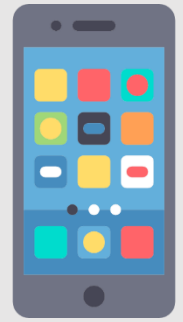
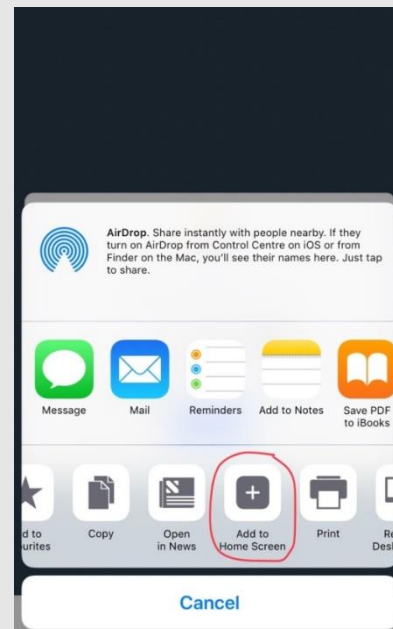
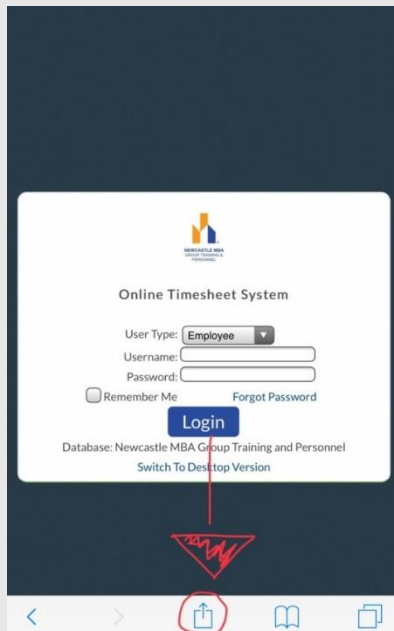




# How to Submit timesheet on Mobile!



## How to save Anytime as an app on your smartphone



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

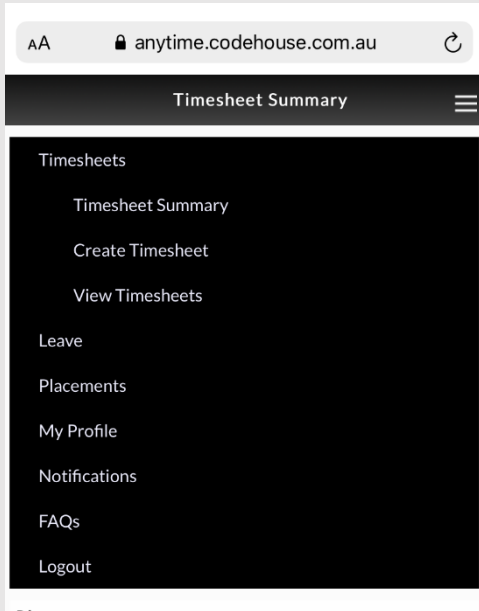
You may be asked to change your password on next login.

