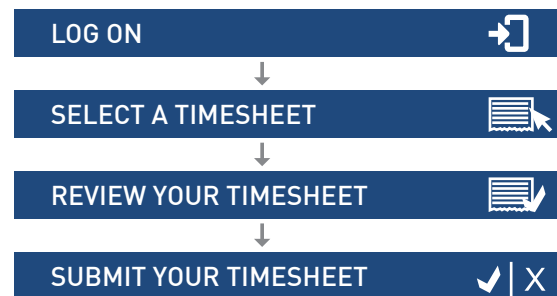


Online Timesheets Employee User Guide

Introduction:

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

The Timesheet Process



Contents

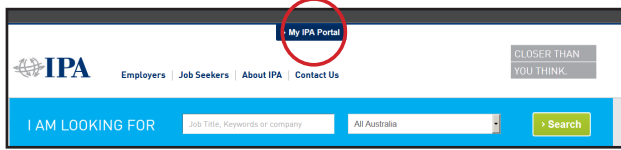
- The Timesheet Process
- Using Your Desktop
- Using Your Mobile Device

Using your desktop

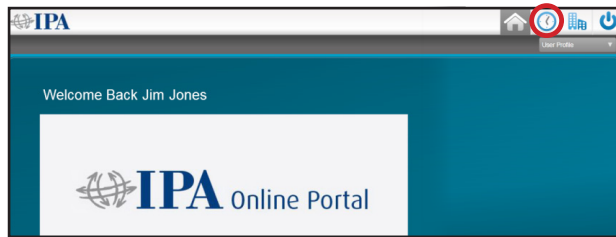


i. LOG ON

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

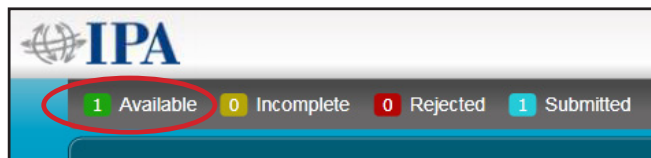


From the menu click the **Time and Attendance** Button.



ii. SELECT A TIMESHEET

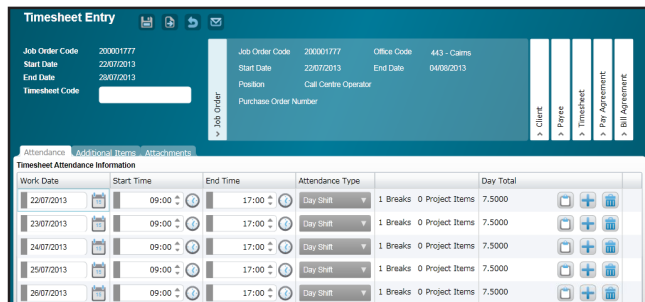
Click on **Available** to view your available timesheets.



Double Click on the timesheet you wish to submit.

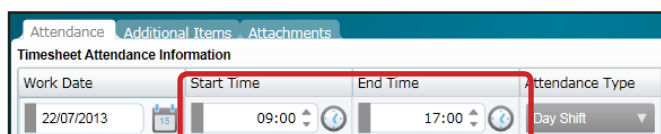


Your timesheet will appear. The times and breaks will be pre-populated

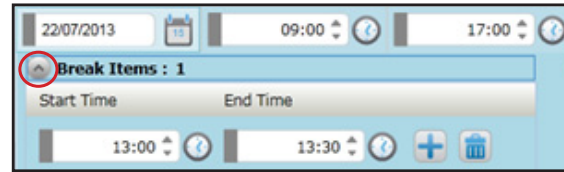


iii. REVIEW TIMESHEET

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



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

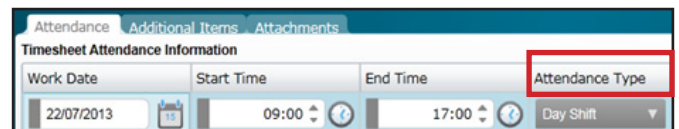


Make any necessary adjustments to Break Times by selecting the clock icons or by typing in your new times.

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

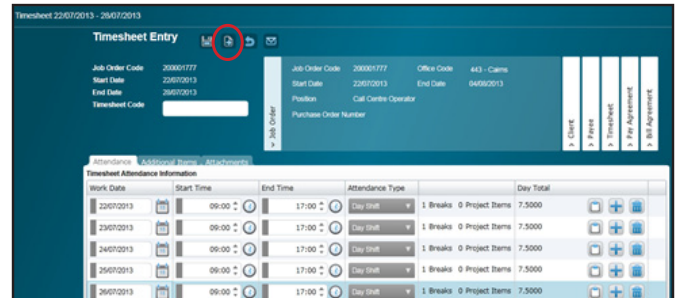
You can **delete** a break time by clicking

The attendance type indicates the type of shift you worked.



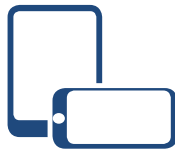
iv. SUBMIT YOUR TIMESHEET

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**.

Using a mobile device



i. LOG ON

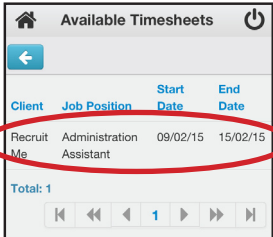
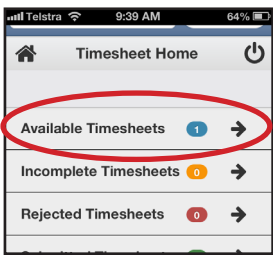
Log on to My IPA Portal from the IPA home page ipa.com.au



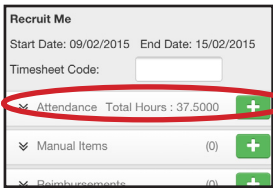
You arrive at the Timesheet Homepage

ii. SELECT TIMESHEET

Click on **Available Timesheets**.



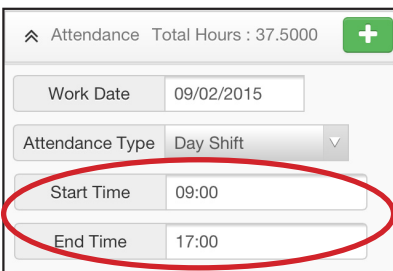
Click the **Timesheet** you wish to submit.



Click on **Attendance**

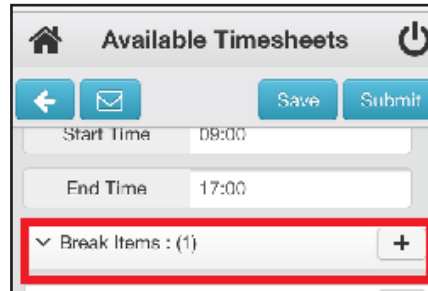
iii. REVIEW TIMESHEET

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

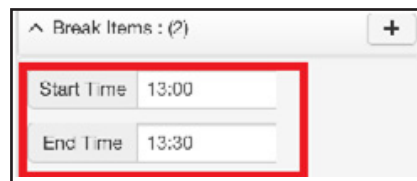


The **Attendance Type** indicates the type of shift you worked.

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



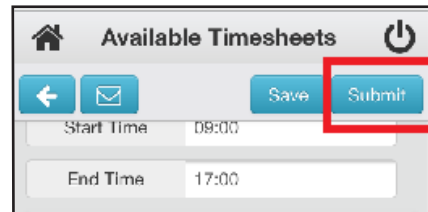
Make any necessary adjustments to Break Times by typing in your time.



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

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

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



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**.

Technical Support

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