



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

- o 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.

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

Your account gives you access to our online services.

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

- o Create a password, noting the security requirement information, and then click **submit**

A notification will confirm your account activation, from which you can select the [click here to go to my randstad](#) to go to the login screen.

activate your randstad account

new password

password must be at least 8 characters, containing upper and lowercase, and at least one number and symbol.

re-enter new password

[submit](#)

- o This login screen can be access directly by typing <https://my.randstad.com.au> 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)

log in to my randstad

using social media? click below. already have an account? login below.

[f Log in with Facebook](#)

[Sign in with Google](#)

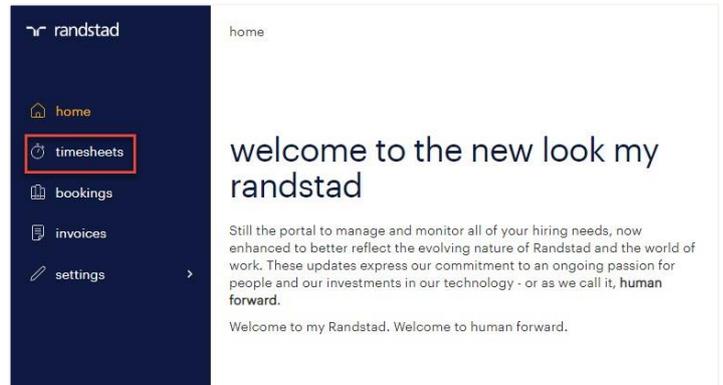
[in Log in with linkedin](#) [sign in](#)

[forgot password or don't have an account?](#)

reviewing and approving timesheets: in the portal

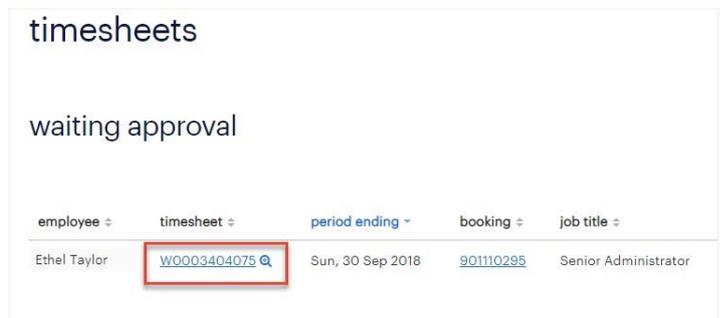
Log in to your My Randstad portal to review and action any submitted timesheets for which you are the approver. Using the portal is particularly useful if you receive multiple timesheets to approve. Go to <https://my.randstad.com.au> and log in using your email address and the password you created.

- o 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.



- 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.

date	start time	end time	unpaid break	total hours	
Mon 08 Jul	07:00	15:25	00	7h 55m	 
Tue 09 Jul	07:00	15:25	45	7h 40m	 
Wed 10 Jul	07:00	15:25	00	7h 55m	 
Thu 11 Jul	07:00	15:25	45	7h 40m	 
Fri 12 Jul	07:00	15:25	45	7h 40m	 
Sat 13 Jul	00:00	00:00	0	0h 0m	
Sun 14 Jul	00:00	00:00	0	0h 0m	
total				38h 50m	

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.

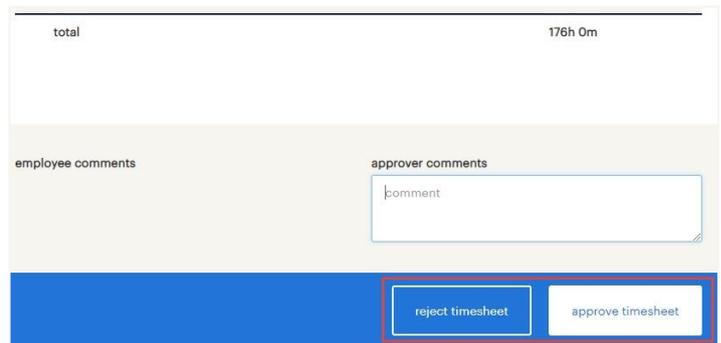
date	type	comment	quantity	
Mon, 08 Jul 2019	first aid		2	 
Wed, 10 Jul 2019	Travel Allowance	drive to and from site	78	 
Wed, 10 Jul 2019	late meal break		1	 
				

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.

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

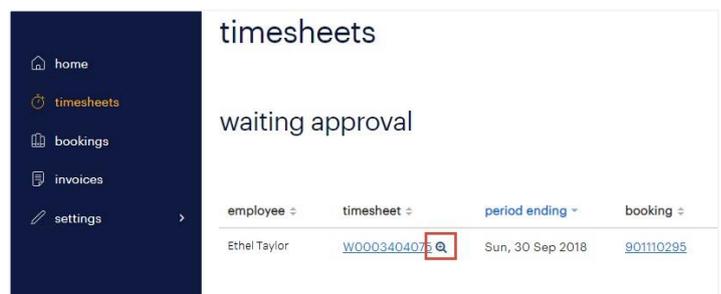
Scroll to the bottom of the screen to see any comments from your contractor, as well as a space to enter any comments regarding the approval of the timesheet.



