



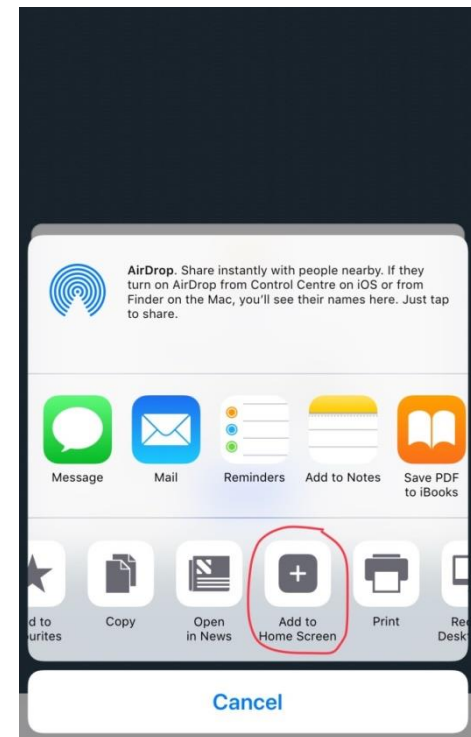
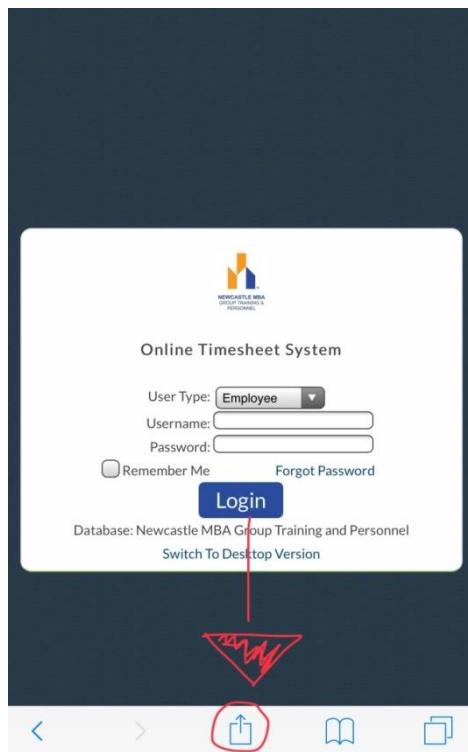
**MASTER BUILDERS**  
NEWCASTLE



**MBA Group Training in  
partnership with Code House  
integrated Payroll**

# How to save Anytime as an app on your smartphone

<https://anytime.codehouse.com.au/site/login/id/A496715FBCFD11E786DB000C293EE391>



To be able to access your online timesheet you will receive a link through email. It will look like the below (but with your name):

It will provide you with a username and password, once you login it will ask you to change your password, please do so.

### Welcome to AnyTime Online Timesheet System

alishah@mbagtp.com.au

Sent: Tue 23/01/2018 4:37 PM

To: Alisha Howard

This sender failed our fraud detection checks and may not be who they appear to be. Learn about [spoofing](#)

[Feedback](#)

Dear Alisha Howard

You have now been enabled on AnyTime Online Timesheet System.

Your username is: [alishah@mbagtp.com.au](mailto:alishah@mbagtp.com.au)

Your initial password is: Welcome1

You may be asked to change your password on next login.

Please click [here](#) to log on to Anytime.

Thank You,

Alisha Howard  
Newcastle MBA Group Training and Personnel

<https://anytime.codehouse.com.au/site/login/id/A496715FBCFD11E786DB000C293EE391?usertype=3>

To bring up your timesheet template you will need to click on 'create timesheet' . This is the process you will follow each week to enter your hours.



