

Welcome to MyTimesheets



Hi

We use MyTimesheets to manage employee time and attendance. We do this to make it easier for you, your manager, and the payroll team, *while also ensuring you are paid correctly.*

We know how much people hate filling out paper timesheets, so we're sure you will be pleased we've done this. If you have any questions, please contact:

Accessing and using MyTimesheets Personal App on your Smartphone (Using an email login).

There are several options for how and what data that will be recorded when it comes to using the MyTimesheets App. We will advise you which ones we would like you to use.

Installing, Accessing and using the MyTimesheets App on a Phone, Tablet or browser is not only easy, but it's also super-fast.

When you are ready, visit <https://mytimesheets.co/app/> on your smartphone or tablet. Use the User Access details below to access and install the MyTimesheets App (as per the instructions on the next page).

The MyTimesheets App has been designed for fast Clock On and Clock Off as well as Rapid Data Entry. It has been configured to meet our company's needs. It has also been designed to work when the device is offline.

Your manager will guide you regarding when the timesheets need to be completed and what data needs to be recorded. There are also additional options available via the **Menu function** of the MyTimesheets App (see page three)

The User Access Codes you need to access and install MyTimesheets:

User name:

Password:

Company Code:

Accessing and using MyTimesheets in a Browser is also super easy.

Visit <https://mytimesheets.co> on your computer, tablet or phone web browser. Use the User Access details above to access the MyTimesheets website. The website access is used for checking the timesheets you have entered, running historical reports and also to access the MyTimesheets Messaging App. In some cases, it is also used for data entry where the MyTimesheets App is not used.

Once you have logged in to the browser version, you can change your password to something you can easily remember by using the Profile menu at the top of the screen. And don't worry if you forget it there is a *Forgot Password* button.

We hope you enjoy using MyTimesheets and find it a fast and simple way to capture, process and deliver your timesheets every week.

If you have any questions remember to speak with your manager or

Thanks

An Introduction to using MyTimesheets.

We use MyTimesheets to improve our payroll process and to ensure we are compliant with the record keeping requirement of the Employment Relations Act 2000 and the Holidays Act 2003 (see below)

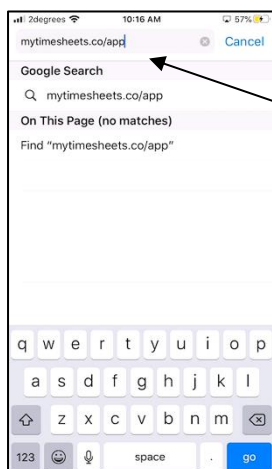
Our primary focus in doing this is to....

- **Ensure you are paid accurately.** There will be no longer be the need for paper timesheets, manual calculation of your hours or manual keying the data into our payroll system.
- **It speeds up the payroll process** which means **you will be paid on time.**
- We have selected a system which is **very simple to use** and so long as you record your time each day you will be **paid accurately.**
- It is fair, in that MyTimesheets **automates the application of our company's attendance rules.** It's simple – **Clock In/Clock Out or Enter your Time = Get Paid.**
- It ensures you are **paid correctly for Public Holidays**, whether worked or not. It will also help us to manage other leave such as Annual Leave, Sick Leave etc.
- **Privacy is important to us.** All data recorded in relation to your attendance (including times, dates, locations, and images, where used) **is kept secure and is only accessible by an authorised administrator.** The data is used for the sole purpose of verifying attendance and paying staff correctly. No data is shared with a third party unless required by law.
- It ensures we are compliant with the record keeping requirement of the Employment Relations Act which requires us to **keep accurate and easily accessible records of all employee attendance and leave taken.**
- It also helps us to **know who is on site for Health and Safety management.** This is something we are required to know by law.

The key to making this process work is the **Active and Mutual Engagement** in the process by everyone in the business. It will take all parties working together to make sure our attendance process is successful.

Installing on a Smartphone

This process only needs to be completed once.



