Staffing | Specialised Recruitment | HR Solutions | Inhouse Services

welcome to the randstad timesheet mobile app!

Randstad's mobile timesheet app is a great way to quickly and easily submit shifts, breaks, expenses, and allowances, even when you're on the go. All you need is either an Android or iPhone handset, and these simple steps:

getting started

1. Your Randstad consultant will let you know when you have been set up to use mobile and web timesheets.

If you haven't used the my Randstad portal before, you'll get an email that looks like this \rightarrow

Click the Get Started Now button to go to the my Randstad portal where you will create your password.

2. Your email address will already be listed.

Create a password, noting the security requirement information and then click submit.

This will now be your password for both the My Randstad web portal, and the mobile timesheet app.

 Select the click here to go to my Randstad link to take you back to the login screen.

Re-enter your email address and password, and choose login.

4. Now you're ready to download the app!



download the app

 Go to either the App Store on iPhone, or the Google PlayStore on Android, and search for Randstad Timesheets.

2. Open the Randstad Timesheets app, and choose GET (iPhone) or INSTALL (Android) to download the app.

3. Once installed, open up the app and log in using your email address and the password you created on the my Randstad portal.



ADD

Approved

add a timesheet

1. If there is no timesheet in your To Do list when you open the app, click on **ADD** in the top right corner.

2. Your active bookings will display.

Pick the booking you are entering this timesheet for.

3. Choose the timesheet week that you are entering times for.

4. The timesheet will open ready for entry, and will also be added to your To Do list.



Submitted

There are no timesheets to display.

Timesheets

To Do

select timesheet	period
01 Feb 2016 - 07 Feb 2016	>
25 Jan 2016 - 31 Jan 2016	>
18 Jan 2016 - 24 Jan 2016	>
	cancel

Timesheets		ADD
To Do	Submitted	Approved
18 Jan 16 - 24 W0001629246 Randstad Pty Ltd New	Jan 16	0:00 hours

complete and submit your timesheet

1. Select the timesheet for the week and booking that you're entering times for from your To Do list.



2. You'll now have the full timesheet ready to enter your hours. Scroll down to select a day to enter your shift.

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(24 Jan 16	
Timesheet	Number: W0	001646172
Booking	Number: 900	0665139
status		
New		
company Randstad Pty Ltd		
location Level 2 63 Pirie Si SA, AUSTRALIA, 5 Su	t, ADELAIDE 5000 bmit Timesh	eet
shifts		total hours 0:00
Mon 18 Jan		add hours >
Tue 19 Jan		add hours >
Wed 20 Jan		add hours >
\triangleleft	0	

randstad

Mon 18 Jan 16

Mon 18 Jan 16

00:00:00

00:00:00

0

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-

shift start

date

me

date

time unpaid break minutes

ר shift entry

3. This opens the shift entry screen. Click on the **time** option in the **shift start** section.



The clock is in 24hour format, so 9am is 09:00, 5pm is 17:00, 6.30pm is 18:30 etc.

5. Next, select the time option from the shift end see and scroll through to enter the time that you finisl

ction,	לחר shift entry	
hed.	shift start	
	date	Mon 18
	time	09
	shift end	
	date	Mon 18

6. Go to the unpaid break section, type your break's duration directly into this field, and then click **Done**.

Note: Breaks are counted in minutes, so if you took an hour, type in 60 minutes.

nours worked				0:00 hours
Co	ру			Save
<]	0		
Select	Time			
	08		59	
	09	:	00	
	10		01	
		Done		
ר shift	entry			
hift start				
late				Mon 18 Jan 16
ime				09:00:00
late				Mon 18 Jan 16
ime				00:00:00
uppaid broak				



7. Check your times are correct, and if you're happy they are right, press Save.

(ำr shift entry	
shift start	
date	Mon 18 Jan 16
time	09:00:00
shift end	
date	Mon 18 Jan 16
time	17:30:00
unpaid break	
minutes	45
hours worked	7:45 hours
Сору	Save

8. Complete shift information for the remaining days you've worked the same way.

When all your shifts are entered, click Submit.

Timesheet Num	ber: W0001629246
Booking Num	nber: 900665139
status	
New	
company Randstad Pty I td	
SA, AUSTRALIA, 5000 Submit	Timesheet
SA, AUSTRALIA, 5000 Submit	Timesheet total hours 38:45
SA, AUSTRALIA, 5000 Submit shifts Mon 18 Jan	Timesheet total hours 38:45 7:45 hours 3
SA, AUSTRALIA, 5000 Submit shifts Mon 18 Jan Tue 19 Jan	Timesheet total hours 38:45 7:45 hours 2 7:45 hours 2
SA, AUSTRALIA, 5000 Submit shifts Mon 18 Jan Tue 19 Jan Wed 20 Jan	Timesheet total hours 38:45 7:45 hours 2 7:45 hours 2 7:45 hours 2

 Press Submit again on the confirmation message which appears, and your timesheet will be sent to your approver.

