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## Candidate Mobile Timesheet User Guide

This guide is designed to assist you in using mobile timesheets.

GBS Recruitment has issued you a link to the Mobile Timesheet Portal along with a username and password to log in.

### **Accessing your timesheets**

Using your mobile device functionality, you can create a shortcut to the link (URL)

- The default name will be “FastTrack”, but we suggest you rename this to GBS
- You can then access the mobile timesheet functionality direct from your device’s home screen

#### **iPhone**

- Copy the website link from the email and paste into our internet browser (don’t open through email)
- Open candidate portal logon screen
- Click  (at the bottom of the screen)
- Scroll down and select **add to home screen**
- Enter login and password
- Click **remember me** to save details
- **YouTube video:** <https://www.youtube.com/watch?v=B7fKs4dTeu0>



#### **Android/Samsung**

- Copy the website link from the email and paste into Chrome (don’t open through email)
- Open candidate portal logon screen
- Click on three dots top right
- Add to home screen
- Enter login and password
- Click **remember me** to save details
- **Youtube video:** <https://www.youtube.com/watch?v=yEO4fnwxnZo>

#### **Logging In**

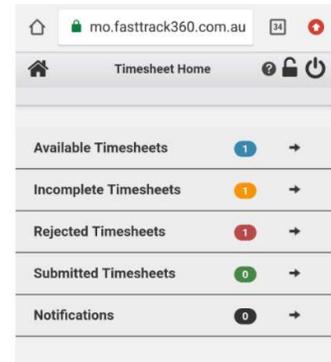
Enter your username and password and click log in

- You will be prompted to enter a new password and security question. Once you have saved the new password you will be prompted to login again using the new password

## Home Screen

Once logged in you will see the timesheet home screen. This screen shows you how many timesheets you have in each of the Timesheet statuses;

- **Available Timesheets** – timesheets that you haven't yet keyed and submitted for approval
- **Incomplete Timesheets** – timesheets that you have edited and saved but not yet submitted for approval
- **Rejected Timesheets** – timesheets you submitted but have been rejected by the approver
- **Submitted Timesheets** – timesheets you submitted and have yet to be approved
- **Notifications** – messages you have been sent within the system

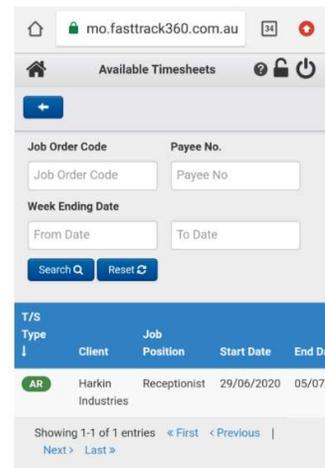


Note: You will not see future dated timesheets, only the current week, and any that have yet to be completed for prior weeks.

## Completing your timesheet

To complete your timesheet, click on **Available Timesheets**

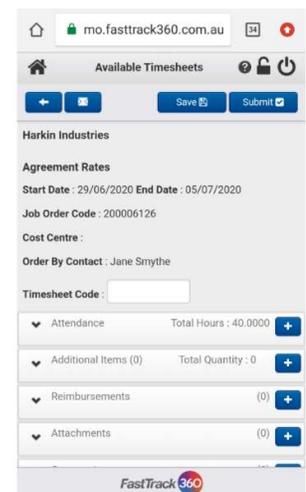
- You will see a list of timesheets with Client Name, Position title, and Start and End Date
  - The Start and End Date relate to the timesheet period, not the entirety of your placement
- Click on the relevant list item and the timesheet will open
- There will be a general work pattern allocated to you which will automatically populate in your timesheet. Start, finish and break times can be modified as needed.
  - If there was a public holiday in the week you are keying and you did not work the public holiday, delete data from this day



The Timesheet is made up of different sections and buttons;



- **Left pointing arrow** – takes you back to the previous screen
- **Message icon** – This function is not in use, **do not use**
- **Save button** – will save your changes and move your timesheet from Available into Incomplete
  - Use this if you want to complete your timesheet day by day and then submit at end of week
- **Submit button** – submits the timesheet through ready for approval



**Harkin Industries**

**Agreement Rates**  
 Start Date : 29/06/2020 End Date : 05/07/2020  
 Job Order Code : 200006126  
 Cost Centre :  
 Order By Contact : Jane Smythe  
 Timesheet Code :

Attendance Total Hours : 40.0000 +

Additional Items (0) Total Quantity : 0 +

Reimbursements (0) +

Attachments (0) +

Comments (0) +

FastTrack 360

- Header of the timesheet (image on left above) shows all the details of the timesheet, including Client name, type of rates, Start and End date, and contact name
  - The timesheet code is not required - **Do not populate**
- Sections of the timesheet (image on right above) are accessed by clicking the downward facing arrow to expand each section
  - **Attendance** – this is where you will key in your Start and End time for each day of the timesheet period you worked

- The Start and End Time will be pre-populated. Start, finish and break times can be modified as needed. If the start and end Time is blank you need to enter this information in.
- Be sure to add in break times in the Break Items drop down. Break will already be populated on your timesheet. Please check and alter if needed.
- Copy and delete functions are located at the bottom of each day.

Available Timesheets

Save Submit

Attendance Total Hours : 40.0000 +

Work Date 29/06/2020 - Mon

Attendance Type Day Shift

Start Time 08:30

End Time 17:00

Break Items : (1) +

Project Items : (0) +

Day Total : 8.0000hrs

Work Date 30/06/2020 - Tue

Attendance Type Day Shift

Start Time 08:30

End Time 17:00

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Work Date 31/07/2023 - Mon

Attendance Type Worked

Start Time 09:00

End Time 17:00

Break Items : (1) +

Start Time 12:00

End Time 12:30

Project Items : (0) +

Day Total : 7.5000hrs



- Copies details from that day to the following day
- Copies details from that day to all days Monday to Friday
- Deletes details from that day

- Project Items - This function is not in use, **do not use**
- **Additional Items** – this will only be required if there is an agreement to pay kms within your assignment. You will be contacted if this applies to you
  - Click the + symbol to add quantity of kms if required
- **Reimbursements** – this will only be required if there is an agreement to pay out-of-pocket expenses with prior approval from your supervisor
- **Attachments** – enables you to attach photos or documents to your timesheet. GBS Payroll cannot see attachments during payroll. Please add a comment if there is an attachment that payroll needs to see
- **Comments** – allows for you to add a comment to the timesheet

## Submitting your timesheet

Once the timesheet is complete, click **Submit**. If there is information missing or incorrect, you will be presented with an error message - fix the issue and then click Submit again.

If, after submitting your timesheet, you realise there is more to add, you can navigate to the **Submitted** status to access the timesheet and **Recall** it

- Doing this moves the timesheet from **Submitted** to **Incomplete**
  - From within Incomplete, you can update the timesheet and Submit again

## Next steps

After submitting your timesheet, the approver will be responsible for approving the timesheet.

If the approver finds an issue with your timesheet they may reject it, and you will receive a message stating that the timesheet has been rejected

- You will find the timesheet in the **Rejected** status
  - Go to the Rejected status and open timesheet
  - The Rejected Reason is displayed as a section
    - Expand the section to see the reason why it was rejected
  - Make relevant changes to the timesheet and click Submit again

If the approver finds no issues with the timesheet, they will approve it, and it will no longer be displayed in the Submitted status.

If you have any questions or need guidance setting things up, don't hesitate to reach out to our payroll team. They're always happy to help and can be reached on 03 5174 2665 or email at [accounts@gsrecruitment.com.au](mailto:accounts@gsrecruitment.com.au).

