

welcome to the My Randstad app

As a Randstad contractor, you'll be set up with access to the My Randstad portal and app. There, you'll find your bookings, payslips, and a section to complete and submit your timesheets.

All you need is your Android or iOS (Apple) smartphone and these steps:

getting started: one off registration

- o Your Randstad consultant will set up your access to submit timesheets via My Randstad. Create your password and activate your account.
- o You can access your account through our [web portal](#) or via My Randstad app.
- o Please contact your consultant if you have any questions about creating your account

log in to my randstad

using social media? click below.

Log in with Facebook

Sign in with Google

Log in with linkedin

already have an account? login below.

sign in

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

welcome to my Randstad Australia

Please log in.

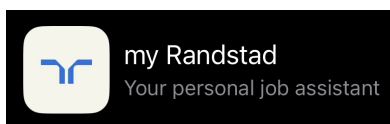
username

your.email@randstad.com

password [forgot password?](#)

log in

downloading the app and login



The My Randstad app is available in both the Google Play and Apple App stores. You can access the app using the links below, or by searching for **my Randstad** in the stores' search function. You must login with the same email address and password from the web portal.



[Link for Android Devices](#)

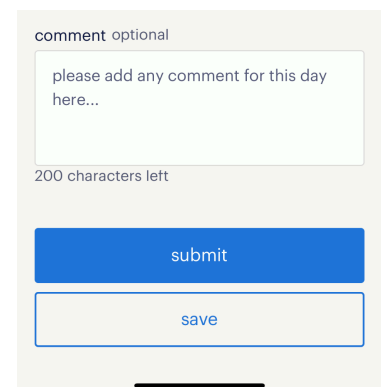
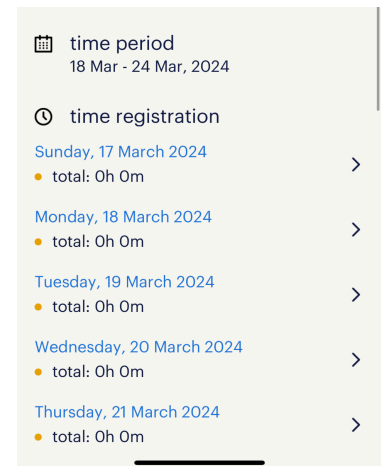
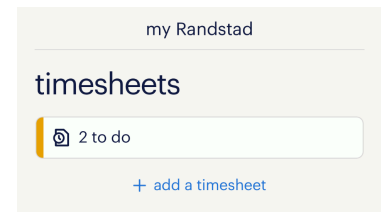
[Link for Apple Devices](#)

submitting timesheets

- o The app will display any timesheets you have already started, or the next timesheet in your queue if you are already submitting via the portal.
- o The first time you use the app, there may be no timesheets waiting in your queue if you have not done any Randstad timesheets before. If that is the case, click the icon in the top right corner.
- o If you have more than one assignment, you'll see a list of them to choose from. Pick the assignment for which you are entering this timesheet.

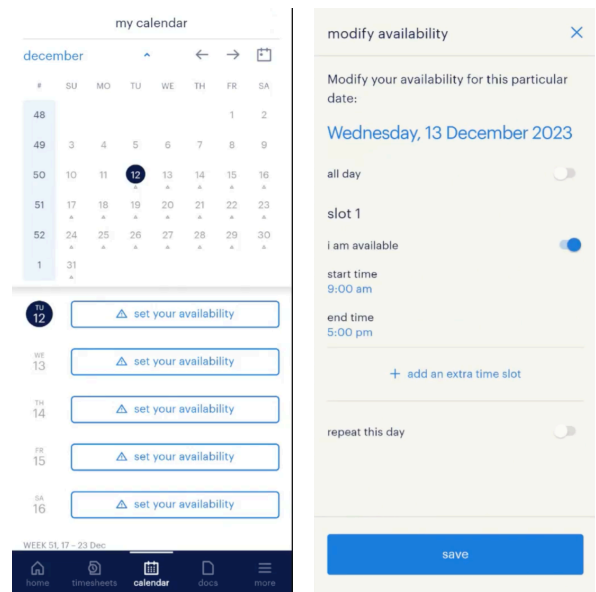
enter timesheet details

- o Once you have created your new timesheet, or selected one from your to do list, you'll be able to add your shifts, allowances, expenses, attachments, and comments.
- o Open the timesheet and scroll to the [shifts](#) section.
- o Click on the date to enter each day's start, finish, and break times. This will give you a total for the day. Click [save](#) to confirm each shift.
- o Add any other relevant information, like allowance and expenses. If there is no further information to add to this timesheet, click [submit](#) to send the completed timesheet to your approver.
- o Once submitted, the timesheet will move from your [to do](#) list, to your submitted list.
- o From the submitted list, you can still recall the timesheet until it is approved. If you need to edit your timesheet, open it from the submitted list, and select [recall](#) to bring the timesheet back to your to do list. Once you have made any required changes, simply click [submit](#) again to send it back to your approver.



availabilities

- o Navigate to the calendar module on the new app.
- o You will then have to select an upcoming date to set up your availability. If you are available all day, simply turn on "all day" toggle. If you are only available for a certain period of time, toggle on "I am available" and choose your start time and end time.
- o If you are not available for a certain period of time, you can toggle off "I am available" and select your start time and end time of unavailability.



what should I do if I need help?

If you need help with the app or have any questions related to your work, please get in touch with your Randstad representative.