

welcome to my Randstad web timesheets!

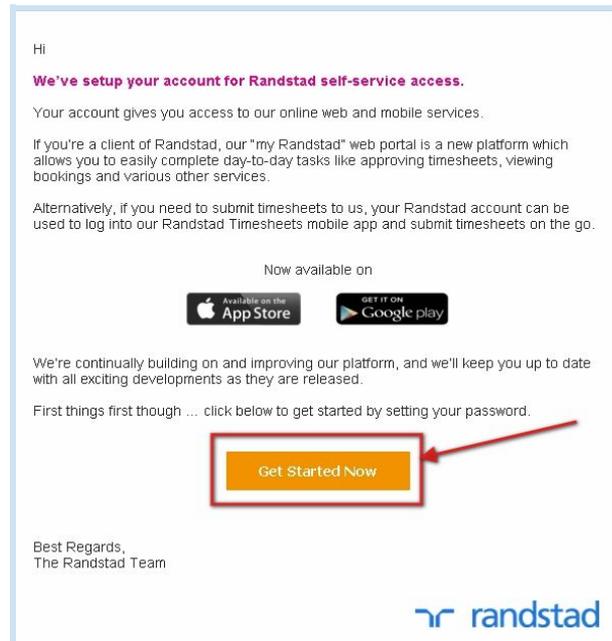
In addition to viewing bookings and payslips, your my Randstad web portal now also has an easy to use timesheet section, to enter and submit your shift, break, allowance, and expense information. All you need is access to the internet and these simple steps:

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 →

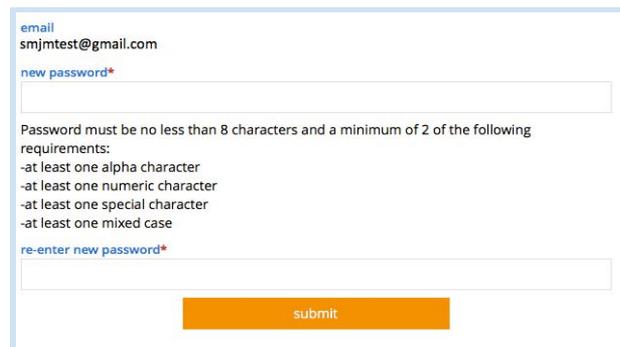
Click the **Get Started Now** button to go to the my Randstad portal where you will create your password.



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 use web timesheets!

open my Randstad web timesheets

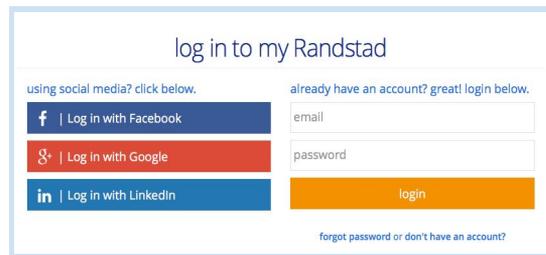
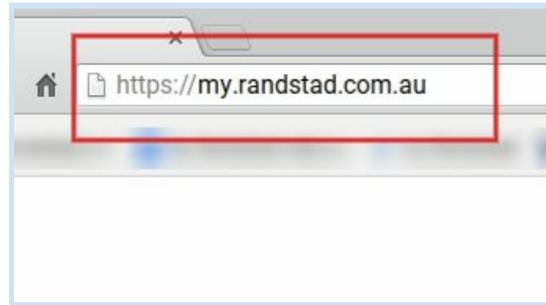
1. You won't need to use the original email after your initial registration.

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

<https://my.randstad.com.au>

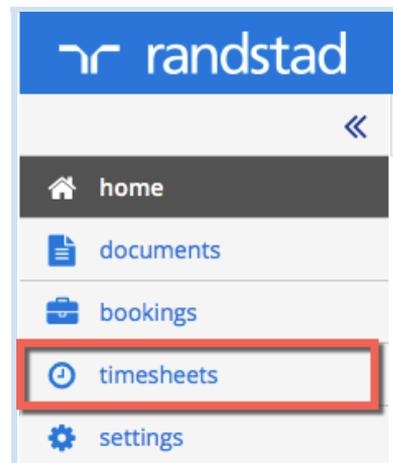
Bookmark this site as a favourite to come back to it each week!

2. Enter your email address and the password you created, and click **login**



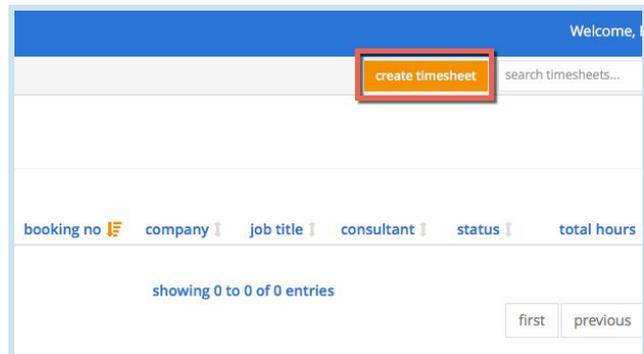
3. You will now see your my Randstad home page.

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

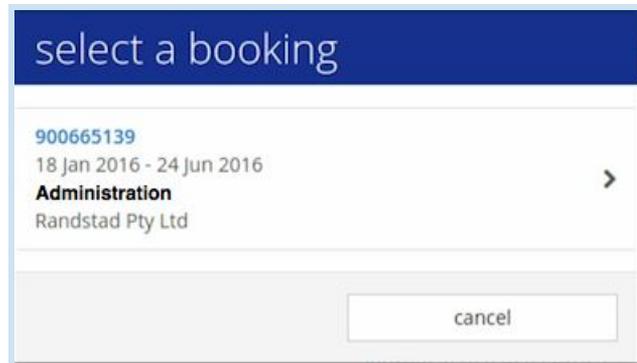


add a timesheet

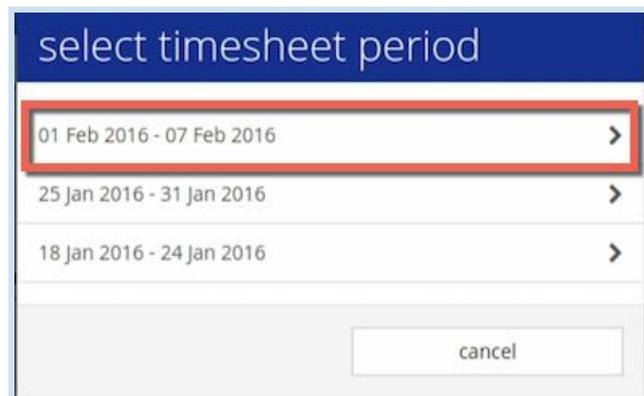
1. If there is no active timesheet in your To Do list when you open the web portal, click on **create timesheet** in the top right corner.



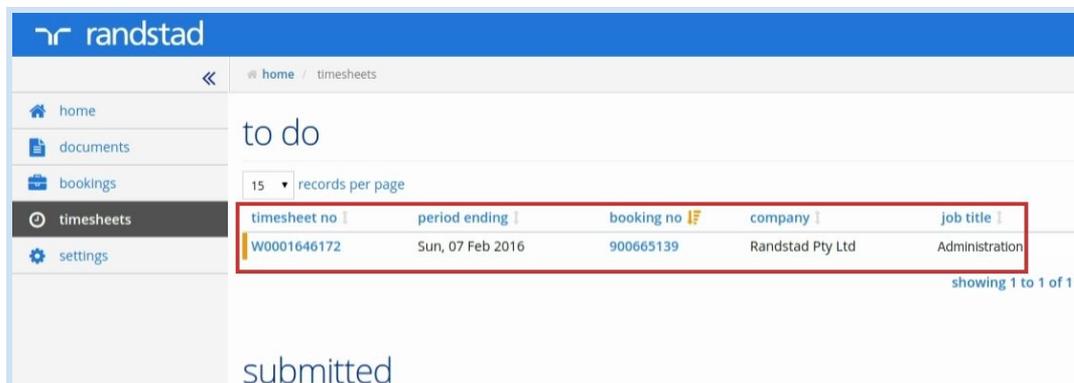
2. Your active bookings will display.
Pick the booking you are entering this timesheet for.



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



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



- 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.

start time	end time	unpaid break (minutes)	08:00 total hours
07:15	16:00	45	08:00 hours <input type="button" value="copy"/> <input type="button" value="clear"/>
00:00	00:00	00	00:00 hours <input type="button" value="copy"/> <input type="button" value="clear"/>
00:00	00:00	00	00:00 hours <input type="button" value="copy"/> <input type="button" value="clear"/>
00:00	00:00	00	00:00 hours <input type="button" value="copy"/> <input type="button" value="clear"/>
00:00	00:00	00	00:00 hours <input type="button" value="copy"/> <input type="button" value="clear"/>
00:00	00:00	00	00:00 hours <input type="button" value="copy"/> <input type="button" value="clear"/>
00:00	00:00	00	00:00 hours <input type="button" value="copy"/> <input type="button" value="clear"/>

- 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**.

start time	end time	unpaid break (minutes)	08:00 total hours
07:15	16:00	45	08:00 hours <input type="button" value="copy"/> <input type="button" value="clear"/>
00:00	00:00	00	00:00 hours <input type="button" value="copy"/> <input type="button" value="clear"/>
00:00	00:00	00	00:00 hours <input type="button" value="copy"/> <input type="button" value="clear"/>
00:00	00:00	00	00:00 hours <input type="button" value="copy"/> <input type="button" value="clear"/>
00:00	00:00	00	00:00 hours <input type="button" value="copy"/> <input type="button" value="clear"/>
00:00	00:00	00	00:00 hours <input type="button" value="copy"/> <input type="button" value="clear"/>
00:00	00:00	00	00:00 hours <input type="button" value="copy"/> <input type="button" value="clear"/>

- 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**.

copy shifts

All shifts will be replaced with:

Start Time: 07:15
 End Time: 16:00
 Unpaid Break: 45

- monday
- tuesday
- wednesday
- thursday
- friday
- saturday
- sunday

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.

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

undo changes save changes

8. 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

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

using social media? click below.

already have an account? great! login below.

f | Log in with Facebook

g | Log in with Google

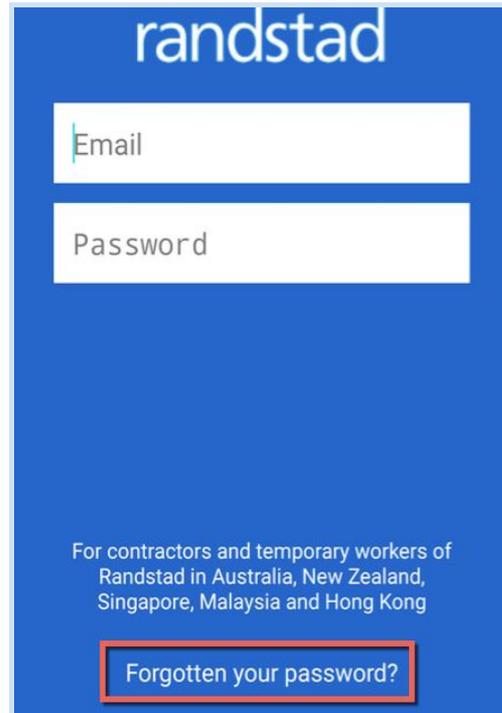
in | Log in with LinkedIn

email

password

login

forgot password | don't have an account?



randstad

Email

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 [Randstad homepage](#).