

Digital Timesheet Submission Guide

This timesheet submission guide has been created to outline the basic Digital Timesheet submission process. The images provided in this guide may appear slightly different depending on the make, model and size of device.

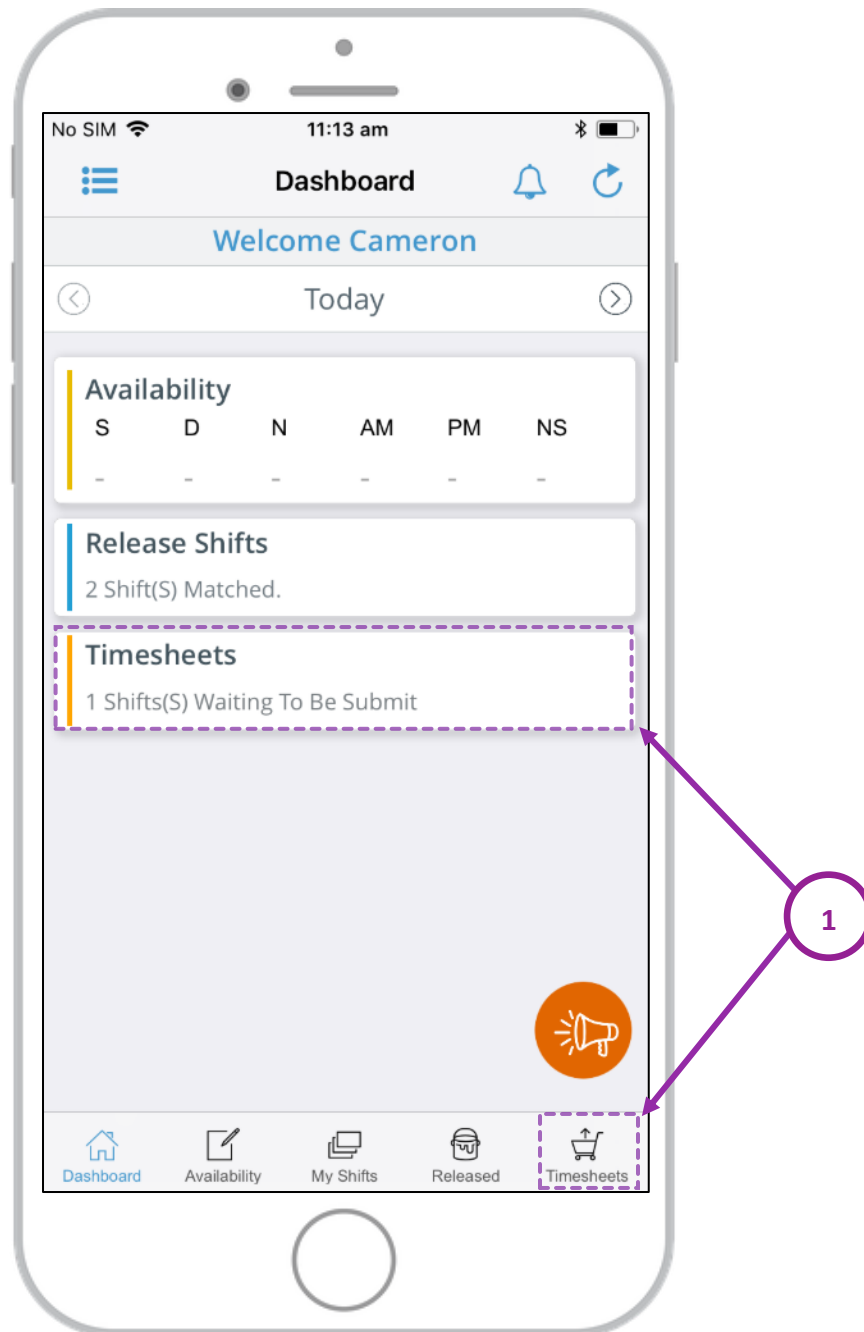
To learn how to submit a digital timesheet please follow the steps outlined in this guide. If you need assistance with submitting a timesheet, please contact the Help Centre details found in the top left Menu of your Mobile App.