Step 1

Go to Safari or Chrome (browser) on your phone. In the browser enter the website address, which is **mytimesheets.co/app**

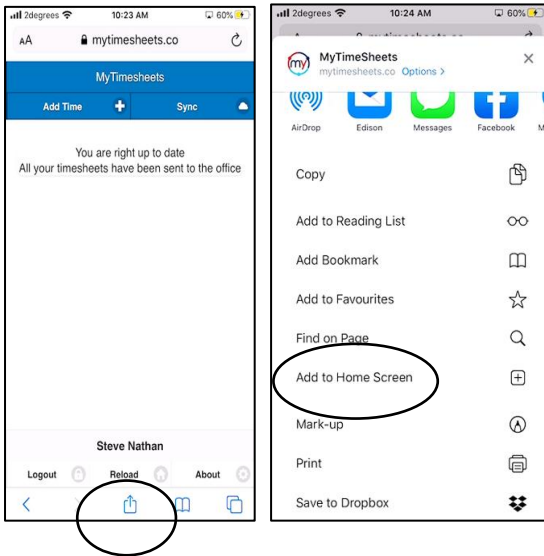
That will bring you into the MyTimesheets App screen for you to login.

1. Now enter your email address or the one that you have been provided by your employer.
2. Then enter your password, which you have also been provided and your company code.
3. Click **Login** - You are now logged in.



When you are logged in you will be taken into the actual app screen. (see Step 2)

Step 2



IMPORTANT: At this stage you are still in a “browser” view, so you need to add the MyTimesheets App to your phones Home Screen.

On an iPhone, there is a button down the bottom of your screen to do this. Tap the button and select Add to Home Screen from the menu.

On Android you will either see a Pop Up asking if you want to add the app to you home screen or you will have to click on the **Three Dots** in the top right-hand corner of the screen and then scroll to the option to “Add to home screen”.



Once you have done this you will notice that you have a MyTimesheets icon on the **home** screen/desktop of your phone. From that icon you can access the app.

Step 3

When you access the App the very first time through this method, it requires you to log in one more time. This is just to verify that the first logon was correct and to register this phone to your login details.

Enter the same email address, Password and Company code as you did before and click **Login**. Once again you will be logged in.

From now on if you come back into the app via the icon, you are always logged in unless you have chosen to swap accounts or log out.

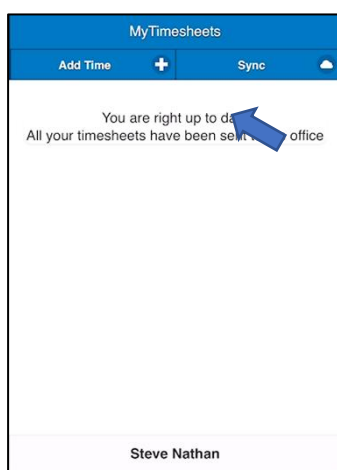
Note: If you can still see the Website Address (URL) the app is NOT installed correctly, and you will need to repeat the process.



If the app is online with a connection, either through Wi-Fi or through the cell phone network, the top panel will be **BLUE**, and it will be syncing the data to our servers in real time.

If it is **YELLOW**, that means the device is offline, you can still clock your time and enter data on the device, whether it's online or offline, but that colour change will take place. The data will sync when you next clock with the device online or when you click the **Sync Button**

Clocking In/Out or Entering Timesheets



You can now clock In and/or Out.

To do this tap the MyTimesheets Icon –

In some cases, you will go straight to the Start Now button screen or you can Click “Add Time” in the Blue panel at the top left of the screen.

When in the Time Entry screen use the **Start Now** and/or **Finish Now** buttons to record your time.

In some cases, you may be asked/able to enter your timesheet data by selecting the Start and Finish Time fields but this is not common.

Clock IN:

After you click **Start Now**, please click **OK** and you will be taken back to the Add Times screen. Note: Your employer may also ask you to choose a **Job/Task** from a list/s near the bottom of the screen and/or enter notes

Clock OUT:

Then when you are ready to finish the day or time on a job Open the app and select the **Entry in the 1st screen**.

Then click **Finish Now** and **Ok**.

This will take you back to the Add Times screen where you can Add another Time, Close the App or:

Use the Menu Button to access additional functions ...

Send and Receive Messages: This will allow you to send and receive messages to and from your manager.

Review My Timesheets: This button will allow you to see your timesheet data for the week. There is also a Notify/Message button that you can use to send a to a manager. In some cases, you may also be able to add data using the **Add** button.

Review My Leave: If enabled, this button will allow you to apply for Leave, see your current Leave balance and message a manager.

View Roster: If enabled, this button will allow you to view your Roster apply for Leave and message a manager.