 10/06/2017 [Previous Period] [Next Period] [Timesheet Search]

Reported Hours: 0.00 [Clear Timesheet]

From Monday 10/02/2017 to Sunday 10/08/2017				Mon 10/2	Tue 10/3	Wed 10/4	Thu 10/5	Fri 10/6	Sat 10/7	Sun 10/8	Total
<input type="checkbox"/>	R0118 - Daily	5.00	DAY	1.00	1.00	1.00	1.00	1.00			5.00

Comments

Comments to Approver: [text area]

[Save] [Submit]

The **Timesheet** displays.

To enter **expenses**, click the **plus button** to add a new row. Then tick the **Expense box** and select the appropriate expense description from the **Reporting Code drop down list**.

Click on **Add link** to enter total dollar amount of expenses.

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From Monday 10/02/2017 to Sunday 10/08/2017												
Expense	Reporting Code	Total	Unit of Measure	Mon 10/2	Tue 10/3	Wed 10/4	Thu 10/5	Fri 10/6	Sat 10/7	Sun 10/8	Total	
<input type="checkbox"/>	R0118 - Daily	5.00	DAY	1.00	1.00	1.00	1.00	1.00			5.00	[+]
<input checked="" type="checkbox"/>	R0300 - Exp Entertainment	Add	EA									[Add]

Click the **paperclip icon** to attach expense documentation (e.g. receipts) – Follow the prompts.

From Monday 06/05/2013 to Sunday 12/05/2013												
Expense	Reporting Code	Unit of Measure	Mon 06/5	Tue 06/6	Wed 06/6	Thu 06/6	Fri 06/6	Sat 11/5	Sun 12/5	Total		
	R0200 - Meal Allowance	EA	7.50	7.50	7.50	7.50	7.50					

Once expense documentation is attached the paperclip icon is replaced by a document icon .

Click **Save**, then **Submit**. A **pop-up message** appears, click **Yes** to confirm submission.

Click **Timesheet Search** to return to the search page.




The **Timesheet** displays.

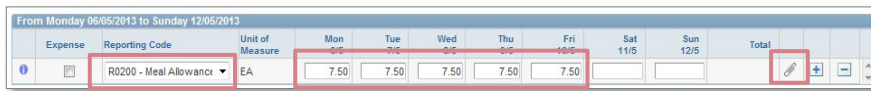
To enter **traveling hours/kms**, click the **plus button**  to add a new row. Then tick the **KM Reimbursement box** and select the appropriate expense description from the **Reporting Code drop down list (KM)**

Click on **Add link** to enter total amount of kms.

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Expense	Reporting Code	Total	Unit of Measure	Mon 9/28	Tue 9/29	Wed 9/30	Thu 10/1	Fri 10/2	Sat 10/3	Sun 10/4	Total
<input type="checkbox"/>	R0100 - Reported Time	40.00	HRS	8.00	8.00	8.00	8.00	8.00			40.00
<input type="checkbox"/>	R0306 - KM Reimbursement	63.00	KM	63.00							63.00

Click the **paperclip icon**  to attach expense documentation (e.g. Motor Vehicle Log Reimbursement Form) – Follow the prompts.



Once expense documentation is attached (if any) the paperclip icon is replaced by a document icon.

Click **Save**, then **Submit**. A **pop-up message** appears, click **Yes** to confirm submission. Click **Timesheet Search** to return to the search page

End of Topic