	Timesheet Numb	er: W000090605
	Booking Numb	oer: 900440800
	s	
	bany	
MI	Т	
	Please confirm to timesheet for app	o submit your proval
/1		1

copy shift details

 If you work the same shift hours across multiple days in a week, you don't need to enter times individaully for each day.

Enter the shift information for one of the days in the timesheet, then from the bottom left, choose Copy.

2. Choose the days to copy this shift information to by selecting or deselecting the checkboxes for each day.

Then click Copy in the bottom right.

- You will be asked to confirm the copy.
 Click Yes to copy the shift details to the selected days.
- 4. The timesheet will be updated with this shift information on all selected days.





add a shift to a work day

1. If you work more than one shift on a given day, you can add shifts to your timesheet.

Scroll to the bottom of the listed days, and select the Add a new shift button.

2. Click on the shift start and shift end fields to choose the day that the shift will be added to.

() 18 Jan 16 - 24 VIC, AUSTRALIA, 300	4 Jan 16	2 ** IIII	00.	
Subm	it Timeshe	et		
shifts		total ho	ours 43:	45
Mon 18 Jan		8:45	hours	>
Tue 19 Jan		8:45	hours	>
Wed 20 Jan		8:45	hours	>
Thu 21 Jan		8:45	hours	>
Fri 22 Jan		8:45	hours	>
Sat 23 Jan		add	hours	>
Sun 24 Jan		add	hours	>
Add	a new shifi	-		
allowances	0			

Select Date	
Sun 17 Jan 16	
Mon 18 Jan 16	
Tue 19 Jan 16	
Wed 20 Jan 16	
Thu 21 Jan 16	
Thu 21 Jan 16 Fri 22 Jan 16	
Thu 21 Jan 16 Fri 22 Jan 16 Sat 23 Jan 16	
Thu 21 Jan 16 Fri 22 Jan 16 Sat 23 Jan 16 Sun 24 Jan 16	

- 3. Enter your start, finish, and break times for the additional shift, and select Save.
- 4. The additional shift will now appear in your timesheet.

Tue 19 Jan	8:45 hours >
Wed 20 Jan	2:00 hours >
Wed 20 Jan	8:45 hours >
Thu 21 Jan	8:45 hours >

recall your timesheet

1. If you have submitted your timesheet but it has not yet been approved, you can recall it and edit it further.

Select the Submitted tab in the middle of the screen, and click the timesheet you wish to recall.

2. Choose the option to Recall Timesheet.

- 3. Click Recall on the pop-up message that appears to confirm the recall of your timesheet.
- 4. The timesheet will be returned to your To Do list for editing.

		N 49 10.00
Timeshee	ets	ADD
To Do	Submitted	Approved
18 Jan 16 - 24 W0001629246 Randstad Pty Ltd Unapproved	Jan 16	40:50 hours
V Timesheets	Bookings	(j) About
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		22.50
ເ ີດ 18 Jan 1	6 - 24 Jan 16	9 🛱 🛛 🔤 16:01
Timeshe	et Number: W00	00906051
Bookii	ng Number: 9004	140800
status Unapproved		
company	Ltd	
Randstad Pty		
Randstad Pty location Level 2 63 Piri SA, AUSTRAL	ie St, ADELAIDE IA, 5000	
Randstad Pty location Level 2 63 Piri SA, AUSTRAL	ie St, ADELAIDE IA, 5000 Recall Timeshee	t
Randstad Pty location Level 2 63 Piri SA, AUSTRALI	ie St, ADELAIDE IA, 5000 Recall Timeshee	ttetal hours 8:25
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Randstad Pty location Level 2 63 Piri SA, AUSTRALI shifts Mon 18 Jan allowances No allowances expenses	ie St, ADELAIDE IA, 5000 Recall Timeshee	total hours 8:25 8:25 hours >



reset your password

Reset your password any time you need to through either the my Randstad portal or the mobile timesheet app. Open the portal or app, and at the login screen click on the forgot password link and follow the prompts:

log in te	o my Randstad
using social media? click below.	already have an account? great! login below.
f Log in with Facebook	email
$g_{\star} \mid$ Log in with Google	password
in Log in with LinkedIn	login
	forgot password r don't have an account?