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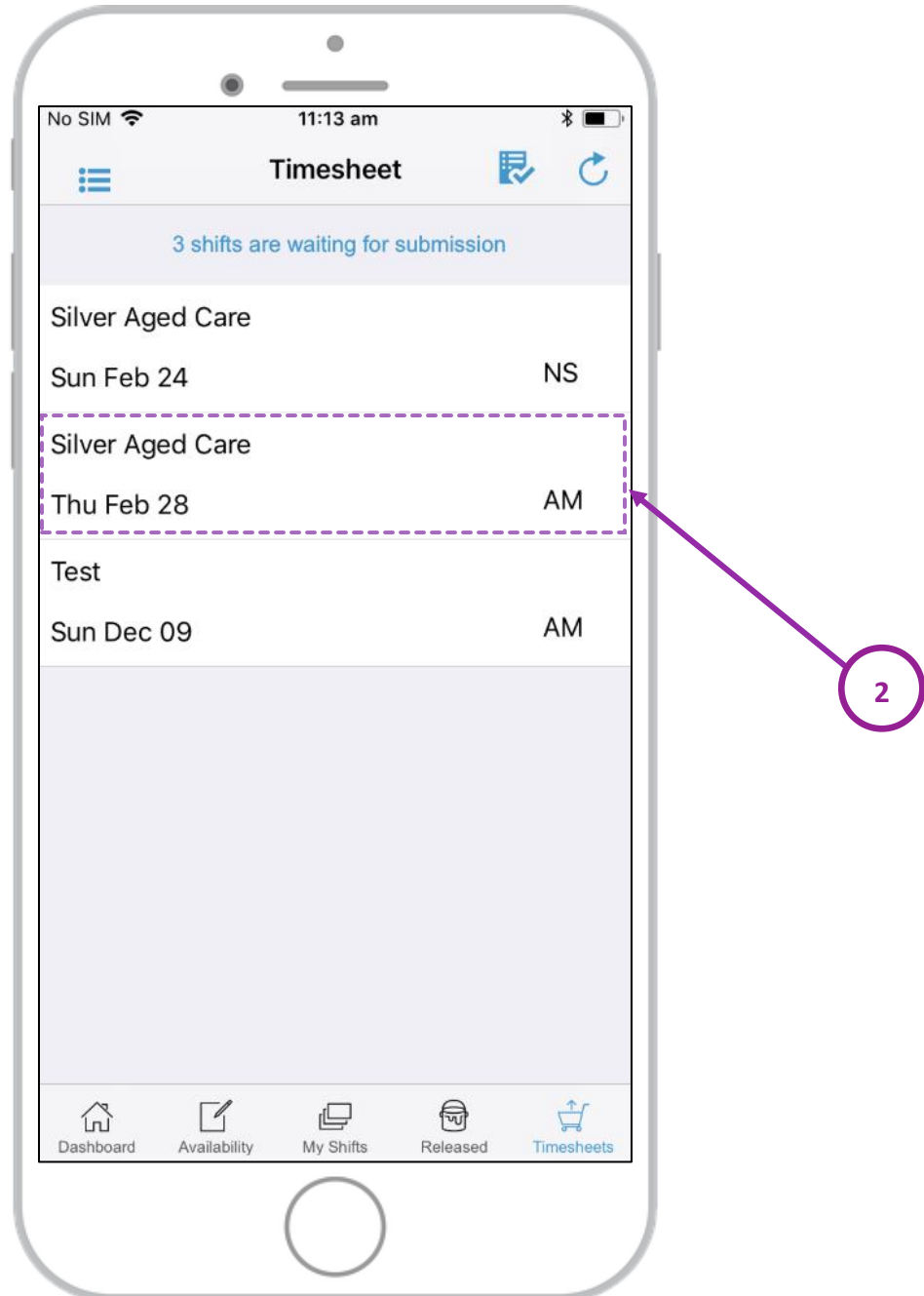
Step 1. Access the Timesheets Submission Area

Select the Timesheets icon on dashboard or via the Main Access Menu



Step 2. Select the Shift

Select the relevant shift you wish to submit a Timesheet for within the Timesheet Submission screen.



