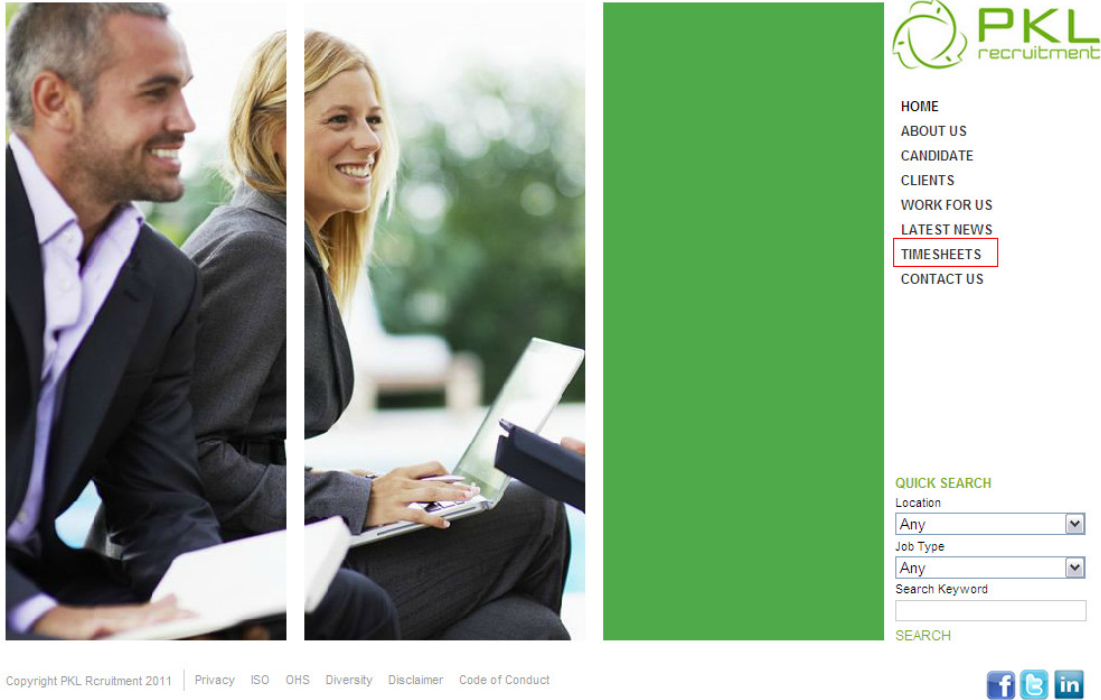


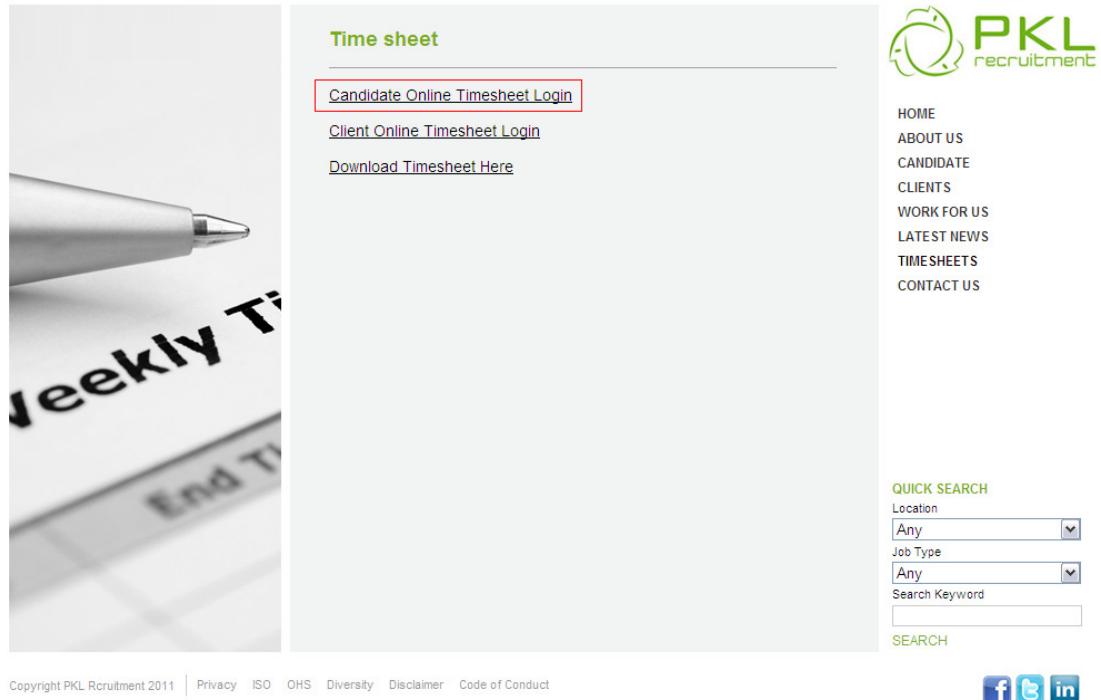
## PKL Candidate Online Timesheet User Manual

