Candidate Timesheet Instructions - PC

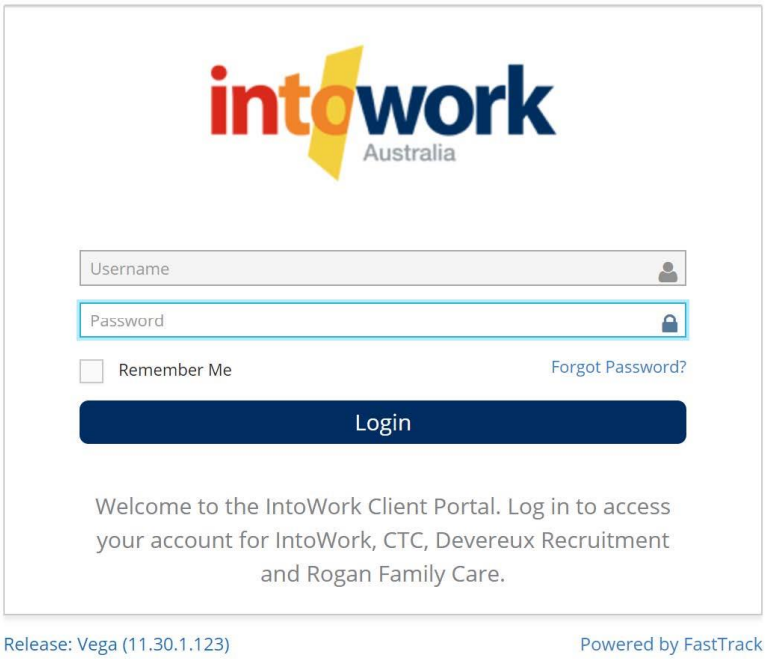
Please Note

If you are using a computer to approve your timesheets you will be able to use any browser (ie chrome, internet explorer, edge, firefox).

To commence completing your online timesheet, please follow the instructions below

Click on the link below

https://intowork.fasttrack360.com.au/RecruitmentManager/ClientLogin



Enter your username and password

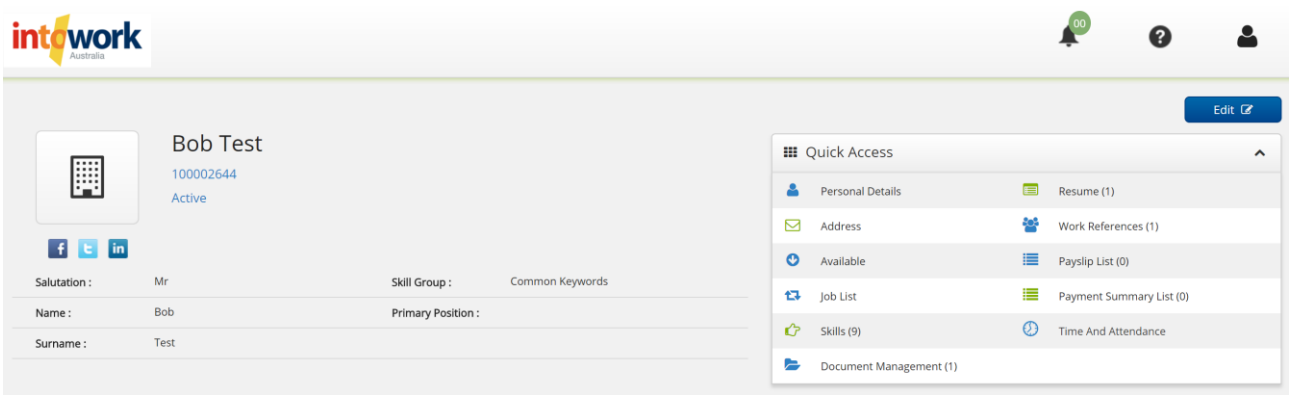
(If this is your first time and you have not set this previously, the default settings are -)

User Name – your email address

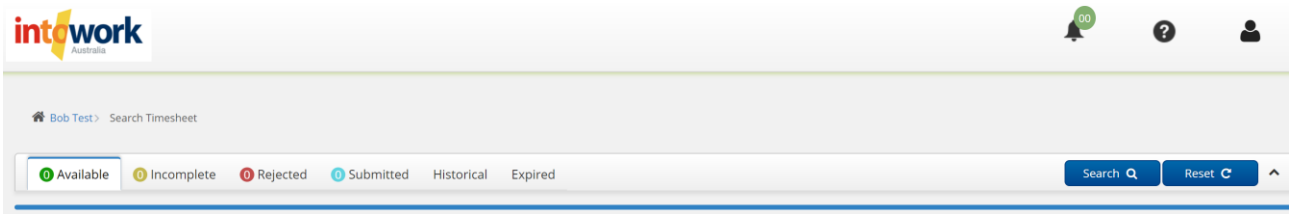
Password – password

You will need to change your password and add security questions if this is your first login. Please refer to Candidate Portal Instructions.

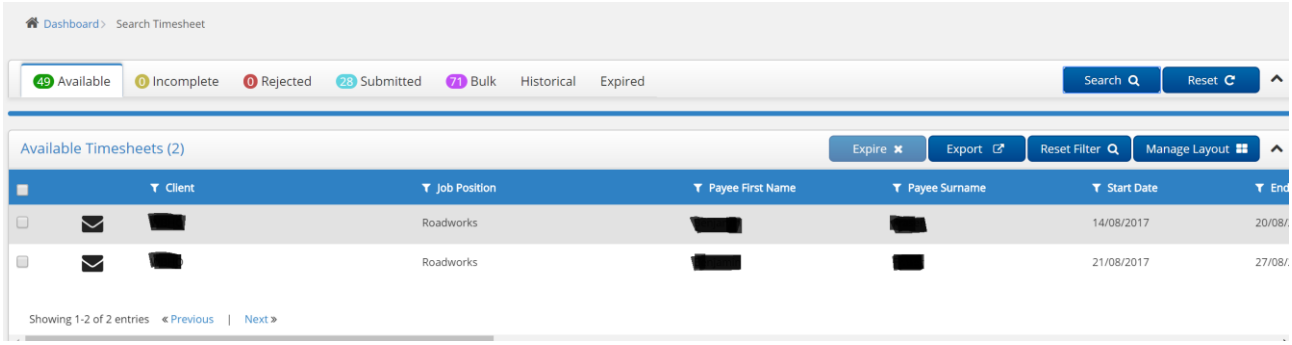
Select “Time and Attendance” from the box on the right hand side



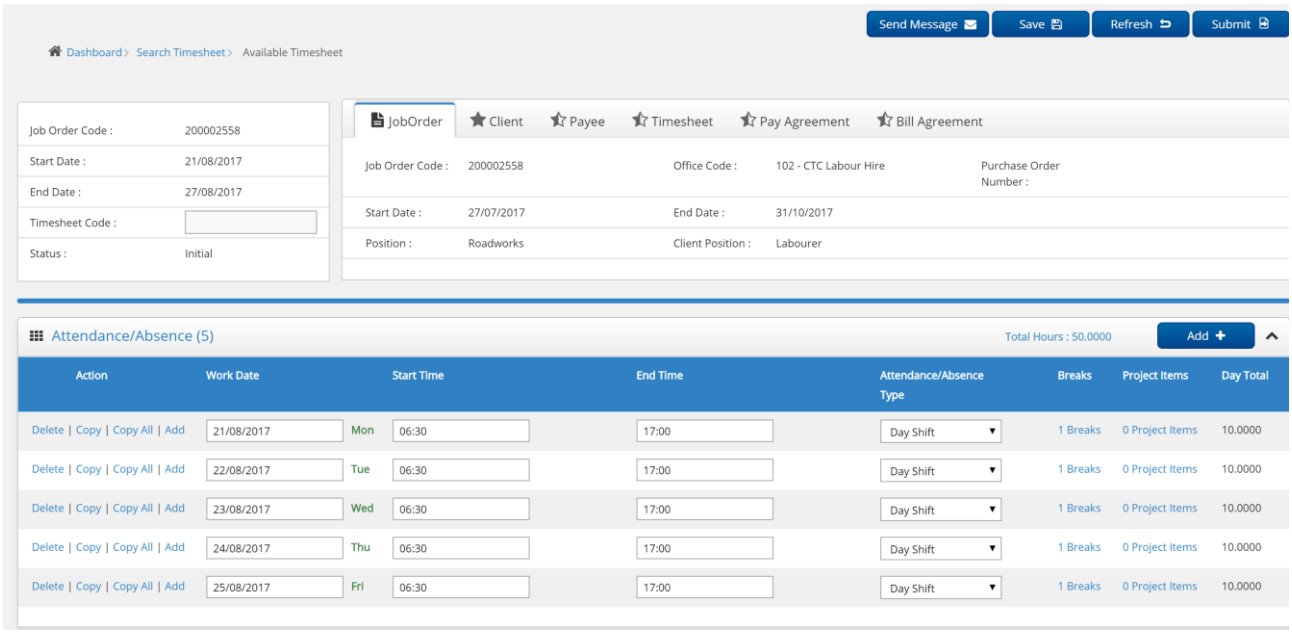
Select the “available” Tab from the top line



