

ANYTIME USER GUIDE FOR CLIENTS AND SUPERVISORS

A Client's and Supervisor's guide to the AnyTime Online
Timesheet System

Updated 11th August, 2022



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INTRODUCTION

The AnyTime User Guide for Clients and Supervisors has been designed to assist Clients and Supervisors with accessing and utilising the AnyTime Online Timesheet System.

This document will guide you through the process of logging into the online timesheet system, authorising Employee's timesheet and leave applications, and the process of rejecting incorrect timesheets and leave applications.

It will also show you how to view your Employee's Placement details, your account details and how you can change your password.

CONVENTIONS

The following symbols are used in this guide


<i>Symbol</i>	<i>Purpose</i>
	Indicates an item of important information

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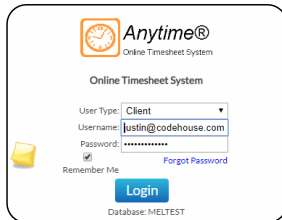
Welcome to the AnyTime Online Timesheet System.

The AnyTime Online Timesheet System can be accessed from any computer or mobile device with internet connection, including lap tops, tablets and mobile phones.

LOG IN

When you have been registered as an AnyTime user you will receive a welcome email that will include your Username and the initial password required to login in to the system along with the web address required to access the system.

To access the system click on the link in your welcome email



Ensure the User Type is 'Client' and then enter your Username (email address) and password exactly as it appears in the welcome email and click **LOGIN**

Note: When you log in for the first time, you will be required to enter a New Password

Forgotten Password

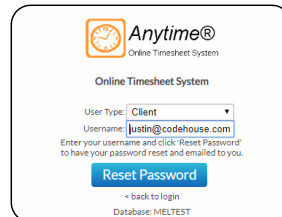
If you have forgotten your password click **FORGOT PASSWORD**

In the Reset Password screen check the User Type is 'Client' and enter your Username

Click **RESET PASSWORD**

A temporary password will be emailed to you.

To return to the Login Screen click **BACK TO LOGIN**

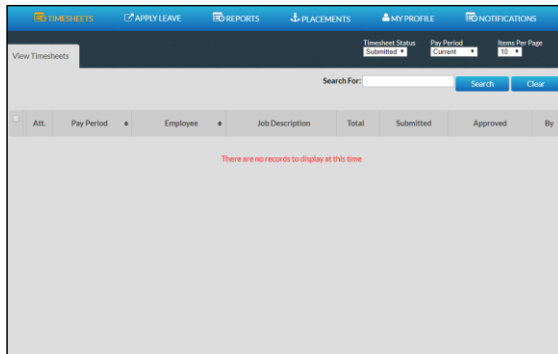


MAIN MENU

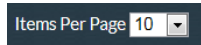
The Main Menu of the Client Screen consist of the following

- Timesheets
- Apply Leave
- Reports
- Placements
- My Profile
- Notifications

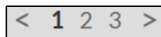
Each area can be accessed by clicking on the heading and then the relevant tab



When viewing details in any screen you can select the number of records that display on the page by selecting the amount from the 'Items Per Page' field



To move between pages use the scroll arrows or page numbers at the bottom of the screen



You can also filter on details displayed in screens by entering the data in the 'Filter For' field and clicking **SEARCH**

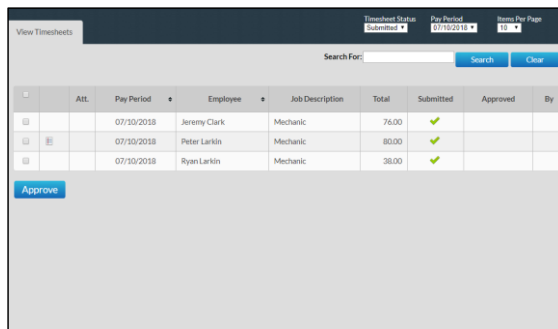


TIMESHEET

VIEW TIMESHEETS

Here you can view timesheets filtered by a Timesheet Status and Pay Period.

Use the drop down menus to select the Timesheet Status and Pay Period.



You can select to view timesheets based on the following status:

- Submitted Timesheet has been submitted and awaiting approval
- Approved Timesheet has been approved by Supervisor
- All Display all timesheets

To view a timesheet click on the line of the Timesheet you wish to view

Note: When accessing the system if you have been registered as a Line Manager you will be able to view all Timesheets and Placements.