### Logging In

1. Go to [www.pkl.com.au](http://www.pkl.com.au) You will see the Timesheets link on the right hand side.



2. Click on Candidate Login and the following screen will be displayed; enter your User ID, Password and click Login.



3. The following screen will be displayed; enter your User ID, Password and click Login.



4. The following screen will appear. From here you can click on the Timesheets icon to enter and submit your new timesheets and view any past timesheets. You can also change your password, or Log Out of your session.



**Timesheet Status:**

- Available Timesheets (Green) – these timesheets are available for you to enter your hours worked

Available timesheets				
Client	Position	Contact	Start/End Date	Week End Date

- Submitted Timesheets (Yellow) - these are timesheets you have submitted and are awaiting your Line Managers approval

Submitted timesheets					
Client	Position	Contact	Start/End Date	Week End Date	Total Hrs

- Rejected Timesheets (Red) – these are timesheets which have been rejected by your Line Manager. You will need to make changes and re-submit this

Rejected timesheets						
Client	Position	Contact	Start/End Date	Week End Date	Total Hrs	

- Incomplete timesheets (Orange) – these are timesheets you may have started to complete but have not been completed or submitted for approval

Incomplete timesheets					
Client	Position	Contact	Start/End Date	Week End Date	Total Hrs

## Adding a new timesheet for Approval

5. Go to your Available timesheets and locate the current working week, click on Add to enter your hours



PKL Personnel Pty Ltd

ABN: 32 069 536 438

### Candidate jobs / timesheets

Print Blank Timesheet

Instructions

Archived Timesheets

Submitted timesheets						
Client	Position	Contact	Start/End Date	Week End Date	Total Hrs	
Cabcharge	BDM 200000796 (Temp)	PKL Payroll	12/09/2011 2/12/2011	9/10/2011	2.00	<a href="#">View</a> <a href="#">Email</a>
Rejected timesheets						
Client	Position	Contact	Start/End Date	Week End Date	Total Hrs	
Cabcharge	BDM 200000796 (Temp)	PKL Payroll	12/09/2011 2/12/2011	2/10/2011	4.00	<a href="#">Edit</a> <a href="#">Email</a>
Available timesheets						
Client	Position	Contact	Start/End Date	Week End Date	Total Hrs	
Cabcharge	BDM 200000796 (Temp)	PKL Payroll	12/09/2011 2/12/2011	16/10/2011		<a href="#">Add</a> <a href="#">Email</a> <a href="#">Delete</a>

6. The following timesheet will open up and you can enter your working times. Once you have completed your entry time, remember to select SAVE.

