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 →

    Click the Get Started Now button to go to the my Randstad portal where you will create your password.
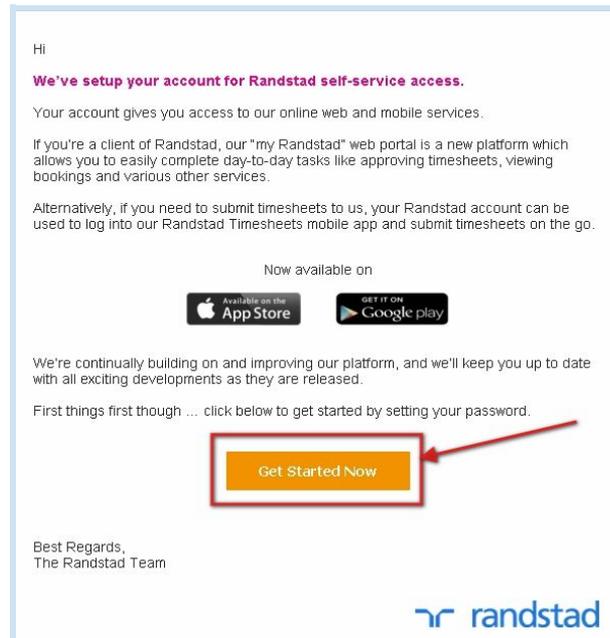
2. Your email address will already be listed.

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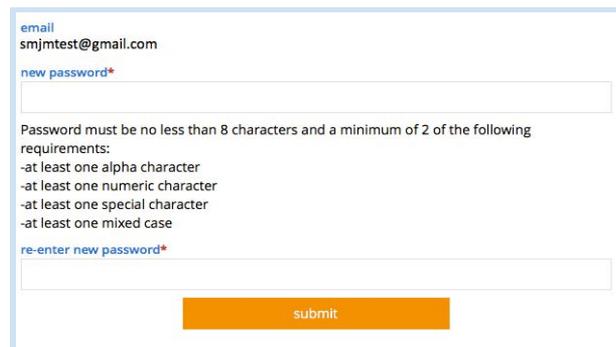
3. Select the **click here to go to my Randstad** link to take you back to the login screen.

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

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

download the app

1. Go to either the App Store on iPhone, or the Google PlayStore on Android, and search for **Randstad Timesheets**.
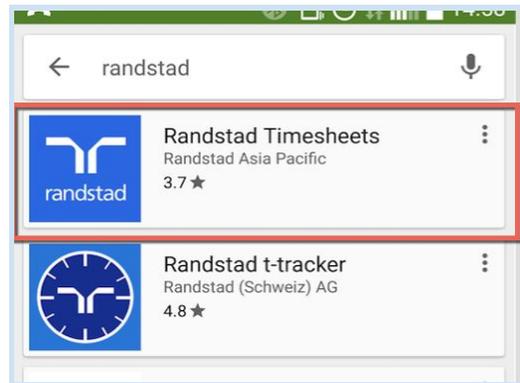
2. Open the Randstad Timesheets app, and choose GET (iPhone) or INSTALL (Android) to download the app.
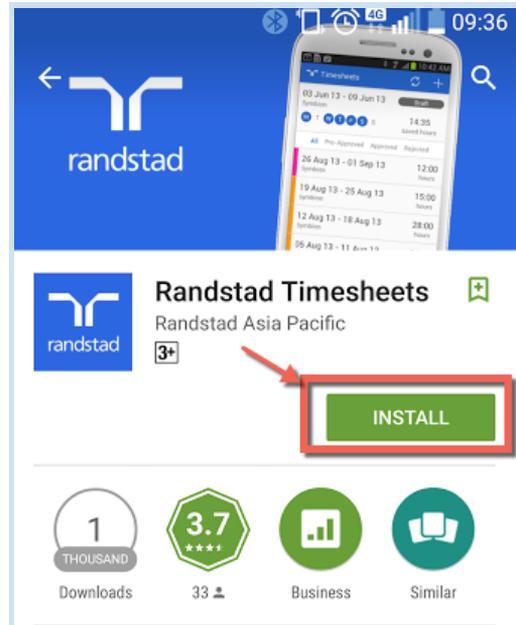
3. Once installed, open up the app and log in using your email address and the password you created on the my Randstad portal.
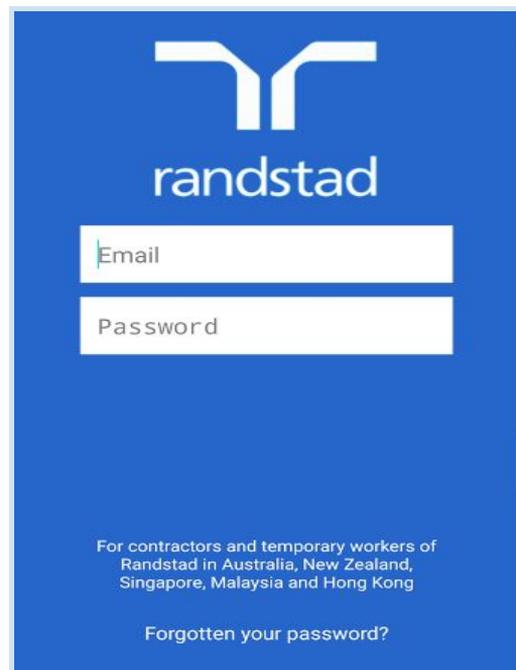
add a timesheet

