

approving My Randstad timesheets



Randstad's mobile and web timesheets are designed for easy viewing and approving. All you need is your computer, or a smartphone, and a few simple steps.

getting started: one off registration

 Your Randstad consultant will set up your access to approve timesheets on the My Randstad portal.

If you haven't used the portal before, you'll receive an email inviting you to create a password.

Click the get started now button to create your password and activate your account.

requirement information, and then click submit

A notification will confirm your account activation, from which you can select the click here to go to

Create a password, noting the security

my randstad to go to the login screen.

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As a valued client of Randstad, our "my Randstad" web platform allows you to easily

Your account gives you access to our online services.

We've setup your account for Randstad self-service access

complete day-to-day tasks like approving timesheets, viewing bookings and a growing list of other services.

We're continually building on and improving our platform, and we'll keep you up to date with all exciting developments as they are released.

First things though, click below to get started by setting your password.

get started now

new password		
Password must be at least 8 least one number and symbo	characters, containing upper and lowercase, ol.	, and at
re-enter new password		

 This login screen can be access directly by typing <u>https://my.randstad.com.au</u> into your browser.

Use your email address and the password you created to access your account and to view timesheets waiting for your approval.

You're now ready to start approving timesheets!

(note: the forgot password link can be used to generate a password reset at any time)

social media? click below.	already have an account? login below.
f Log in with Facebook	
🀔 Sign in with Google	
in Log in with linkedin	sign in

log in to my randstad

reviewing and approving timesheets: in the portal

Log in to your My Randstad portal to review and action any submitted timesheets for which you are the approver. Using the portal is particularly useful if you receive multiple timesheets to approve. Go to <u>https://my.randstad.com.au</u> and log in using your email address and the password you created.

 On the main home page of your My Randstad portal, select timesheets from the left hand side menu.



o This takes you to your timesheets overview which lists any timesheets submitted to you for approval, as well as those yet to be submitted.

Click on any of the linked timesheet numbers to view the details of the timesheet submitted, including shifts as well as any expenses or allowances related to this assignment.

waiting a	approval			
employee ‡	timesheet ¢	period ending ~	booking ÷	job title ‡

o There will be four tabs on the timesheet: shifts, expenses, allowances and attachments.

The **shifts** tab will include details of the hours worked by this contractor during the timesheet period.

Contractors are required to fill the timesheet from the first day of the month to the final day of the month, even if the timesheet is submitted earlier.

shifts (5)	\$ expenses Օ	₽ allowa	nces 3 🔌 at	tachments 🧿		
ate		start time	end time	unpaid break	total hours	
Mon 08 Jul		07:00	15:25	30	7h 55m	6
Tue 09 Jul		07:00	15:25	45	7h 40m	0
Wed 10 Jul		07:00	15:25	30	7h 55m	6
Thu 11 Jul		07:00	15:25	45	7h 40m	6
Fri 12 Jul		07:00	15:25	45	7h 40m	6
Sat 13 Jul		00:00	00:00	0	Oh Om	
Sun 14 Jul		00:00	00:00	0	0h 0m	

Any requests for reimbursement will be entered on the **expenses** tab, detailing the date incurred, the amount to be reimbursed, and the type of expense declared.

Contractors are to supply evidence of the expenses declared by way of an official receipt which can either be scanned and attached, or by using the camera on their smartphone to capture an image.

If your contractor is entitled to allowances, they will claim these on the **allowances** tab, indicating the allowance type, applicable date, and total quantity claimed.

O shifts 5	\$ expenses 0	P allowances 3	🗞 attachments 🧿		
date	type	comment	quantity		
Mon, 08 Jul 2019	first aid		2	edit	delete
Wed, 10 Jul 2019	Travel Allowance	drive to and from site	78	edit	delete
Wed, 10 Jul 2019	late meal break		1	edit	delete
+ add allowance					

reviewing and approving timesheets: in the portal

There are two ways to approve a timesheet from within the My Randstad portal: from within each timesheet, or from the main timesheets screen.

o Once you have selected and reviewed a timesheet, the option to either approve or reject will be presented on each of the timesheet tabs.

Scroll to the bottom of the screen to see any comments from your contractor, as well as a space to enter any comments regarding the approval of the timesheet.

total	176h Om
employee comments	approver comments
	reject timesheet approve timesheet

o Approving the timesheet will send it directly to Randstad payroll for processing.

Rejecting the timesheet returns it to the contractor for them to edit or amend as required.