*Please note shifts will only be displayed in the submission screen once the current time is greater than the **booked** shift finish time. Meaning you cannot submit a Timesheet prior to the original shifts finish time.*

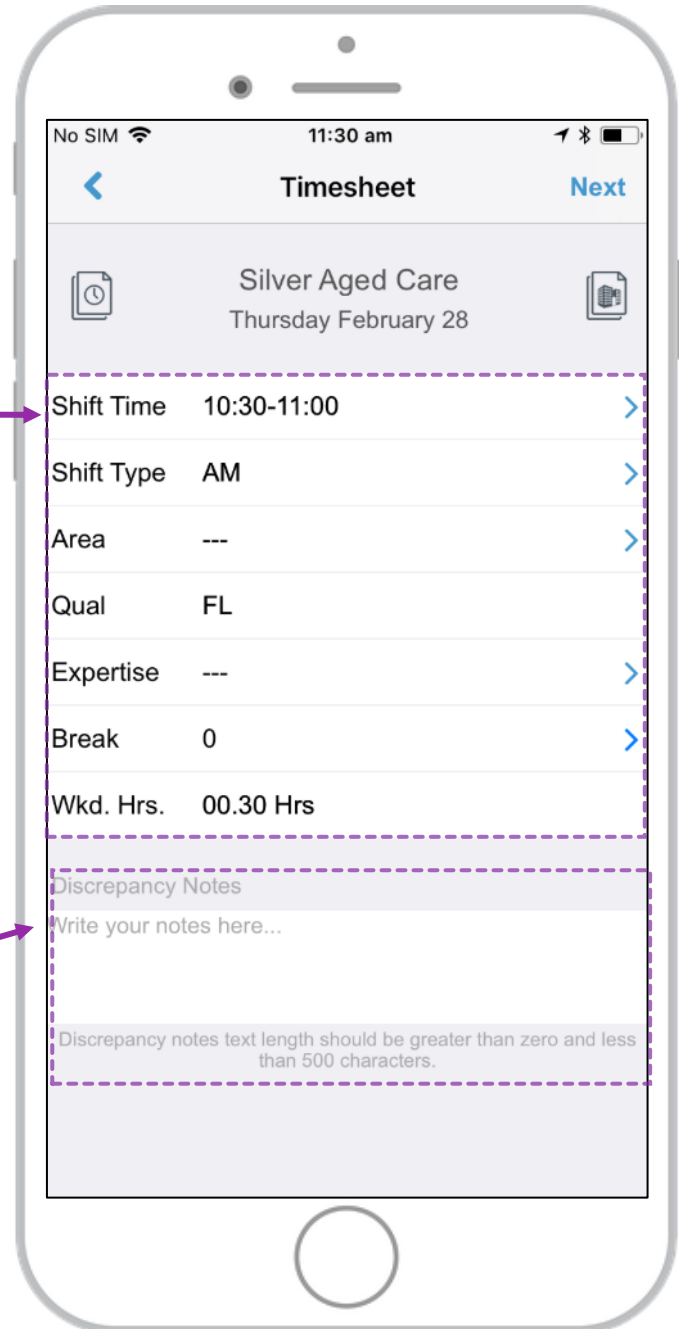
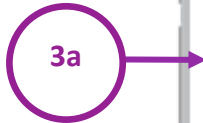
Step 3. Review and Edit Shift Details (Optional)

Review the shift details and select any fields that needs to be adjusted from the original booking.

To edit any of the fields (3a) select the applicable field.

The shift details will preload the following information from the original shift entry.

- **Shift Time**
- **Shift Type**
- **Area** (if applicable)
- **Qualifications(s)**
- **Expertise** (if applicable)
 - **Sub-expertise**
- **Unpaid Break** (in minutes)
- **Total Worked Hours**



