



# ANYTIME® ONLINE TIMESHEET SYSTEM

## EMPLOYEE QUICK GUIDE

### LOG IN

To access the system click on the link in your Welcome Email

Check the User Type is 'Employee'

Enter your Username and password as received in the Welcome Email and click **LOGIN**

### ENTER TIMESHEET

To enter your timesheet go to *Timesheets – Create Timesheets Tab*



Click **CREATE TIMESHEET** to enter a timesheet


Check the Pay Period Dates are correct

Enter the Start Time, Start Break, End Break, and End Time hours for each day using 24 hour format *i.e. 7.30am – 4.00pm would be 07:30 to 16:00*

Week Day	Start Time	Start Break	End Break	End Time	Hours	Work Type	Job Number	
Tue (02/10)	07:30	12:30	13:00	16:00	8.00	Hours Worked	12456	+
Wed (03/10)	07:30	12:30	13:00	14:00	6.00	Hours Worked	12456	
Wed (03/10)	14:00			17:00	3.00	Hours Worked	21452	- +
Thu (04/10)					8.00	RDO		+

If you have an RDO, attend Training or take leave select the appropriate Work Type from the drop down menu.

 **Note:** To enter hours against other work types or job sites for the same day click  to open additional lines

To copy hours entered in the first day of the pay period to every day (except weekends) click on the Copy Down feature 

Once you have finished in the timesheet screen you have 4 options

- Save** Timesheet will be saved and can be amended before submitting
- Close** Screen will be closed and no changes saved
- Save & Submit** Timesheet will be submitted to host for approval
- Submit & Approve** Enables the Host to approve your timesheet 'on the spot'

*For more detailed information please refer to the AnyTime® User Guide for Employees.*