
Employer Portal User Guide

How to log in

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

Approve timesheets 'on your PC'

To set up your employer 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.

Once logged in, you will have the opportunity to review and approve submitted candidate timesheets. To approve a timesheet, click the APPROVE option.

If there are inaccuracies needing correction, choose the REJECT option.

Approve timesheets 'via email'

Upon submission of a timesheet, you will receive an email notification prompting you to log in and approve the timesheet.

To access the timesheet for review, follow the link provided in the email.

For your convenience, timesheets can be approved directly in the email. This functionality requires you to 'download pictures' in your email settings. To approve the timesheet, select the APPROVE option.

If there are inaccuracies needing correction, choose the REJECT option.

Your efficient management of timesheet approvals is greatly appreciated.

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@gbsrecruitment.com.au.