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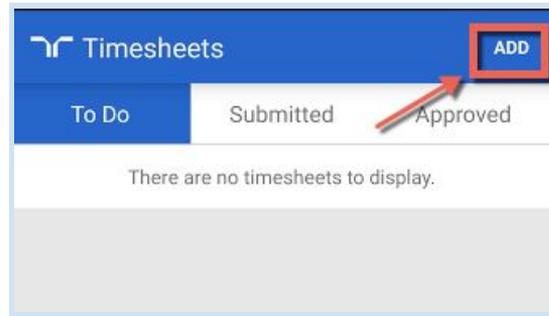
2. Your active bookings will display.

   Pick the booking you are entering this timesheet for.
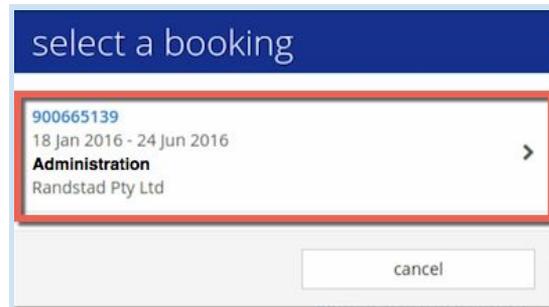
3. Choose the timesheet week that you are entering times for.
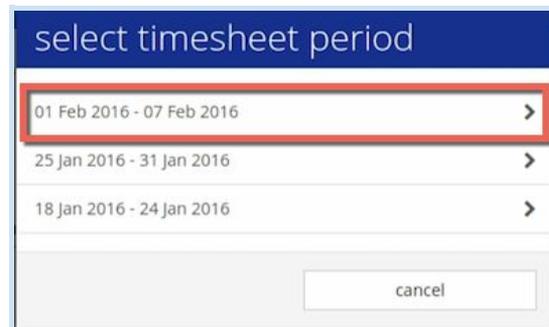
4. The timesheet will open ready for entry, and will also be added to your To Do list.
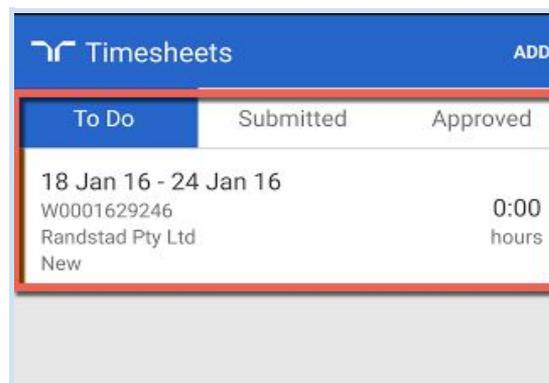
complete and submit your timesheet

