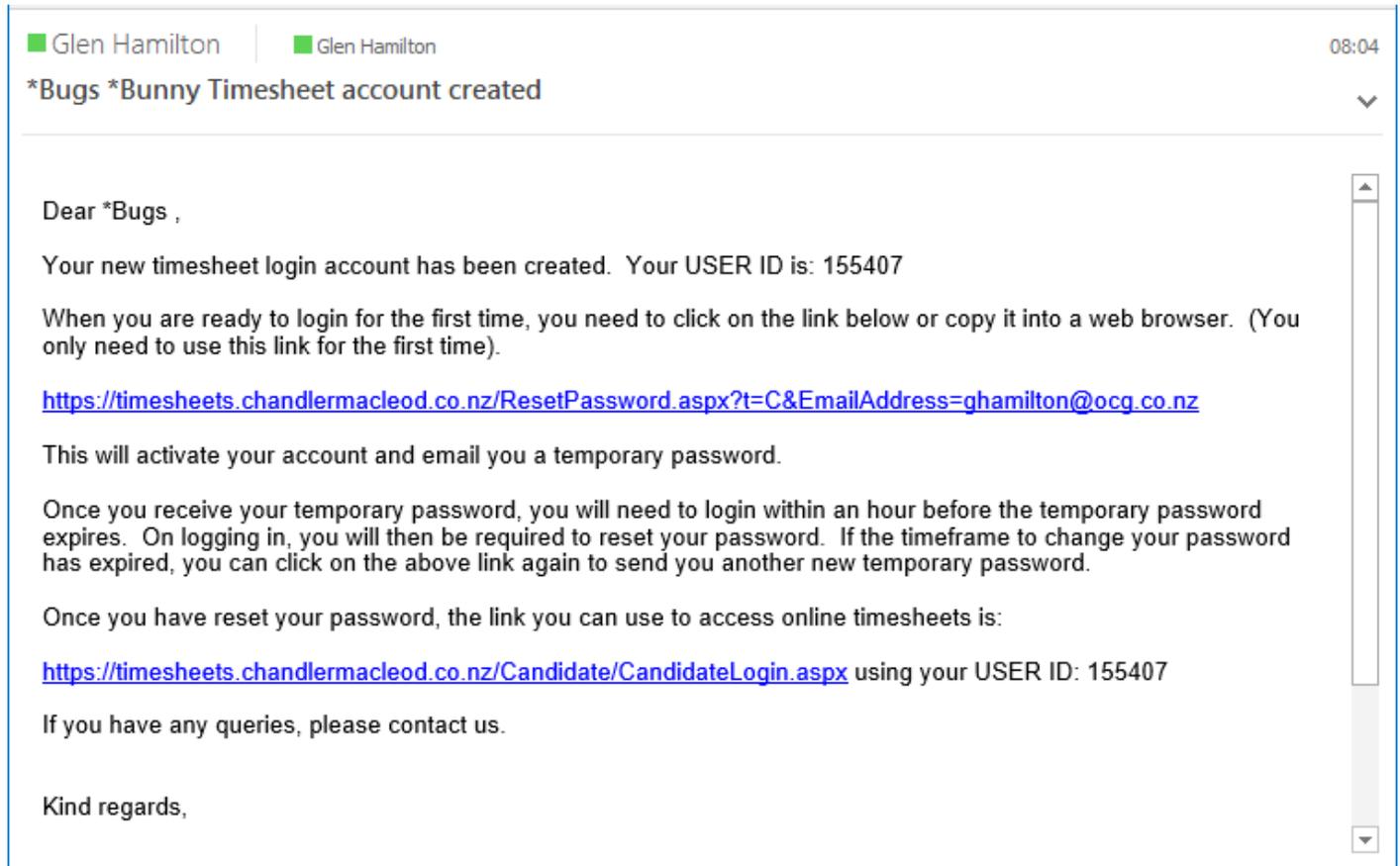# Candidate Online Timesheet Manual

Your online account has been created for you and you will receive an email on how to activate your login. Please ensure you use your personal email address on your account details.

