# nr randstad

Staffing | Specialised Recruitment | HR Solutions | Inhouse Services

### welcome to my Randstad web timesheets!

In addition to viewing bookings and payslips, your my Randstad web portal now also has an easy to use timesheet section, to enter and submit your shift, break, allowance, and expense information. All you need is access to the internet and these simple steps:

#### getting started: one off registration for my Randstad

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 use web timesheets!



password

forgot password or don't have an account?

in | Log in with LinkedIn



#### open my Randstad web timesheets

1. You won't need to use the original email after your initial registration.

Go directly to your my Randstad portal using the following address:

#### https://my.randstad.com.au

Bookmark this site as a favourite to come back to it each week!

- 2. Enter your email address and the password you created, and click login
- https://my.randstad.com.au

using social media? click below.	already have an account? great! login below
f   Log in with Facebook	email
$\mathcal{S}^*$   Log in with Google	password
in   Log in with LinkedIn	login

3. You will now see your my Randstad home page.

Select the timesheet option from the menu on the left hand side of the screen.



## nr randstad

#### add a timesheet

 If there is no active timesheet in your To Do list when you open the web portal, click on create timesheet in the top right corner.

			create tim	esheet	earch tir	nesheets
booking po IF	company 1	job title 1	consultant 1	status		total hour
DOOKING NO 1:						
BOOKING NO L-	showing 0 to	o 0 of 0 entrie	5			

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.

select a booking		
900665139 18 Jan 2016 - 24 Jun 2016 Administration Randstad Pty Ltd		>
	cancel	

01 Feb 2016 - 07 Feb 2016	>
25 Jan 2016 - 31 Jan 2016	>
18 Jan 2016 - 24 Jan 2016	>

4. The timesheet will be added to your To Do list:

ר randstac	1				
in the second se					
documents	to do				
bookings	15 🔹 records per	page			
O timesheets	timesheet no 🛽	period ending 1	booking no	company 1	job title 🛿
🔅 settings	W0001646172	Sun, 07 Feb 2016	900665139	Randstad Pty Ltd	Administration
					showing 1 to 1 of 1
	submitte	d			



#### complete and submit your timesheet

 From your to do list, click on the blue timesheet number link to open and edit this timesheet

*	# home / timesheets	
🕐 home	to do	
documents	to do	
💼 bookings	15 • records per page	
() timesheets	timesheet no period e	
🔅 settings	W0001646172 Sun, 07	

2. You'll now have the full timesheet ready to enter your hours. Go to the day worked to start entering shift times:

W0001675520 new			period ending Sun, 07 Feb 2016	
booking no 900665139			employee Ethel Taylor	
client Randstad Pty Ltd			job description Administration	
approver			booking start & end da Mon, 18 Jan 2016 - Fri,	<mark>te</mark> 24 Jun 2016
consultant Colin White			location Level 2 63 Pirie St, ADE	ELAIDE SA, AUSTRALIA, 5000
cost center click to edit			purchase order click to edit	
O shift	0			•
U shirt	s	Ş expenses	🟆 allowances	S att
start date	s end date	Ş expenses	nd time	S att
start date Mon, 01 Feb 2016	end date Mon, 01 Feb 2016	S expenses start time 00:00	end time	S att
start date Mon, 01 Feb 2016 Tue, 02 Feb 2016	s end date Mon, 01 Feb 2016 Tue, 02 Feb 2016	S expenses  start time  00:00  00:00	allowances     end time     00:00     00:00	00 00
start date           Mon, 01 Feb 2016           Tue, 02 Feb 2016           Wed, 03 Feb 2016	s end date Mon, 01 Feb 2016 Tue, 02 Feb 2016 Wed, 03 Feb 2016	start time           00:00           00:00           00:00           00:00	end time           00:00           00:00           00:00	00 00 00
start date           Mon, 01 Feb 2016           Tue, 02 Feb 2016           Wed, 03 Feb 2016           Thu, 04 Feb 2016	s end date Mon, 01 Feb 2016 Tue, 02 Feb 2016 Wed, 03 Feb 2016 Thu, 04 Feb 2016	start time           00:00           00:00           00:00           00:00           00:00           00:00	end time           00:00           00:00           00:00           00:00           00:00	Image: square         Image: s

3. Click in the **start time** cell to enter the time in hours that you began your shift, and then in the **end time** cell to enter your shift finish time. Add any **unpaid break**, remembering that this is in minutes.

		undo change	es save changes
start time	end time	unpaid break (minutes)	08:00 total hours
07:15	16:00	45	08:00 hours copy clear
00:00	00:00	00	00:00 hours copy clear
00:00	00:00	00	00:00 hours copy clear
00:00	00:00	00	00:00 hours copy clear
00:00	00:00	00	00:00 hours copy clear
00:00	00:00	00	00:00 hours copy clear
00:00	00:00	00	00:00 hours copy clear



4. New shift information entered will be in *pink text*, showing that it hasn't been saved yet. Click on save changes to confirm the times you've entered.

		undo changes	save changes
start time	end time	unpaid break (minutes)	08:00 total hours
07:15	16:00	45	08:00 hours copy clear
00:00	00:00	00	00:00 hours copy clear
00:00	00:00	00	00:00 hours copy clear
00:00	00:00	00	00:00 hours copy clear
00:00	00:00	00	00:00 hours copy clear
00:00	00:00	00	00:00 hours copy clear
00:00	00:00	00	00:00 hours copy clea

5. Repeat the shift entry for all days that you worked, or, if you work the same shift on multiple days, enter the shift once and then click **copy**.

		undo changes	save changes
start time en	end time	unpaid break (minutes)	08:00 total hours
07:15	16:00	45	08:00 hours copy clear
00:00	00:00	00	00:00 hours copy clear
00:00	00:00	00	00:00 hours copy clear
00:00	00:00	00	00:00 hours copy clear
00:00	00:00	00	00:00 hours copy clear
00:00	00:00	00	00:00 hours copy clear
00:00	00:00	00	00:00 hours copy clear

6. This opens a pop-up of all days in this timesheet week.

Click to select all days that these shift hours will be applied to, and then click copy.



### nr randstad

7. You'll see that the shift times are now entered across all selected days in *pink text.* 

Click save changes to confirm the shift times are correct.

		undo changes	save changes
start time	end time	unpaid break (minutes)	40:00 total hours
07:15	16:00	45	08:00 hours copy clear
07:15	16:00	45	08:00 hours copy clear
07:15	16:00	45	08:00 hours copy clear
07:15	16:00	45	08:00 hours copy clear
07:15	16:00	45	08:00 hours copy clear
00:00	00:00	00	00:00 hours copy clear
00:00	00:00	00	00:00 hours copy clear

This will save the shift information and calculate the total hours worked for the week.
 When all shifts are entered and correct, click submit timesheet.

start time	end time	unpaid break (minutes)	40:00 total hours	
07:15	16:00	45	08:00 hours	copy clear
07:15	16:00	45	08:00 hours	copy clear
07:15	16:00	45	08:00 hours	copy clear
07:15	16:00	45	08:00 hours	copy clear
07:15	16:00	45	08:00 hours	copy clear
00:00	00:00	00	00:00 hours	copy clear
00:00	00:00	00	00:00 hours	copy clear
			submit timesheet	di la constante de la constante
			Sabinic unesneer	

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



#### 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 to my Randstad		randstad
using social media? click below. f   Log in with Facebook 8   Log in with Google	already have an account? great! login below. email password	Email
in   Log in with LinkedIn	login forgot password r don't have an account?	Password
		For contractors and temporary workers of Randstad in Australia, New Zealand, Singapore, Malaysia and Hong Kong
		Forgotten your password?

#### more information on even more features

my Randstad timesheets also allow you to claim expenses, add multiple shifts to a single day, upload documents like receipts or medical certificates, and enter notes to your timesheet approver. For more information and instructions on using these additional features, choose the **access our timesheets** link from the <u>Randstad homepage</u>.