1. Select the timesheet for the week and booking that you're entering times for from your To Do list.
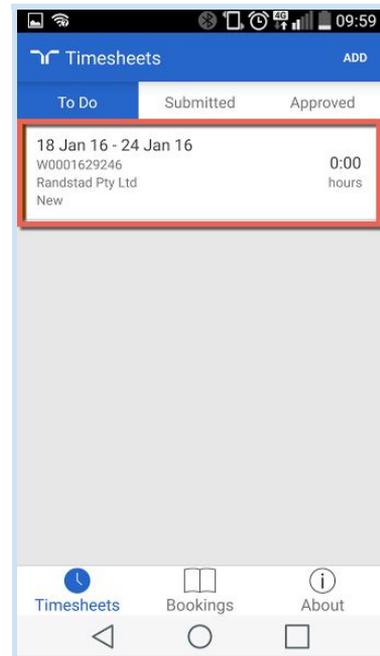
2. You'll now have the full timesheet ready to enter your hours. Scroll down to select a day to enter your shift.
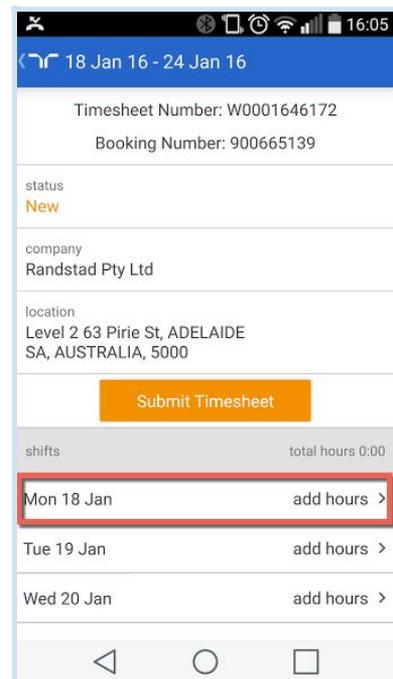
3. This opens the shift entry screen.

   Click on the **time** option in the **shift start** section.
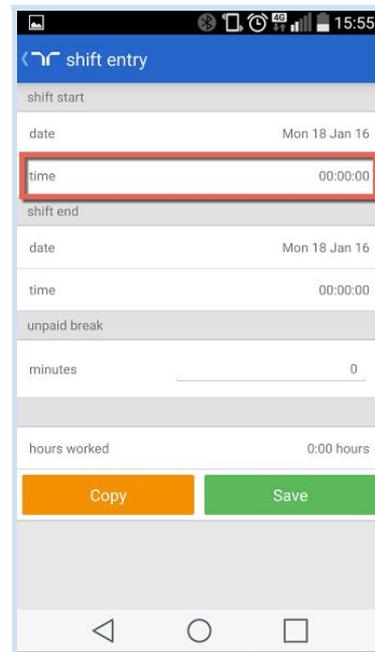
4. Scroll through the clock to select your shift start time, and then click **Done**.

   The clock is in 24hour format, so 9am is 09:00, 5pm is 17:00, 6.30pm is 18:30 etc.
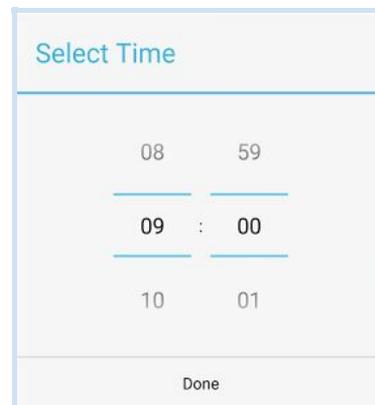
5. Next, select the time option from the shift end section, and scroll through to enter the time that you finished.
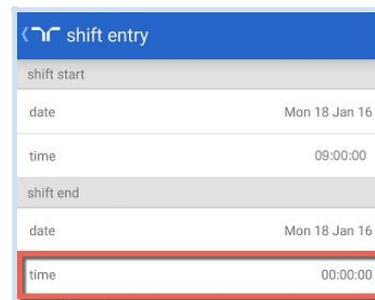
6. Go to the unpaid break section, type your break's duration directly into this field, and then click **Done**.

