

Online Timesheet Manual for Approvers

This manual is a detailed overview for setting up your personal account and approving online timesheets:

1. Setting up your personal account.
2. Approving online timesheets.
3. Querying or rejecting timesheets
4. General queries – who to contact.

1. Setting up your personal account

An online account has been created for you and an email will be sent to you explaining how to activate your login. Please ensure you use your work email address on your account details.

Example email

Dear *Michael,

Below are instructions on how to activate your online account. Once a timesheet has been submitted, you will receive an email notification requesting you to approve/reject the hours with a link taking you directly to the necessary page. Timesheets will need to be approved by 10am Monday.

Your new timesheet login account has been created for your email address: accounts@ocg.co.nz

When you are ready to login for the first time, you need to click on the link below or copy it into a web browser. (You only need to use this link for the first time).

<https://timesheets.ocg.co.nz/ResetPassword.aspx?t=CC&EmailAddress=accounts@ocg.co.nz>

This will activate your account and email you a temporary password.

Once you receive your temporary password, you will need to login within an **hour** before the temporary password expires. On logging in, you will then be required to reset your password. If the timeframe to change your password has expired, you can click on the above link again to send you another new temporary password, or click on "forgot password".

Once you have reset your password, the link you can use to access online timesheets is:

<https://timesheets.ocg.co.nz/Client/ClientLogin.aspx> with your email address: accounts@ocg.co.nz

Please find attached the user guide with instructions on how to view, approve or reject timesheets.

If you have any queries, please contact us.

Kind Regards,

When the first link on the above email example is clicked, it will trigger a second email which will be confirmed by the below screen.

Example of screen once the link is clicked

New Password Home

An email has been sent to you at accounts@ocg.co.nz with a temporary password

If you would like to reset your Password, enter your email address below and click the SUBMIT button. We will email you a temporary password which you can use to log in. You will need to change this password.

Note: This email address must be the one used when you registered with OCG.

Your Email Address:

This second email you will receive contains your temporary password and a new link.

Example email

Hello *Michael,

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.ocg.co.nz/Client/ClientLogin.aspx>

- Password: **sUmNOd\$T6Cyy**

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

Kind Regards,

Payroll Team

OCG Consulting Limited

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

Example of screen once the link is clicked

The screenshot shows a 'Client Login' page with a red header. The header contains 'Client Login' on the left and 'Home' on the right. Below the header, there are two input fields: 'UserID or Email:' with the value 'accounts@ocg.co.nz' and 'Password:' with masked characters. Below the password field, there are two links: 'Forgotten your UserID? [click here](#)' and 'Reset your Password? [click here](#)'. A 'Login' button is located to the right of these links.

You will then be prompted to enter a new password which adheres to certain detailed criteria.

Example of changing password screen

The screenshot shows a 'Change Password' page with a red header. The header contains 'Change Password' on the left and 'Home' on the right. Below the header, there is a 'UserID:' field with the value 'accounts@oca.co.nz'. Below this, there is a text prompt: 'Please enter your new password which:' followed by a bulleted list of requirements: '• must contain at least 8 characters', '• must contain at least 1 number', and '• must contain at least 1 uppercase letter'. Below the list, there are three input fields: 'Current Password:', 'New Password:', and 'Confirm Password:'. The 'Confirm Password:' field has a small eye icon on the right. A 'Submit' button is located at the bottom center of the form.

Forgotten ID or Passwords

Should you either forget your UserID or need to reset your password, click on the relevant link within the login screen.

Example Login screen

This screenshot is identical to the 'Client Login' screen shown above. However, the links 'Forgotten your UserID? [click here](#)' and 'Reset your Password? [click here](#)' are enclosed in a black rectangular box to highlight them.

You will then receive an email with the required details.

2. Approving online timesheets.

When a candidate submits a timesheet, you will be notified by email.

Example email

Hello *Michael

*Bugs *Bunny has submitted an Online Timesheet for authorisation.

Position: 58816 *Sales Support

Pay Period: 10 Jul 2017 to 16 Jul 2017

You can use the link below to log in and authorise the timesheet.

