

# WorkPlace

## Timesheet User Guide



[www.workplaceonline.com.au](http://www.workplaceonline.com.au)



## PART 3 – STAFF ACCESS

### Logging into WorkPlace

1. Open a web page such as Internet Explorer or FireFox.

Go to the website  
[www.workplaceonline.com.au](http://www.workplaceonline.com.au)

**www.workplaceonline.com.au**

2. This will take you to the WorkPlace Sign-In Page.

Enter the details:

Account: company name  
Username: john.smith  
(username is *firstname.lastname*)  
Password: [see your manager]

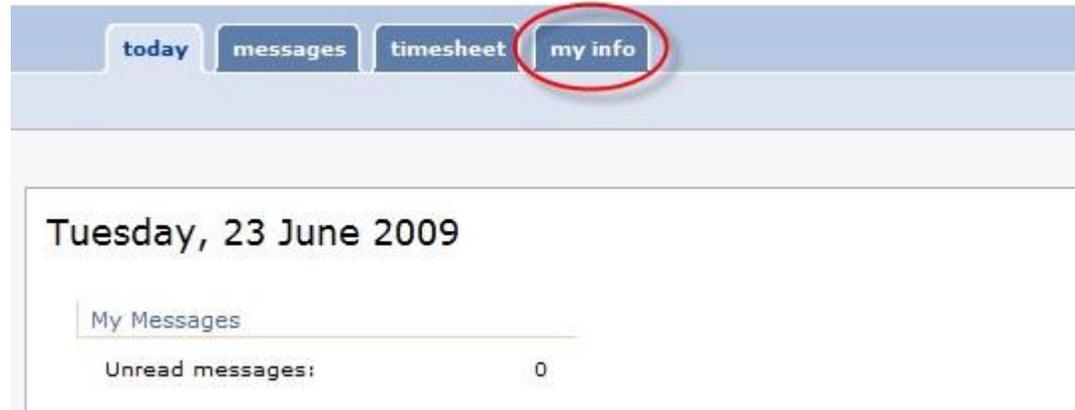
Click 'Sign In'

Account	<input type="text"/>
Username	<input type="text" value="john.smith"/>
Password	<input type="password" value="••••••••"/>
<input type="checkbox"/>	Remember my account and username
<a href="#">Forgotten password?</a>	<input type="button" value="Sign In"/>

## Changing Your Password

When you first login to WorkPlace you should change your password.

4. Click on the 'my info' tab



5. Select 'Account' from the heading list.



- 6.
- a) Enter your current password.
  - b) Enter your new password.
  - c) Confirm your new password.
  - d) Click 'save'

### My Info: Account

Account Details	
Username	john.smith
Current password	<input type="password"/>
New password	<input type="password"/>
Confirm password	<input type="password"/>
<input type="button" value="Save"/> <input type="button" value="Cancel"/>	

### Completing Timesheets – Standard Day

Entering timesheets for a 'normal' or 'standard' work day. This means that you have not taken any leave or worked any 'special' hours.

7. Click on the 'Timesheet' tab.



7a. If you work in more than one division, you will first need to select the division you are entering timecards for from the drop-down box.

8. Click on 'Add Timecard'

9. Complete the timesheet details.  
 a) Select the **Date** from the drop-down menu.  
 b) Select the **Task** from the drop-down menu.

### My Timesheet: Corporate Services

< Mon, 15 June - 28 J

	Delete	Date	Task	Actual Start	Actual End	Pay Start	Pay End
+		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		
					Total Hours		

Submit

10. Enter you 'Actual Start' and 'Actual End' times.

Note: All times should be entered as 24-hr times.

< Mon, 15 June - 28 June >

Actual Start	Actual End	Pay Start	Pay End	Break	Pay Type	Total Hours
09:30	17:00			<input type="text"/>	<input type="text"/>	07:30
Total Hours	07:30					07:30

11. Select the 'Break' from the drop-down menu if you have taken a lunch break.

< Mon, 15 June - 28 June >

Actual Start	Actual End	Pay Start	Pay End	Break
09:30	17:00			30 minutes
Total Hours	07:00			06:30

12. Click the 'Submit' button.

My Timesheet: Corporate Services

< Mon, 15 June - 28 J

	Delete	Date	Task	Actual Start	Actual End	Pay Start	Pay End
+	<input type="checkbox"/>	Monday, 15th June	IT Officer	09:30	17:00		
					Total Hours	07:30	

Submit

13. Complete steps 7 -12 for each day within the weekly pay period.

Don't forget to 'submit' your timecards.

