alpha
ONLINE TIMESHEETS

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.

Timesheet Details for **John Doe**

Week ending 01 December 2013

Assignment Details

Client		Depart
Alpha Recruitment		

Daily Hours and Leave

Date	Day	Start												
25/11/2013	Mon	8:00 am	⊗			m	⊗			✓	Enter Leave
26/11/2013	Tue	8:00 am	⊗			m	⊗			✓	Enter Leave
27/11/2013	Wed	8:00 am	⊗			m	⊗			✓	Enter Leave
28/11/2013	Thu		⊗				⊗			✓	Enter Leave
29/11/2013	Fri		⊗		⊗		⊗		⊗	✓	Enter Leave
30/11/2013	Sat		⊗		⊗		⊗		⊗	✓	Enter Leave
01/12/2013	Sun		⊗		⊗		⊗		⊗	✓	Enter Leave

1 :

Hour			Minutes	
1	2	3	00	15
4	5	6	30	45
7	8	9	am	pm
10	11	12		

Set

✓ **Timesheet ready to Save or Submit**   **Total Hours:** 22   ▦ Calculate Hours

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

Comments

. . .

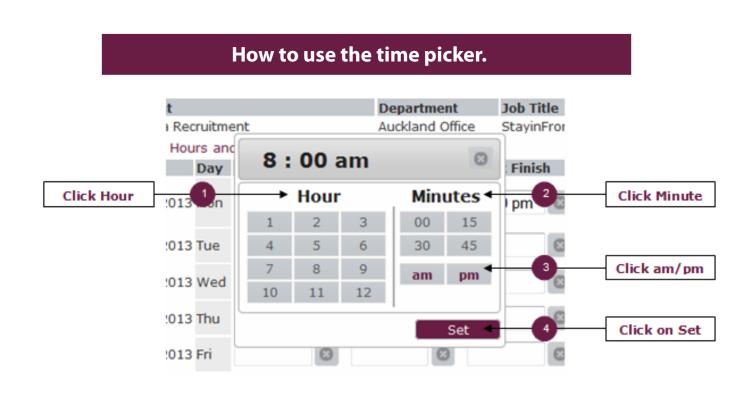Print Timesheet   Save and Exit   Submit for Approval

26/11/201		Leave
27/11/201		Leave
28/11/201		Leave
29/11/201		Leave
30/11/201		Leave
01/12/201		Leave

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.

I Agree   Cancel

Hours

below.

Click Hour — 1

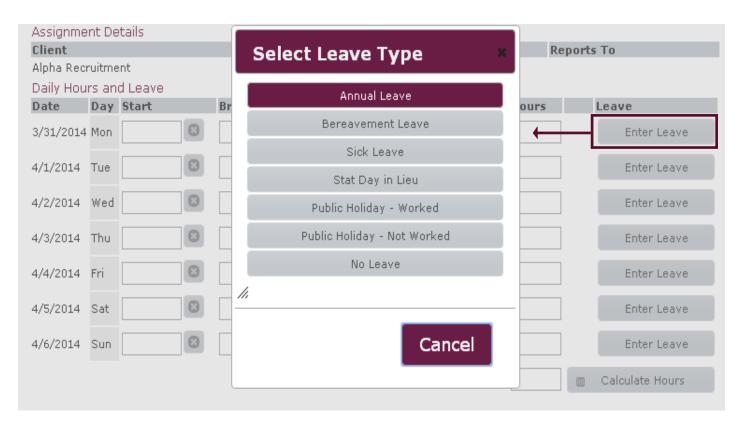**Click Minute** — 2

Click am/pm — 3

Click on Set — 4

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.