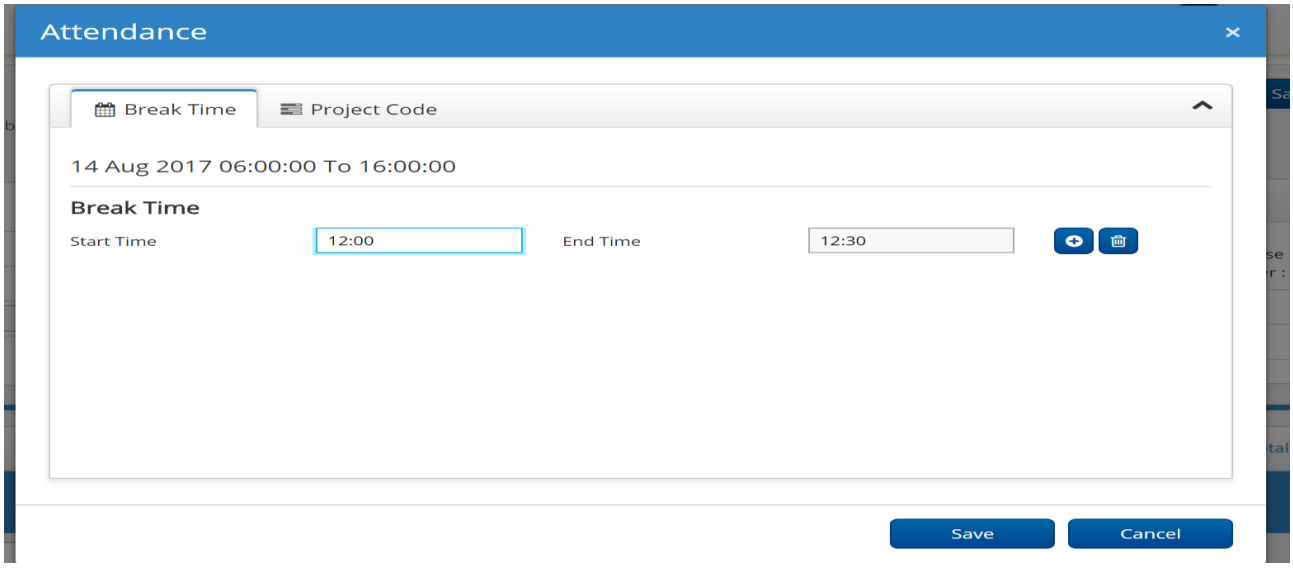
Select the timesheet you wish to view – please ensure you check the date is the correct week ending date



View the times recorded each day and edit if required by typing in the correct time in the applicable box. Please ensure it is recorded in 24hr time.

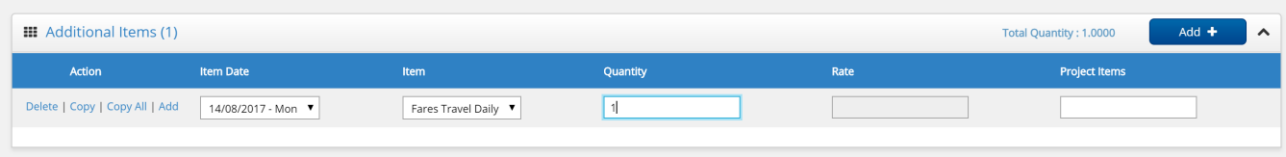


To add or change breaks and project items, select the word “breaks” and you will see a box appear. You can go between breaks and Project items by selecting the tabs at the top.

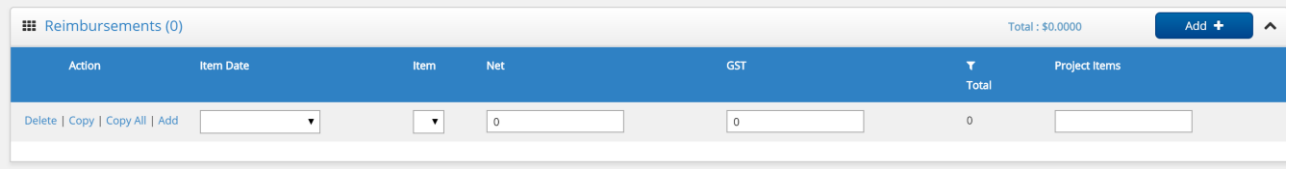


Enter your details. Project items is used for any additional information you may need to include such as job codes, important notes You can add more breaks or project items each day by selecting the + sign. You can also delete by pressing the rubbish bin.

You can also add additional items if they are applicable to your work, such as allowances, travel, etc. Use the additional items section and select add.

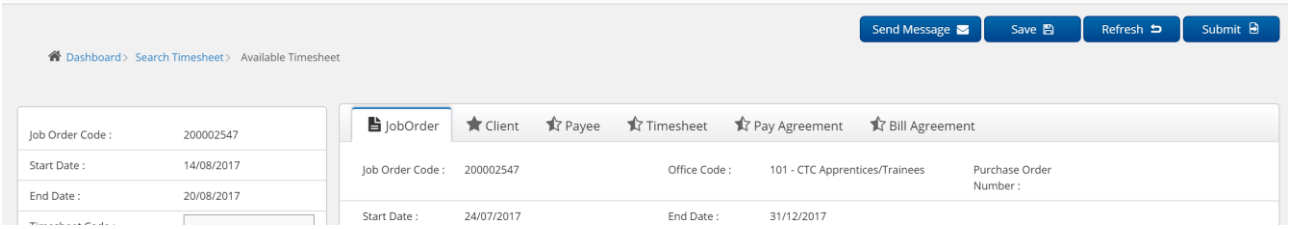


Reimbursements can be added in the Reimbursement section

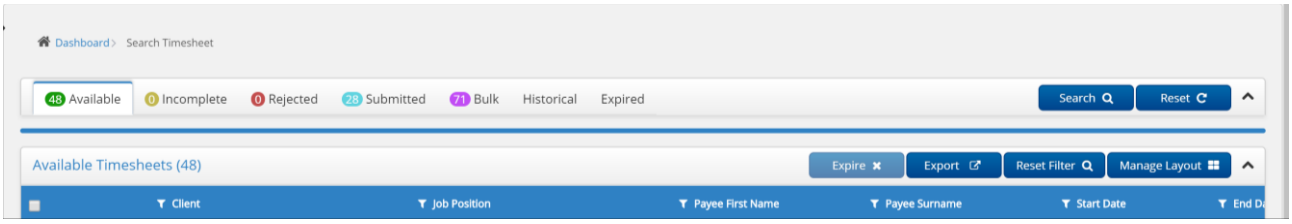


Once you have added all of your applicable details, review your timesheet to ensure that all times are correct and your total time is correct

Select save (at the top) if you would like to come back to it later or select submit if you would like to submit the timesheet for approval



If you select the save icon, you will be able to go back to your timesheet again later before you submit it. Please note, your timesheet **will not** be submitted if you save it. You will find your saved timesheet in the “incomplete” box along the top line



Once you have submitted your timesheet, it will then go to your supervisor for approval. Your supervisor may reject your timesheet due to an error, if this happens, you will be notified by email. You can then access your timesheet in the “Rejected” box along the top line