My Timesheet: Corporate Services

< Mon, 15 June - 28 June >

	Delete	Date	Task	Actual Start	Actual End	Pay Start	Pay End	Break
+	<input type="checkbox"/>	Monday, 15th June	IT Officer	09:30	17:00			30 minutes
+	<input type="checkbox"/>	Tuesday, 16th June	IT Officer	09:00	16:30			60 minutes
+	<input type="checkbox"/>	Wednesday, 17th June	IT Officer	09:15	16:30			
+	<input type="checkbox"/>	Thursday, 18th June	IT Officer	09:00	17:00			45 minutes
+	<input type="checkbox"/>	Friday, 19th June	IT Officer	09:15	17:30			
					Total Hours	36:15		02:15

Submit

## Completing Timesheets – Entering Leave

Entering timesheets for a day where you have worked leave.

If you have taken 'Leave' on any particular day, you will need to select the Leave type from the 'Pay Type' drop-down menu.

1. Add a new timecard (steps 7 to 10) entering in your standard working hours in the Actual Start/End Times.

Do NOT enter a Break for a 'Leave' timecard.

My Timesheet: Corporate Services - IT

< Mon, 15 June - 28 June >

	Delete	Date	Task	Actual Start	Actual End	Pay Start	Pay End	Break
		Monday, 15th June	IT Officer	09:00	16:36			
				Total Hours	07:36			

2. Click on the 'Pay Type' drop-down menu and select the Leave Type that is relevant.

In this example, 'Annual Leave' is selected.

You can 'mark' any days as 'leave' by selecting from the drop-down menu.

has exceptions valid timecard approved locked exported

Break	Total Hours	Pay Type	Additional
<input type="text"/>	<input type="text"/>	<input type="text"/>	<a href="#">show</a>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<a href="#">show</a>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<a href="#">show</a>

- Annual Leave
- Compassionate Leave
- Jury Duty Leave
- Long Service Leave
- Sick Leave
- Time in lieu
- Unpaid Leave
- Workcover
- Public Holiday
- Meal Break
- No Show
- Public Holiday Not Worked
- Unpaid

3. Complete the remaining timecards for the rest of the fortnight period as per normal.

< Mon, 15 June - 28 June >

Actual Start	Actual End	Pay Start	Pay End	Break	Pay Type	Total Hours
09:00	14:36				Annual Leave	05:36
09:00	14:36				Annual Leave	05:36
09:00	17:36			30 minutes		08:06
09:00	17:36			45 minutes		07:51
09:00	17:36			30 minutes		08:06
<b>Total Hours</b>	<b>35:15</b>			<b>01:45</b>		<b>35:15</b>

**Completing Timesheets – Allowances**

If you are entitled to an allowance(s) for a particular shift(s), you can select these from the 'Additional' column.

1. Add a new timecard (steps 7 to 10) entering in your standard working hours in the Actual Start/End Times.

My Timesheet: Corporate Services - IT

< Mon, 15 June - 28 June >

Delete	Date	Task	Actual Start	Actual End	Pay Start	Pay End	Break
+	Monday, 15th June	IT Officer	09:00	16:36			
			<b>Total Hours</b>	<b>07:36</b>			

2. Click on the 'show' button in the Additional column to view a list of available allowances.

< Mon, 15 June - 28 June >

Actual Start	Actual End	Pay Start	Pay End	Break	Pay Type	Total Hours	Additional
09:00	16:36					07:36	show
16:36	17:30				Time In Lieu OT 1.5	00:54	show
09:00	16:36			30 minutes		07:06	show
08:30	16:36			45 minutes		07:21	show
<b>Total Hours</b>	<b>22:57</b>			<b>01:15</b>		<b>22:57</b>	

3. The list of all available allowances will be displayed.

Check the box of the allowance that is relevant for that shift (or enter the number of KM's you are claiming for the KM allowance).

Delete	Date	Task	Actual Start
+ <input type="checkbox"/>	Monday, 15th June	IT Officer	09:00
<b>Allowances</b>			
BADGE	Badge	<input type="checkbox"/>	
DUALQUAL	Dual Qualification	<input type="checkbox"/>	
H&AMRNSH	H&A Morning Shift	<input checked="" type="checkbox"/>	
HIGH	Higher Duties	<input checked="" type="checkbox"/>	
HPRMRNSH	MORNING SHIFT	<input type="checkbox"/>	
KM	KM	20	

4. Click 'Hide' if you want to minimise this view again. The Allowances that you have checked will still be saved.

Break	Pay Type	Total Hours	Additional	Created by
<input type="text"/>	<input type="text"/>	07:36	hide	
Notes				
Artist Change Shift	<input type="checkbox"/>			
H&A Afternoon Shift	<input type="checkbox"/>			

5. Complete the remaining timecards for the rest of the fortnight period as per normal.

Click 'Submit'

< Mon, 15 June - 28 June >

Date	Task	Actual Start	Actual End	Pay Start	Pay End	Break	Pay Type	Total Hours
Monday, 15th June	IT Officer	09:00	16:36					07:36
Monday, 15th June	IT Officer	16:36	17:30				Time In Lieu OT 1.5	00:54
Tuesday, 16th June		09:00	16:36			30 minutes		07:06
Wednesday, 17th June		08:30	16:36			45 minutes		07:21
Total Hours			22:57			01:15		22:57