   Note: Breaks are counted in minutes, so if you took an hour, type in 60 minutes.
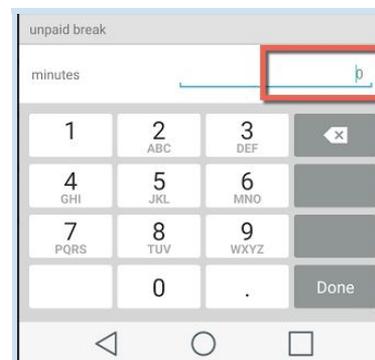
7. Check your times are correct, and if you're happy they are right, press Save.
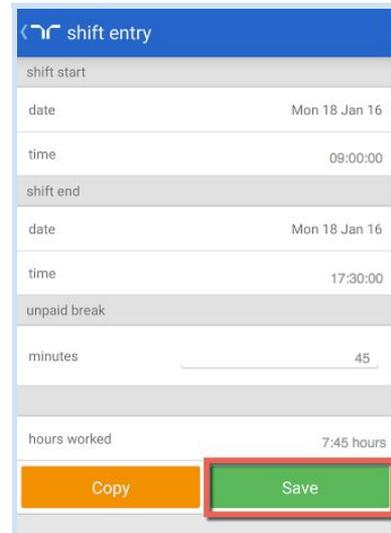
8. Complete shift information for the remaining days you've worked the same way.

   When all your shifts are entered, click Submit.
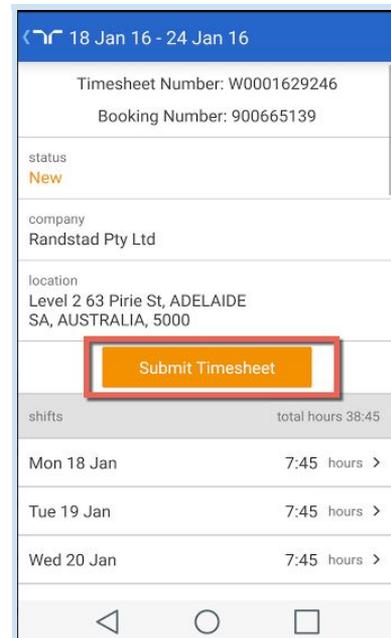
9. Press Submit again on the confirmation message which appears, and your timesheet will be sent to your approver.
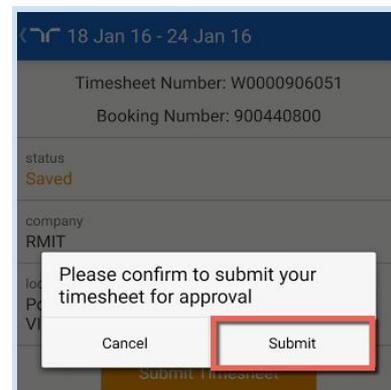
copy shift details

1. 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.
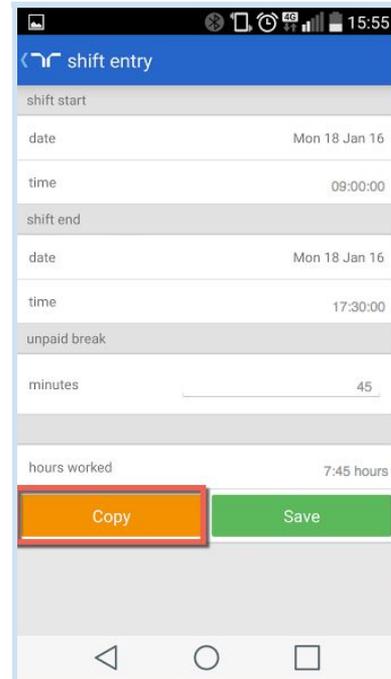
2. Choose the days to copy this shift information to by selecting or deselecting the checkboxes for each day.

   Then click Copy in the bottom right.
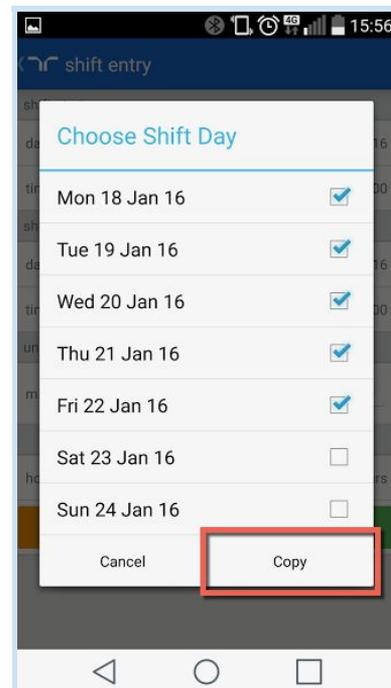
3. You will be asked to confirm the copy.

