

OTS – CLIENT GUIDE

Timesheet Approval via Email Notification

When an employee submits their timesheet, an email notification will be sent that contains the timesheet details and an option to Approve or Reject the timesheet in one simple process.

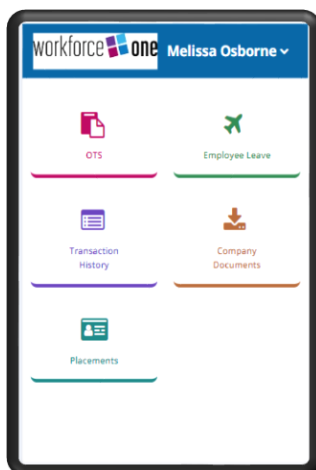
To approve the timesheet, click the APPROVE option to automatically approve the timesheet.

If the timesheet is incorrect, click the REJECT option and then enter the reason why the timesheet has been rejected.

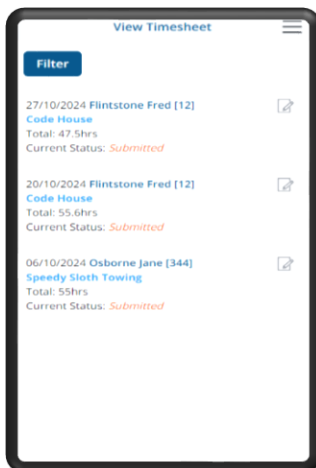
 **Note:** When a timesheet is rejected an email notification will be sent to the employee with the rejection reason entered. It is recommended that the reason clearly states what changes the employee needs to make to their timesheet before resubmitting.

Timesheet Approval via Portal

To access the Online Timesheet System (OTS), log in to the portal.

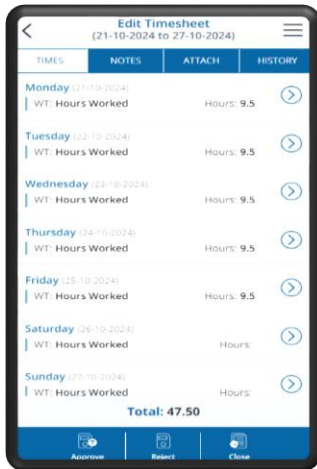


Click on the OTS option.

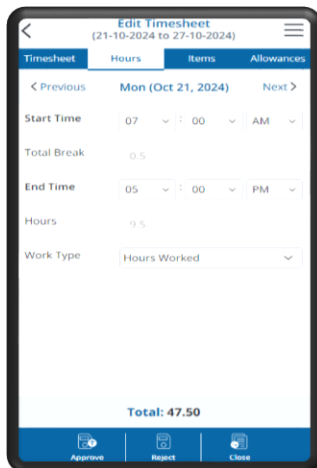


The View Timesheet screen will be the default page opened and display all timesheets that have been submitted and are awaiting approval.

Click on the edit icon () next to the timesheet to view the timesheet details

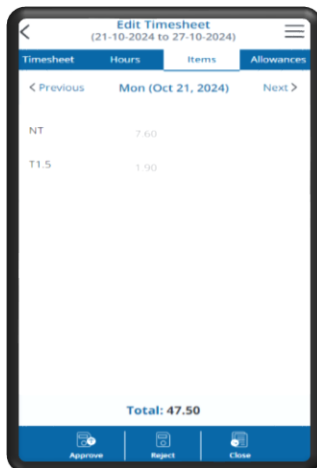


To view the start, end and break times for the day click on the arrow icon () to open the day of the week.



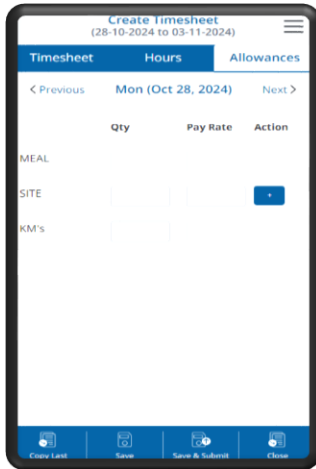
Click **Next >** to view hours for each day of the week.

Breakdown of Hours



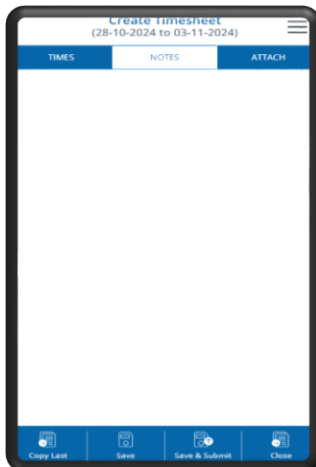
To view the breakdown of how the hours will be paid and charged, ie: ORD, OT1.5, OT2.0 etc, click on the Items tab.

Allowances



To view allowances, click on the Allowances tab.

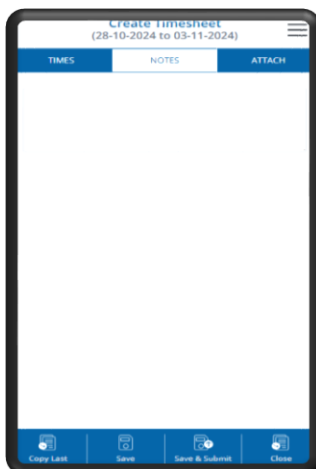
Notes



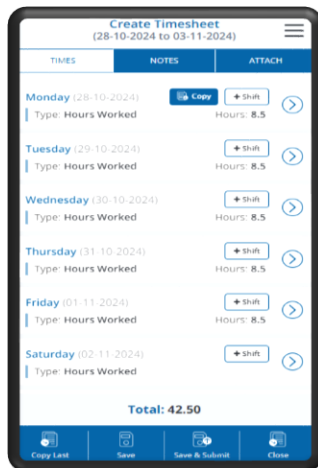
To view or enter a note, click the Timesheet tab to return to the main screen and click on the Note tab.