Alternatively:

o From the main timesheets screen, click on the magnifying glass next to the timesheet number

டி home	timesh	eets		
 ♂ timesheets ↓ bookings 	waiting a	approval		
<pre>invoices </pre>	employee ÷	timesheet ÷	period ending -	booking \$
	Ethel Taylor	<u>W000340407<mark>5</mark> Q</u>	Sun, 30 Sep 2018	<u>901110295</u>

o An overview of the entire timesheet is viewable

aiting a	pprova									+ expand al
nployee 🗧 t	imesheet ¢	perio	ng	booking ¢	job title ‡	company	÷	status ÷	total time [‡]	
thel aylor ⊻	<u>V0003404075</u>	Q Sun, 2018	30 Sep	<u>901110295</u>	Senior Administrator	Randstad Limited	Pte	submitted	176h Om	\$ Ŧ
shifts					leave					
date	start time	end time	unpaid break (minutes)	total hours	leave type	multiple days	start date	end date	length	comment
Mon 03 Se	ap 09:00	18:00	60	8h 0m	annual	yes	Mon, 10 Sep 2018	Wed, 12 Sep 2018	full day	
Tue 04 Sep	p 09:00	18:00	60	8h 0m	sick	yes	Thu, 20 Sep 2018	Thu, 20 Sep 2018	full day	
Wed 05 Se Thu 06 Se	ep 09:00	18:00 18:00	60 60	8h Om 8h Om	no pay	yes	Sat, 01 Sep 2018	Sat, 01 Sep 2018	full	
Fri 07 Sep	09:00	18:00	60	8h 0m				10		
Sun 09 Se	p 09:00	18:00	60	8h 0m	expenses	le l				
Tue 11 Sep	09:00	18:00	60	8h Om	date		type o	comment	total rece	eipt amoun

o Click the checkbox at the very far right of the timesheet details line

This will reveal the approve and reject buttons which can be used directly from this screen.

This is particularly useful if you have multiple contractors and multiple timesheets, as several timesheets (or all in the list) can be selected and approved in one click.



reviewing and approving timesheets: via email

An email notification will be sent to approvers upon submission of a timesheet from a contractor. The timesheet can be reviewed and approved directly from this email, rather than logging in to the My Randstad portal.

 Once a contractor submits their timesheet, an email notification will be sent to the timesheet approvers.

Click review now to view the details of the timesheet and either approve or reject it.

o The review button will open all timesheet details, including the hours and shifts entered, and any leave, allowances, expenses, or contractor comments.

Add any relevant approver comments, and the timesheet can be approved or rejected directly at this screen without going to the portal.

o If you receive multiple Randstad timesheets each month, you may choose to receive a summary email rather than individual notifications.

Rather than an email for each timesheet, you will receive a single consolidated notification with a link to view each timesheet from the one email.

Click on approve/reject to see each timesheet overview, or login to the portal to approve multiple timesheets at once.

timesheet submitted

Hi Colin

Ethel M Taylor has submitted timesheet number W0002485407 for your approval.

This timesheet is for period ending 01 February 2019 and relates to booking 901130714.

Please click the button to review and approve/reject the timesheet

review now

nr randstad

timesheet details

timesheet	period ending
W0002485408 submitted	Fri, 03 May 2019
booking	employee
901128359	ETHEL TAYLOR
client	job title
Randstad Pte Ltd	Executive Assistant
approved by	booking start - end date
-	Mon, 03 Sep 2018 - Tue, 13 Aug 2019

Hi Ethel Taylor,

Here's your summary of recent timesheet activity.

There are 2 timesheets awaiting approval

employee	timesheet	period ending	
Angus Joy Project Coordinator	W0002474459	14 Oct 2018	approve / reject
Hazel Napier Entry Level Hospitality Assistant	W0002474460	30 Sep 2018	approve / reject

These timesheets were approved by another approver

emplo <mark>y</mark> ee	timesheet	period ending	
Angus Joy Project Coordinator	W0002474457	07 Oct 2018	view

changing your email notification settings

As a timesheet approver, you can select the notification emails you receive regarding your contractor timesheets.

Reminder emails, notifications of timesheets being recalled, or approved by other timesheet approvers can all be turned on or off at any time to suit your preference.

 Login to your My Randstad portal at <u>https://my.randstad.com.au</u> and enter your email address and password.

Select settings from the menu options on the lefthand side



settings

profile

notifications

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- o From the settings menu, choose notifications
- o Use the toggle buttons to select which email notifications to receive, including whether to receive a consolidated update rather than individual notification emails.

timesheet notification



reset your password

confirming the Captcha.

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to the portal.

If you forget your password, or just need to update it, you can do so from the login screen of the portal.

 Go to the My Randstad portal at <u>https://my.randstad.com.au</u> and click the forgot password link.

Enter the email address that has been set up for the portal, and select the reset button after

No problem! Just enter the email address you used when you signed up with Randstad and we'll send you password reset instructions.

(If you don't have access to that email anymore, get in touch with your Randstad Consultant - they're happy to help!)

log in to my randstad

already have an account? login below.

forgot password or don't have an account?

jesstestmvale@gmail.com

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using social media? click below.

f Log in with Facebook

👩 Sign in with Google

in Log in with linkedin

l'm not a robot	0		
	reCAPTCHA Privacy - Terms		
		cancel	reset

o You'll receive an email to the nominated email address, with a link to click through and select a new password.

Enter and confirm a new password, noting the

security requirements, and you'll be set to log in

Hi Jess Test,

We received a request to reset the password for your Randstad account

To reset your password, click on the link below (or copy and paste the address into your browser):

https://my.randstad.com.au/legacy/#/reset-password?authCode=82df8bc5-821b-4fdb-8e9a-2b44533a674f&email=randstaddemo@randstad.com

email	
randstaddemo@randstad.com	
new password	
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Password must be at least 8 characters, containing upp	er and lowercase, and at
least one number and symbol.	
re-enter new password	
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