If you have been registered as a Supervisor you will only be able to view Timesheet and Placements of Employees that have directly been assigned to you and your own User Account details.

EMAIL NOTIFICATION FOR SUBMITTED TIMESHEETS

When a timesheet has been submitted all Line Managers and the Supervisor assigned to the timesheet will receive an Email to notify them that the Employee has submitted a timesheet and you will need to log on and approve the timesheet

The Email will display a summary of the timesheet that has been entered and a breakdown of any allowances.

Sample Email:

This section displays how the timesheet will be broken down into the various pay and charge rates that will appear on your invoices.

Dear Jan

Please log on to [here](#) to authorise outstanding timesheets.

Summary of hours:

Week	Day	Start Time	End Time	Hours	Work Type	NT	OT15	OT2	AL	SL	TA	CON	LWOP	SR	RDO	RDOA	Total	
Wed (25/09)		08:30	12:30	13:00	17:00	8.00hrs	Hours Worked											8.00
Thu (26/09)		08:30	12:30	13:00	17:00	8.00hrs	Hours Worked											8.00
Fri (27/09)		08:30	12:30	13:00	17:00	8.00hrs	Hours Worked											8.00
Sat (28/09)							Hours Worked											
Sun (29/09)							Hours Worked											
Mon (30/09)		08:30	12:30	13:00	17:00	8.00hrs	Hours Worked											8.00
Tue (01/10)		08:30	12:30	13:00	17:00	8.00hrs	Hours Worked	6.00	2.00									8.00
Total 40.00hrs																		38.00 2.00

Allowance:
No allowance entered


The following timesheets are currently awaiting approval: Clare Doherty - Hair for You - 01-10-2015

It would be appreciated if you could attend to these as soon as possible to ensure that payroll processing is not delayed.


Kind Regards,
Melissa Osborne
Code House

To open and approve the timesheet from the email click on **HERE**

This will take you to the log in screen where you can enter your, Username and Password.

 **Note:** If you have checked the 'Remember Me' checkbox then these details will already be entered and you will just need to click **LOGIN**

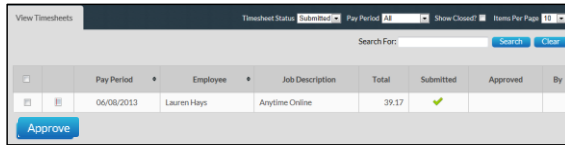
The timesheet is then approved in the same manner as below.

 **Note:** Where the option has been enabled notifications may also be received by SMS

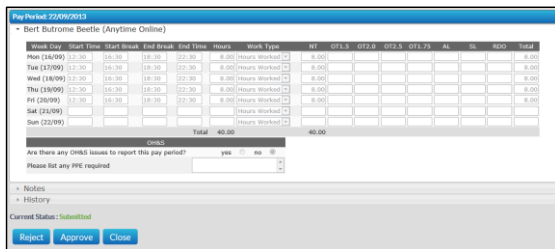
APPROVING TIMESHEETS

Timesheets are approved or rejected via the View Timesheets screen

To view all unapproved timesheets select 'Submitted' from the Timesheet Status

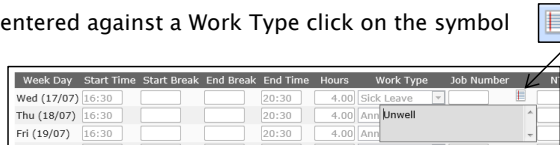


Click on the timesheet that you wish to view



The timesheet is displayed as entered by the Employee and also includes a breakdown of the hours against Pay Items that determine the charge rates that will appear on your Company's invoice for the timesheet.

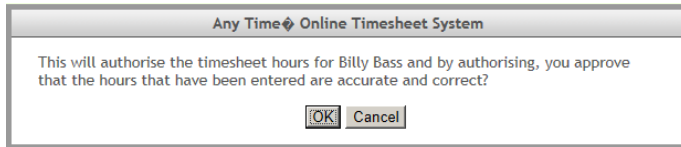
To view a note entered against a Work Type click on the symbol



Where Allowances and Notes have been entered or documents have been attached they can be viewed by clicking on the to expand the drop down window



To approve the timesheet click **APPROVE**



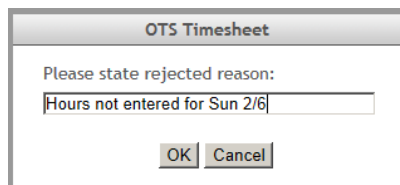
Confirm the timesheet is correct then click **OK**

This will return you to the View Timesheets screen and you can approve further Timesheets in the same manner

Once the Timesheet has been approved an email will be sent to The Employee, all Line Managers and the Supervisor indicating the timesheet has been approved.