 **Note:** Notes will be visible to employees and the payroll team managing the timesheet payment.

Attachment



To view timesheet attachments, such as medical certificates, click the Timesheet tab to return to the main screen and click on the Attachment tab.



Create Timesheet
(28-10-2024 to 03-11-2024)

TIMES	NOTES	ATTACH
Monday (28-10-2024)	Type: Hours Worked Hours: 8.5	
Tuesday (29-10-2024)	Type: Hours Worked Hours: 8.5	
Wednesday (30-10-2024)	Type: Hours Worked Hours: 8.5	
Thursday (31-10-2024)	Type: Hours Worked Hours: 8.5	
Friday (01-11-2024)	Type: Hours Worked Hours: 8.5	
Saturday (02-11-2024)	Type: Hours Worked	

Total: 42.50

To approve the timesheet, click on the **Approve** button at the bottom of the screen.

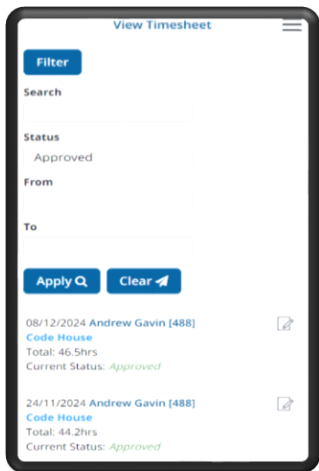
To reject the timesheet, click the **Reject** at the bottom of the screen and enter the rejection reason.



Note: When a timesheet is rejected, an email notification will be sent to the employee with the rejection reason entered.

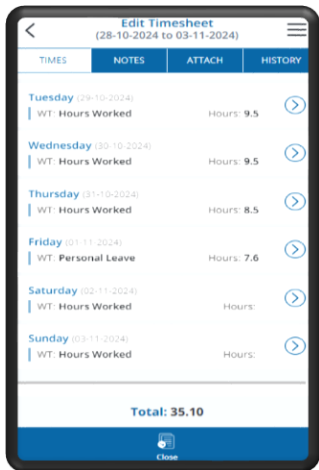
View Approved Timesheets

To view timesheets that have previously been approved,



Select **Approved** in the Status field, and the specific dates as required.

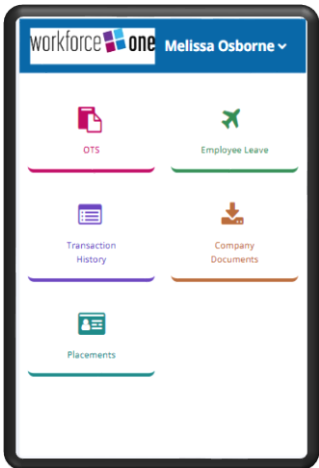
Click on the edit icon () next to the timesheet to view the timesheet details



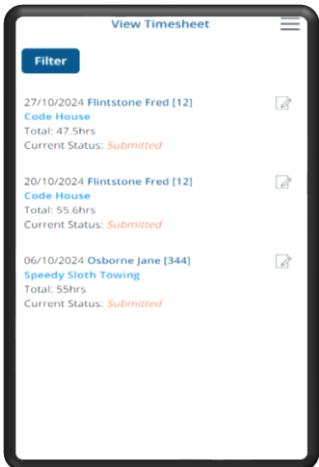
To view the start, end and break times for the day click on the arrow icon () to open the day of the week.

Leave Requests

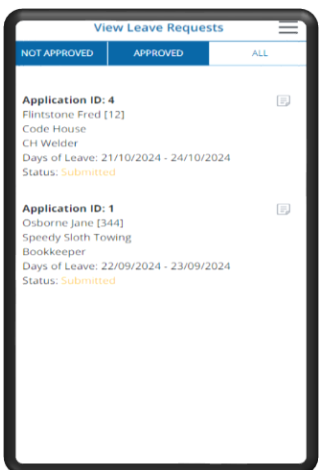
To view and approve a leave application, log into the client portal.



Click on the OTS option.



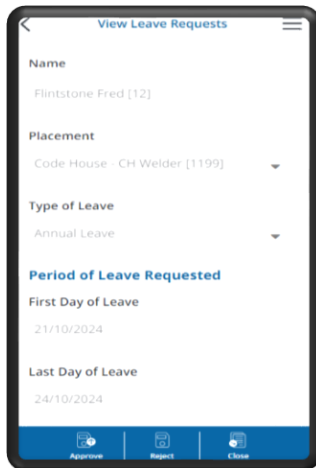
Click on the ‘hamburger’ menu () at the top right of the View Dashboard screen and then Leave Requests.



Click on **NOT APPROVED** to see leave applications awaiting approval.

Click on the paper icon () to view the application.

 **Note:** Previous applications can be viewed from the **APPROVED** or **ALL** tab. 



To approve the leave application, click on the **Approve** button at the bottom of the screen.

To reject the leave application, click the **Reject** at the bottom of the screen and enter the rejection reason.