



How to enter and submit your Timesheet - Hourly

Overview

This guide demonstrates how to enter and submit time and expenses for hours worked (regular hours and irregular hours, e.g. shift work).

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

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
- ✓



Enter and submit Timesheet - Hourly

Step	Action
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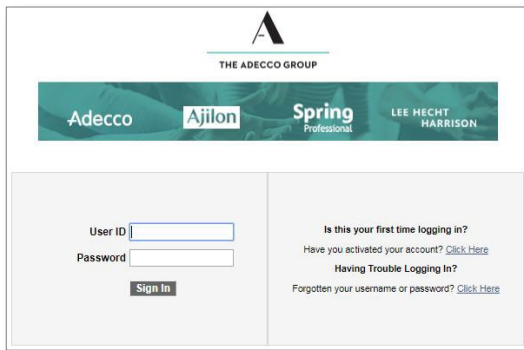


Go to springprofessional.com.au, click on Timesheet

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

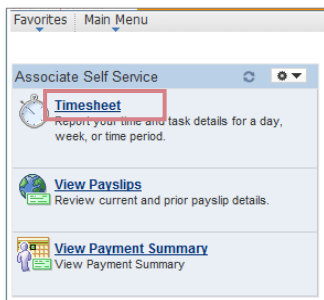
Enter your **User ID**, **Password** and click **Sign In**.

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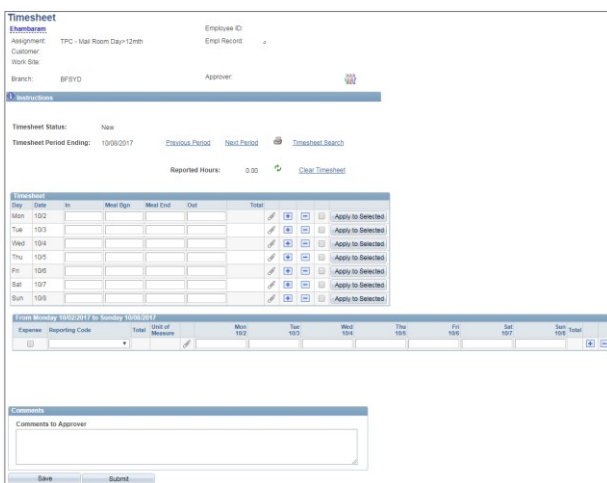
The **PeopleSoft homepage** displays, click **Timesheet** to access your timesheet.

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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 hours entered.

Enter times in **24hour format** or in **12hour format** using AM or PM. PeopleSoft auto-formats the time when the record is saved.

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 **working hours** (irregular hours go to step 5).

- Enter start time in **In field**
- Enter meal break start time in **Meal Bgn field**
- Enter meal break end time in **Meal End field**
- Enter finish time in **Out field**
- If applicable, **tick boxes** for each subsequent line to be populated, then click **Apply to Selected** on row with hours entered
- 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
 Employee: **Ehambaram**
 Empl Record: 3
 Assignment: TPC - Mail Room Day>12mth
 Customer:
 Work Site:
 Branch: BFSYD
 Approver:

Instructions

Timesheet Status: Draft
 Timesheet Period Ending: 10/08/2017
 Reported Hours: 37.50

Day	Date	In	Meal Bgn	Meal End	Out	Total
Mon	10/2	8:00:00AM	12:00:00PM	12:30:00PM	4:00:00PM	7.50
Tue	10/3	8:00:00AM	12:00:00PM	12:30:00PM	4:00:00PM	7.50
Wed	10/4	8:00:00AM	12:00:00PM	12:30:00PM	4:00:00PM	7.50
Thu	10/5	8:00:00AM	12:00:00PM	12:30:00PM	4:00:00PM	7.50
Fri	10/6	8:00:00AM	12:00:00PM	12:30:00PM	4:00:00PM	7.50
Sat	10/7					
Sun	10/8					

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 checked="" type="checkbox"/>	R0301 - Exp Other	\$50.00	EA								\$50.00

Comments
 Comments to Approver

The **Timesheet** displays. Scroll down to the **expenses section** in the grid below the timesheet.

- Tick **Expense box**, then select the expense type from the **Reporting Code** drop down list.
- Click the **Add link** to enter total dollar amount of expenses.

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Expense	Reporting Code	Total	Unit of Measure	Total
<input checked="" type="checkbox"/>	R0301 - Exp Other	\$50.00	EA	\$50.00

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

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

Click **Save**, then click **Submit**.

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



The **Timesheet** displays.

Confirm **Timesheet Period Ending** date, then enter your **irregular working hours** (regular hours go to step 3). In this example, an employee begins work at 11pm on Monday, has an hour break at 3am, and finishes at 7am on Tuesday.

- **Enter In, Meal Bgn, Meal End and Out** times for the first shift in the applicable fields.
- If applicable, **tick boxes** for each subsequent line to be populated and click **Apply to Selected** on row with hours entered.
- Click **Save** (this deletes any extra rows and display correct set up as shown below).
- *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

Employee ID: _____ Empl Record: 3

Assignment: TPC - Mail Room Day>12mth Customer: _____

Work Site: _____ branch: BFSYD Approver: _____

Instructions

Timesheet Status: Draft

Timesheet Period Ending: 10/09/2017 [Previous Period](#) [Next Period](#) [Timesheet Search](#)

Reported Hours: 14.00 [Clear Timesheet](#)

Day	Date	In	Meal Bgn	Meal End	Out	Total			
Mon	10/2	11:00:00PM				7.00			Apply to Selected
Tue	10/3		3:00:00AM	4:00:00AM	7:00:00AM				Apply to Selected
Wed	10/4	11:00:00PM				7.00			Apply to Selected
Thu	10/5		3:00:00AM	4:00:00AM	7:00:00AM				Apply to Selected
Fri	10/6								Apply to Selected
Sat	10/7								Apply to Selected
Sun	10/8								Apply to Selected

From Monday 10/02/2017 to Sunday 10/09/2017


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

Comments

Comments to Approver




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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<input type="checkbox"/>	R0306 - KM Reimbursement	63.00	KM	63.00						63.00
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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