

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.

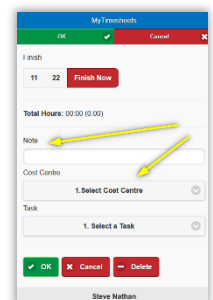
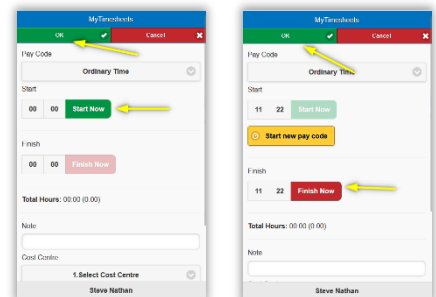
The key to making this process work is the **Active and Mutual Engagement** in the process by everyone in the business. It will take all parties working together to make sure our attendance process is successful.



- Access MyTimesheets on the shared device
- Enter your PIN using the numeric keypad and Click OK

- When you **clock in** Click Start or Enter your Start Time and click OK
- **Breaks:** You may be asked to enter a break in minutes, or you may need to clock off at the start of your break and clock in again when you return to work.
- When you **clock out** Click Finish or Enter your Finish Time and click OK
- You may be asked to select a Job/Project or Task you are working on.
- There is a notes field you can use if there is anything you need to tell us.

Note: It is important that you always click OK (or Save) whenever you are clocking or entering data or your entry will not be saved.



Introduction to using the MyTimesheets Employee Self Service App

The MyTimesheets "Employee Self-Service App" allows you to easily access your timesheet data on your Smartphone (or PC).

You can use it to review your timesheet data and send messages to a manager via the MyTimesheets Messaging tool. Note: There are other options which may be enabled.

Accessing and using the MyTimesheets - Employee Self-Service App is also super easy. This quick overview covers everything you need to know.

Log In: When you first [visit the mytimesheets.co/ess](https://mytimesheets.co/ess) site you will need to log in using the codes provided.

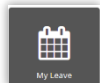
Menu Icons and what they do:



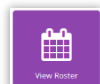
Messages: This will allow you to send and receive messages to and from your manager.



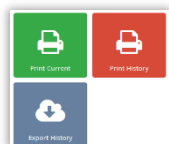
My Timesheets: This button will allow you to see your timesheet data for the week. There is also a Notify/Message button that you can use to send a to a manager. In some cases, you may also be able to add data using the **Add** button.



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



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



Reports and Export: These buttons will allow you to print a report for the **Current Week**, or any historical period, as well as being able to export your timesheet data to Excel.

You can also access the MyTimesheets Employee Self Service portal via a PC using the same website and user log in details. When you do the buttons are the same, but the layout is slightly different.