Welcome, *Alisha Howard!*

You are logged in as an Employee

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[TIMESHEETS](#)

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[MY PROFILE](#)

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[LEAVE](#)

[View Timesheets](#)

[Create Timesheets](#)

Client	Start Date	End Date	Job Description	
MBA Group Training	30/10/2017		Plumbing & Fire Sprinklers Award Apprenitce Plumber with RDO 1st Year	<a href="#">Create Timesheet</a>



To enter a timesheet you as the Employee enters your Start and Finish times as well as your lunch break in the allocated box and the system will automatically calculate the hours. **You will always need to ensure you enter this in 24hour time (ie: 3.30pm is 15.30pm).** If you work over time the computer calculates this itself you will not have to enter this in separately. If the hours worked are the same each day you have the option to use the fill down button which is circled on the below and the hours will be automatically filled for each day.

Pay Period: 10/01/2018 - 16/01/2018

▼ Alisha Howard (MBA Group Training)

Week Day	Start Time	Start Break	End Break	End Time	Hours	Work Type	
Wed (10/01)	0:00				0	Hours worked without fares	+
Thu (11/01)						Hours worked without fares	+
Fri (12/01)						Hours worked without fares	+
Sat (13/01)						Hours worked without fares	+
Sun (14/01)						Hours worked without fares	+
Mon (15/01)						Hours worked without fares	+
Tue (16/01)						Hours worked without fares	+
Total					0.00		

Supervisor: Megan Read

I did NOT work this period.

► Allowance

► Note

► Attachment

Save Calculate Save & Submit Submit & Approve Copy Last Timesheet Close

You will need to choose a work type for the hours entered such as normal hours, annual leave, sick leave, tafe etc. You will also need to select either 'Hours worked with fares' or 'Hours worked without fares' for each day. See the diagram below.

Pay Period: 10/01/2018 - 16/01/2018

▼ Alisha Howard (MBA Group Training)

Week Day	Start Time	Start Break	End Break	End Time	Hours
Wed (10/01)	00:00				0
Thu (11/01)					
Fri (12/01)					
Sat (13/01)					
Sun (14/01)					
Mon (15/01)					
Tue (16/01)					
Total					0.00

- Hours worked with fares
- Hours worked without fares
- Tafe
- Annual Leave
- RDO
- Sick Leave
- Wet
- Unpaid Leave
- Unpaid Sick Leave
- Job Search
- Bereavement Leave
- Public Holiday

Supervisor: Megan Read


I did not work this period.

▶ Allowance

▶ Note

▶ Attachment

Save Calculate Save & Submit Submit & Approve Copy Last Timesheet Close



If your timesheet is the same this week as the previous pay week you have the option to select 'Copy last timesheet' and this will copy your exact hours from last week to this weeks timesheet. This feature will save you time when most weeks are the same.

Pay Period: 10/01/2018 - 16/01/2018

▼ Alisha Howard (MBA Group Training)

Week Day	Start Time	Start Break	End Break	End Time	Hours	Work Type	
Wed (10/01)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Hours worked without fares ▾	+
Thu (11/01)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Hours worked without fares ▾	+
Fri (12/01)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Hours worked without fares ▾	+
Sat (13/01)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Hours worked without fares ▾	+
Sun (14/01)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Hours worked without fares ▾	+
Mon (15/01)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Hours worked without fares ▾	+
Tue (16/01)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Hours worked without fares ▾	+
Total							


Supervisor: Megan Read ▾  I did NOT work this period.

▶ Allowance

▶ Note

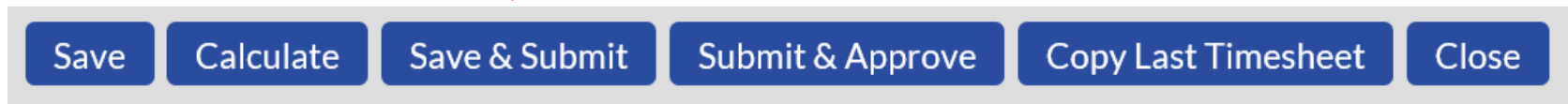
▶ Attachment

Save Calculate Save & Submit Submit & Approve Copy Last Timesheet Close



# Approval from your Supervisor

- ▶ Once you have completed and entered in your timesheet it can be approved by your supervisor on the spot by clicking 'Submit & Approve' and your supervisor will have to enter in their login details OR you can submit for them to approve at a later time by selecting 'Save & Submit'.
- ▶ If you save & submit, your supervisor will receive an email notifying them they have a timesheet awaiting authorisation. If your supervisor rejects your timesheet (due to some hours they see incorrect) you will receive an email back with a 'note' stating what you need to fix. Once all is amended you will then have to resubmit the timesheet back to your supervisor for approval. See diagram below.