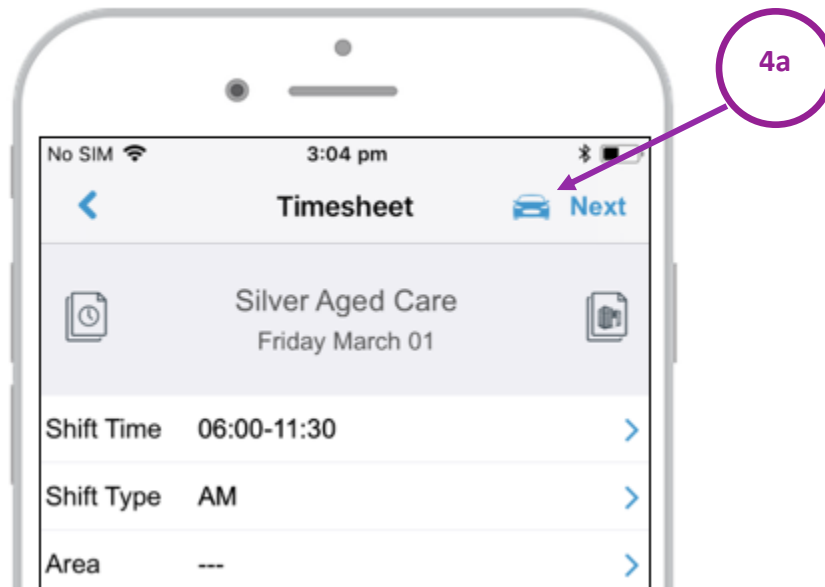
***Please note any adjustments made to the original booking must be explained in discrepancy notes to proceed with submission.*

Step 4. Enter Travel Distance (Optional)

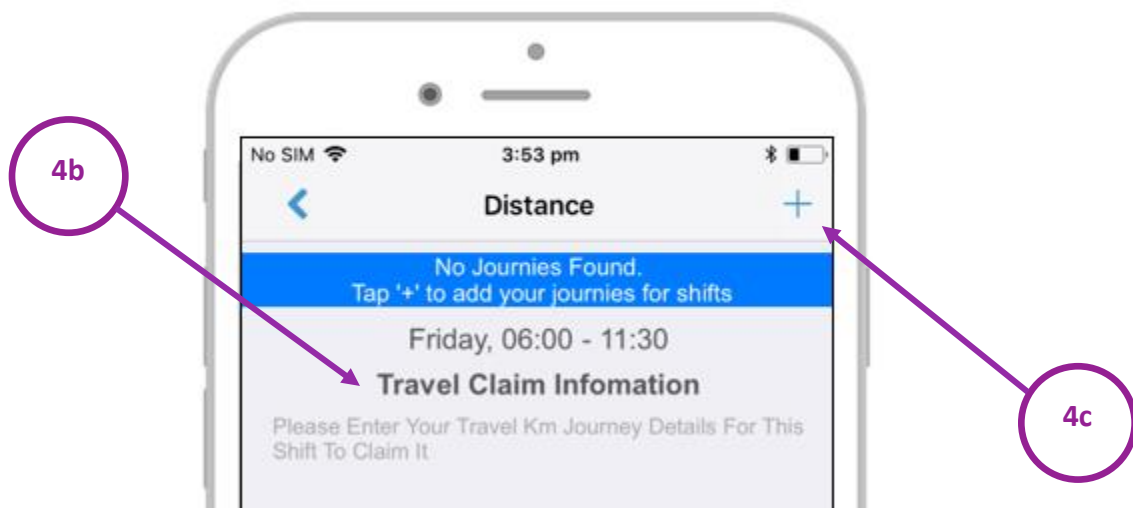
When reviewing shift details you may see a Car icon on the Submission screen.

This icon is an optional feature that allows Members to submit a travel claim and may not be applicable to all shifts/locations. For further information on your Agencies policy for Travel Claims please contact the Help Centre details found in your App.

If you are required to Submit a Travel Allowance Claim please select the Car Icon



Carefully read the Travel Claim Information. Once you have read the Claim information select the + sign to add a claim.



Step 4. Enter Travel Distance Continued

Select the applicable distance option that your agency has identified in the instructions.

4d

Select Save to submit Travel Claim

4g

Enter in the required fields for the option selected

4e

Add in journey notes. This is a mandatory requirement.

4f

The screenshot shows a mobile application interface for entering a travel claim. At the top, the status bar shows 'No SIM', signal strength, Wi-Fi, the time '3:50 pm', and battery level. The app title is 'Travel Claim' with a back arrow on the left and a 'Save' button on the right. Below the title, the date and time 'Friday, 06:00 - 11:30' are displayed. A selection option reads 'I will enter Total Distance Travelled for a day' with a right-pointing arrow. Below this are two greyed-out fields, each labeled 'No Address Selected'. A table entry shows 'Distance Travelled' with the value '65'. At the bottom is a text input field with the placeholder 'Enter journey notes.' and a light blue border. Annotations with purple circles and arrows point to the selection option (4d), the address fields (4e), the journey notes field (4f), and the 'Save' button (4g).


| | |
|--------------------|----|
| Distance Travelled | 65 |
|--------------------|----|

Step 5. View/Add Documents (Optional)

Certain locations and shifts have documents applied that may include instructions for timesheet submissions/protocols.


