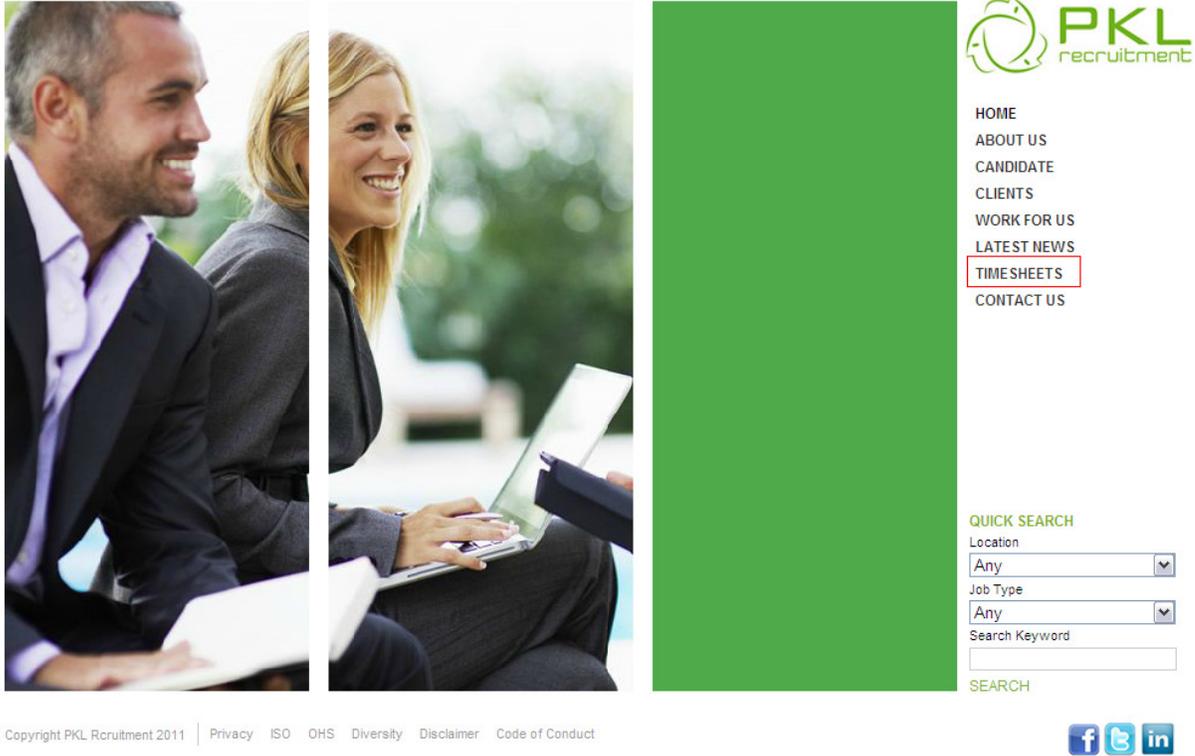


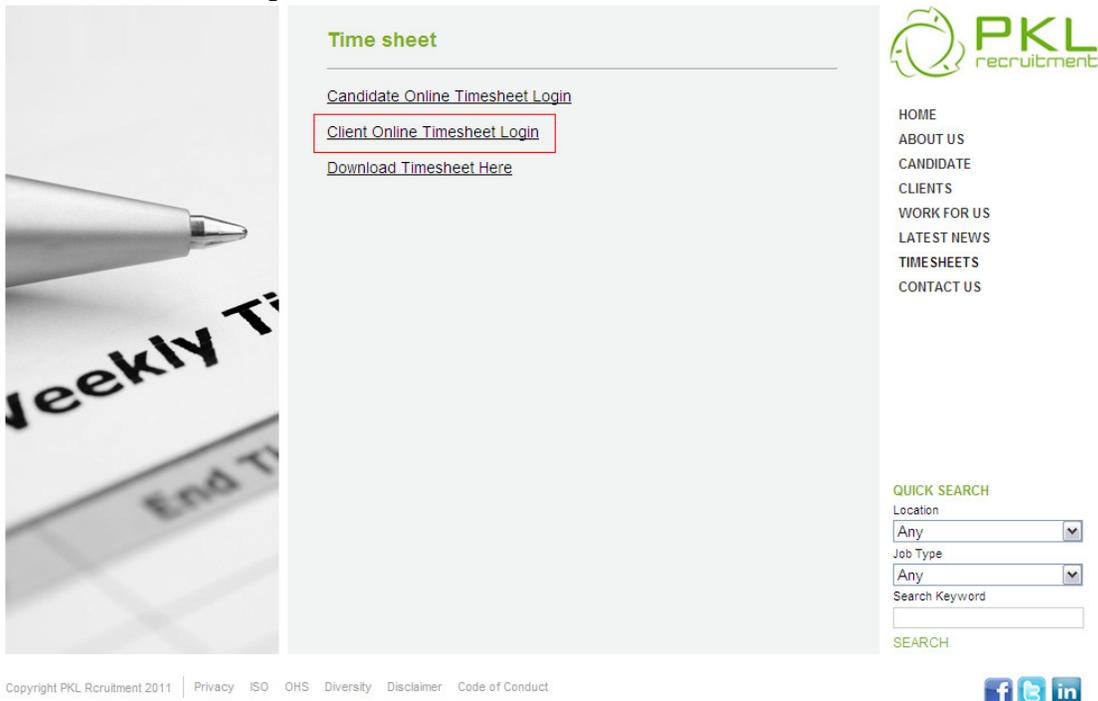
PKL Client Online Timesheet User Manual

Logging In:

1. Go to www.pkl.com.au You will see the Timesheets link on the right hand side.



2. Click on Client Login



- The following screen will be displayed; enter your User ID, User Name and Password and click Login.

Client Login

Forgotten your password? [click here](#)

User ID :
 User Name :
 Password :

Login



- The following screen will appear. From here you can click on the Timesheets icon to view timesheets for approval. You can also change your password, or Log Out of your session



- All timesheets submitted by working PKL Candidates requiring approval will be displayed in yellow (as below) and allow you to Accept or Reject the timesheet.

FastTrack Recruitment ABN: 00 000 000 000

Client timesheet list

SAVE
Instructions
Print
Archived Timesheets

After accepting and / or rejecting timesheets please choose SAVE to submit the list.

Submitted timesheets								
Name	Position Job No (Type)	Start Date End Date	Week Ending	Extras	Total Hrs	Accept	Reject	
<u>Nadine Barry</u>	Personal Assistant 200000087 (Temp)	26/10/2009 30/11/2009	01/11/2009		16.50	<input type="checkbox"/>	<input type="checkbox"/>	Email

Available timesheets								
Name	Position Job No (Type)	Start Date End Date	Week Ending					
Nadine Barry	Personal Assistant 200000087 (Temp)	26/10/2009 30/11/2009	30/11/2009	Add				Email
Nadine Barry	Personal Assistant 200000087 (Temp)	26/10/2009 30/11/2009	29/11/2009	Add				Email
Nadine Barry	Personal Assistant 200000087 (Temp)	26/10/2009 30/11/2009	22/11/2009	Add				Email
Nadine Barry	Personal Assistant 200000087 (Temp)	26/10/2009 30/11/2009	15/11/2009	Add				Email
Nadine Barry	Personal Assistant 200000087 (Temp)	26/10/2009 30/11/2009	08/11/2009	Add				Email
Kate Douglas	Personal Assistant 200000072 (Temp)	16/09/2009 28/10/2009		Add				Email

Timesheet Status:

- Submitted Timesheets (Yellow) - timesheets awaiting your approval

Submitted timesheets						
Name	Position Job No (Type)	Start Date End Date	Week Ending	Extras	Total Accept Hrs	Reject

- Rejected Timesheets (Red) - timesheets you have previously rejected

Rejected timesheets						
Name	Position Job No (Type)	Start Date End Date	Week Ending	Extras	Total Accept Hrs	Reject

- Available Timesheets (Green) – Available timesheets. *Note, you may not see the Available timesheets depending on your system options.*

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

Accepting (approving) a Timesheet

- If you approve of the total hours displayed, you place a tick in the Accept box and press Save OR

If you want to view the full details of the timesheet, click onto the Candidates Name. This will bring up the full timesheet.