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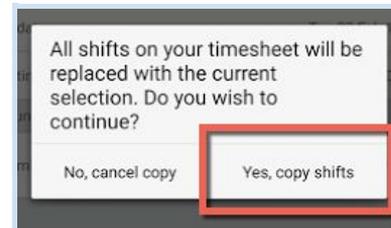
4. The timesheet will be updated with this shift information on all selected days.

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.
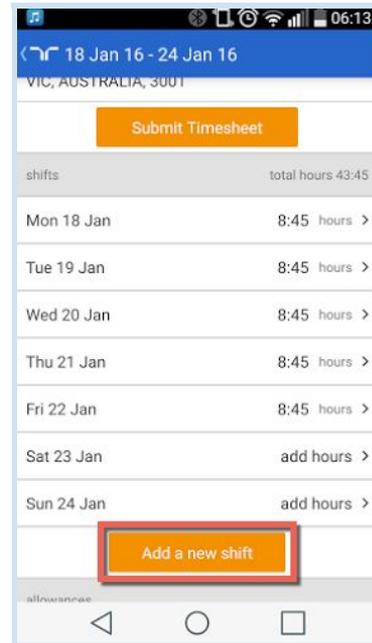
2. Click on the shift start and shift end fields to choose the day that the shift will be added to.
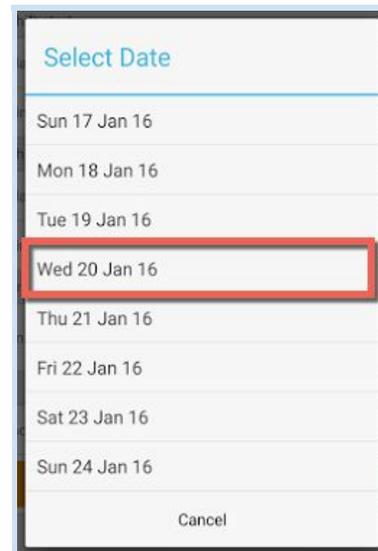
3. Enter your start, finish, and break times for the additional shift, and select Save.

4. The additional shift will now appear in your timesheet.

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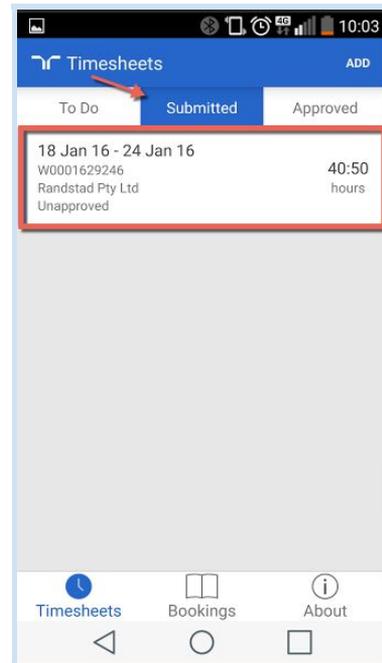
2. Choose the option to Recall Timesheet.
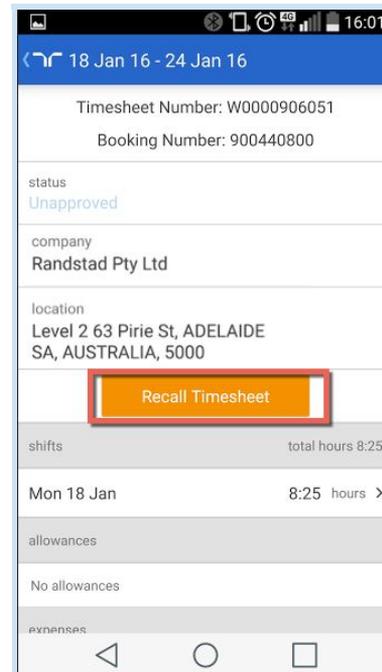
3. Click Recall on the pop-up message that appears to confirm the recall of your timesheet.
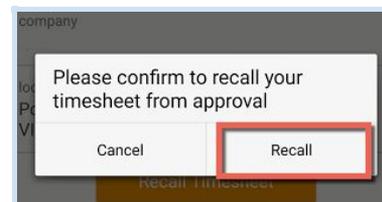
4. The timesheet will be returned to your To Do list for editing.

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: