



## CANDIDATE TIMESHEET INSTRUCTIONS

### PLEASE FOLLOW THESE INSTRUCTIONS

In order to process your pay on time, we require your co-operation in adhering to the following procedures. We regret that failure to do so will result in your pay being processed in the following week's payroll.

1. The week ending date of the timesheet is **Sunday** of the week you worked.
2. Please submit your timesheet via the **Timeadder Portal** no later than **6.00 pm Friday**. Please allow time for your manager to login and approve your timesheet.
3. Timesheets may be submitted any time prior to **Friday** if the assignment has finished.
4. If your timesheet is not completed correctly and approved by your manager, we will be unable to process your pay.
5. Please note that we cannot process timesheets that have not been approved by a representative of the client.
6. A tax declaration form must be completed (including your tax file number) and lodged with us. If no tax declaration form has been received within 14 days of commencement, we are required by law to deduct tax at the highest rate.
7. A Direct Deposit Authorisation form (including your bank account details) must also be lodged with us to enable us to process your pay.
8. Your pay will be credited to your bank account on the Thursday following the pay week.

### TIMESHEET SUBMITTAL INSTRUCTIONS – TIMEADDER

1. You will receive a welcome email from TimeAdder confirming an account has been created along with your login username and password. TimeAdder can be accessed here: <http://www.timeadder.com/login>  
If required, your password can be change by selecting 'My Account' then '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	<input type="password"/>
New Password	<input type="password"/>
Confirm Password	<input type="password"/>

[Cancel](#)



2. Once you have logged into the system, please click 'New Timesheet' located on the right hand side

**timeadder**

My Timesheets My Account Signed in as Sign Out

Saved Pending Approval Approved Rejected

**My Timesheets** + New Timesheet

View	Week Ending	Company	Job Title	Submitted On	Notes / History	Status
No timesheets have been saved						

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3. Here you will find a timesheet page will open, please select the date of the week ending **Sunday** of the week you worked on the calendar located on the right hand side of the web page.

**Week ending 01/03/2015**  
Jobadder Test - Optimum Recruitment

Timesheet Notes / History

	Start Time	End Time	Break	Total
Monday	09:00 AM	05:00 PM	01:00	07:00
Tuesday	09:00 AM	05:00 PM	01:00	07:00
Wednesday	09:00 AM	05:00 PM	01:00	07:00

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					

4. Once the Sunday date is clicked, the system will automatically highlight the dates of that working week

**Week ending 08/03/2015**  
Jobadder Test - Optimum Recruitment

Save Save & Submit

Status: Incomplete

Timesheet Notes / History

	Start Time	End Time	Break	Total
Monday	09:00 AM	05:00 PM	01:00	07:00
Tuesday	09:00 AM	05:00 PM	01:00	07:00
Wednesday	09:00 AM	05:00 PM	01:00	07:00
Thursday	09:00 AM	05:00 PM	01:00	07:00
Friday	09:00 AM	05:00 PM	01:00	07:00

March 2015

Mo	Tu	We	Th	Fr	Sa	Su
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					

**History**  
This timesheet has no history



- Please enter in your start time, finish time and any breaks taken during the shift. The system will automatically calculate the total hours worked out each day. There is 'Note/History' tab, which enables you to provide any additional information you would like to provide to your approving manager regarding the submitted timesheet for that week.

**Week ending 08/03/2015** Save Save & Submit Status: Incomplete

Jobadder Test - Optimum Recruitment

**Timesheet** **Notes / History**

	Start Time	End Time	Break	Total	
Monday	08:30 AM	06:00 PM	01:00	08:30	↶ ✕ ⊕
Tuesday	09:00 AM	05:00 PM	01:00	07:00	↶ ✕ ⊕
Wednesday	09:00 AM	05:00 PM	01:00	07:00	↶ ✕ ⊕
Thursday	09:00 AM	05:00 PM	01:00	07:00	↶ ✕ ⊕
Friday	09:00 AM	05:00 PM	01:00	07:00	↶ ✕
Saturday	00:00 AM	00:00 AM	00:00	00:00	↶ ✕
Sunday	00:00 AM	00:00 AM	00:00	00:00	↶ ✕
<b>Total hours worked</b>				36.5	

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					

**History**

This timesheet has no history

- Once completed please click 'Save & Submit'. When submitted, your approving manager will automatically receive an email notification that you have submitted your timesheet and request for their approval.
- TimeAdder also stores all of your pay data under the 'Approved' tab. When you are completing an assignment you can view your weekly pay slip here.



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

Saved Pending Approval **Approved** Rejected

**My Timesheets** + New Timesheet

View	Week Ending	Company	Job Title	Submitted On	Notes / History	Status
	01 Mar 2015	Optimum Recruitment	Jobadder Test	03 Mar 2015	Timesheet approved by	Approved

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