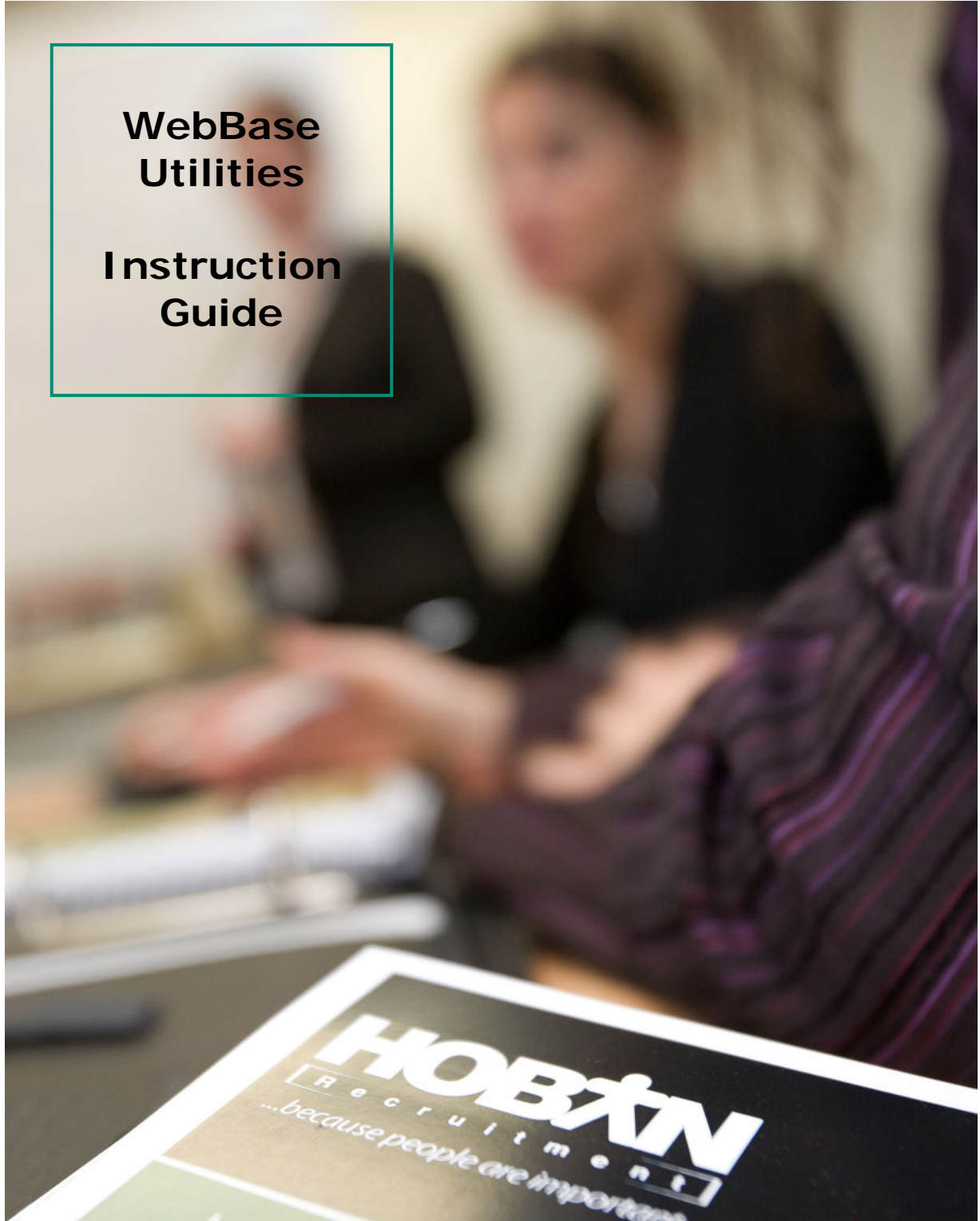


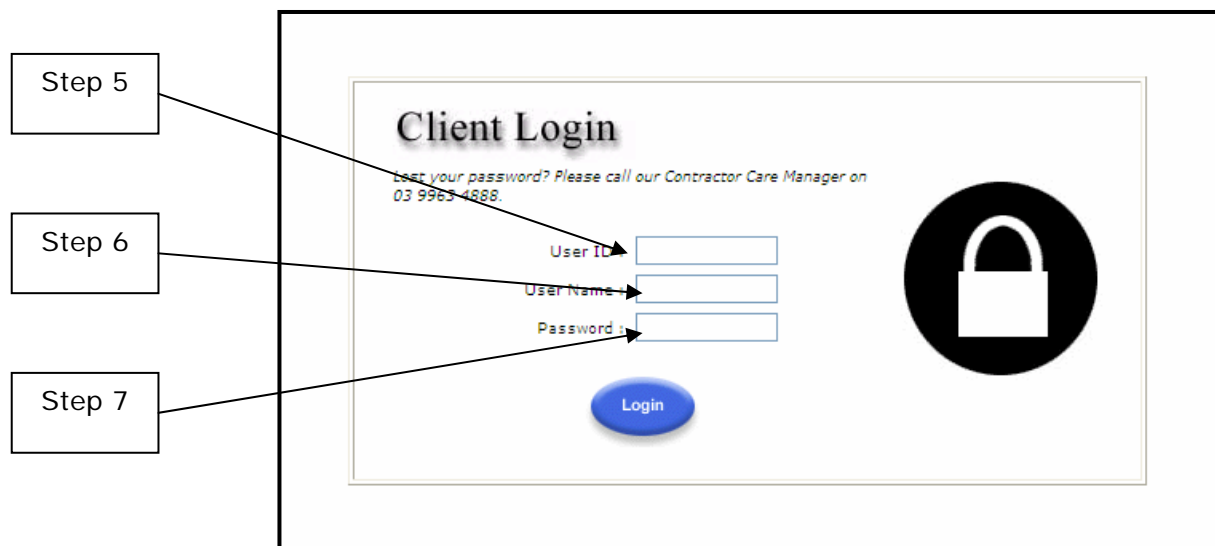
**WebBase  
Utilities**

**Instruction  
Guide**



### Logging In

1. Open Internet Explorer
2. Go to [www.hoban.com.au](http://www.hoban.com.au)
3. Select HOBAN Timesheets
4. Select Client Logon
5. Enter your User ID (Client Number)
6. Enter your User Name
7. Enter your unique Password
8. Click Login



### 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.

**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
<u>Test Candidate</u>	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
<u>Test Candidate</u>	Accountant 200056622	1/06/2005 1/06/2006	3/07/2005		37.50	<input type="checkbox"/>	<input type="checkbox"/>
<u>Test Candidate</u>	Accountant 200056622	1/06/2005 1/06/2006	26/06/2005		30.00	<input type="checkbox"/>	<input type="checkbox"/>

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3. Click the Candidate's Name on the relevant timesheet for the weekending you wish to review / submit.
4. The submitted timesheet will appear.



The timesheet allows candidate's to record their daily hours and make claims for Additional Allowances (eg: Travel Allowances).



### Hourly Timesheet

**Candidate Name:** TEST CANDIDATE  
**Status :** Submitted

Close Print Accept Reject

---

	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				
<b>Total Hours</b>					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





## WebBase Utilities – Instruction Guide for Clients

- Review the details of the timesheet and any allowances claimed.
- If you wish to **Accept** the timesheet, 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				
<b>Total Hours</b>					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