[Approve Timesheets](#)

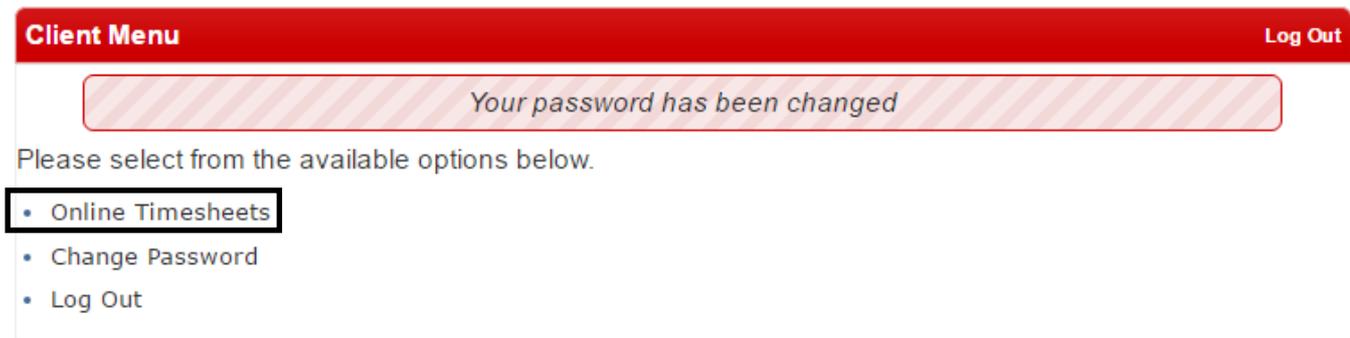
Please approve this timesheet by 1pm Monday.

If you have any queries, please contact us.

Kind Regards,

You can log in by clicking on the link in this email and completing your log in details previously provided.

Once you have logged in, select 'Online Timesheets' to go in and access any timesheets created by your candidate.



The screenshot shows a red header bar with "Client Menu" on the left and "Log Out" on the right. Below the header is a red notification box with white diagonal stripes containing the text "Your password has been changed". Underneath the notification, the text "Please select from the available options below." is displayed. A list of three options is shown: "Online Timesheets", "Change Password", and "Log Out". The "Online Timesheets" option is highlighted with a black rectangular border.

All the timesheets you have been nominated to authorise will be listed as 'Awaiting Approval'.

Example of online timesheets awaiting approval screen

Timesheets
Home Log Out ?

Contact: *Michael *Jackson

Client: *Julia testing Company ▼

Reporting To: *Jackson, *Michael ▼

Comment: Timesheets Due By 1pm Monday

Timesheets

Status: Awaiting Approval ▼ Name: Period: Search Clear

| ID | Assignment | Assignment Duration | Candidate Name | Pay Period |
|------|----------------|----------------------------|----------------|--------------------------------------|
| 5881 | *Sales Support | 01 Jul 2017 to 30 Sep 2017 | *Bunny, *Bugs | 10 Jul 2017 to 16 Jul 2017 (34h 00m) |

Hours Print

| Day Worked | Rate | Start Time | Finish Time | Lunch Break | Total Hours | Notes |
|-------------------|------|------------|-------------|------------------|-------------|-------|
| Allowances | | | | | | |
| Day Worked | Rate | Quantity | Amount | Total | Notes | |
| Totals | | | | | | |
| Total Hours | | | | Total Allowances | | |
| Health and Safety | | | | | | |

Comment:

Approving a timesheet on behalf of another approver

The 'Reporting To' field will default to your name, so, if approving on behalf of another approver use the drop down menu to select the other approver.

Example of screen for amending approvers

Timesheets
Home Log Out ?

Contact: *Michael *Jackson

Client: *Julia testing Company

Reporting To:
 Logged in: *Jackson, *Michael
 Sign on behalf of: *Hasselhoff, *David

Comment: Monday

Timesheets

Status: Awaiting Approval ▼ Name: Period: Search Clear

| ID | Assignment | Assignment Duration | Candidate Name | Pay Period |
|----|------------|---------------------|----------------|------------|
|----|------------|---------------------|----------------|------------|

Approver for more than one company

If you are an approver for more than one company, you will have the option to select which company to view by using the drop-down menu in the 'Client' field.

Example of screen for amending approvers (multiple companies)

The screenshot displays the 'Timesheets' application interface. At the top, there is a red navigation bar with the text 'Timesheets' on the left and 'Home Log Out' on the right, accompanied by a help icon. Below this is a form area with a light yellow background. The form contains the following fields:

- Contact:** *Michael *Jackson
- Client:** A dropdown menu with two options: '*Brad Pitt Holdings Limited*' and '*Julia testing Company*' (the latter is highlighted in blue).
- Reporting To:** A dropdown menu with the option '*Jackson, *Michael' and a downward arrow.
- Comment:** Timesheets Due By 1pm Monday

Below the form is another red navigation bar with the text 'Timesheets'. Underneath this is a search filter bar with the following elements:

- Status:** A dropdown menu set to 'Awaiting Approval'.
- Name:** An empty text input field.
- Period:** An empty text input field with a calendar icon to its right.
- Search:** A button.
- Clear:** A button.