If required, please view or upload documents by selecting the relevant icons outlined below.

Shift Documents

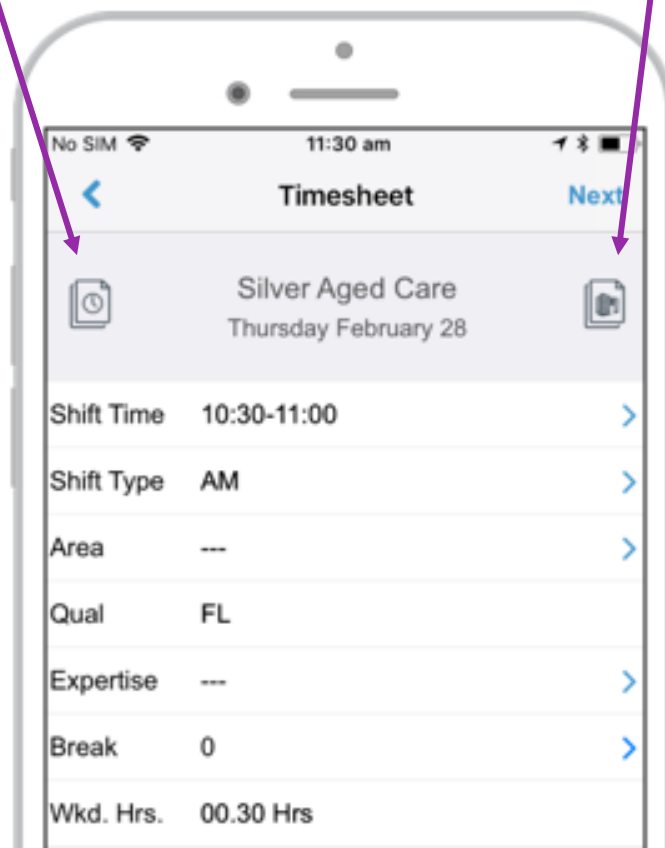


This icon provides access to view and upload documents related to the shift.

Location Documents

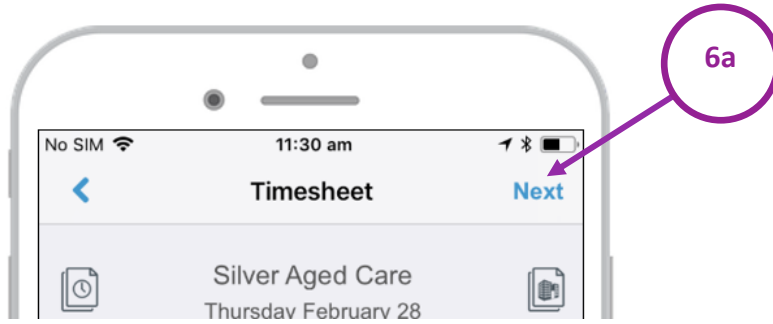


This icon provides access to view documents that are linked to the location.