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

Thank You,

Alisha Howard  
Newcastle MBA Group Training and Personnel

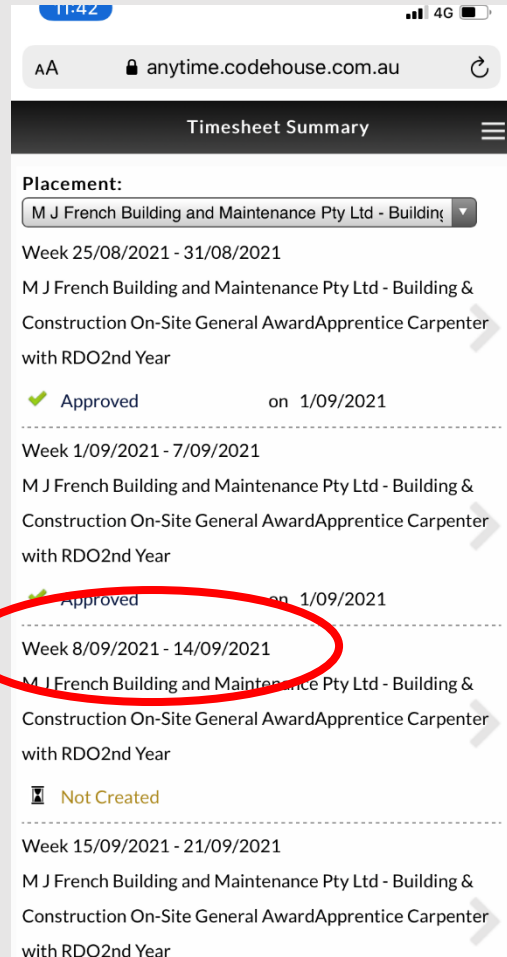
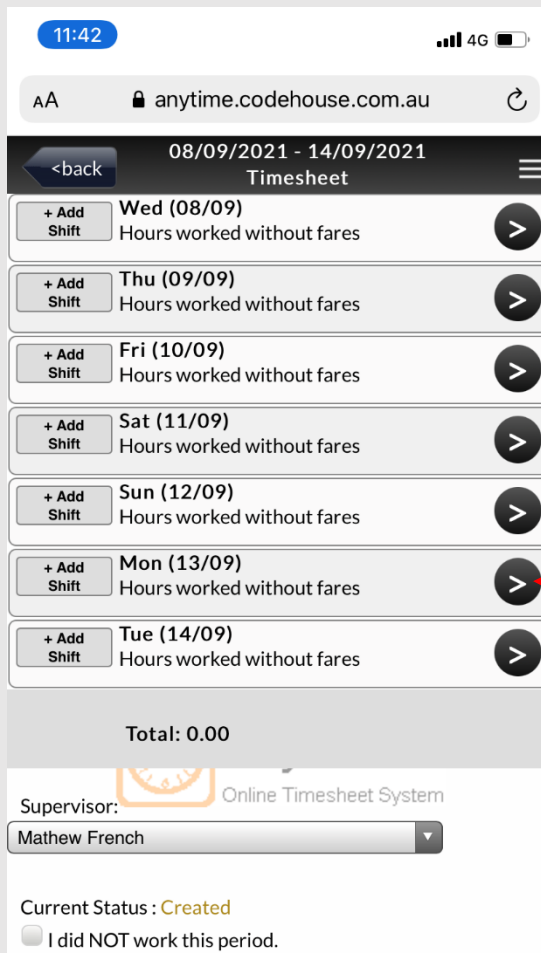
<https://anytime.codehouse.com.au/site/login/id/A496715FBCFD11E786DB000C293EE391?usertype=3>



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.

Complete the timesheet for the correct pay period. You can find this in the red circle

Add 2 work types in 1 day



Click the arrow on the day to enter hours

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.

This screenshot shows the 'Timesheet' app interface for Wednesday, 08/09. It features a red header with navigation arrows and the date. Below the header are five rows of input fields, each with a dropdown arrow on the right: 'Start Time', 'Start Break', 'End Break', 'End Time', and 'Work Type'. The 'Work Type' dropdown is currently set to 'Hours worked with'. At the bottom, the 'Total Hours' is displayed as 0.00.

This screenshot shows the 'Timesheet' app interface for Wednesday, 08/09, with the calculated total hours. The 'Start Time' is 07:00, 'Start Break' is 12:00, 'End Break' is 12:30, and 'End Time' is 15:30. The 'Work Type' dropdown is set to 'Hours worked with', and the 'Total Hours' is 8.00. At the bottom, there is a 'Done' button and a list of work types: 'Annual Leave', 'Bereavement Leave', 'Hours worked with fares', and 'Hours worked without fares'.

- 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

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 week's timesheet. This feature will save you time when most weeks are the same.

Mon (13/09)  
Hours worked without fares

Tue (14/09)  
Hours worked without fares

Total: 0.00

Supervisor: Mathew French

Current Status : Created

I did NOT work this period.

Copy Last Timesheet

Copy Down

Save Calculate

Save & Submit Submit & Approve

T-Sheet Allow Notes Attach

### Approval from your Supervisor

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.

## 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.

## 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

## Pay Advices

Every Thursday, you will receive an email for your Pay Advice. If you ever need another copy of this please notify our office and we can reissue.