At the bottom of the screenshot is a table header with five columns, each in a red box:

- ID
- Assignment
- Assignment Duration
- Candidate Name
- Pay Period

Click on the timesheet you would like to approve and the hours entered will be displayed.

Example of screen showing hours

Timesheets
Home Log Out ?

Contact: *Michael *Jackson

Client: *Julia testing Company

Reporting To: *Jackson, *Michael ▼

Comment: Timesheets Due By 1pm Monday

Timesheets

Status: Awaiting Approval ▼ Name: Period: 📅 Search Clear

| ID | Assignment | Assignment Duration | Candidate Name | Pay Period |
|-------|----------------|----------------------------|----------------|---------------------------------|
| 58816 | *Sales Support | 01 Jul 2017 to 30 Sep 2017 | *Bunny, *Bugs | 21 Aug to 27 Aug 2017 (45h 00m) |
| 58816 | *Sales Support | 01 Jul 2017 to 30 Sep 2017 | *Bunny, *Bugs | 28 Aug to 03 Sep 2017 (36h 00m) |
| 58816 | *Sales Support | 01 Jul 2017 to 30 Sep 2017 | *Bunny, *Bugs | 25 Sep to 01 Oct 2017 (11h 00m) |
| 58816 | *Sales Support | 01 Oct 2017 to 24 Dec 2017 | *Bunny, *Bugs | 04 Dec to 10 Dec 2017 (15h 00m) |
| 58816 | *Sales Support | 01 Oct 2017 to 24 Dec 2017 | *Bunny, *Bugs | 11 Dec to 17 Dec 2017 (17h 30m) |
| 58816 | *Sales Support | 01 Oct 2017 to 24 Dec 2017 | *Bunny, *Bugs | 18 Dec to 24 Dec 2017 (34h 00m) |

Hours Print

| Day Worked | Rate | Start Time | Finish Time | Lunch Break | Total Hours | Units | Notes |
|-----------------|--------------|------------|-------------|-------------|-------------|-----------|-------|
| Mon 18 Dec 2017 | Hours Worked | 08:00 AM | 05:00 PM | 0h 30m | 8h 30m | 8.5 hours | - |
| Tue 19 Dec 2017 | Hours Worked | 08:00 AM | 05:00 PM | 0h 30m | 8h 30m | 8.5 hours | - |
| Wed 20 Dec 2017 | Hours Worked | 08:00 AM | 05:00 PM | 0h 30m | 8h 30m | 8.5 hours | - |
| Thu 21 Dec 2017 | Hours Worked | 08:00 AM | 05:00 PM | 0h 30m | 8h 30m | 8.5 hours | - |

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 to be Billed

| | |
|----------------------------------|---|
| Total Hours | Total Units To be Billed |
| 34h 00m | 34 Hours Worked |
| Allowances Total Quantity | Total Disbursements to be Billed |
| 208 | \$359.39 |

Rates

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'. The 'Units' column is locked. If you are on a daily or weekly rate, the 'Units' column will auto calculate according to the below guide.

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 Weeks
 6 - 24 hours = 0.2 Weeks

Example showing hourly, daily and weekly rates

| Hours | | | | | | | | |
|-----------------|--------------|------------|-------------|-------------|-------|-----------|-------|--------|
| 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 Worked | 08:00 am | 05:00 pm | 0 h 30 m | 8.5 | 1 days | - | |
| Note | | | | | | | | |

The auto calculated figure under the 'Units' need to be manually amended (under either the daily or weekly rates), it will be displayed as show below, with the manually calculated number followed by the crossed out auto calculated number.

Example showing manually calculated unit changes.

| Hours | | | | | | | | |
|-----------------|--------------|------------|-------------|-------------|-------|--------------------------|-------|--------|
| 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 | - | |
| 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 Worked | 08:00 am | 05:00 pm | 0 h 30 m | 8.5 | 1 days | - | |
| Note | | | | | | | | |

If a candidate has included a note with their timesheet, this can be viewed by clicking the icon