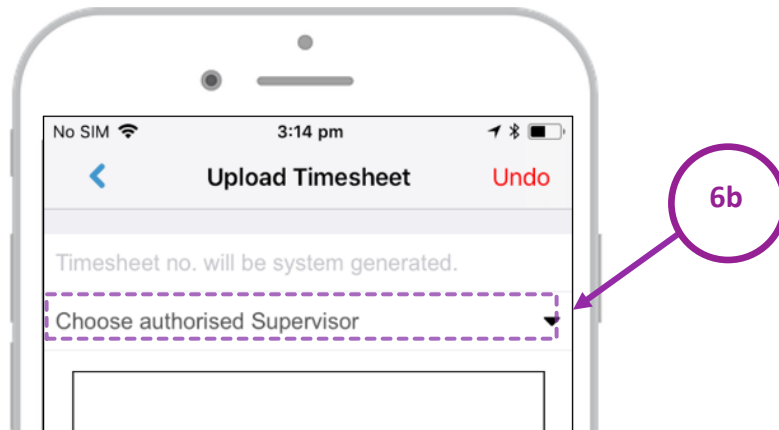


Step 6. Choose Authorised Supervisor

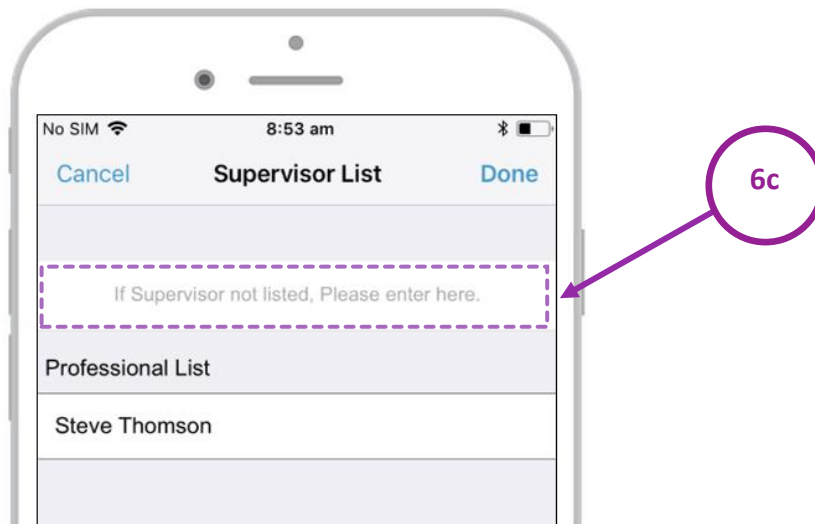
Select the Next button in the top right-hand corner.



Choose an authorised Supervisor



If the Supervisors name is not listed, enter the name in the available box.



Step 7. Enter Signatures

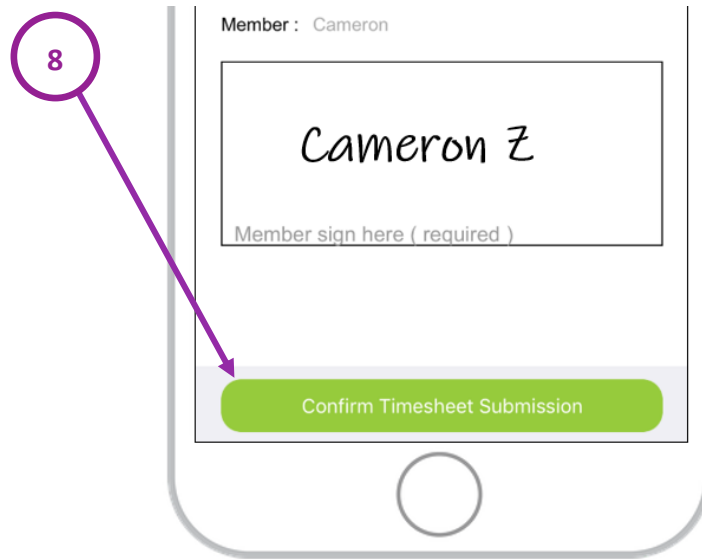
Obtain Supervisors signature if applicable.
Enter your signature in the Members signature area

The screenshot displays the 'Upload Timesheet' screen on a mobile device. At the top, the status bar shows 'No SIM', the time '9:37 am', and battery level. The app's navigation bar features a back arrow, the title 'Upload Timesheet', and an 'Undo' button. The main content area contains a text field with the placeholder 'Timesheet no. will be system generated.', a dropdown menu for 'Steve Thomson', and two signature boxes: 'Supervisor sign here (optional)' and 'Member sign here (required)'. A green button at the bottom is labeled 'Confirm Timesheet Submission'. A purple circle with the number '7' and an arrow points to the signature area.

Please note the supervisor's signature is either optional or mandatory depending on your agency's requirements. If the Supervisors signature is optional it will be shown within the signature area.

Step 8. Select Confirm Timesheet Submission

Select the Confirm Timesheet Submission button located at the bottom of the screen.



An Automatic Timesheet Number will be created once the timesheet has been successfully submitted.
Press OK to continue using Members App.

