

Quality Staff Online Timesheets

HOW TO APPROVE TIMESHEETS

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.

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

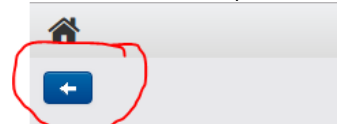
Please click on either the green number or the black arrow

0	Available Timesheets indicates timesheets that have not been accessed by your workers
0	Incomplete Timesheets indicates timesheets that have been accessed but not finalised by your
0	Rejected Timesheets indicates timesheets you have rejected and have not yet been accessed by your workers
1	Submitted Timesheets are those that are ready for your approval

Quality Staff Online Timesheets

In this screen you will see all of your workers by name on the left hand side. Please check you are looking at the correct dates as underlined in red.

HOT TIP: If this is not where you want to be click the back button on the top LH side

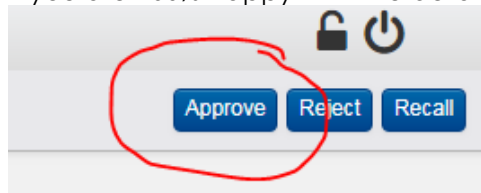


To get into a timesheet click anywhere across this line to access You should then see the below:

Please ensure all **Days, Shifts, Times, Breaks** are correct for each person.

- Your password & approval is as good as your signature – what is approved will be paid

If you are 100% happy with the details entered please press approve in the top right hand side of the screen



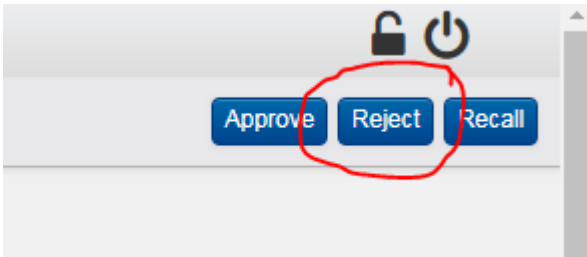
When you do this the timesheet will disappear. We will then be able to access the data at Quality Staff Offices for processing.

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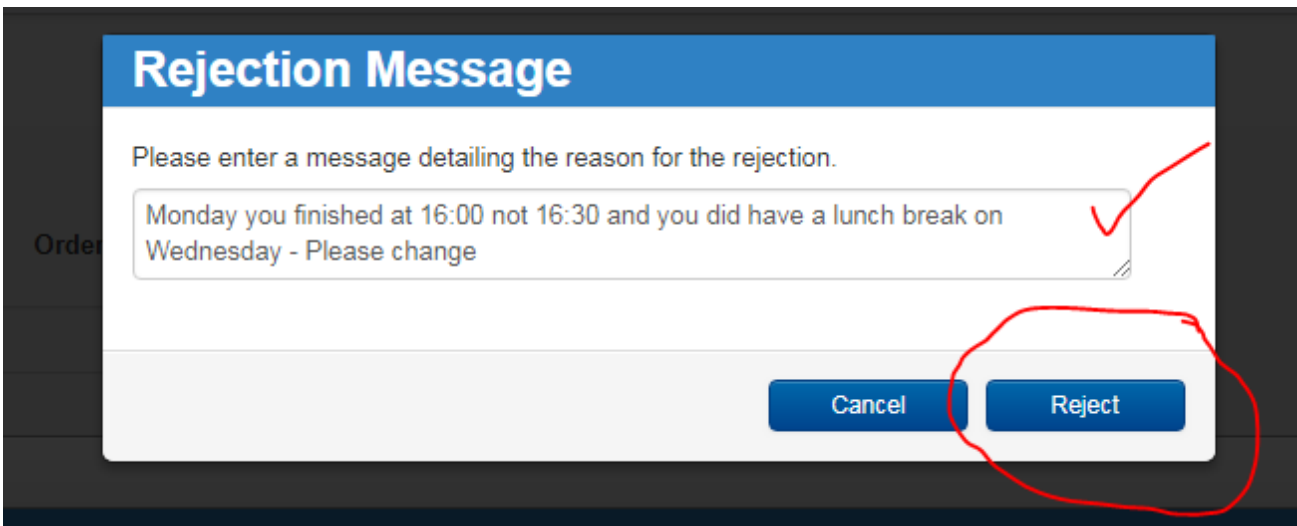
What if the details are not correct?

If the details are not correct you are not able to overwrite them – you have to reject for the worker to change the details.

Reject button is in the top right hand side of the screen.



You will now need to enter in a reason for the rejection:



As soon as you click REJECT the worker will instantly receive a text message alerting them to make changes immediately and the reason why.

As soon as they have made the amendment, you will receive another email advising you can approve.

**** All timesheets need to be in Submitted Timesheets by Monday 10.00am if not sooner. You will be alerted to all timesheets awaiting your approval.**

**** Workers will be sent text reminders late afternoon Saturdays and very early Monday mornings if they have not submitted their timesheets prior. We hope this will ensure they are all ready and waiting for you first thing Monday morning.**

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