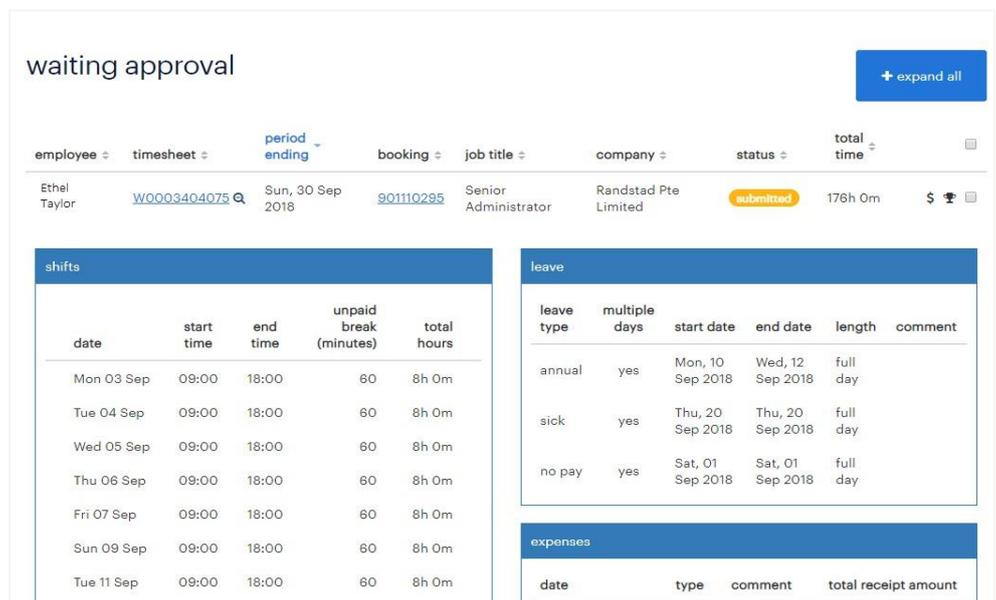
- Approving the timesheet will send it directly to Randstad payroll for processing. Rejecting the timesheet returns it to the contractor for them to edit or amend as required.

Alternatively:

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



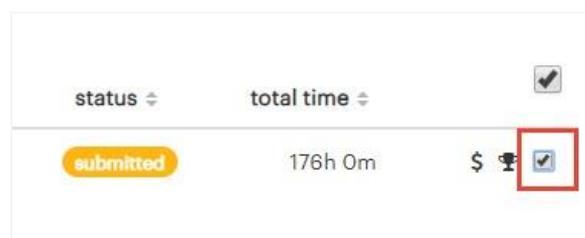
- An overview of the entire timesheet is viewable



- 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.

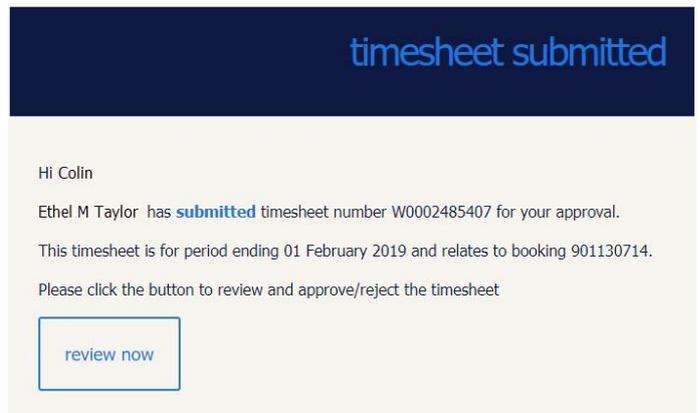


reviewing and approving timesheets: via email

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.

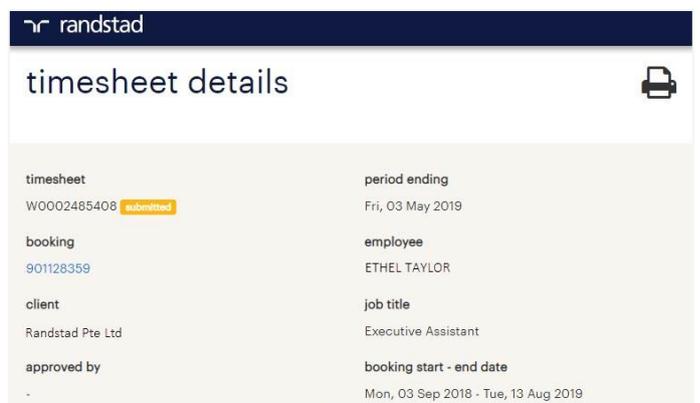
- o Once a contractor submits their timesheet, an email notification will be sent to the timesheet approvers.

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.

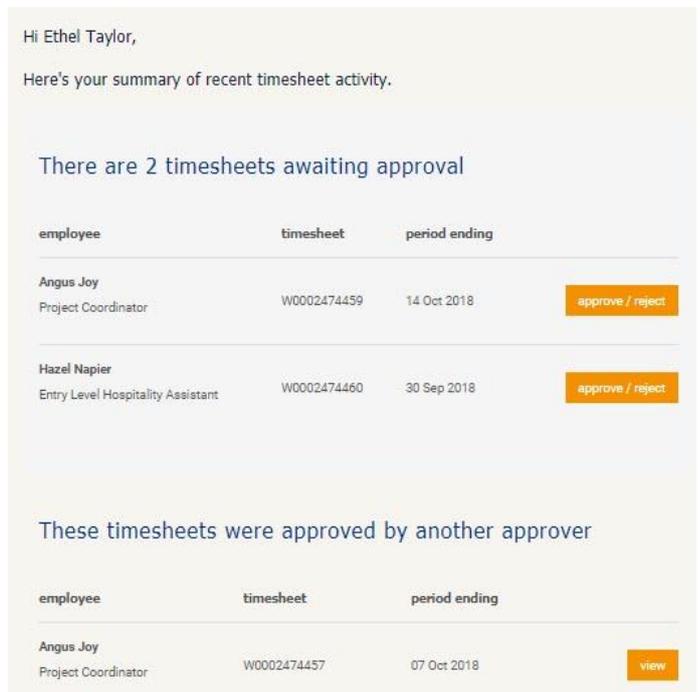
Add any relevant approver comments, and the timesheet can be approved or rejected directly at this screen without going to the portal.



- 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.



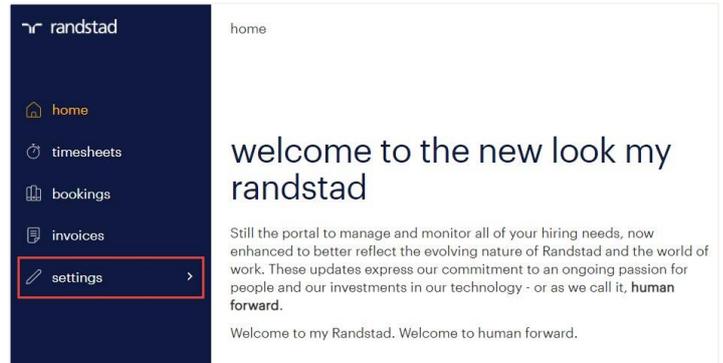
changing your email notification settings

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.

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

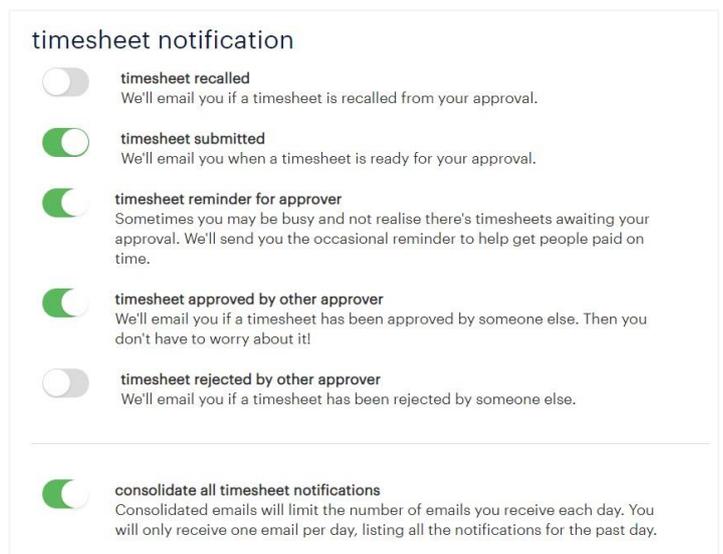
Select **settings** from the menu options on the left-hand side



- 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.



reset your password

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

- o Go to the My Randstad portal at <https://my.randstad.com.au> and click the forgot password link.
- o Enter the email address that has been set up for the portal, and select the **reset** button after confirming the Captcha.
- o You'll receive an email to the nominated email address, with a link to click through and select a new password.
- o Enter and confirm a new password, noting the security requirements, and you'll be set to log in to the portal.

log in to my randstad

using social media? click below. already have an account? login below.

Log in with Facebook jesstestmvale@gmail.com

Sign in with Google

Log in with linkedin sign in

forgot password or don't have an account?

forgot password?

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!)

email *

I'm not a robot reCAPTCHA Privacy - Terms

cancel reset

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>

reset your randstad account password

email
randstaddemo@randstad.com

new password

Password must be at least 8 characters, containing upper and lowercase, and at least one number and symbol.

re-enter new password

submit