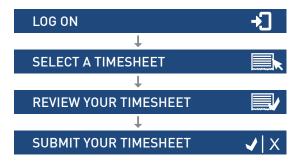


Online Timesheets Employee User Guide

Introduction:

IPA online timesheets are for all employees to use via a desktop or mobile device. Accessible anywhere at anytime.

The Timesheet Process



Contents

The Timesheet Process Using Your Desktop Using Your Mobile Device

Using your desktop



i. LOG ON

Log on to My IPA Portal from the IPA home page *ipa.com.au*

	My IPA Portal Job Seekers About IPA Contact Us	CLOSER THAN
I AM LOOKING FOR	Job Title, Keywords or company All Australia	• > Search

From the menu click the **Time and Attendance** Button.



ii. SELECT A TIMESHEET

Click on Available to view your available timesheets.



Double Click on the timesheet you wish to submit.



Your timesheet will appear. The times and breaks will be pre-populated

Job Order Code Start Date End Date Timesheet Code	ntry 20000177 22/07/201: 22/07/201:			5	Job Order	Job Order Code Start Date Position Purchase Order N	200001777 22/07/2013 Call Centre Opera		443 - Cairns 04/08/2013		Client	Payee	limesheet	Pay Agreement	Bill Agreement
Attendance Addit	ional Item Informatio Start	n	əchme	nts	Find Tir		Attendance Type			Day Total	*	÷	T ~	~	^
22/07/2013		09	00 0 00 0	-		17:00 ¢ 🕜	Day Shift		0 Project Items 0 Project Items						1
24/07/2013		09	2:00 ¢	0	Ē	17:00 ¢ ()	Day Shift	1 Breaks	0 Project Items 0 Project Items	7.5000					
			000 ¢	-	i.	17:00 \$	Day Shift		0 Project Items						1

iii. REVIEW TIMESHEET

Make any necessary adjustments to **Start** and **End Times** by selecting from the clock icons or by typing in your times.

	Attendance Additional Items Attachments						
1	Fimesheet Attendance Information						
	Work Date	Start Time	End Time	ttendance Type			
	22/07/2013	09:00 🏚 🕜	17:00 🌲 🕜	Day Shift 🛛 🔻			

Make any changes to the Break Times by clicking the **Break Items** drop down arrow.

22/07/2013		09:00 🗘 🕜	17:00 🗘 🕜
Break Items	: 1		
Start Time	End	Time	
13:00	: 🕜 📘	13:30 🗘 🕜	

Make any necessary adjustments to Break Times by selecting the clock icons or by typing in your new times.

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m

You can **add** a new break time by clicking

You can **delete** a break time by clicking

The attendance type indicates the type of shift you worked.

Timesheet Attendance Info	al Items Attachments		
Work Date	Start Time	End Time	Attendance Type
22/07/2013	09:00 ‡ 🕜	17:00 🗘 🕜	Day Shift

iv. SUBMIT YOUR TIMESHEET

When your timesheet is correct you can submit your timesheet by clicking the **Submit** button

Timesheet	Entry	H 8 5	8								
Job Order Code Start Date End Date Timesheet Code	200001777 22/07/2013 29/07/2013		Job Order Code Start Date Position Purchase Order	22/07/2013 Call Centre Operator	Office Code End Date	443 - Caims 04082013		> Clert	> Payee	> Timesheet	> Pay Agreement
Attendance	Minut Terr	al anatometer						-	_		
Timesheet Attendar	ce information						a. Terl	_		_	_
		•	End Time	Attendance Type	1 Breaks	0 Project Items	Day Total 7.5000		0	-	
Timesheet Attendan Work Date	ce Information Start	Time	End Time	Day Shift *		0 Project Items 0 Project Items	7.5000			•	
Timesheet Attendart Work Date	Start	n Time 09:00 ‡ 🕧	End Time 17:00 ° () 17:00 ° ()	Day Shit ¥ Day Shit ¥	1 Breaks		7.5000 7.5000				
Timesheet Atlendar Work Date 22/07/2013 23/07/2013	start	n Time 09:00 1 (2) 09:00 1 (2)	End Time 17:00 t () 17:00 t () 17:00 t ()	Day Shift ¥ Day Shift ¥ Day Shift ¥	1 Breaks 1 Breaks	0 Project Items	7.5000 7.5000 7.5000				

Your timesheet has now been sent to your manager for **approval**.

Using a mobile device



i. LOG ON

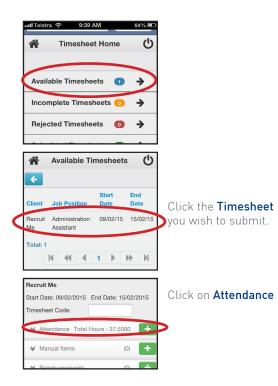
Log on to My IPA Portal from the IPA home page *ipa.com.au*



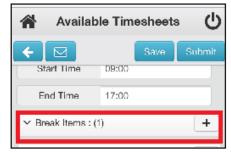
You arrive at the Timesheet Homepage

ii. SELECT TIMESHEET

Click on Available Timesheets.



Make any changes to the Break Time by clicking the **Break Items** drop down arrow.



Make any necessary adjustments to Break Times by typing in your time.

Start Time	13:00	
End Time	13:30	

You can **add** a new break time by clicking



+

Scroll down to repeat the same steps for each work date.

🕋 Availab	le Tim	esheet	⊎
Start Time	09:00	Save	Submit
End Time	17:00		

When your timesheet is correct you can submit your timesheet by clicking the **Submit** button.

Your timesheet has now been sent to your manager for approval.

iii. REVIEW TIMESHEET

Make any necessary adjustments to **Start** and **End Times** by typing in the new time.

Attendance To	otal Hours : 37.5000 +
Work Date	09/02/2015
Attendance Type	Day Shift V
Start Time	09:00
End Time	17:00

The Attendance Type indicates the type of shift you worked.

Technical Support

Contact your IPA consultant should you need any assistance or have any questions regarding Online Timesheets.