Rejecting Timesheets

If the timesheet is incorrect and needs to be amended by the Employee click **REJECT**



Enter a reason the timesheet has been rejected

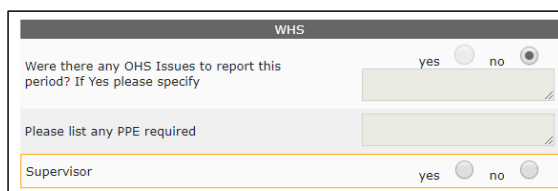
Click **OK**

The employee will receive an Email (SMS) to advise their timesheet has been rejected and they need to resubmit it

WHS Questions (where applicable)

Some Employers may require Employees and hosts to answer basic WHS question when submitting your timesheet.

If you have the following screen is displayed on the timesheet, with questions in an orange box, you will not be able to approve the timesheet until all Yes/No questions have been answered.



The screenshot shows a form titled "WHS" with the following elements:

- Question: "Were there any OHS Issues to report this period? If yes please specify" with radio buttons for "yes" and "no". The "no" button is selected.
- Text input field for specifying OHS issues.
- Question: "Please list any PPE required" with a text input field.
- Question: "Supervisor" with radio buttons for "yes" and "no". This question is highlighted with an orange border.

If you answer yes to any of the questions or enter data in any of the text fields this information will be automatically emailed through to the WHS contact for the Company.

MULTI APPROVE TIMESHEETS

This function allows you to approve multiple timesheets at the same time.

To approve multiple timesheets go to View Timesheets and select 'Submitted' from the Timesheet Status drop down menu and the required Pay Period.

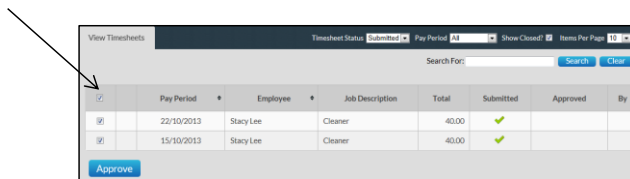
To view details of the timesheet without opening the timesheet hover your mouse over the employee's name



This will display the timesheet details at a glance without having to open the timesheet

Note: Any timesheets that have Notes or Allowances entered will be identified by the icon and it is recommended that these timesheets be viewed in full details by clicking on the timesheet line as outlined above

Once previewed multiple timesheets can be approved by clicking on the checkbox in the first column



This will tick the checkbox against every timesheet on the page.

Note: Remove the tick in the checkbox from any timesheet you do not wish to code and save at this time.

To approve all timesheets ticked click **APPROVE**

An email will then be sent to all Line Managers and the Supervisor noting the timesheet(s) that have been approved

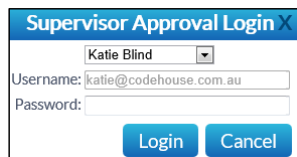
Note: This feature is not available where there are questions that need to be answered prior to approving timesheets.

APPROVE TIMESHEETS 'ON THE SPOT'

The system also includes functionality so that you can approve a Timesheet 'on the spot' via the Employee Timesheet entry screen.

This function is just like you being handed a manual timesheet from the Employee and you signing it immediately.

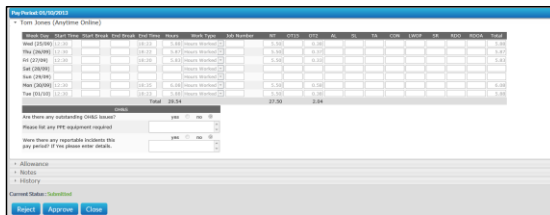
To access this function when the Employee has entered their timesheet they need to click **SUBMIT & APPROVE**



The image shows a 'Supervisor Approval Login' dialog box. It features a dropdown menu with 'Katie Blind' selected. Below the dropdown are two input fields: 'Username:' containing 'katie@codehouse.com.au' and 'Password:'. At the bottom of the dialog are two buttons: 'Login' and 'Cancel'.

Where you are the supervisor assigned against the timesheet your Username will be automatically populated. Alternatively you can select your name from the Supervisor drop down menu

Enter your password and click **LOGIN**



The image shows an 'Employee Timesheet' entry screen for the week of 01/09/2013. It contains a table with columns for dates (Sun to Sat) and various time-related metrics. Below the table, there are several checkboxes for 'Are there any outstanding OHS issues?' and 'Please list any PPE equipment required'. At the bottom, there are 'Reject', 'Approve', and 'Close' buttons.

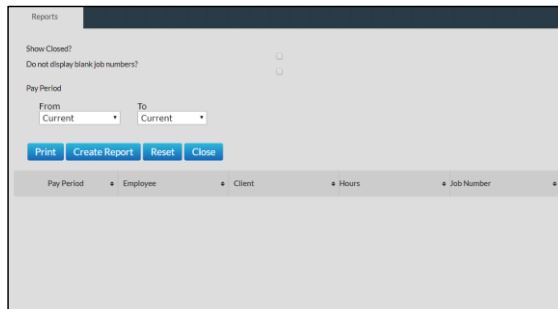
You can then Approve (Reject) the timesheet in the same manner as outlined above.

Note: Once you have logged in and approved the Employee's timesheet the system will automatically log you out and return the Employee to their profile

REPORTS

REPORTS

This screen enables you to generate and print a report to display the Job Numbers/Sites employees have worked for a specified period



The screenshot shows a web interface titled "Reports". It contains the following elements:

- Two checkboxes: "Show Closed?" and "Do not display blank Job numbers?".
- A "Pay Period" section with "From" and "To" dropdown menus, both currently set to "Current".
- Four buttons: "Print", "Create Report", "Reset", and "Close".
- A breadcrumb trail at the bottom: "Pay Period > Employee > Client > Hours > Job Number".

To generate the report select the pay period end date range to report on

To bring the report up to screen click **CREATE REPORT**

To print the report click **PRINT**

To close the report and return to the main report menu click **CLOSE**

PLACEMENTS

The Placement tab provides you with summary details of all current active Placements for your Apprentices/Employees including

- Employee Name
- Client
- Start Date
- End Date
- Pay Cycle
- Job / Award Description
- Supervisor
- Purchase Order

Line Managers will be able to view details for all Employees

Employee	Client	Start Date	End Date	Pay Cycle	Description	Supervisor	PO's
Michael Larkin	Concerto Networks	15/08/2012		Weekly	Concerto Networks Agreement	Billie Jones	CCN123
Jeremy Clark	Anytime Online	30/08/2012		Weekly	Contractor	Robert Long	ANY20445
Shirley Langton	Anytime Online	30/08/2012		Weekly	Anytime Online	Jean Grant	ANY20445
Tom Jones	Anytime Online	05/11/2012		Weekly	Anytime Online	Robert Long	ANY20445
Russell Bubner	Bill and Bob Blinds	13/05/2013		Weekly		Bob Blind	
Billy Bass	Bill and Bob Blinds	13/05/2013		Weekly	Anytime Online	Katie Blind	
Lauren Hays	Bill and Bob Blinds	13/05/2013		Weekly	Anytime Online	Bill Blind	

Supervisors will only be able to view details of Employees assigned to them

Employee	Client	Start Date	End Date	Pay Cycle	Description	Supervisor	PO's
Michael Larkin	Code House	05/07/2012		Weekly	Code House Agreement	Jean Grant	CODE123
Shirley Langton	Anytime Online	30/08/2012		Weekly	Anytime Online	Jean Grant	ANY20445

MY PROFILE

This tab enables you to view your User details.



Name	Username	Email	Mobile	Last Login	
Jean Grant	jean@codehouse.com.au	mefhsa@codehouse.com.au	0411404131	01/10/2013	Change Password

You can change your password in this screen by clicking **CHANGE PASSWORD**

Enter a new Password as you did when you logged into the system the first time.

For changes to email addresses and mobile numbers please contact your Supplier.

NOTIFICATIONS

This screen displays any messages that have been previously viewed when opening the online timesheet system



Notification Message	Created Date
Please ensure your proposed Christmas leave has been communicated with your Host and Field Officer	01/11/2013
The Company Christmas Closure will be from Monday 23/12/13 to Friday 31/12/13 inclusive	04/11/2013

FREQUENTLY ASKED QUESTIONS

To view the frequently asked questions click **FAQs**

Click on the question to view further information

LOG OUT

To log out of the AnyTime Online Timesheet system click on **LOG OUT**