## **eSolutions WebBase Timesheets CANDIDATE User Guide**



### 1. Logging In

Go to <a href="https://www.kellyservices.com.au">www.kellyservices.com.au</a> and select "eSolutions Login"

Select "Candidates"

The Candidate Login page will appear

Enter your "User ID" and "Password"

FASTTRACK
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.

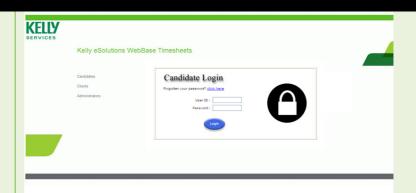
Please contact your Kelly Consultant to re-set your WebBase password.

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.

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 tin	nesheets				
Client	Position	Contact	Start/End Date	Week End Date	Total H <b>r</b> s
Incomplete ti	imesheets				
Client	Position	Contact	Start/End Date	Week End Date	Total Hrs



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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

Available tin	nesheets				
Client	Position	Contact	Start/End Date	Week End Date	

## **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 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.



Shifts can be entered over multiple days but canno: overlap. Stop Start Stop Start Start Stop Total 13:00 08:00 08:00 12:00 17:00 13:00 13:00 18:00 09:00

Mon 26/10/2009 Tue 27/10/2009 WeJ 28/10/2009 Thu 29/10/2009 Fri 30/10/2009 Sat 31/10/2009 Sun 01/11/2009 Total 17:00

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omment to ABC Company	
hank you in advance for your approval.	1
hank you in advance for your approval.	~
hankyou in advance for your approval.  pomment to Fastirack Recruitment	~





Date

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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

