Submitting a timesheet through the timesheet portal

- Welcome to MPi's online time sheets. The following instructions will assist you when you submit your timesheet online through our portal.

- You will be sent a **Username and Password via email** to log into the portal to enable you to submit your timesheet. The email you receive will look like the one below and will be sent to you when we set you up in our system.

1. Click on the link to login to the portal.

2. Enter the Username and Password provided at the bottom of the email).

- The login page will look like this. Login with your Username and Password provided in your email.

- When you login for the very first time you will prompted to change your password. Change your Password and keep it safe. Continue.

- Click 'Enter Timesheets'

- The following timesheet will appear. Enter the hours worked for that week and any breaks (if applicable).

- The completed timesheet with breaks will look similar to this.

First Name: Test | Last Name: Timesheet Candidate 5
Week Start: 1/04/2013 | Week End: 7/04/2013
Status: New | Total: 0.0
Job Name: Blah Blah | Client Name: ABC Client

Week Ended 7/04/2013 Status New

Date	Start	End	Break 1(mins)	Break 2(mins)	Total
Mon, 1/04/2013	06 : 00	12 : 00	0	0	6.00 hrs
Tue, 2/04/2013	06 : 00	18 : 00	60	0	11.00 hrs
Wed, 3/04/2013	08 : 00	18 : 00	0	0	10.00 hrs
Thu, 4/04/2013	08 : 00	20 : 00	60	0	11.00 hrs
Fri, 5/04/2013	06 : 00	18 : 00	0	0	12.00 hrs
Sat, 6/04/2013	16 : 00	18 : 00	0	0	2.00 hrs
Sun, 7/04/2013	06 : 00	18 : 00	30	0	11.50 hrs

Weekly Expenses [Add]

Date	Title	Amount ($)	Inc. GST	Tax Amount	Type	Action

First Name: Test | Last Name: Timesheet Candidate 5
Week Start: 8/04/2013 | Week End: 14/04/2013
Status: New | Total: 0.0
Job Name: MPI Timesheet Testing Job | Client Name: Timesheet Test Client

Week Ended 14/04/2013 Status New

Date	Start	End	Break 1(mins)	Break 2(mins)	Total

Weekly Expenses [Add]

Week Ended 14/04/2013 Status New

Date	Start	End	Break 1(mins)	Break 2(mins)	Total

Weekly Expenses [Add]

[Save]

- Click Save. (You can edit your hours but **ONLY** before it is submitted). You can do this after you save your timesheet but not after you submit).

- Check that all days & times are correct, then click 'Submit'.   (You can edit your hours but **ONLY** before it is submitted by clicking on 'Edit' at the bottom).

Week Ended 7/04/2013 Status New Submit Print

Date	Start	End	Break 1(mins)	Break 2(mins)	Total	Type of Leave	Notes
Mon, 1/04/2013	06:00	12:00	0	0	6.00 hrs		
Tue, 2/04/2013	06:00	18:00	60	0	11.00 hrs		
Wed, 3/04/2013	08:00	18:00	0	0	10.00 hrs		
Thu, 4/04/2013	08:00	20:00	60	0	11.00 hrs		
Fri, 5/04/2013	06:00	18:00	0	0	12.00 hrs		
Sat, 6/04/2013	16:00	18:00	0	0	2.00 hrs		
Sun, 7/04/2013	06:00	18:00	30	0	11.50 hrs		

Weekly Expenses

Date	Title	Amount ($)	Inc. GST	Tax Amount	Type

First Name:	Test	Last Name:	Timesheet Candidate 5
Week Start:	8/04/2013	Week End:	14/04/2013
Status:	New	Total:	0.0
Job Name:	MPI Timesheet Testing Job	Client Name:	Timesheet Test Client

Week Ended 14/04/2013 Status New Submit Print

Date	Start	End	Break 1(mins)	Break 2(mins)	Total	Type of Leave	Notes

Weekly Expenses

Week Ended 14/04/2013 Status New Submit Print

Date	Start	End	Break 1(mins)	Break 2(mins)	Total	Type of Leave	Notes

Weekly Expenses

Edit New Add Leave Show leave entries

- The Status will show 'Submitted'

- Log out of the timesheet portal.

Job Name: Blah Blah   Client Name: ABC Client

Week Ended 7/04/2013 Status Submitted

Date	Start	End	Break 1(mins)	Break 2(mins)	Total
Mon, 1/04/2013	06:00	12:00	0	0	6.00 hrs
Tue, 2/04/2013	06:00	18:00	60	0	11.00 hrs
Wed, 3/04/2013	08:00	18:00	0	0	10.00 hrs
Thu, 4/04/2013	08:00	20:00	60	0	11.00 hrs
Fri, 5/04/2013	06:00	18:00	0	0	12.00 hrs
Sat, 6/04/2013	16:00	18:00	0	0	2.00 hrs
Sun, 7/04/2013	06:00	18:00	30	0	11.50 hrs

Weekly Expenses Add

Date	Title	Amount ($)	Inc. GST	Tax Amount	Type	Action

- If your Timesheet has been rejected for any reason, you will get an email alert telling you that you will need to login again and re-submit your timesheet.

- Follow the instructions from the beginning to re-submit.

- Please complete and submit your timesheet by 10am every Monday.