

# CANDIDATE ONLINE TIMESHEET GUIDE

## Step One:

Dear Example,

Your timesheet for job CW1 at Tester Woden for the period 03/02/2020 to 09/02/2020 must be submitted immediately.

If this is not completed by 10am EST on Monday then you may not be paid until the next pay cycle.

Please click on the below link to action.

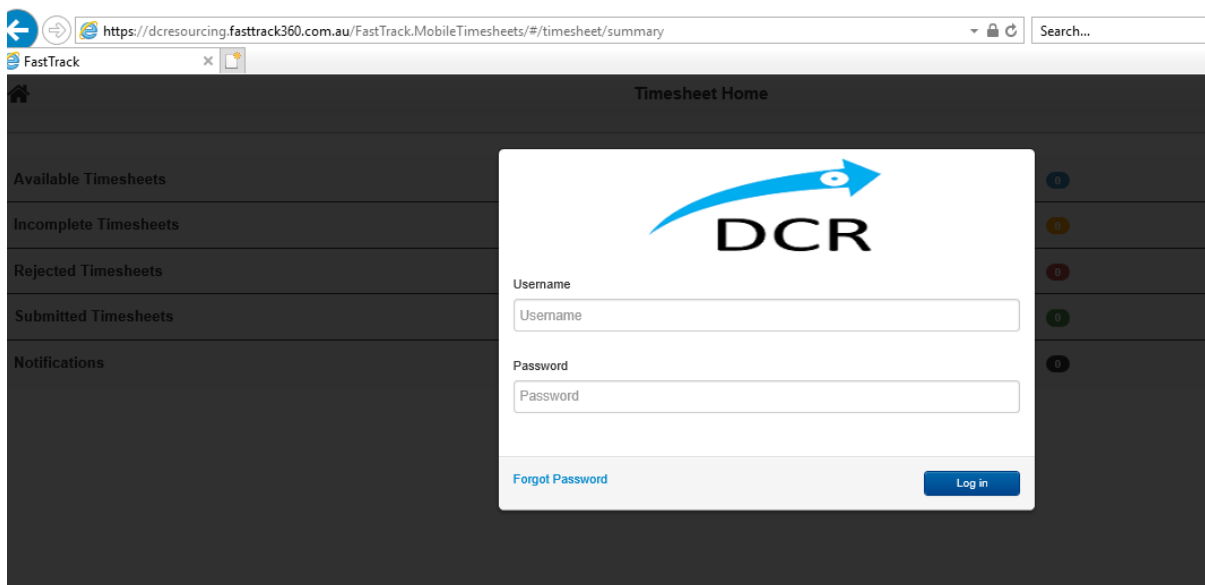
<https://dcresourcing.fasttrack360.com.au/FastTrack.MobileTimesheets>

Regards

DC Resourcing Pty Ltd

Follow the link you have been provided via email

## Step Two:



The screenshot shows a web browser window with the URL <https://dcresourcing.fasttrack360.com.au/FastTrack.MobileTimesheets/#/timesheet/summary>. The page title is "Timesheet Home". On the left, there is a navigation menu with categories: Available Timesheets, Incomplete Timesheets, Rejected Timesheets, Submitted Timesheets, and Notifications. The main content area features a login form with the DCR logo at the top. The form includes fields for "Username" and "Password", a "Forgot Password" link, and a "Log in" button.

Hi Example,

As you know we are changing over to online timesheets. Please click on the link below to see your timesheet for this week.

<https://dcresourcing.fasttrack360.com.au/FastTrack.MobileTimesheets>

Your login details are

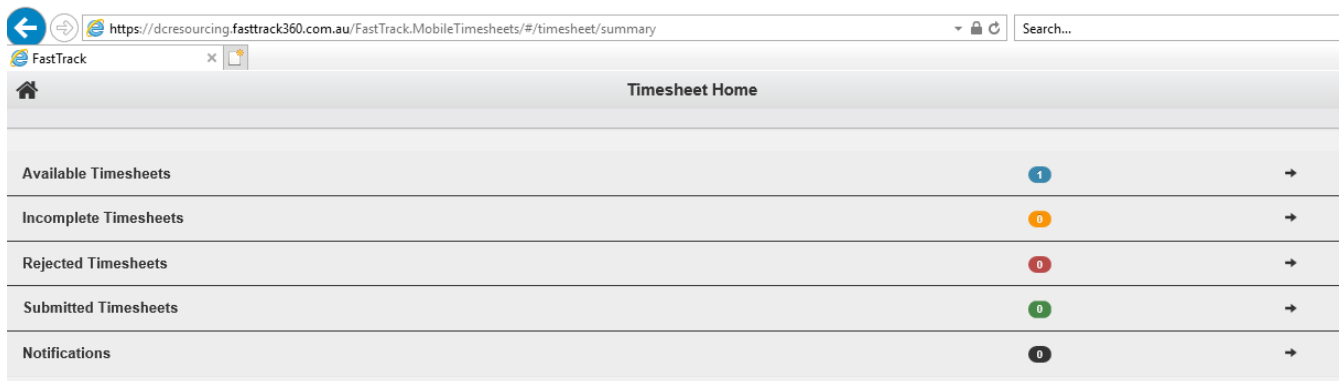
Username: Example.Example

Password: Password1

Use the username and password provided to log into your online portal

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## Step Three:

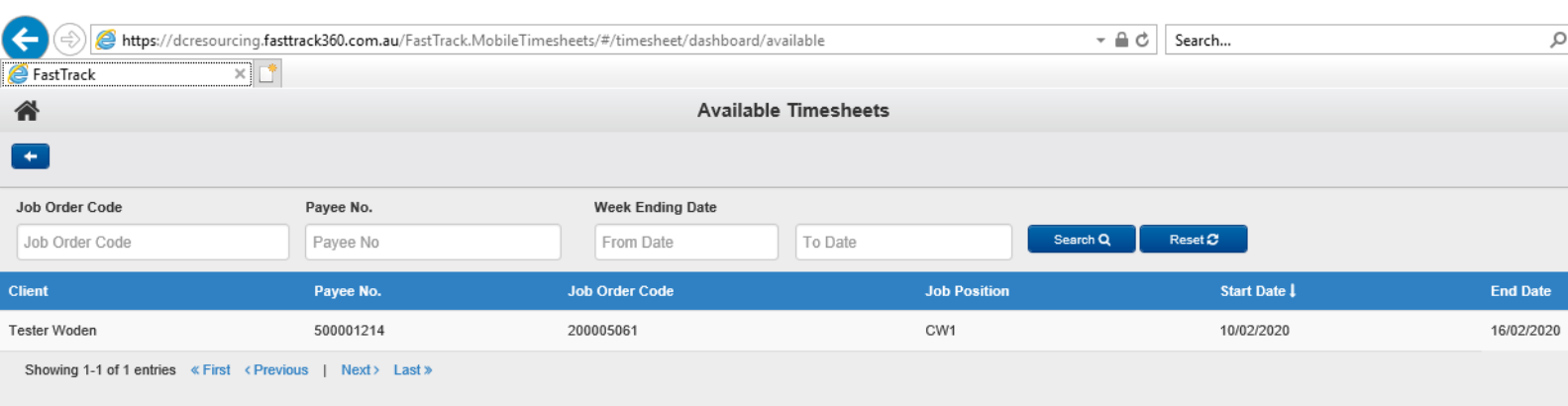


The screenshot shows the 'Timesheet Home' dashboard. At the top, there is a navigation bar with a home icon and the text 'Timesheet Home'. Below this is a table with five rows, each representing a different timesheet status. Each row has a colored circle with a number and a right-pointing arrow.

Status	Count	Action
Available Timesheets	1	→
Incomplete Timesheets	0	→
Rejected Timesheets	0	→
Submitted Timesheets	0	→
Notifications	0	→

Select Available Timesheets

## Step Four:



The screenshot shows the 'Available Timesheets' dashboard. At the top, there is a navigation bar with a home icon and the text 'Available Timesheets'. Below this is a search filter section with four input fields: 'Job Order Code', 'Payee No.', 'From Date', and 'To Date'. There are 'Search' and 'Reset' buttons. Below the search section is a table with one entry.

Client	Payee No.	Job Order Code	Job Position	Start Date ↓	End Date
Tester Woden	500001214	200005061	CW1	10/02/2020	16/02/2020













Showing 1-1 of 1 entries < First < Previous | Next > Last >

Select the available timesheet and note your job classification (i.e CW1)

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## Step Five:

Attendance (7) Total Hours : 25.5000 +

Work Date	Attendance Type	Start Time	End Time	Break Items : Start	End	Project Items : Start	End	Day Total	
				hh:mm	hh:mm	Project Code			
10/02/2020 - W	CW1	07:00	15:30					8.5000hrs	  
									
11/02/2020 - T	CW1	07:00	15:30					8.5000hrs	  
									
12/02/2020 - V	CW1	07:00	15:30					8.5000hrs	  
									

Add in your hours (using 24 hour time) and select your correct classification (i.e CW1). You will need to add your 30 minute lunch break









Available Timesheets ? 🔒 ⏻

Tester Woden  
Start Date : 10/02/2020 End Date : 16/02/2020 Job Order Code : 200005061 Cost Centre : Test Order By Contact : A Payable

Timesheet Code :

Attendance (2) Total Hours : 17.0000 +

Work Date	Attendance Type	Start Time	End Time	Break Items : Start	End	Project Items : Start	End	Day Total	
				hh:mm	hh:mm	Project Code			
10/02/2020 - W	CW1	07:00	15:30					8.5000hrs	  
									
11/02/2020 - T	CW1	07:00	15:30					8.5000hrs	  
									

Once all your days and hours are entered correctly, hit the submit button in the top right corner.









Tester Woden  
Start Date : 10/02/2020 End Date : 16/02/2020 Job Order Code : 200005061 Cost Centre : Test Order By Contact : A Payable

Timesheet Code :

Rejected Reason

enter breaks

Attendance (4)

Work Date	Attendance Type	Start Time	End Time	Break Items : Start	End	Project Items : Start	End	Day Total	
				hh:mm	hh:mm	Project Code			
10/02/2020 - W	CW1	07:00	15:30					8.5000hrs	  
									
11/02/2020 - T	CW1	07:00	17:30					10.5000hrs	  
									

If your submitted timesheet has been rejected, you will get an email informing you the timesheet needs to be amended and it will have the rejection reason (i.e. no breaks)

Click the link to take you back to your portal, you will then find the timesheet under rejected. Amend and resubmit.