

This guide explains how you can access, navigate and how to fill out and submit timesheets via the Candidate Portal.

Before you begin using the Candidate Portal your employer will issue you with a link along with a username and password.

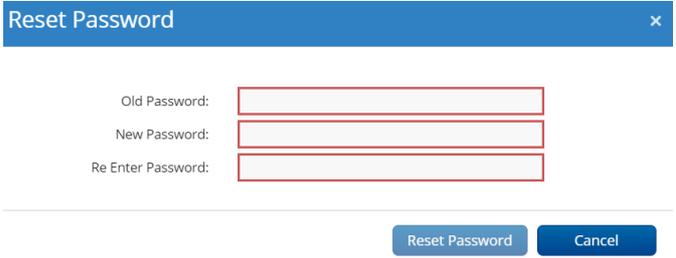
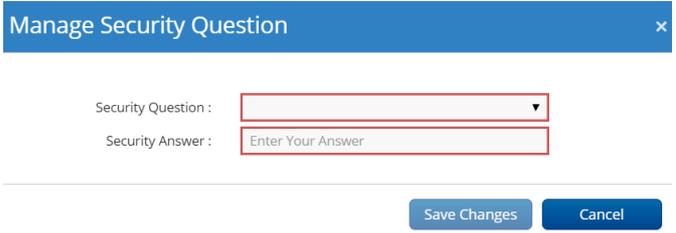
Once logged into the Candidate portal you can access the following elements:

- Profile Management – Review and edit personal information such as email, mobile and address details.
- Job List – lists all the job orders you have been filled on
- Document Management & Resume – provides you with the ability to upload and manage documents, such as your resume, copies of licences and tickets
- Diary – provides you the ability to submit and manage your unavailability
- Leave Requests – ability to submit leave requests
- Time & Attendance - submit timesheets and reimbursement items for approval and payment
- Payslips & Payment Summaries - ability to access view and print payslips and payment summaries

How to Access the Candidate Portal

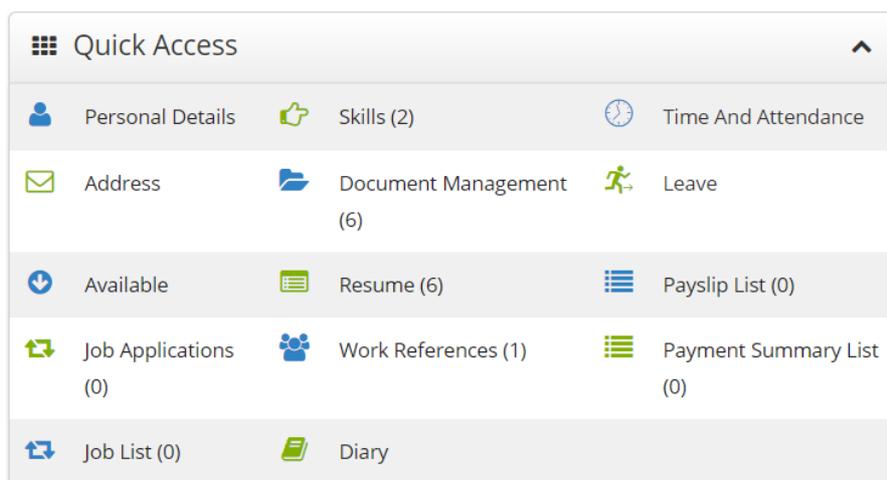
<https://cornerstonehr.fasttrack360.com.au/RecruitmentManager/index>

<p>1.</p>	<p>Open a web browser window and navigate to the FastTrack web portal.</p> <p><i>You will be prompted for a username and password.</i></p>	
<p>2.</p>	<p>Type your username and password in the respective fields and click Login.</p> <p><i>The reset Password window displays</i></p>	

<p>3.</p>	<p>Type in your Old Password, New Password and Re Enter your New Password.</p>	
<p>4.</p>	<p>Where configured, you will need to setup your Security Question & Answer. This is used to obtain your password if forgotten.</p> <p>Select a Security Question and type in your Security Answer & Select Save.</p> <p><i>Your Security Details are saved.</i></p>	

Navigation

Once logged in you will be able to navigate to the various sections available on your Portal via the Quick Access menu. The quick access menu is located at the top right-hand corner. To quickly navigate to an available selection, select the link within the quick access menu.



As you are scrolling through the Portal you can select the black icon with a white up arrow to quickly



return you to the top of your Portal.

Time and Attendance

In Time and Attendance timesheets are categorised based on their status or type. You can access the timesheets in each category by clicking on the relevant category in the toolbar in the top left-hand corner of the Time and Attendance workspace, as shown in the example below:



Available - Available timesheets are timesheets that have been created for job orders that have been submitted to timesheet and are available to be keyed but are yet to be edited or submitted for approval.

Incomplete - Incomplete timesheets are timesheets that have been edited and saved but are yet to be submitted for approval.

Rejected - Rejected timesheets are timesheets that have been submitted for approval by an approver but have been rejected due to errors, discrepancies or incompleteness.

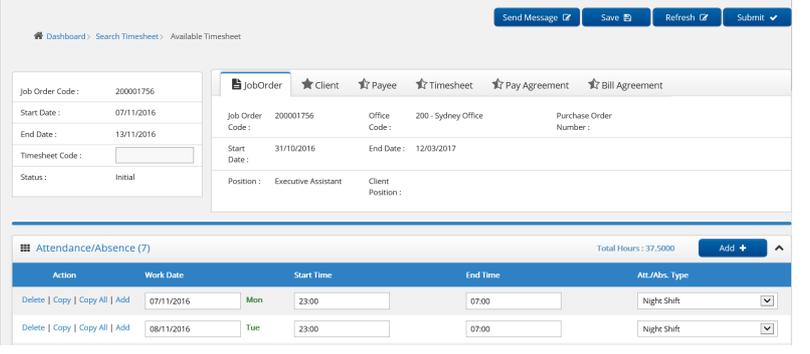
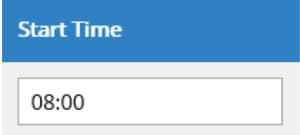
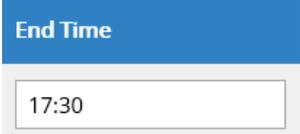
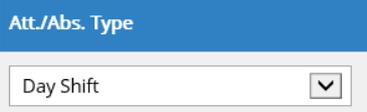
Submitted – Submitted timesheets are timesheets that haven been submitted for approval but are yet to be approved by the approver.

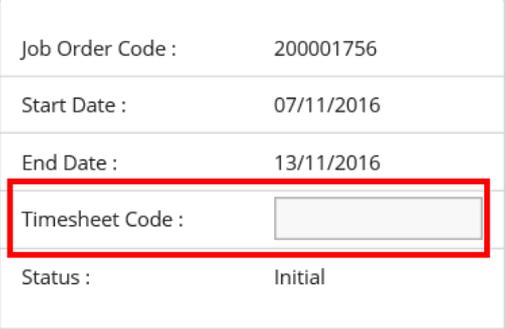
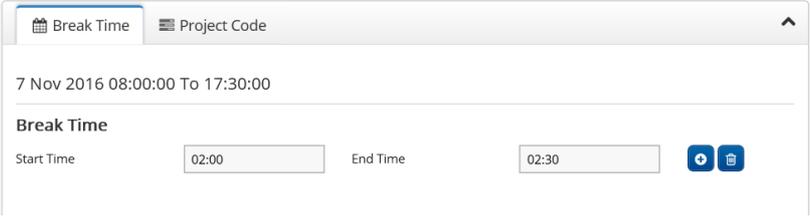
How to Open an Available or Incomplete Timesheet for Editing

1.	In the Time and Attendance workspace, click Available or Incomplete in the top left-hand corner of the screen. <i>The Available Timesheets or the Incomplete Timesheets screen opens respectively.</i>
2.	In the list of timesheets displayed on the screen, click the row corresponding to the timesheet you want to edit. <i>A tick appears next to the selected timesheet.</i>
3.	Double click if you are in the Available Timesheets or the Incomplete Timesheets screen. <i>The Timesheet Entry screen opens, thereby allowing you to edit the selected timesheet.</i>

How to Key in a Timesheet Entry on an Available Timesheet

1.	In the Time and Attendance workspace, click the Available button in the top left-hand	
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	<p>corner of the workspace screen.</p> <p><i>The Available Timesheets screen opens, listing your available timesheets.</i></p>	
<p>2.</p>	<p>In the list of timesheets within the Available Timesheets screen, double-click the row that represents the timesheet you want to open.</p> <p><i>The Timesheet Entry Screen opens.</i></p>	 <p>The screenshot shows the 'Available Timesheet' interface. It includes a top navigation bar with 'Send Message', 'Save', 'Refresh', and 'Submit' buttons. Below this is a breadcrumb trail: 'Dashboard > Search Timesheet > Available Timesheet'. The main content area is divided into sections for 'JobOrder', 'Client', 'Payee', 'Timesheet', 'Pay Agreement', and 'Bill Agreement'. The 'JobOrder' section displays fields for Job Order Code (200001756), Start Date (07/11/2016), End Date (13/11/2016), and Timesheet Code. The 'Timesheet' section shows Job Order (200001756), Office Code (200 - Sydney Office), Start Date (31/10/2016), End Date (12/03/2017), and Status (Initial). Below this is an 'Attendance/Absence (7)' table with columns for Action, Work Date, Start Time, End Time, and Att./Abs. Type. Two rows are visible, one for 07/11/2016 (Mon) and one for 08/11/2016 (Tue), both with a start time of 23:00 and end time of 07:00, and 'Night Shift' type.</p>
<p>3.</p>	<p>In the Start Time column against the relevant work date, type the shift start time.</p> <p><i>The selected time appears in the Start Time field.</i></p> <p>NOTE: All times must be entered in 24-hour format</p>	 <p>The screenshot shows a blue header 'Start Time' above a text input field containing the value '08:00'.</p>
<p>4.</p>	<p>In the End Time column against the relevant work date, type the shift start time.</p> <p><i>The selected time appears in the End Time field.</i></p> <p>NOTE: All times must be entered in 24-hour format</p>	 <p>The screenshot shows a blue header 'End Time' above a text input field containing the value '17:30'.</p>
<p>5.</p>	<p>From the Attendance Type column against the relevant work date select the applicable attendance type from the options available in the list.</p>	 <p>The screenshot shows a blue header 'Att./Abs. Type' above a dropdown menu with 'Day Shift' selected and a downward arrow.</p>

6.	<p>If you are required to specify a timesheet code, type the unique timesheet code in the Timesheet Code field within the timesheet header.</p>	
7.	<p>If relevant, add Break Times. Click Break Time in the row corresponding to the relevant shift.</p> <p><i>The row expands to show a Break Items and Project Items.</i></p>	
8.	<p>In the Start Time column, type the shift start time.</p> <p><i>The selected time appears in the Start Time field.</i></p> <p>NOTE: All times must be entered in 24-hour format</p>	
9.	<p>In the End Time column, type the shift start time.</p> <p><i>The selected time appears in the Start Time field.</i></p> <p>NOTE: All times must be entered in 24-hour format</p>	
10.	<p>Select Save </p> <p><i>The break details are saved.</i></p> <p>If additional breaks were taken, select  and repeat steps 8 & 9.</p>	

At this stage, you may be ready to submit the timesheet for approval. To do this, click  in the timesheet entry screen.

Alternatively, you can save the timesheet so that you can, at a later stage, key in more information or edit any information you have already keyed in. This will move the timesheet to your list of incomplete timesheets. To save the timesheet, click .

Unnecessary shifts can be deleted from timesheets if necessary. For example, if you accidentally add a shift that should not be on a timesheet, you can delete that shift from the timesheet. To delete a

shift select Delete from the Action list of the shift to be deleted



What to do if need to claim expenses

Reimbursements represent ad-hoc, out-of-pocket expenses that are incurred during working a job. These may include things such as taxi fares or meals.