**NOTE:**

- Hours must be entered in 24 hour time. You do not have to enter : between the times, these will enter automatically, for example you can enter 800 for 08:00am
- If you had multiple breaks add these to the recurring Start and Stop times, as per example below
- If you have any additional claims (which are approved by your Manager) or need to leave the Approving Manager and/or PKL Payroll a message you can enter it in the text boxes highlighted below



**Adding timesheet for Lorenzo Raghianti**

PKL Personnel Pty Ltd ABN: 32 069 536 438

Week Ending : 16/10/2011 Status : Add

Please enter time in 24 hour format hh:mm ie. 18:30 means 6:30pm.  
Shifts can be entered over multiple days but cannot overlap.

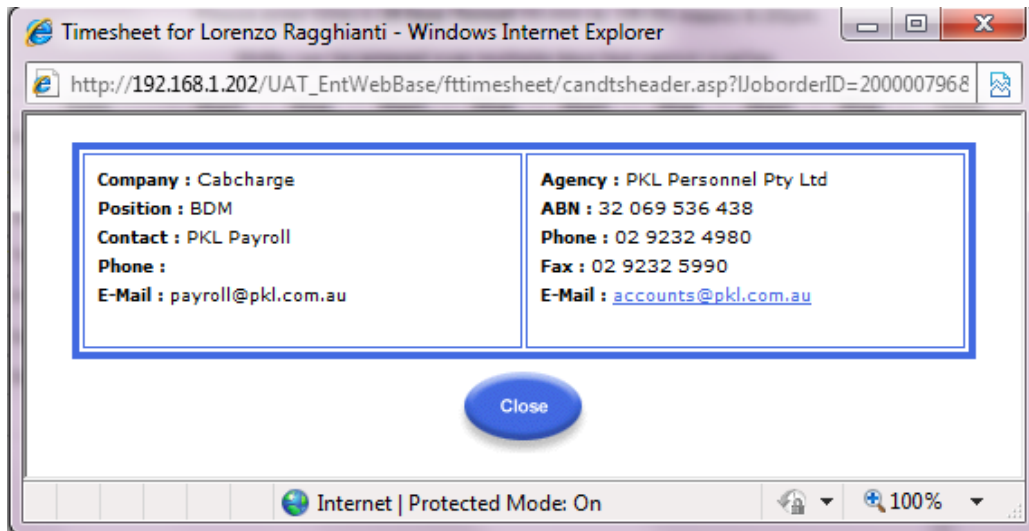
Date	Start	Stop	Start	Stop	Start	Stop	Start	Stop	Total
Mon 10/10/2011	08:00	12:30	13:30	17:30					08:30
Tue 11/10/2011	10:00	13:00	14:00	18:00					07:00
Wed 12/10/2011	09:00	12:00	12:30	16:00	16:15	18:00			08:15
Thu 13/10/2011									
Fri 14/10/2011									
Sat 15/10/2011									
Sun 16/10/2011									
<b>Total</b>									<b>23:45</b>

