

Quality Staff Online Timesheets

HOW TO - YOUR ONLINE TIMESHEET

Go to: <https://qualitystaff.fasttrack360.com.au/FastTrack.MobileTimesheets/#/timesheet/summary> on your phone, laptop, tablet or PC.

** HOT TIP: You can bookmark this site on your smartphone and do this from wherever you are anytime – ask us how!

You will have to sign-in as below and click 'Login'

** If you do not know these details please call Quality Staff on 08 8338 4888 and have your email open – we will resend these details to you.

You will then see this screen. A number will appear in the coloured sections dependant on what stage your timesheet is currently at. In this case it is in blue and available to access.

** Please note if you have worked on many sites in the week – you will see many available timesheets.

Timesheet Home		
Available Timesheets	1	→
Incomplete Timesheets	0	→
Rejected Timesheets	0	→
Submitted Timesheets	0	→
Notifications	0	→

You need to click on the arrow on the right hand side to get into the timesheet(s)

Timesheet Home		
Available Timesheets	1	→
Incomplete Timesheets	0	→
Rejected Timesheets	0	→
Submitted Timesheets	0	→
Notifications	0	→

You will then see this screen

Quality Staff Online Timesheets

Available Timesheets

Job Order Code: Payee No.: Week Ending Date: From Date: To Date: Search Reset

Client	Payee No.	Job Order Code	Job Position	Start Date ↓	End Date
Hanson - Angaston	500002475	200011495	HR Agilator	12/11/2018	18/11/2018

Showing 1-1 of 1 entries < First < Previous | Next > Last >

Please check this is the right SITE and DATES
** i you have worked on many sites there will be multiple options.

To get into this timesheet – Press anywhere on the line itself, if unsure, click the Job Position as shown below

Available Timesheets

Job Order Code: Payee No.: Week Ending Date: From Date: To Date: Search Reset

Client	Payee No.	Job Order Code	Job Position	Start Date ↓	End Date
Hanson - Angaston	500002475	200011495	HR Agilator	12/11/2018	18/11/2018

Showing 1-1 of 1 entries < First < Previous | Next > Last >

You should see this screen now:

Available Timesheets

Hanson - Angaston
Start Date : 12/11/2018 End Date : 18/11/2018 Job Order Code : 200011495 Cost Centre : Order By Contact : CSC Allocations

Timesheet Code :

Attendance (6) Total Hours : 63.0000 +

Work Date	Attendance Type	Start Time	End Time	Break Items : Start	Break Items : End	Project Items : Start	Project Items : End	Project Code	Day Total
12/11/2018 - Mon	Day Shift	05:00	16:00	10:00	10:30				10.5000hrs
13/11/2018 - Tue	Day Shift	05:00	16:00	10:00	10:30				10.5000hrs
14/11/2018 - Wed	Day Shift	05:00	16:00	10:00	10:30				10.5000hrs
15/11/2018 - Thu	Day Shift	05:00	16:00	10:00	10:30				10.5000hrs
16/11/2018 - Fri	Day Shift	05:00	16:00	10:00	10:30				10.5000hrs
17/11/2018 - Sat	Day Shift	05:00	16:00	10:00	10:30				10.5000hrs

Additional Items (0) Total Quantity : 0 +

Reimbursements (0) Total : \$0.00 +

Attachments (0) +

** If this is not the one you wanted . . . click the back button as shown below in the top left hand corner. If not sure check the SITE and DATES up the top.

Available Timesheets

Hanson - Angaston
Start Date : 12/11/2018 End Date : 18/11/2018 Job Order Code : 2000114

Timesheet Code :

Attendance (6)

There will be times in each section – you will have to overwrite these to make them accurate. We do this by clicking into the time and overwriting them.

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Available Timesheets

Hanson - Angaston
Start Date : 12/11/2018 End Date : 18/11/2018 Job Order Code : 200011495 Cost Centre : Order By Contact : CSC Allocations

Timesheet Code :

Attendance (6) Total Hours : 63.0000

Work Date	Attendance Type	Start Time	End Time	Break Items : Start	Break Items : End	Project Items : Start	Project Items : End	Project Code	Day Total
12/11/2018 - Mon	Day Shift	05:00	16:00	10:00	10:30				10.5000hrs
13/11/2018 - Tue	Day Shift	05:00	16:00	10:00	10:30				10.5000hrs
14/11/2018 - Wed	Day Shift	05:00	16:00	10:00	10:30				10.5000hrs
15/11/2018 - Thu	Day Shift	05:00	16:00	10:00	10:30				10.5000hrs
16/11/2018 - Fri	Day Shift	05:00	16:00	10:00	10:30				10.5000hrs
17/11/2018 - Sat	Day Shift	05:00	16:00	10:00	10:30				10.5000hrs

Additional Items (0) Total Quantity : 0

Reimbursements (0) Total : \$0.00

Attachments (0)

Circled in Red you can see you can take out a break using . . .

Break Items :

Start	End
10:00	10:30

Or put in more using . . .

Break Items :

Start	End
10:00	10:30

*** Do not enter in 15min FATIGUE BREAKS – Only for 30min LUNCHBREAKS. If you put in 15min fatigue breaks, they will be taken out of your pay automatically.

When it is completed correctly it will look like this

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Available Timesheets

Hanson - Angaston
Start Date : 12/11/2018 End Date : 18/11/2018 Job Order Code : 200011495 Cost Centre : Order By Contact : CSC Allocations

Timesheet Code :

Attendance (5) Total Hours : 49.0000

Work Date	Attendance Type	Start Time	End Time	Break Items : Start	Break Items : End	Project Items : Start	Project Items : End	Project Code	Day Total
12/11/2018 - Mon	Day Shift	05:00	16:00	10:00	10:30				10.5000hrs
13/11/2018 - Tue	Day Shift	06:15	14:00	09:00	09:30				7.2500hrs
14/11/2018 - Wed	Day Shift	07:00	11:00						4.0000hrs
15/11/2018 - Thu	Day Shift	06:30	15:00	10:15	10:45				8.0000hrs
16/11/2018 - Fri	Day Shift	06:45	16:00	11:00	11:30				8.7500hrs
17/11/2018 - Sat	Day Shift	05:00	16:00	10:00	10:30				10.5000hrs

Additional Items (0) Total Quantity : 0

Reimbursements (0) Total : \$0.00

Attachments (0)

** You will likely have only one day in each timesheet

You then have 2 options SAVE or SUBMIT

You can access this at any time through the day and keep pressing SAVE until you are ready to SUBMIT or you can enter the whole timesheet at once and press SUBMIT.

When you press submit this will generate an email to your supervisor for them to approve – DON'T DO THIS UNTIL IT HAS ALL HOURS AND BREAKS or they will have to reject it.

When you press SAVE or SUBMIT it will disappear and you will see this

Available Timesheets

Job Order Code: Payee No.: Week Ending Date: From Date: To Date: Search Q Reset

Client	Payee No.	Job Order Code	Job Position	Start Date	End Date
No result found					

Press the home button that looks like a little house as circled in Red and you will return to here:

Timesheet Home

Available Timesheets	0	→
Incomplete Timesheets	1	→
Rejected Timesheets	0	→
Submitted Timesheets	0	→
Notifications	0	→

As you can see the timesheet is now in yellow (Incomplete)

SAVE will send them to **Incomplete Timesheets**

SUBMIT will send them to **Submitted Timesheets** as seen below

Quality Staff Online Timesheets

Timesheet Home		
Available Timesheets	0	→
Incomplete Timesheets	0	→
Rejected Timesheets	0	→
Submitted Timesheets	1	→
Notifications	0	→

If you fill your times or truck numbers out incorrectly and your supervisor rejects them – you will receive a text message asking you to go back in and correct.

** All timesheets need to be in **Submitted Timesheets** by MIDNIGHT SUNDAY NIGHT if not sooner. We suggest you do these before you leave site on your last day of work.

Quality Staff are here to help! Please call 08 8338 4888 or 0403 577 671 for support if you get stuck.