To add a reimbursement to a timesheet, you must specify the following information:

- date on which the expense was incurred
- type of item/reimbursement being claimed (for example: taxi fare)
- net amount (excluding tax) being claimed
- tax included in the total reimbursement amount

How to Add a Reimbursement to a Timesheet

1.	Open the relevant timesheet in the Timesheet Entry screen.
2.	Navigate to the Reimbursements Items section.
3.	Within the Reimbursements section of the screen, select 
4.	Select  next to the Date column and select the relevant date from the options available in the list. Note that you can only select dates that correspond to dates on the timesheet you are editing. <i>The selected date displays in the Date column.</i>

5.	<p>In the Item column, click  and select the relevant item from the options available in the list.</p> <p><i>The selected item displays in the Item column.</i></p>
6.	<p>In the Net column, type the out-of-pocket expense that was incurred, excluding any applicable tax.</p>
7.	<p>In the GST column, key in the amount of Goods and Services tax that applied to the total out-of-pocket expense.</p> <p><i>The Total column displays the total (net + tax) reimbursement amount.</i></p>
8.	<p>In the Project Code column, click  and select the relevant project code from the options available in the list that is displayed or key in the relevant project code.</p> <p><i>The selected project code appears in the Project Code column.</i></p>
9.	<p>If you want to add more reimbursements to the same timesheet, click  to add another row and repeat steps 3-7 until you have added each of the relevant Reimbursement items.</p> <p>Otherwise, proceed to step 9.</p>
10.	<p>Click  near the top of the Timesheet Entry screen to save the timesheet or click  to submit the timesheet for approval.</p>

What to do if your Timesheet is Rejected

A timesheet you submit may be rejected by an approver due to an error or discrepancy with any of the information you have keyed in.

If one of your timesheets is rejected, you may receive an automated rejection notification and the rejection notification may include a message from the approver indicating why the timesheet was rejected. The rejected timesheet will be listed in the Rejected Timesheets screen.

How to Resubmit a Rejected Timesheet

1.	<p>At the top of the Time and Attendance workspace, click the Rejected button.</p>
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	The Rejected Timesheets screen opens.
2.	In the list of timesheets, double-click the timesheet to be resubmitted. <i>The timesheet opens for editing in the Timesheet Entry screen.</i>
3.	Edit the timesheet as required (for more information, see How to Key in a Timesheet Entry on an Available Timesheet).
4.	Click  near the top of the Timesheet Entry screen. <i>The changes you made are saved to the timesheet.</i>
5.	Click  . <i>A confirmation message is displayed to indicate that the timesheet has been submitted successfully.</i>

Frequently Asked Questions:

Q: Why can I not see any timesheets in my available list? I have not keyed any timesheets this week and have worked.

A: There are several possibilities:

1. That there is no job in the system. In this case please contact your consultant
2. That the timesheet has already been keyed by another person. To check this please go to the “Historical” or “Submitted” options and check the timesheet lists for the timesheet. You can use the audit option to view the history on the timesheet.
3. The timesheet has been expired. To check this please go to the “Expired” option and check the expired list.

Q: I need to recall my timesheet but it is not on the submitted list – what do I do?

A: This is most likely because it is already approved. If this is the case, you will find the timesheet in the “Historical” list. To deal with this please contact your consultant.

Q: I keep getting emails saying I have not submitted by timesheet, yet I know that I have edited it this week and I thought I had submitted it – why is this so?



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Cornerstone HR

A: It is most likely that you have edited but selected Save instead of Submit. Check to see if the timesheet is in your “Incomplete” list.

Q: I have an email saying my timesheet has been rejected – what do I do?

A: This is due to your approver detecting that there is an error on the timesheet and asking you to update it. The timesheet will appear in your rejected list and you will need to update and resubmit. The information on what the problem is should be supplied in the email. From within the timesheet select [Rejection Reasons](#)  to see why your timesheet was rejected.

Q: I cannot remember what timesheet information I submitted and I wish to check.

A: Old timesheets, either those that have been submitted and not approved or those that have been approved and processed are found in the “Historical” or “Submitted” areas. Simply select “Submitted” or “Historical”.

Q: I've accidentally submitted my timesheet for approval, how do I get my timesheet back?

A: A timesheet that has been submitted for approval can be recalled if an error is noticed or if the timesheet has been submitted by accident. *Note you can only recall a timesheet if not yet approved.*

1.	Open the Submitted timesheets screen.
2.	<p>In the list of submitted timesheets, click the timesheet to be recalled.</p> <p><i>A tick appears next to the selected timesheet(s).</i></p>
3.	<p>Click  .</p> <p><i>A message is displayed confirming that the selected timesheet(s) have been recalled.</i></p>