



Online Timesheet Instruction Guide

Client Module

HOBAN

Logging In

1. Go to www.hoban.com.au
2. Select **Timesheets** at the top right of the page
3. Scroll down to **Online Timesheets** to **Client Timesheet Login**
4. Click on **Authorise a temporary staff member's timesheet**
5. Enter your User ID (Client Number)
6. Enter your User Name
7. Enter your Password
8. Click Login



The screenshot shows the Hoban Client Login interface. At the top is the Hoban logo in green. Below it is a horizontal line, followed by the text "Client Login" centered between two horizontal lines. Underneath are three input fields: "User ID", "User Name", and "Password", each with a light blue rectangular input box. At the bottom center is a green "Login" button with white text.

Timesheets

1. Click the Timesheet icon
2. A list of submitted timesheets will appear. They are colour coded depending on current status.
Yellow = Submitted and awaiting authorisation
Red = Rejected and awaiting re-submission from the contractor



Timesheets

Client timesheet list

SAVE
Print
Archived Timesheets

After accepting and / or rejecting timesheets please choose SAVE to submit the list.

Rejected timesheets							
Name	Position Job No	Start Date End Date	Week Ending	Extras	Total Hrs	Accept	Reject
Test Candidate	Accountant 200056622	1/06/2005 1/06/2006	12/06/2005		39.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Submitted timesheets							
Name	Position Job No	Start Date End Date	Week Ending	Extras	Total Hrs	Accept	Reject
Test Candidate	Accountant 200056622	1/06/2005 1/06/2006	3/07/2005		37.50	<input type="checkbox"/>	<input type="checkbox"/>
Test Candidate	Accountant 200056622	1/06/2005 1/06/2006	26/06/2005		30.00	<input type="checkbox"/>	<input type="checkbox"/>

Page 1 of 1

3. Click the Candidate's Name on the relevant timesheet for the Week Ending you wish to review / submit
4. The submitted timesheet will appear. The timesheet allows candidates to record their daily hours and make claims for Additional Allowances (eg: Travel Allowances).

5. Review the details of the timesheet and any allowances claimed
6. If all is in order, click **Accept**. If you wish to reject the timesheet, enter the reason for the rejection in the "Comment to (Candidate Name)" field and click **Reject**.

Hourly Timesheet

Candidate Name: TEST CANDIDATE

Status : Submitted

	Date DD/MM/YYYY	Start	Finish	Less Meal Breaks	Daily Hours
Monday	30/07/2007	09:00	17:00	30 Mins	7 Hrs 30 Mins
Tuesday	31/07/2007				
Wednesday	1/08/2007				
Thursday	2/08/2007				
Friday	3/08/2007				
Saturday	4/08/2007				
Sunday	5/08/2007				
Total Hours					7 Hrs 30 Mins

Additional Allowances: Are you eligible for other additional allowances? Yes No

Please state the additional allowances due:

Client's Certificate: It is hereby certified that the above hours are correct and the work was performed in a satisfactory manner. ALSO it is hereby agreed that if we, our associates or our subsidiaries engage the person introduced by HOBAN Recruitment, whether permanently or for a limited period, and whether the offer is made during, or at any time within 12 months after the termination of the engagement, a Permanent Placement fee is payable.

Client Company Name: DNU***ABC Company

Authorised Client Contact Name: Mr Client

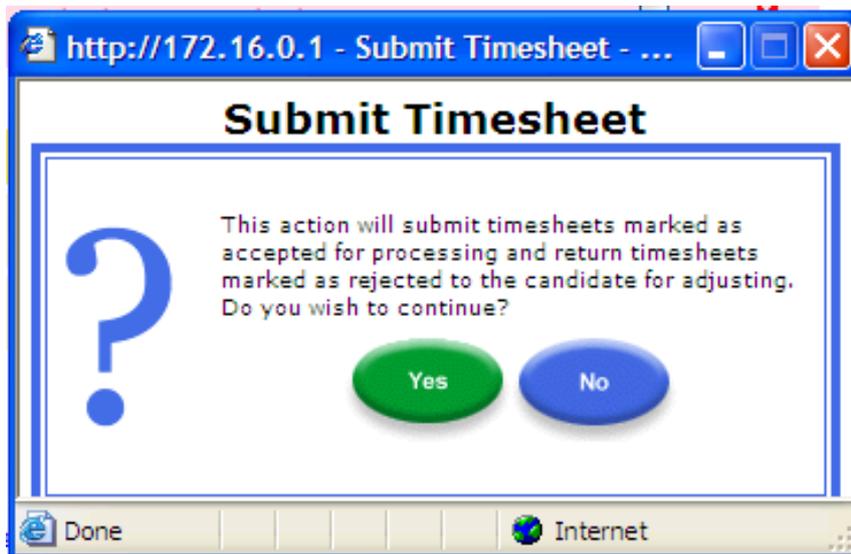

A BEDDISON GROUP COMPANY

Comment to TEST CANDIDATE

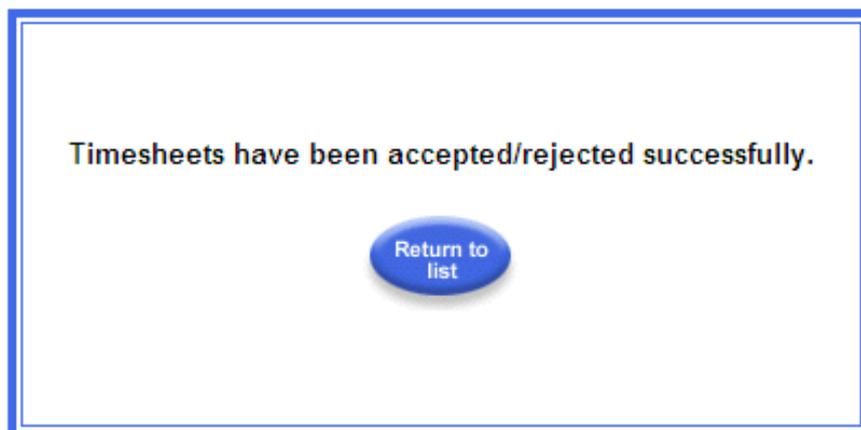
Step 6

↙

7. You will be returned to the Timesheet list screen
8. Click **Save**
9. You will receive the following message:



10. Click **Yes**
11. You will then receive the following message:



All Accepted timesheets will be sent to the HOBAN Payroll department for automatic processing. All Rejected timesheets will be flagged with the candidate whose responsibility it is to amend and re-submit the relevant timesheet.

If you have rejected a timesheet, you can, at anytime accept an unchanged timesheet by following Steps 2 to 10 above.

When the candidate re-submits the timesheet, it will appear on the Timesheet List in Yellow.

Retrieving Archived Timesheets

To retrieve an archived timesheet (all Accepted and/or Invoiced timesheets):

1. Click the **Timesheets** icon
2. Click the **Archived Timesheets** button
3. Select the relevant period, eg: 01/07/2015 to 30/08/2015)
4. Enter the candidate's first name and/or surname (optional; leave blank for all records). Use the % sign as a wildcard to replace missing characters.
5. Select the status (optional; Accepted have not been invoiced; Completed have been invoiced.)
6. Click **Report** button

Client Timesheet History

Search Criteria

Week Ending From	<input type="text" value="01/09/2005"/>	To	<input type="text" value="30/09/2005"/>	
Candidate First Name :	<input type="text"/>			
Candidate Surname :	<input type="text"/>			
Job Order No :	<input type="text"/>			
Status :	<input type="text" value="Any"/> ▼			
<input type="button" value="Report"/>				

7. Locate the required week
8. Click the hyperlinked candidate's name
9. The timesheet will appear. This timesheet can only be printed.

Client Timesheet History

Search Criteria

Week Ending From: To:

Candidate First Name:

Candidate Surname:

Job Order No:

Status:

Candidate Name	Position	Start / End Date	Week End Date	Total Hours	Status
Test Candidate	Accountant 200056622	1/06/2005 1/06/2006	14/08/2005	42.78	Completed
Test Candidate	Accountant 200056622	1/06/2005 1/06/2006	31/07/2005	24.42	Completed
Test Candidate	Accountant 200056622	1/06/2005 1/06/2006	3/07/2005	37.50	Accepted

Page 1 of 1

Step 8

Further Assistance

For further assistance please contact our Consulting Team on 03 9203 4900