



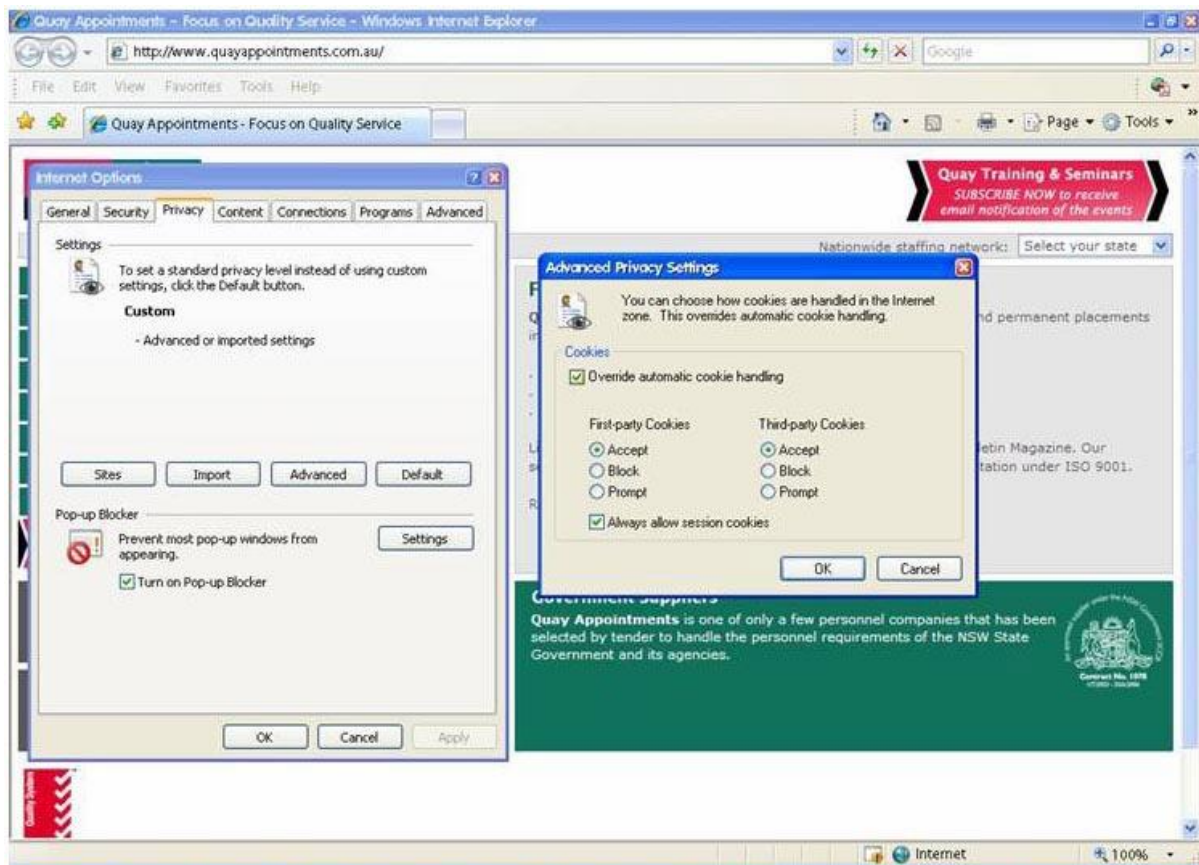
Quay Appointments Online Timesheet Instructions

Logon to <http://www.quayappointments.com.au> from a web browser on any computer anywhere.

NOTE: In order to successfully Login, you must ensure your internet browser is setup correctly.

Follows these steps:

- Click on the **"Tools"** option at the top of your Browser.
- Scroll down and click the **"Internet Options"** selection.
- Click the **"Privacy"** tab, which is the third tab option.
- Click the **"Advanced"** option.
- Then Check the **"Override automatic Cookie handling"** option.
- Click **"OK"** and proceed with the following steps.



