

eSolutions WebBase Timesheets

CANDIDATE User Guide

1. Logging In

Go to www.kellyservices.com.au and select "eSolutions Login"

Select "Candidates"

The Candidate Login page will appear

Enter your "User ID" and "Password"

FASTTRACK TIP

If you have forgotten your password, please go to "Forgotten your password?" and select [click here](#)

Please note: After 5 unsuccessful login attempts, the system will automatically lock the user out for a 2-hour period.

Please contact your Kelly Consultant to re-set your WebBase password.

The initial eSolutions WebBase screen will appear with icons for:

- Timesheets
- Change Password
- Log Out

It is advisable for you to change your password the first time you log in to eSolutions WebBase, simply click on the "Change Password" icon and enter your new password.

FASTTRACK TIP

Make your password easy to remember as you will be using this on a weekly basis.



2. Timesheets

Select the "Timesheets" icon

The "Candidate jobs / timesheets" window displays.

Timesheets are sorted by status:

Rejected timesheets are colour coded with a red border. Rejected timesheets are reviewed by the client and denied based on incorrect information.

Incomplete timesheets are colour coded with an orange border. Incomplete timesheets have been saved by the candidate but not submitted.

Rejected timesheets					
Client	Position	Contact	Start/End Date	Week End Date	Total Hrs

Incomplete timesheets					
Client	Position	Contact	Start/End Date	Week End Date	Total Hrs

eSolutions WebBase Timesheets

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Available Timesheets are colour coded with a green border. Available timesheets are new timesheets for the period and require the candidate to enter timesheet data and submit the timesheet for client approval

3. Add New Timesheet Details

Within the "Candidate jobs/timesheets" window click "Add" against the appropriate timesheets. Make sure you select the correct date range.

The "Adding Timesheet" window displays, the format will depend on the job order. Add details accordingly.

FASTTRACK TIP

Timesheets must be entered in 24 hour time. You can use your Tab key to move between fields

Please Note: it is necessary to enter start/stop times for any UNPAID BREAKS only. Do not enter paid breaks such as morning or afternoon tea break

For example, in illustration alongside the candidate commenced work at 8.00am with an unpaid break from 12.00 to 13.00. The candidate continued their shift from 13.00 to 17.00.

If appropriate enter information into the **Additional Claims** section – use this to alert the client to additional payment claims incurred.

If appropriate enter information into the **Comment to Client** section –use this to alert the client of planned leave or information relating to the contract.

If appropriate enter information into the **Comment to Agency** section – use this to alert Kelly of planned leave or information relating to the contract.

Once the timesheet had been completed and is ready to submit click "Save" icon.

The "Submit Timesheet" window appears.

Select "Yes Submit Timesheets" button.

Available timesheets				
Client	Position	Contact	Start/End Date	Week End Date

Candidate jobs / timesheets

Print Blank Timesheet Instructions Archived Timesheets

Available timesheets				
Client	Position	Contact	Start/End Date	Week End Date
ABC Company.	Personal Assistant 200000087 (Temp)	Anne Smith	26/10/2009 31/12/2009	01/11/2009
ABC Company.	Personal Assistant 200000087 (Temp)	Anne Smith	26/10/2009 31/12/2009	08/11/2009
ABC Company.	Personal Assistant 200000087 (Temp)	Anne Smith	26/10/2009 31/12/2009	15/11/2009

Start Stop Times Timesheet (Hourly Timesheet Interface)

Back View Job Details Print SAVE

Week Ending : 01/11/2009 Status : Add

Please enter time in 24 hour format hh:mm ie. 18:30 means 6:30pm.
Shifts can be entered over multiple days but cannot overlap.

Date	Start	Stop	Start	Stop	Start	Stop	Start	Stop	Total
Mon 26/10/2009	08:00	12:00	13:00	17:00					08:00
Tue 27/10/2009	09:00	13:00	13:00	18:00					09:00
Wed 28/10/2009									
Thu 29/10/2009									
Fri 30/10/2009									
Sat 31/10/2009									
Sun 01/11/2009									
Total									17:00

Additional Claims

Comment to ABC Company
Thank you in advance for your approval.

Comment to Fast Track Recruitment
This is a great assignment, everyone at ABC is really nice. Thank you.

Submit timesheet

Do you wish to submit this timesheet for a total of 17:00 hours to ABC Company?

No save for later use Yes submit timesheets

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FASTTRACK TIP

You can also key the timesheet and then save it so you can key more time later in the week before sending it for approval. Select "No Save for Later Use" button if you wish to do this.

Once the timesheet has been submitted an email will be sent to the approver advising them that there is a "Submitted" timesheet for their approval.

4. Edit Rejected or Incomplete Timesheets

On the "Candidate jobs/timesheets" window, click "Edit" for "Incomplete" timesheets or "Edit" for "Rejected" timesheets.

Update the timesheet accordingly, insert "Comments" to Client and/or Kelly as required.

Select "Save" to resubmit rejected/incomplete timesheets for approval

Back View Job Details Print SAVE

Week Ending : 01/11/2009 **Status : Rejected**

Please enter time in 24 hour format hh:mm ie. 18:30 means 6:30pm.
Shifts can be entered over multiple days but cannot overlap.

Date	Start	Stop	Start	Stop	Start	Stop	Start	Stop	Total
Mon 26/10/2009	08:00	12:00	13:00	17:00					08:00
Tue 27/10/2009	09:00	13:00	13:00	18:00					09:00
Wed 28/10/2009									
Thu 29/10/2009									
Fri 30/10/2009									
Sat 31/10/2009									
Sun 01/11/2009									
Total									17:00

Comment from ABC Company
The time for Tuesday is wrong. It should be Stop 13:00 and Start 13:30. Thanks Anne.