



## Approving Timesheets - Clients

### Logging into WorkPlaceOnline

To log in to WorkPlace, open a Web Browser (such as Internet Explorer or Firefox) and go to [www.workplaceonline.com.au](http://www.workplaceonline.com.au)

#### 1. Enter your **Manager** Login Details.

**Account:** essential

**Username:** (to be provided to you)

**Password:** (to be provided to you)

Click 'Sign In'

Account

Username

Password

Remember my account and username

[Forgotten password?](#)

#### 2. Home Page

From the Home Page you will be able to navigate the 'tabs' at the top of page to access all the relevant information you will need.

NB: There will be some tabs that you do not have access to.

 **Essential Appointments Pty Ltd**

today messages timesheet report temp admin my info

## Approving Timesheets

The first step you will need to complete is to ensure that all staff timesheet errors (exceptions) are resolved. This will allow you to approve all timesheets for a given period.

1. Go into the timesheets area of **WorkPlace** by clicking on the "timesheet" tab.



2. Click on the 'Week Begin' date for the timesheets you would like to approve.

Timesheet List

Week Begin	Week End	Status
12/10	18/10	approved
19/10	25/10	not approved
26/10	01/11	none
02/11	08/11	none

3. Any timesheets that are pink have exceptions and cannot be approved until fixed.

To see the error, click onto the name of the employee whose row is pink.

Timesheet Summary: (October 19 - October 25)

Filter by Reporting To

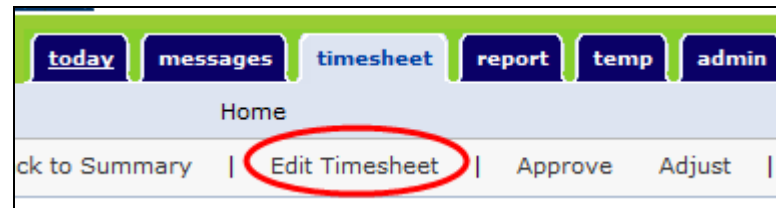
		Monday 19 Oct 2009		Tuesday 20 Oct 2009		Wednesday 21 Oct 2009	
<input type="checkbox"/> Staff ▲	Staff ID	Act	Pay	Act	Pay	Act	Pay
<input type="checkbox"/>		06:00	06:00	04:00	04:00	04:00	04:00
<input type="checkbox"/>		08:00	06:30	07:00	07:00	09:00	08:15
Total Hours		14:00	12:30	11:00	11:00	13:00	12:15

4. Once you have clicked onto the employee, you will be able to see all timesheet errors for the payroll period.

The field causing the exception will be highlighted with a red border.

Filter by Reporting to		by Status		Filter			
Date	Client	Reporting to	Task	Actual Start	Actual End	Pay Start	Pay End
Monday, 19th October			Data Entry Operator	09:00	15:00	09:00	15:00
Tuesday, 20th October			Data Entry Operator	09:00	13:00		13:00
Wednesday, 21st October			Data Entry Operator	09:00	13:00	09:00	13:00
Friday, 23rd October			Data Entry Operator	07:00	07:30	07:00	
Total Hours					14:30		

5. To fix the exceptions, you can edit the timesheet by clicking "Edit Timesheet"



6. Complete any missing information and make any adjustments while in this edit mode.

Here you can make adjustments to:

- date
- task
- pay start and end times

	Delete	Date	Task	Actual Start	Actual End	Pay Start	Pay End
1 +	<input type="checkbox"/>	Monday, 19th Oct	Data Entry Operator	09:00	15:00	09:00	15:00
2 +	<input type="checkbox"/>	Tuesday, 20th Oct	Data Entry Operator	09:00	13:00		13:00
3 +	<input type="checkbox"/>	Wednesday, 21st Oct	Data Entry Operator	09:00	13:00	09:00	13:00
4 +	<input type="checkbox"/>	Friday, 23rd Oct	Data Entry Operator	07:00	07:30	07:00	
							Total Hours

You can delete any unwanted timecards by checking the box of the timecard you wish to remove.

Then click 'save' when you have completed the changes.

	Delete	Date	Client	Reporting To	Task
1 +	<input type="checkbox"/>	Monday, 19th Oct	[Redacted]	[Redacted]	Data
2 +	<input type="checkbox"/>	Tuesday, 20th Oct	[Redacted]	[Redacted]	Data
3 +	<input checked="" type="checkbox"/>	Wednesday, 21st Oct	[Redacted]	[Redacted]	Data
4 +	<input checked="" type="checkbox"/>	Friday, 23rd Oct	[Redacted]	[Redacted]	Data

7. Once you have fixed up all exceptions, timecards will appear as a yellow colour. This indicates that they are all valid and can now be approved.

Filter by Reporting to [Redacted] by Status [Redacted]

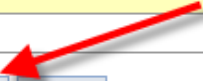
<input type="checkbox"/>	Date	Client
<input type="checkbox"/>	Monday, 19th October	
<input type="checkbox"/>	Tuesday, 20th October	
<input type="checkbox"/>	Wednesday, 21st October	
<input type="checkbox"/>	Friday, 23rd October	

8. After you have checked the pay times and are happy to approve timesheets for payment, select the check box in the title bar to “select all” timecards below. Click “Approve”.

Staff Timesheet: (October 19 - October 25)

Filter by Reporting to  by Status

<input checked="" type="checkbox"/>	Date	Client	Reporting to	Task
<input checked="" type="checkbox"/>	Monday, 19th October			Data En
<input checked="" type="checkbox"/>	Tuesday, 20th October			Data En
<input checked="" type="checkbox"/>	Wednesday, 21st October			Data En
<input checked="" type="checkbox"/>	Friday, 23rd October			Data En



9. Once approved the timecards will appear in green.

Staff Timesheet: (October 19 - October 25)

Filter by Reporting to  by Status

<input type="checkbox"/>	Date	Client	Reporting to	Task
<input type="checkbox"/>	Monday, 19th October			Data En
<input type="checkbox"/>	Tuesday, 20th October			Data En
<input type="checkbox"/>	Wednesday, 21st October			Data En
<input type="checkbox"/>	Friday, 23rd October			Data En

10. Approving timecards now allows the timesheet for each employee to be processed.

- End -