

## 1. login

Go to <http://www.alphaonline.co.nz/Timesheets/Temp>  
Enter your Username (Firstname.Lastname eg. john.doe)  
Then enter your Password

## 2. Once you're logged on the below screen will appear.

Online Timesheet Instruction

**Outstanding Timesheets**

Did not work?	Status	Client	Department	Job Title	Week Ending
<input type="checkbox"/>	In Progress	Alpha Recruitment	Auckland Office	Website Developer	24/01/2016

**Confirmed Timesheets (Last 12 months)**

Status	Client	Department	Job Title	Week Ending
Confirmed	Alpha Recruitment	Auckland Office	Website Developer	17/01/2016
Confirmed	Alpha Recruitment	Auckland Office	Website Developer	10/01/2016
Confirmed	Alpha Recruitment	Auckland Office	Website Developer	03/01/2016

a. Click on the role for the week.

- b. Click in the text field, the Time Picker will then appear.
- Select the Hour & Minutes.
  - Select whether it is AM or PM, click the Set button.
  - Select a Break Start And End Time (Click on X to clear the field.)
  - Ensure you click "Calculate Hours" to generate your total hours for the week, before you Submit your timesheet.

Date	Day	Start	Break Start	Break End	Hours	Minutes	AM/PM	Enter Leave
18/01/2016	Mon	<input type="text"/>	<input type="text"/>	<input type="text"/>				<input type="checkbox"/>
19/01/2016	Tue	10:00 am	<input type="text"/>	<input type="text"/>				<input type="checkbox"/>
20/01/2016	Wed	<input type="text"/>	<input type="text"/>	<input type="text"/>				<input type="checkbox"/>
21/01/2016	Thu	9:00 am	<input type="text"/>	<input type="text"/>				<input type="checkbox"/>
22/01/2016	Fri	9:00 am	1:00 pm	<input type="text"/>				<input type="checkbox"/>
23/01/2016	Sat	<input type="text"/>	<input type="text"/>	<input type="text"/>				<input type="checkbox"/>
24/01/2016	Sun	<input type="text"/>	<input type="text"/>	<input type="text"/>				<input type="checkbox"/>

**1 : 30 pm**

Hour			Minutes		am	pm
1	2	3	00	15	<input type="checkbox"/>	<input type="checkbox"/>
4	5	6	30	45	<input type="checkbox"/>	<input type="checkbox"/>
7	8	9			<input type="checkbox"/>	<input type="checkbox"/>
10	11	12			<input type="checkbox"/>	<input type="checkbox"/>

**Timesheet ready to Save or Submit** Total Hours:

If you have any comments or notes about the details contained in this timesheet, please enter them below.

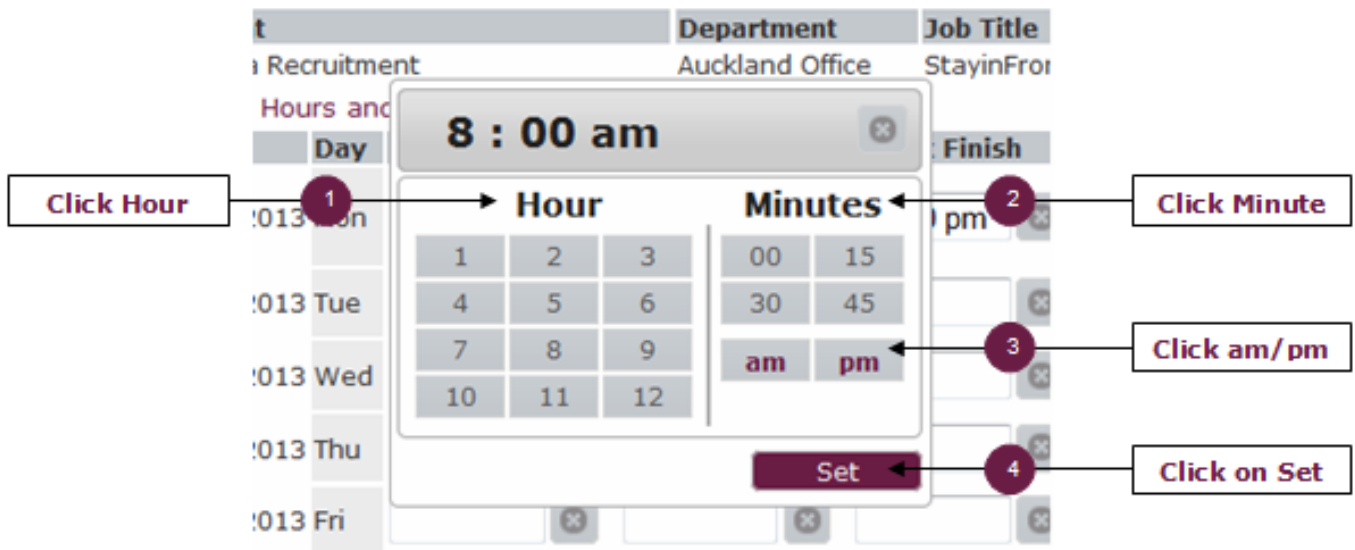
- c. You can update your timesheet throughout the week. Simply click Save and Exit.
- Submit for Approval at the end of the week.

### Declaration

I hereby agree that the hours shown on this timesheet were worked by me on this assignment. I also agree that I will treat all work performed by me on this assignment as strictly confidential and I will not pass on to any third party any information gained during the course of this assignment. It is my responsibility to complete my timesheet by 11:00 am Monday following each week worked.

- d. Once you Submit For Approval you will be asked to Agree to the Declaration. Once you click I agree your timesheet will be submitted.

# How to use the Time Picker



# How to Select Leave Types

If you take annual leave or don't work on a particular day for any reason you can select the Leave Type by clicking on the "Enter Leave" button and selecting the option that applies to you. Please note that selecting Sick Leave will not notify a consultant that you had a sick day and all sick leave must be called in.

