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GBS Recruitment Candidate Quick User Guide

How to add shortcut to your phone and log in

To access the system, use the provided link in your welcome email.

Note: A shortcut to the web page can be added to the home screen on your smartphone or tablet so that you can directly access the system.

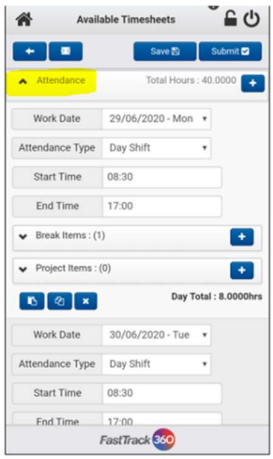
To create a shortcut, copy the link in your email, and paste it into your mobile phone internet browser (if you click on the link, the ability to save to your home screen is not available).

Tap the menu button (android device) or share button (iPhone/iPad) and select Add to Home Screen.

If you don't have a smart phone at your disposal, don't worry, you can complete paper timesheets. Please contact our payroll team on 03 5174 2665 or accounts@gbsrecruitment.com.au to let us know.

To set up your candidate portal, enter your designated username and password from your welcome email. Upon your initial login, you will be prompted to update your password and set up a security question.

Enter timesheet



Click on the available timesheet for the pay period and enter hours for each day worked within that week.

Enter the Start Time, Start Break, End Break, and End Time hours for the day using 24-hour format i.e. 7.30am – 4.00pm would be 07:30 to 16:00.

Ensure break times are entered using 24-hour clock i.e. 12.00pm-12.30pm.

To copy hours entered on the first day of the pay period to every day (except weekends), click the **Copy Down** feature located at bottom of the workday.



Copies details from that day to the following day



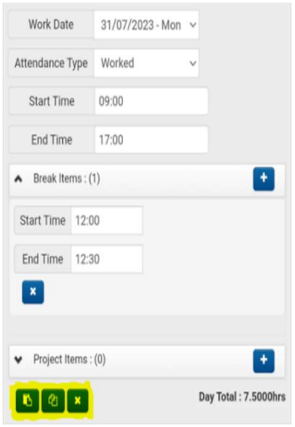
Copies details from that day to all days Mon to Fri



Deletes details from that day



To open additional lines



Once you have finished in the timesheet screen you have 3 options

1. **Save** Timesheet will be saved and can be amended before submitting
2. **Close Screen** will be closed, and no changes saved
3. **Save & Submit** Timesheet will be submitted to host for approval