If you have completed/are completing more than one assignment with us, you will only need to activate your account once, and use the same login details for subsequent assignments.

When the first link is clicked, it will trigger a second email which will be confirmed by the below screen.
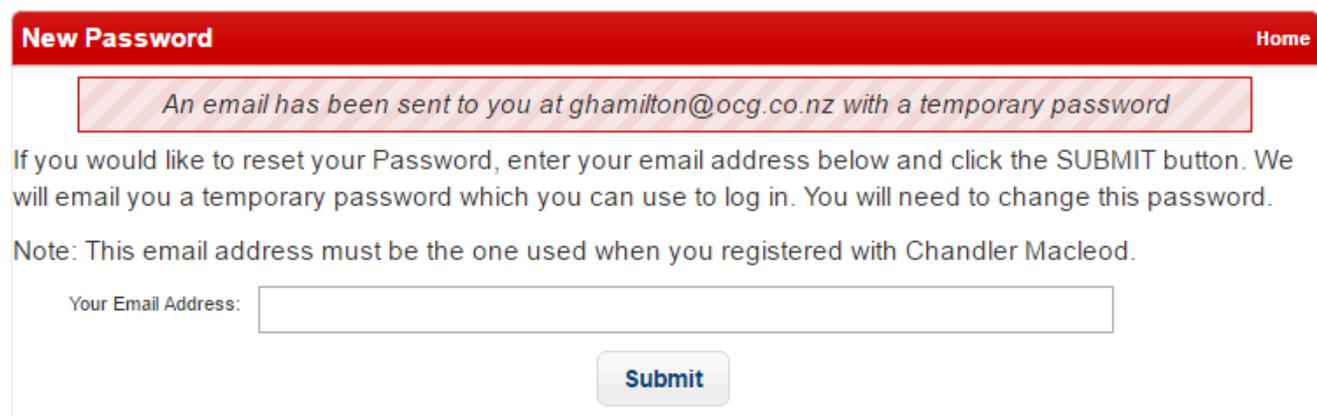
The second email will have your temporary password and a new link.

Chandler Macleod Timesheets <no-reply@chandlermacleod.co.nz>   ■ Glen Hamilton   08:05

Password Reset

ⓘ Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

Hello *Bugs,

You have been issued with a temporary password, which will expire in 1 hour.

The following temporary password is registered to your email address at
https://timesheets.chandlermacleod.co.nz/Candidate/CandidateLogin.aspx

- Password: aSLZe45%730Z

Please use this temporary password to log in. You will be requested to change this password before you can continue.

If you have any queries, please contact us.

Kind Regards,

Payroll Team

Chandler Macleod New Zealand

After clicking on the link, you will need to enter your User ID and temporary password then click 'Login'.

Candidate Login   Home

| UserID: | 155407 |
| Password: | •••••••••••• |

Forgotten your UserID? click here
Reset your Password? click here   **Login**

You will then be prompted to enter a new password.

Change Password   Home

| UserID: | 155407 |

Please enter your new password which:
- must contain at least 8 characters
- must contain at least 1 number
- must contain at least 1 uppercase letter

Current Password:	••••••••••
New Password:	••••••••
Confirm Password:	••••••••

Submit

Once you are logged in, select 'Online Timesheet's to enter your hours worked.

Candidate Menu   Log Out

Your password has been changed

Please select from the available options below.

- Online Timesheets
- Change Password
- Log Out
- Holiday Pay Request Form

All your available timesheets will be listed with their status. You can filter what timesheets you see by clicking on the different tabs.

Current TimeSheet	
Week	**Status**

Previous & Future Timesheets					
Past	Not Submitted	Awaiting Approval	Approved	Processed	Future

Week	Status
18 Dec 2017 to 24 Dec 2017	NOT STARTED
11 Dec 2017 to 17 Dec 2017	NOT STARTED
04 Dec 2017 to 10 Dec 2017	NOT STARTED
27 Nov 2017 to 03 Dec 2017	NOT STARTED
20 Nov 2017 to 26 Nov 2017	NOT STARTED
13 Nov 2017 to 19 Nov 2017	NOT STARTED
06 Nov 2017 to 12 Nov 2017	NOT STARTED
30 Oct 2017 to 05 Nov 2017	NOT STARTED
23 Oct 2017 to 29 Oct 2017	NOT STARTED
16 Oct 2017 to 22 Oct 2017	NOT STARTED

To enter into a timesheet, click on the date range you wish to submit timesheet for (e.g. 18 Dec 2017 to 24 Dec 2017). This will then allow you to complete your hours worked, as well as the hours you took for a break.

To move to the next day click Should you need to amend a day click Or to delete a day click

You are also able to add notes for each day should this be necessary. This field should also be used if a **PO number** is required.

Different Rates (Hourly, Daily or Weekly)

Please select the appropriate rate for your assignment under the 'Rate' column.

Rate	Pay Rate
Hours Worked	Hourly Rate
Days Worked	Daily Rate
Weeks Worked	Weekly Rate

When you complete your hours worked it will auto calculate the total hours in the 'Hours' column. If you are on an hourly rate the 'Units' column will auto calculate the same as 'Hours' and it's locked. If you are on a daily or weekly rate 'Units' column will auto calculate according to the below guide but can be amended before saving.

Daily
0 - 3 hours   = 0 days
3.25 - 6 hours   = 0.5 days
6.25 – 25 hours = 1 day

Weekly
0 - 6 hours   = 0.1 Week
6 – 24 hours   = 0.2 Week

Day Worked	Rate	Start Time	Finish Time	Lunch Break	Hours	Units	Notes	Update
Mon 16 Oct 2017	Hours Worked	08:00 AM	05:00 PM	0h 30m	8.5	8.5 hours	-	
Tue 17 Oct 2017	Days Worked	08:00 AM	05:00 PM	0h 30m	8.5	1 days	-	
Wed 18 Oct 2017	Weeks Worked	08:00 AM	05:00 PM	0h 30m	8.5	0.2 weeks	-	
Thu 19 Oct 2017 ∨	Days Worke ∨	08:00 am	05:00 pm	0 h 30 m	8.5	1 days		
Note								

If the 'Units' auto calculated figure is amended it will be displayed as show below. The auto calculated figure will be crossed out and shown after the amended figure.

Day Worked	Rate	Start Time	Finish Time	Lunch Break	Hours	Units	Notes	Update
Mon 20 Nov 2017	Hours Worked	08:00 AM	05:00 PM	0h 30m	8.5	8.5 hours	-	
Tue 21 Nov 2017	Days Worked	08:00 AM	05:00 PM	0h 30m	8.5	1.5 days 1.0	-	
Wed 22 Nov 2017	Weeks Worked	08:00 AM	05:00 PM	0h 30m	8.5	0.4 weeks 0.2	-	
Thu 23 Nov 2017 ∨	Days Worke ∨	08:00 am	05:00 pm	0 h 30 m	8.5	1 days		
Note								

Should you have Expenses or Mileage these can also be entered. Once you have completed entering your details click 'Timesheet Summary'.

Hours

Day Worked	Rate	Start Time	Finish Time	Lunch Break	Hours	Units	Notes	Update
Mon 18 Dec 2017	Hours Worked	08:00 AM	05:00 PM	0h 30m	8.5	8.5 hours	-	📝 ✕
Tue 19 Dec 2017	Hours Worked	08:00 AM	05:00 PM	0h 30m	8.5	8.5 hours	-	📝 ✕
Wed 20 Dec 2017	Hours Worked	08:00 AM	05:00 PM	0h 30m	8.5	8.5 hours	-	📝 ✕
Thu 21 Dec 2017	Hours Worked	08:00 AM	05:00 PM	0h 30m	8.5	8.5 hours	-	📝 ✕
Fri 22 Dec 2017 ▾	Hours Work ▾	08:00 am	05:00 pm	0 h 30 m	8.5	8.5 hours		💾

Note: Didnt work on Fri as agreed with my manager

Allowances

Date	Rate	Quantity	Amount	Total	Notes	Update
Mon 18 Dec 2017	Expense Claim	1.00	$200.00	$200.00	-	📝 ✕
Tue 19 Dec 2017	Mileage	207.00	$0.77	$159.39	-	📝 ✕
Wed 20 Dec 2017 ▾	Mileage ▾	207	$0.77			💾

Note

Previous Screen   **Timesheet Summary**

You will then be able to see a summary of your timesheet. Should you need to make any amendments click **'Back'** which will take you back to the entry screen. Once you are happy with what has been entered click **'Submit'.**

If you need to print your timesheet you can do it from this screen.

Timesheets   Home   Log Out

Candidate Name:	*Bugs *Bunny
Client:	*Julia testing Company
Position:	*Sales Support
Pay Period:	18 Dec 2017 to 24 Dec 2017
Status:	Incomplete

Hours

Day Worked	Rate	Start Time	Finish Time	Breaks Duration	Hours	Units	Notes	(Show All)
Mon 18 Dec 2017	Hours Worked	08:00 AM	05:00 PM	0h 30m	8h 30m	8.5	-	
Tue 19 Dec 2017	Hours Worked	08:00 AM	05:00 PM	0h 30m	8h 30m	8.5	-	
Wed 20 Dec 2017	Hours Worked	08:00 AM	05:00 PM	0h 30m	8h 30m	8.5	-	
Thu 21 Dec 2017	Hours Worked	08:00 AM	05:00 PM	0h 30m	8h 30m	8.5	-	

Allowances

Date	Rate	Quantity	Amount	Total	Notes
Mon 18 Dec 2017	Expense Claim	1	$200.00	$200.00	-
Tue 19 Dec 2017	Mileage	207	$0.77	$159.39	-

Totals

Timesheet Total Hours	Total Units Billed
34h 00m	34.0 Hours Worked
Allowances Total Quantity	**Total Disbursements Billed**
208	$359.39

Back   **Print**   **Submit**

You will be prompted to answer a Health & Safety question and tick that you 'Accept the Terms and Conditions'. Once complete, click **"Submit".**

Health & Safety

I acknowledge my responsibilities with respect to Health and Safety Policy and will notify immediately with any concerns.

ONGOING OR FINISHING AN ASSIGNMENT

Do you have any current health and safety concerns?

☐ Yes (Please include a comment) ☑ No

☐ If Yes - I have advised my Agent ☐ N/A (Contractors)

Comment: [   ]

The hours and information supplied are correct. I agree to treat all work performed by me on this assignment as strictly confidential and I agree to abide by my employment agreement. ☑

[Back]　[Print]　[Submit]

You will then be prompted with the below question. If you are happy to submit your timesheet, click **'Yes'.**

Timesheet Confirmation ✖

Once a timesheet has been submitted, you will no longer be able to change it.

Do you wish to continue?

[Yes] [No]

You will then get confirmation that your timesheet has been submitted.

Candidate Menu   **Log Out**

Timesheet submitted

Please select from the available options below.

- Online Timesheets
- Change Password
- Log Out

Your manager will receive an email confirming you have submitted a timesheet. Once your manager has approved your timesheet you will receive an email confirming it has been approved.

(If you haven't received an email confirming approval by the deadline, it would pay to follow up with your manager otherwise you run the risk of not getting paid if this hasn't been approved for any reason yet.)

☐ Chandler Macleod Timesheets <no-reply@chandlermacleod.co.nz> ■ Glen Hamilton 08:42

Timesheet Authorised

ℹ Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

Hello *Bugs

Your timesheet has been authorised by *Michael *Jackson.