Example of screen with timesheet notes included

| Hours | | | | | | | Print |
|-----------------|----------------|------------|-------------|-------------|-------------|-------|-------|
| Day Worked | Rate | Start Time | Finish Time | Lunch Break | Total Hours | Notes | |
| Mon 11 Sep 2017 | Hours Worked | 08:00 AM | 04:30 PM | 0h 30m | 8h 00m | | |
| Tue 12 Sep 2017 | Overtime (1.5) | 08:00 AM | 11:00 PM | 1h 00m | 14h 00m | | |
| Wed 13 Sep 2017 | Hours Worked | 08:00 AM | 04:30 PM | 0h 30m | 8h 00m | - | |
| Thu 14 Sep 2017 | Sick Pay | 12:00 AM | 12:00 AM | 0h 00m | 0h 00m | | |
| Fri 15 Sep 2017 | Hours Worked | 08:00 AM | 04:00 PM | 0h 30m | 7h 30m | - | |
| Sat 16 Sep 2017 | Overtime (1.5) | 08:00 AM | 12:00 PM | 0h 00m | 4h 00m | - | |

| Hours | | | | | | | Print |
|-----------------|----------------|------------|-------------|-------------|-------------|--|-------|
| Day Worked | Rate | Start Time | Finish Time | Lunch Break | Total Hours | Notes | |
| Mon 11 Sep 2017 | Hours Worked | 08:00 AM | 04:30 PM | 0h 30m | 8h 00m | - | |
| Tue 12 Sep 2017 | Overtime (1.5) | 08:00 AM | 11:00 PM | 1h 00m | 14h 00m | Note Close 6 hrs overtime at time | |
| Wed 13 Sep 2017 | Hours Worked | 08:00 AM | 04:30 PM | 0h 30m | 8h 00m | - | |
| Thu 14 Sep 2017 | Sick Pay | 12:00 AM | 12:00 AM | 0h 00m | 0h 00m | - | |
| Fri 15 Sep 2017 | Hours Worked | 08:00 AM | 04:00 PM | 0h 30m | 7h 30m | - | |
| Sat 16 Sep 2017 | Overtime (1.5) | 08:00 AM | 12:00 PM | 0h 00m | 4h 00m | - | |

Provided you are happy to approve the timesheet, tick that you accept the 'Terms and Conditions' at the bottom of the timesheet page and then click on 'OK to submit your approval.

Example of screen to submit approval

Timesheets
Home Log Out

Contact: *Michael *Jackson

Client: *Julia testing Company

Reporting To: *Jackson, *Michael

Comment: Timesheets Due By 1pm Monday

Timesheets

Status: Awaiting Approval Name: Period:

| ID | Assignment | Assignment Duration | Candidate Name | Pay Period |
|-------|----------------|----------------------------|----------------|---------------------------------|
| 58816 | *Sales Support | 01 Jul 2017 to 30 Sep 2017 | *Bunny, *Bugs | 21 Aug to 27 Aug 2017 (45h 00m) |
| 58816 | *Sales Support | 01 Jul 2017 to 30 Sep 2017 | *Bunny, *Bugs | 28 Aug to 03 Sep 2017 (36h 00m) |
| 58816 | *Sales Support | 01 Jul 2017 to 30 Sep 2017 | *Bunny, *Bugs | 25 Sep to 01 Oct 2017 (11h 00m) |
| 58816 | *Sales Support | 01 Oct 2017 to 24 Dec 2017 | *Bunny, *Bugs | 04 Dec to 10 Dec 2017 (15h 00m) |
| 58816 | *Sales Support | 01 Oct 2017 to 24 Dec 2017 | *Bunny, *Bugs | 11 Dec to 17 Dec 2017 (17h 30m) |
| 58816 | *Sales Support | 01 Oct 2017 to 24 Dec 2017 | *Bunny, *Bugs | 18 Dec to 24 Dec 2017 (34h 00m) |

Print

| Day Worked | Rate | Start Time | Finish Time | Lunch Break | Total Hours | Units | Notes |
|-----------------|--------------|------------|-------------|-------------|-------------|-----------|-------|
| Mon 18 Dec 2017 | Hours Worked | 08:00 AM | 05:00 PM | 0h 30m | 8h 30m | 8.5 hours | - |
| Tue 19 Dec 2017 | Hours Worked | 08:00 AM | 05:00 PM | 0h 30m | 8h 30m | 8.5 hours | - |
| Wed 20 Dec 2017 | Hours Worked | 08:00 AM | 05:00 PM | 0h 30m | 8h 30m | 8.5 hours | - |
| Thu 21 Dec 2017 | Hours Worked | 08:00 AM | 05:00 PM | 0h 30m | 8h 30m | 8.5 hours | - |

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 to be Billed

| | |
|----------------------------------|---|
| Total Hours | Total Units To be Billed |
| 34h 00m | 34 Hours Worked |
| Allowances Total Quantity | Total Disbursements to be Billed |
| 208 | \$359.39 |

Health and Safety

Any Health and Safety issues will be followed up by your Consultant.