**beddison**  
A BEDDISON GROUP COMPANY

Comment to TEST CANDIDATE

Step 6

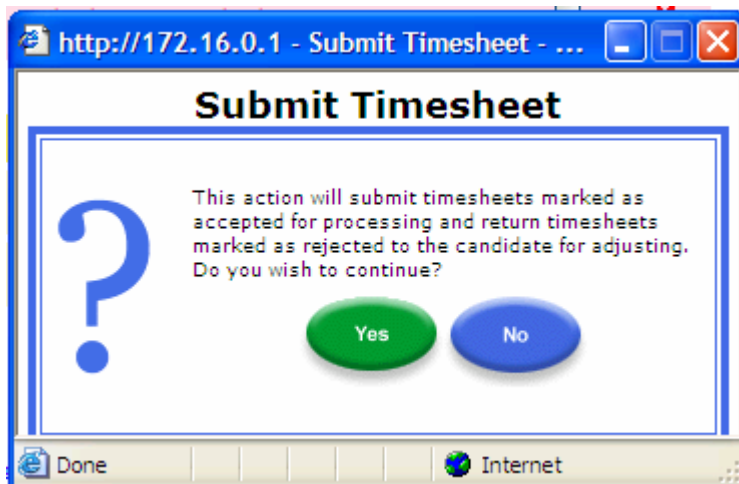
- You will be returned to the Timesheet List screen and will not there are green ticks in the relevant Accept or Reject boxes.



## WebBase Utilities – Instruction Guide for Clients

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8. Click Save.
9. You will receive the following message:



10. Click Yes
11. You will 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 and it is their responsibility 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 0 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: 01/07/2006 to 30/08/2007)
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 invoices.)
6. Click Report button

The screenshot shows the 'Client Timesheet History' search interface. It features a 'Search Criteria' section with the following fields and controls:

- Week Ending From:** 01/09/2005
- To:** 30/09/2005
- Candidate First Name:** (text input field)
- Candidate Surname:** (text input field)
- Job Order No.:** (text input field)
- Status:** Any (dropdown menu)
- Report:** (blue button)

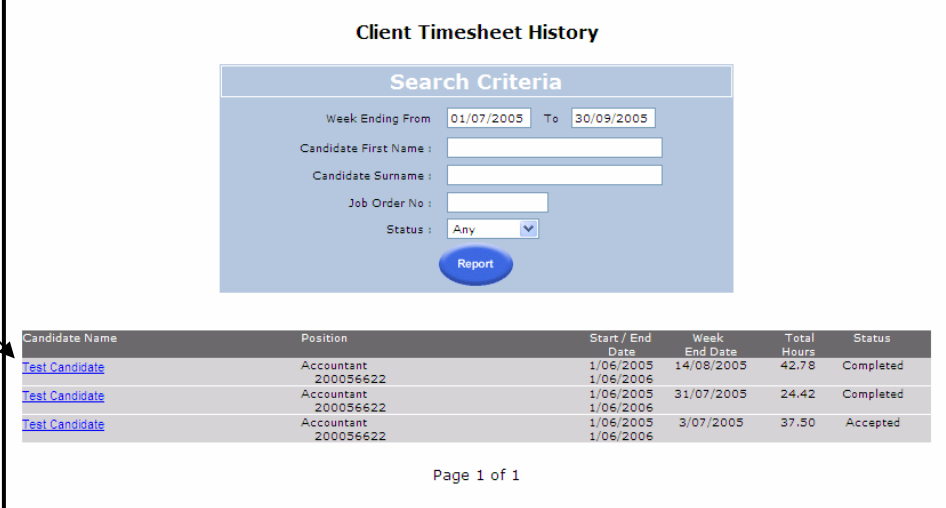
Four callout boxes on the left indicate the steps for using the form:

- Step 3:** Points to the 'Week Ending From' and 'To' date fields.
- Step 4:** Points to the 'Candidate First Name' and 'Candidate Surname' input fields.
- Step 5:** Points to the 'Status' dropdown menu.
- Step 6:** Points to the 'Report' button.



7. Locate the required week.
8. Click the hyperlinked candidate's name

Step 8



**Client Timesheet History**

**Search Criteria**

Week Ending From: 01/07/2005 To: 30/09/2005

Candidate First Name:

Candidate Surname:

Job Order No:

Status: Any

[Report](#)

Candidate Name	Position	Start / End Date	Week End Date	Total Hours	Status
<a href="#">Test Candidate</a>	Accountant 200056622	1/06/2005 14/08/2005	42.78	Completed	
<a href="#">Test Candidate</a>	Accountant 200056622	1/06/2005 31/07/2005	24.42	Completed	
<a href="#">Test Candidate</a>	Accountant 200056622	1/06/2005 3/07/2005	37.50	Accepted	

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9. The timesheet will appear. This timesheet can be printed only.

## Further Assistance

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