# Adjustments

If you have an adjustment for your time sheet (i.e. if you didn't enter your correct end time and were entitled to overtime), you will need to contact our office as per usual so we can amend this on our end.

# Attachments

If you have an attachment to submit with your timesheet ie medical certificate there is a section below where you can attach the document. Please see below.

The screenshot displays a web interface for a timesheet. At the top, a blue header bar contains the text "Pay Period: 27/12/2017 - 02/01/2018" followed by a dropdown arrow. Below this, a list of items is shown with expandable arrows: "Alisha Howard (MBA Group Training)", "Allowance", "Note", and "Attachment". The "Attachment" item is expanded, and a blue button labeled "Add Attachment" is visible below it. This button and the "Attachment" label are circled in red. At the bottom of the interface, a row of six blue buttons is displayed: "Save", "Calculate", "Save & Submit", "Submit & Approve", "Copy Last Timesheet", and "Close".

# Completions

Completions work the same as they did previously. You will not need to enter anything for this we will pay out the Annual Leave and RDO's as per your leave totals in the system after your last pay has been entered.

# Travel Allowance

If you are travelling anything outside of the 50km Radius this is when you are eligible for the extra travel allowance (separate to your fares) you will have to enter into your 'notes' where you're leaving from and driving to (as you currently would on your paper timesheet). This is when we will go into the system and process manually by adding it onto your timesheet for the week from our office.

# Annual Leave

If you are off on annual leave you must ensure that you are still submitting a timesheet for the week. You will need to use the drop down and select annual leave for the days you are having off in that pay week. If you are having the whole week off keep in mind you can use the fill down button to enter in the hours for the whole week. To check your Annual Leave or RDO balance on the top toolbar there is a tab 'Leave' you can select. This will then bring up your current leave you have remaining.

# Non working week

If you have not worked at all for the pay week you will still need to make sure you're submitting a timesheet for the week by ticking 'I did NOT work this period'. Please see diagram below.

Pay Period: 27/12/2017 - 02/01/2018

▼ Alisha Howard (MBA Group Training)

Week Day	Start Time	Start Break	End Break	End Time	Hours	Work Type	
Wed (27/12)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Hours worked without fares ▼	+
Thu (28/12)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Hours worked without fares ▼	+
Fri (29/12)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Hours worked without fares ▼	+
Sat (30/12)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Hours worked without fares ▼	+
Sun (31/12)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Hours worked without fares ▼	+
Mon (01/01)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Hours worked without fares ▼	+
Tue (02/01)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Hours worked without fares ▼	+
Total							

Supervisor: Megan Read ▼

I did NOT work this period.

# Abbreviations

Please see below the following abbreviations you will see when submitting your timesheet. Please note you don't need to use these at all, it is just for reference when entering your timesheet.

- ▶ NTF – Normal time with fares
- ▶ NTWF – Normal time without fares
- ▶ OT1.5 – Time and a half
- ▶ OT2 – Double Time
- ▶ TAFE – Tafe Day
- ▶ SL – Sick Leave
- ▶ RDO – Roster Day Off
- ▶ AL – Annual Leave
- ▶ WET – Inclement Weather day
- ▶ PUB – Public Holiday
- ▶ UL – Unpaid Leave
- ▶ UPSL – Unpaid Sick Leave

- ▶ JS – Job Search
- ▶ Fares – Dailey fares allowance
- ▶ Meal – Overtime for 1.5 hours
- ▶ Crib – Overtime 2 hours or more
- ▶ RDOA – RDO Accrual
- ▶ LLF – Leave Loading Fares
- ▶ BA – Block Allowance
- ▶ LAFH – Living away from home allowance
- ▶ OSA – On site allowance
- ▶ PB – Performance bonus
- ▶ BL – Bereavement Leave
- ▶ Over – Top up of hourly rate