Yes (Please include a comment)
 No
 If Yes - I have advised my Agent

N/A (Contractors)

Comment:

I approve the submitted timesheet.

I accept the Terms and Conditions below:

SUMMARY TERMS AND CONDITIONS

• By authorising this time sheet you are agreeing that the work completed is to an acceptable standard and you are acknowledging payment to the contractor/s can be made.

Once timesheets are approved, they will move from the 'Awaiting Approval' to 'Approved' status. By using the drop-down menu against 'Status', by selecting 'Approved', and clicking on search, you can then view all approved timesheets.

Example of screen under 'Approved' status

The screenshot shows the 'Timesheets' application interface. At the top, there is a red header with 'Timesheets', 'Home', 'Log Out', and a help icon. Below the header, there is a form with the following fields:

- Contact: *Michael *Jackson
- Client: *Julia testing Company (dropdown)
- Reporting To: *Jackson, *Michael (dropdown)
- Comment: Timesheets Due By 1pm Monday

Below the form, there is another red header with 'Timesheets'. Underneath, there is a search bar with the following fields:

- Status: Approved (dropdown, highlighted with a black box)
- Name: (text input)
- Period: (calendar icon)
- Search (button, highlighted with a black box)
- Clear (button)

The search results are displayed in a table with the following columns:

| ID | Assignment | Assignment Duration | Candidate Name | Pay Period |
|------|----------------|----------------------------|----------------|--------------------------------------|
| 5881 | *Sales Support | 01 Jul 2017 to 30 Sep 2017 | *Bunny, *Bugs | 10 Jul 2017 to 16 Jul 2017 (34h 00m) |

Below the table, there is a section for 'Hours' with a 'Print' button. At the bottom, there is a table with the following columns:

| Day Worked | Rate | Start Time | Finish Time | Lunch Break | Total Hours | Notes |
|------------|------|------------|-------------|-------------|-------------|-------|
|------------|------|------------|-------------|-------------|-------------|-------|

Below the 'Hours' table, there is a section for 'Allowances'.

Status descriptions:

- Approved = Completed, submitted, approved and awaiting processing
- Awaiting Approval = Completed, submitted and awaiting approval
- Incomplete = Started but not complete nor submitted
- Not started = Available to the candidate but not yet started
- Processed = payment and invoice processed
- Rejected = Completed, submitted, rejected and awaiting candidate to amend and re-submit

To change which timesheets are displayed, change the status accordingly and click on search.

Example showing drop-down menu for timesheet status

The screenshot shows the 'Timesheets' application interface with the status dropdown menu open. The dropdown menu is located below the search bar and contains the following options:

- Approved (highlighted in blue)
- Awaiting Approval
- Incomplete
- Not Started
- Processed
- Rejected

The background of the screenshot shows the search bar with 'Status: Approved' and the search results table with columns 'ID', 'Assignment', and 'Candidate Name'.

3. Querying or rejecting timesheets.

If you would like to query or reject a timesheet, this can be done by selecting 'Reject Timesheet', completing the 'Comment to Candidate' field, and then clicking 'OK'.

Example of screen rejecting a timesheet

Timesheets
Home Log Out ?

Contact: *Michael *Jackson

Client: *Julia testing Company

Reporting To: *Jackson, *Michael

Comment: Timesheets Due By 1pm Monday

Timesheets

Status: Awaiting Approval Name: Period: Search Clear

| ID | Assignment | Assignment Duration | Candidate Name | Pay Period |
|-------|----------------|----------------------------|----------------|---------------------------------|
| 58816 | *Sales Support | 01 Jul 2017 to 30 Sep 2017 | *Bunny, *Bugs | 21 Aug to 27 Aug 2017 (45h 00m) |
| 58816 | *Sales Support | 01 Jul 2017 to 30 Sep 2017 | *Bunny, *Bugs | 28 Aug to 03 Sep 2017 (36h 00m) |
| 58816 | *Sales Support | 01 Jul 2017 to 30 Sep 2017 | *Bunny, *Bugs | 25 Sep to 01 Oct 2017 (11h 00m) |
| 58816 | *Sales Support | 01 Oct 2017 to 24 Dec 2017 | *Bunny, *Bugs | 18 Dec to 24 Dec 2017 (34h 00m) |

Hours Print

| Day Worked | Rate | Start Time | