



CLIENT TIMESHEET INSTRUCTIONS

1. Optimum Recruitment uses an online portal to process all temporary employee timesheets called TimeAdder. TimeAdder can be accessed here: <http://www.timeadder.com/login>
2. Managers are required to login and approve timesheets for all temporary Optimum Recruitment candidates each Friday by 6pm. If the assignment ends mid-week you can approve timesheets on this date.
3. The week ending date of the timesheet is **Sunday**.
4. You will receive a welcome email from TimeAdder confirming an account has been created for you. You will be provided with your username & password in your welcome email.
5. If required, you may change your password once you've login into your account. Please select 'My Account' then select 'Change Password' and follow the prompt to change your password.



Timesheets Employees **My Account** Signed in as Sign Out

Change Password

Change your password

You can change your password by entering your current password and desired password below. Passwords must be at least 6 characters in length.

Current Password

New Password

Confirm Password

6. Once temporary employees have submitted their timesheet, you will receive an email notification from TimeAdder informing you that timesheet has been submitted and pending for your approval.
7. When in the TimeAdder Portal, the employee's name and submitted timesheet will appear on your main screen. Please select the 'timesheet icon' located on the left had side of the of employee's name to open up the submitted timesheet.



Timesheets Employees My Account Signed in as Sign Out

Requiring Approval Rejected Approved

Employee	Week Ending	Submitted On	Hours	Notes / History	Status
<input type="text"/>	08/03/2015	05/03/2015	35.00	Timesheet created by	Pending Approval



8. Please review and choose to 'approve' or 'reject'.

timeadder

OPTIMUM RECRUITMENT

Timesheets Employees My Account Signed in as [] Sign Out

Requiring Approval Rejected Approved

- Week ending 08/03/2015

✓ Approve ✗ Reject

Status: Pending Approval

March 2015

Mo	Tu	We	Th	Fr	Sa	Su
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

	Start Time	End Time	Break	Total
Monday	9:00 AM	5:00 PM	1:00	7:00
Tuesday	9:00 AM	5:00 PM	1:00	7:00
Wednesday	9:00 AM	5:00 PM	1:00	7:00
Thursday	9:00 AM	5:00 PM	1:00	7:00
Friday	9:00 AM	5:00 PM	1:00	7:00
Saturday	0:00 AM	0:00 AM	0:00	0:00
Sunday	0:00 AM	0:00 AM	0:00	0:00
				Weekly total: 35:00

History

- 9. Once completed, employee will receive an email notification that their timesheet has been approved or rejected. If rejected, employee will be required to submit a new timesheet.
- 10. When the timesheets have been approved they will be processed for payment. If you need to amend any please contact our office on 03 9629 1633.