

COMPLETE YOUR TIMESHEET ONLINE. It's quick and easy.

1. login

Go to <http://www.alphaonline.co.nz/Timesheets/Temp>

Enter your Username (Firstname.Lastname eg. john.doe)

Then enter your Password (First Name & First Letter Lastname. eg. johnd)

Timesheets Online - Login

Please enter your username and password to login.

Username:

Password:

Login

2. Once you're logged on the below screen will appear.

Welcome **John Doe** to Alpha Personnel Recruitment's Online Timesheets

Outstanding Timesheets

Click on the **Status** of the timesheet to fill it in.

Status	Client	Department	Job Title	Week Ending
▶ Ready	Alpha Recruitment	Auckland Office	Administrator	01/12/2013

Confirmed Timesheets (Last 12 months)

Click on the **Status** to view.

Status	Client	Department	Job Title	Week Ending
▶ Confirmed	Alpha Recruitment	Auckland Office	Administrator	24/11/2013
▶ Confirmed	Alpha Recruitment	Auckland Office	Administrator	17/11/2013
▶ Confirmed	Alpha Recruitment	Auckland Office	Receptionist	10/11/2013

[click to log out]

a. Click on the role for the week.

b. Click in the text field, a popup will then appear.

- Select the Hour & Minutes.
- Select whether it is AM or PM, click the Set button.
- Select a Break Start And End Time (Click on X to clear the field.)
- Ensure you click "Calculate Hours" to generate your total hours for the week, before you Submit your timesheet.

Timesheet Details for **John Doe**
Week ending 01 December 2013

Assignment Details
Client: Alpha Recruitment
Daily Hours and Leave

Date	Day	Start	Hour	Minutes	AM/PM	Break	Enter Leave
25/11/2013	Mon	8:00 am					<input checked="" type="checkbox"/>
26/11/2013	Tue	8:00 am					<input checked="" type="checkbox"/>
27/11/2013	Wed	8:00 am					<input checked="" type="checkbox"/>
28/11/2013	Thu						<input checked="" type="checkbox"/>
29/11/2013	Fri						<input checked="" type="checkbox"/>
30/11/2013	Sat						<input checked="" type="checkbox"/>
01/12/2013	Sun						<input checked="" type="checkbox"/>

Timesheet ready to Save or Submit

Total Hours: 22

If you have any comments or notes about the details contained in this timesheet, please enter them below.

Comments

...

c. You can update your timesheet throughout the week. Simply click Save and Exit.

- Submit for Approval at the end of the week.

Declaration

I hereby agree that the hours shown on this timesheet were worked by me on this assignment. I also agree that I will treat all work performed by me on this assignment as strictly confidential and I will not pass on to any third party any information gained during the course of this assignment. It is my responsibility to complete my timesheet by 11:00 am Monday following each week worked.

d. Once you Submit For Approval you will be asked to Agree to the Declaration. Once you click I agree your timesheet will be submitted.

How to use the time picker.

The screenshot shows a time picker dialog box overlaid on a calendar. The dialog displays '8 : 00 am'. Four numbered callouts point to specific elements: 1. 'Click Hour' points to the 'Hour' column header. 2. 'Click Minute' points to the 'Minutes' column header. 3. 'Click am/pm' points to the 'am' and 'pm' buttons. 4. 'Click on Set' points to the 'Set' button at the bottom of the dialog. The background shows a calendar with columns for 'Day' and 'Finish'.

How to Select Leave Types

If you take annual leave or don't work on a particular day for any reason you can select the Leave Type by clicking on the "Enter Leave" button and selecting the option that applies to you. Please note that selecting Sick Leave will not notify a consultant that you had a sick day and all sick leave must be called in.

The screenshot shows a 'Select Leave Type' dialog box with a list of options: Annual Leave, Bereavement Leave, Sick Leave, Stat Day in Lieu, Public Holiday - Worked, Public Holiday - Not Worked, and No Leave. A 'Cancel' button is at the bottom. In the background, a calendar grid is visible with 'Enter Leave' buttons for each day. A red box highlights one 'Enter Leave' button, with an arrow pointing to it from the dialog box.