This will not affect the security of your computer.


1. On the home page click on the Temp Area Login, located on the lower left hand side of the page.
2. In the appropriate fields, type in your Quay Appointments User ID (this is a 7 digit number), User Name (First Name) and Password (Combination of 7 characters). If you have not received this information, please contact your consultant.
3. Click the '**Login**' button. If the supplied details are correct, you will be logged into your secure Quay Appointments Timesheet session.
4. You will be given two options, **Timesheets** or **Log Out**. To edit your timesheet for the week, click the Timesheet option.

5. Timesheet Instructions:

Adding a Timesheet

The jobs list that Timesheets may be added for will be displayed in **Green** for easy reference

Follow this procedure to add a Timesheet:

1. To add a Timesheet, click  to add a Timesheet for the listed client. (If you are working in more than one assignment you will have multiple timesheets).
2. Select the **Week Ending** details from the drop-downs. (This will always be Fridays date).
The dates for that week automatically populate the **Date** fields on the timesheet, commencing on Saturday of the new week.
3. Enter your:
 - a) **Start Time**,
 - b) **End Time** and (24.00 hour clock)
 - c) **Break**

For each day that you worked in that week. Your daily and total hours will calculate automatically.

Note: Use the tab key to navigate between fields.

4. To enter any additional claims i.e.: meal allowances, type them in the **Additional Claims** box.
5. To enter any comments or messages for the employer, type them in the **Comment to <<Company Name>>** box.

6. To enter any comments or messages for the agency, type them in the **Comment to <<Agency Name>>** box.
7. Click **Save**.
8. A prompt appears
 - a) Select **No save for future use** to simply save the Timesheet. (this will allow you to edit and print a hard copy of your timesheet) Your timesheet will now appear in an orange colour. (Refer to editing and printing timesheet notes below).
 - b) **To submit Timesheet** for client authorisation and processing "Click on" "**Yes submit timesheets**".
Your Timesheet is submitted to your employer.

Note: Ensure that you have carefully checked your Timesheet and printed (if required) before you click **Yes submit Timesheets**. Once you have clicked this option the Timesheet will be sent directly to your employer and you will no longer be able to edit or print the Timesheet, unless it has been rejected.


9. Click Return to List to view the Timesheet list screen again.

If you selected No save for future use you will notice that the Timesheet has been saved and can be edited.

Editing and Printing an incomplete Timesheet

If you have saved but not sent a Timesheet you will notice a list of **Incomplete Timesheets** on your Timesheet page. The Timesheets list of incomplete Timesheets will be displayed in **Orange** for easy reference.


Follow this procedure to edit and print Timesheets and send them:

1. To edit an incomplete Timesheet, click  to edit a Timesheet for the listed client.
Alter any details you need to on the Timesheet.
2. **To save**, follow steps 7 to 9 of adding a Timesheet. **OR**
3. **To print hard copy** for client signature select the edit field. Select the Print option on the grey tab on the top of the timesheet. Your timesheet will appear on screen. On the top right the "print/close" option appears. "Click on" print to print a hard copy of your timesheet.

Editing a Rejected Timesheet

If your employer rejects a timesheet you have sent them you will notice a list of **Rejected Timesheets** on your Timesheet page. The timesheets list of rejected Timesheets will be displayed in **Red** for easy reference.

Follow this procedure to edit Timesheets and re-send them:

1. To edit a rejected Timesheet, click  to edit a Timesheet for the listed client.
2. Read the reason for the rejection of the Timesheet. This is displayed under the heading **Comment from <<Company Name>>**.
Alter any details you need to on the Timesheet.
3. To save, follow steps 7 to 9 of adding a Timesheet.

NOTE: You have the option to view "Archived Timesheets" as well as the ability to "Print a Blank Timesheet".

Should you have any problems or questions, please don't hesitate to contact you consultant on 9251 7339.