Client: *Julia testing Company
Vacancy: 58816 *Sales Support
Assignment: 01 Jul 2017 to 30 Sep 2017
Pay Period: 10 Jul 2017 to 16 Jul 2017
Comment:

If you have any queries, please contact us.

Kind Regards,

Payroll Team
Chandler Macleod New Zealand

A Level 8, AMP Centre, 29 Custom St West, Auckland 1001
P +64 9 377 4127   **F** +64 9 307 4889

If your timesheet is queried for any reason you will receive an email with a comment.

☐ Chandler Macleod Timesheets <no-reply@chandlermacleod.co.nz> ■ Glen Hamilton 08:54

Your timesheet has been queried.

ℹ Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

Hi *Bugs,

Your timesheet has been queried by *Michael *Jackson.

Client: *Julia testing Company
Vacancy: 58816 *Sales Support
Assignment: 01 Jul 2017 to 30 Sep 2017
Pay Period: 17 Jul 2017 to 23 Jul 2017

*Michael made the following comment regarding your timesheet submission:
"You haven't completed any hours for Wed "

Please amend your timesheet via the Chandler Macleod website https://www.chandlermacleod.co.nz , and then re-submit it to *Michael for authorisation.

If you require further clarification, please contact *Michael or your Chandler Macleod Consultant.

If you have any queries, please contact us.

Kind Regards,

Payroll Team

To amend your timesheet, you will need to log back in through the link in the email. The rejected timesheet will have a status of 'Rejected'. Click on the date range to make your amendments then resubmit your timesheet.

Current Time Sheet		
Week	**Status**	
11 Sep 2017 to 17 Sep 2017	NOT STARTED	

Previous Timesheets		

All   Not Submitted   Awaiting Approval   Approved   Processed

Week	**Status**	
04 Sep 2017 to 10 Sep 2017	NOT STARTED	
28 Aug 2017 to 03 Sep 2017	NOT STARTED	
21 Aug 2017 to 27 Aug 2017	NOT STARTED	
14 Aug 2017 to 20 Aug 2017	NOT STARTED	
07 Aug 2017 to 13 Aug 2017	NOT STARTED	
31 Jul 2017 to 06 Aug 2017	NOT STARTED	
24 Jul 2017 to 30 Jul 2017	AWAITING APPROVAL	
17 Jul 2017 to 23 Jul 2017	PROCESSED	
10 Jul 2017 to 16 Jul 2017	PROCESSED	
03 Jul 2017 to 09 Jul 2017	REJECTED	
01 Jul 2017 to 02 Jul 2017	INCOMPLETE	

Holiday & Termination Pay Requests (PAYE Candidates):
If you take holiday or are finishing an assignment you will need to submit a **'Holiday Pay Request Form'** which is available on the front page when you log in.

Candidate Menu

Please select from the available options below.

- Online Timesheets
- Change Password
- Log Out
- Holiday Pay Request Form

This link will redirect you to a webform where you will need to complete your details then click 'Send'.

This Form must be in by 10:00 am, Monday, to ensure payment in the next pay run.

Employee Information

Surname *

First Name *

Consultant *

Date

dd/mm/yyyy

PLEASE ENSURE THAT YOUR MANAGER AND CONSULTANT ARE AWARE OF REQUESTED LEAVE ASAP

REQUESTS WILL ONLY BE PROCESSED FOR FULL OR HALF DAYS

Taking Annual Leave

I wish to apply for the below number of day/s annual leave

From

To

Notes

This will be paid in the week it is due unless otherwise requested. If you do not have enough leave accrued, we will pay what is outstanding.