PKL Personnel Pty Ltd

ABN: 32 069 536 438

Client timesheet list

SAVE

Instructions

Print

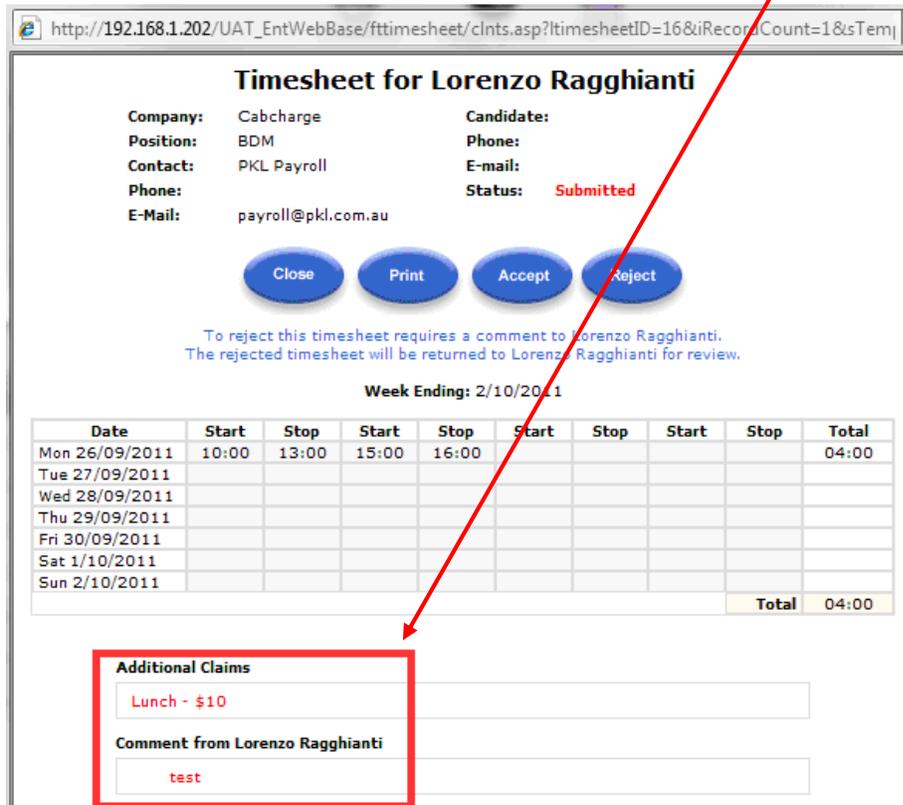
Archived Timesheets

After accepting and / or rejecting timesheets please choose SAVE to submit the list.

Submitted timesheets							
Name	Position Job No (Type)	Start Date End Date	Week Ending	Extras	Total Hrs	Accept	Reject
Lorenzo Ragghianti	BDM 200000796 (Temp)	12/09/2011 2/12/2011	2/10/2011	\$	4.00	<input type="checkbox"/>	<input type="checkbox"/> Email

Available timesheets				
Name	Position Job No (Type)	Start Date End Date	Week Ending	
Lorenzo Ragghianti	BDM 200000796 (Temp)	12/09/2011 2/12/2011	20/11/2011	Add Email
Lorenzo Ragghianti	BDM 200000796 (Temp)	12/09/2011 2/12/2011	13/11/2011	Add Email

- The full timesheet will allow you to view the details of any extras the Candidate has claimed or any notes they may have written



Timesheet for Lorenzo Ragghianti

Company: Cabcharge
Position: BDM
Contact: PKL Payroll
Phone:
E-Mail: payroll@pkl.com.au

Candidate:
Phone:
E-mail:
Status: Submitted

To reject this timesheet requires a comment to Lorenzo Ragghianti. The rejected timesheet will be returned to Lorenzo Ragghianti for review.

Week Ending: 2/10/2011

Date	Start	Stop	Start	Stop	Start	Stop	Start	Stop	Total
Mon 26/09/2011	10:00	13:00	15:00	16:00					04:00
Tue 27/09/2011									
Wed 28/09/2011									
Thu 29/09/2011									
Fri 30/09/2011									
Sat 1/10/2011									
Sun 2/10/2011									
Total									04:00

Additional Claims

Lunch - \$10

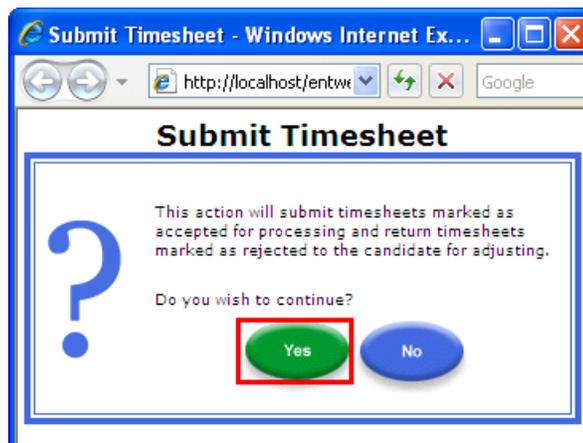
Comment from Lorenzo Ragghianti

test

- Once you have Accepted / Rejected a timesheet you will be prompted with the message below. This is your final opportunity to make changes before the timesheet is submitted to PKL for payment.

Note: if you Reject a timesheet you will need to provide a reason. This will be returned to the candidate for amendment

Candidates can not be paid by PKL, until their timesheets are approved by the relevant manager.



Submit Timesheet - Windows Internet Ex...

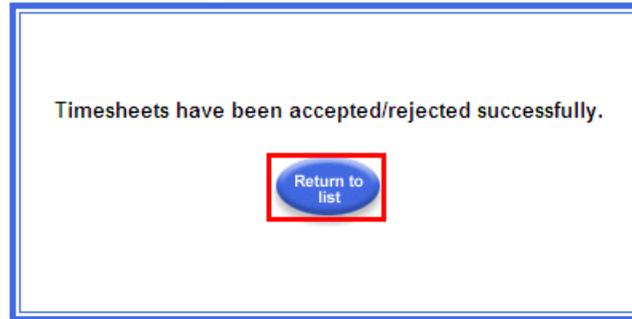
http://localhost/entw...

Submit Timesheet

This action will submit timesheets marked as accepted for processing and return timesheets marked as rejected to the candidate for adjusting.

Do you wish to continue?

9. Once you press Yes (above) a confirmation message box appears. You can return to the list of timesheets and continue Processing



10. Once you have completed all timesheets you need to Log out - It is important for security that you log out after use



Timesheets



Change Password



Log Out