**Additional Claims**

**Comment to Cabcharge**

**Comment to PKL Personnel Pty Ltd**

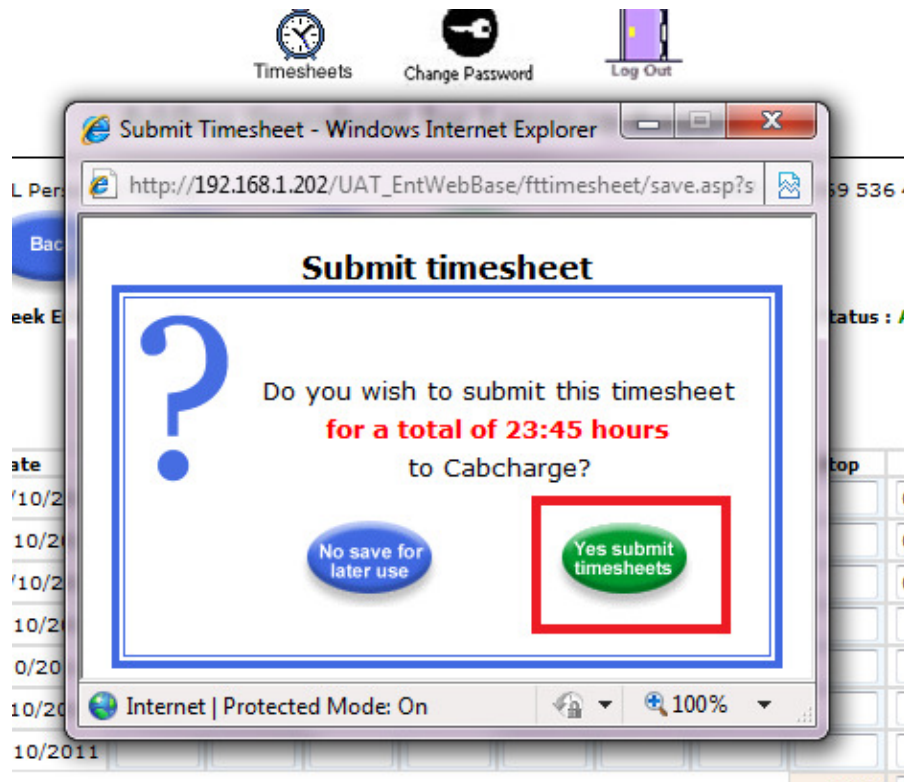
- If you are unsure about who the Approving Manager is or require direct contact select the “View Job Details” button and this will display direct contact details.



- If you select the Print button you can print a copy of your timesheet for your reference

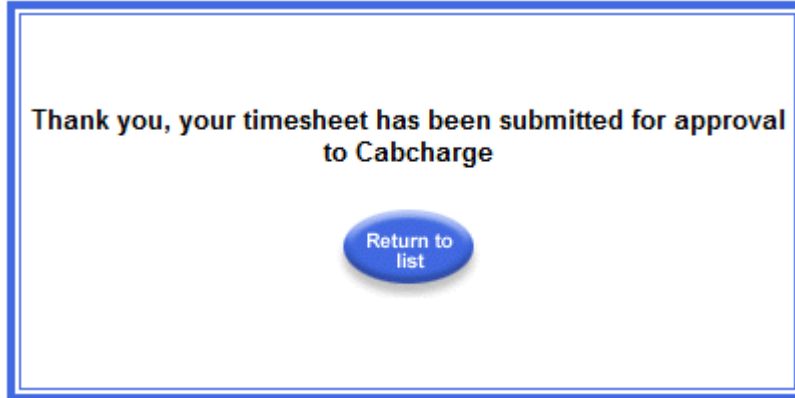
### Submitting your Timesheet for Approval

7. Once you have entered your times and selected SAVE the following confirmation box will appear. You can either save these times, if you need to add additional hours or select “Yes Submit Timesheets”



- Once you select to submit your timesheet the following message will appear and your Approving Manager will receive an email to approve your timesheet

**NOTE:** Once your timesheet is submitted you will not be able to alter the hours



- When you return to the Home page your timesheet will now appear in Yellow, as a Submitted timesheet

Submitted timesheets					
Client	Position	Contact	Start/End Date	Week End Date	Total Hrs
Cabcharge	BDM 200000796 (Temp)	PKL Payroll	12/09/2011	16/10/2011	23.75
					<a href="#">View</a> <a href="#">Email</a>

- When your Manager approves or rejects your timesheet you will receive an email

### Rejected Timesheets

- If your timesheet is rejected by your Approving Manager it will appear in Red as per below. By selecting the Edit button you will be able to amend the times submitted

Rejected timesheets					
Client	Position	Contact	Start/End Date	Week End Date	Total Hrs
Cabcharge	BDM 200000796 (Temp)	PKL Payroll	12/09/2011	2/10/2011	4.00
					<a href="#">Edit</a> <a href="#">Email</a>

Follow the steps above to re-enter your times and then re-submit your timesheet for approval.

- Once you have completed all timesheets you need to Log out - It is important for security that you log out after use