Discontinuing Employment With Chandler Macleod / Finishing Assignment

I am finishing my employment with Chandler Macleod and wish to received all outstanding holiday pay

On your timesheet when you are on holiday, you can either not complete times for those days or complete with zero hours as per the below example:

Hours								
Day Worked	Rate	Start Time	Finish Time	Lunch Break	Hours	Units	Notes	Update
Mon 11 Dec 201 ∨	Hours Work ∨	08:00 am	08:00 am	0 h 00 m	0	0 hours		💾
Note								

Allowances						
Date	Rate	Quantity	Amount	Total	Notes	Update
Mon 11 Dec 2017 ∨	Mileage ∨					💾
Note						

Previous Screen   **Timesheet Summary**

Sick and Bereavement Leave (PAYE Candidates):

If you are on sick or bereavement leave, select the appropriate rate from the **'Rate'** dropdown menu.

- Sick
- Bereavement

The 'Start Time' and 'Finish Time' should be the same for these pay rates so the 'Total Hours' are zero. You can also add a note if you feel it's necessary.

Hours								
Day Worked	**Rate**	**Start Time**	**Finish Time**	**Lunch Break**	**Hours**	**Units**	**Notes**	**Update**
Mon 11 Dec 201 ∨	Sick ∨	08:00 am	08:00 am	0 h 00 m	0	0 hours		💾
Note	Sick							

Hours								
Day Worked	**Rate**	**Start Time**	**Finish Time**	**Lunch Break**	**Hours**	**Units**	**Notes**	**Update**
Mon 11 Dec 201 ∨	Bereaveme ∨	08:00 am	08:00 am	0 h 00 m	0	0 hours		💾
Note	Bereavement							

It's important to ensure the 'Hours' and 'Units' for these rates are **zero**. We will determine if you are entitled to the selected leave and we will calculate your entitlement.

Hours								
Day Worked	**Rate**	**Start Time**	**Finish Time**	**Lunch Break**	**Hours**	**Units**	**Notes**	**Update**
Mon 11 Dec 2017	Sick	08:00 AM	08:00 AM	0h 00m	0	0 hours	📋	✎ ✗
Tue 12 Dec 2017 ∨	Bereaveme ∨	08:00 am	08:00 am	0 h 0 m	0	0 hours		💾
Note								

Statutory Days (PAYE Candidates):

If there is a Statutory Day, select the appropriate rate from the 'Rate' dropdown menu. Please note, if your standard working days falls on a Statutory Holiday, please select the first option "Statutory Day" to ensure you get paid your standard hourly rate for this day.

- Statutory Day - this is selected if you **didn't** work on the Stat Day
- Stat Day worked – this is selected if you **did** work on the Stat Day

The 'Start Time' and 'Finish Time' should be the same for 'Statutory Day'. You can also add a note if you feel it's necessary.

Hours								
Day Worked	**Rate**	**Start Time**	**Finish Time**	**Lunch Break**	**Hours**	**Units**	**Notes**	**Update**
Tue 12 Dec 2017 ∨	Statutory Da ∨	08:00 am	08:00 am	0 h 0 m	0	0 hours		💾
Note	Stat							

It's important to ensure the **'Hours'** and **'Units'** for **'Statutory Day'** are **zero**. We will determine if you are entitled to this and we will calculate your entitlement.

Hours								
Day Worked	Rate	Start Time	Finish Time	Lunch Break	Hours	Units	Notes	Update
Tue 12 Dec 2017 ⌄	Statutory Di ⌄	08:00 am	08:00 am	0 h 0 m	0	0 hours		💾
Note	Stat							

If you worked on the Stat Day select 'Stat Day worked' and complete the hours worked as normal.

Hours								
Day Worked	Rate	Start Time	Finish Time	Lunch Break	Hours	Units	Notes	Update
Tue 12 Dec 2017 ⌄	Stat Day wo ⌄	08:00 am	05:00 pm	0 h 30 m	8.5	8.5 hours		💾
Note	Worked on the Stat Day							

Should you need to reset your password or if you have forgotten your user ID, click on the links on the log in screen. You will receive an email with the required details.

Candidate Login   **Home**

UserID: _____

Password: _____

Forgotten your UserID? click here
Reset your Password? click here   Login

Should you need any further assistance with online timesheets please contact our payroll team at accounts@ocg.co.nz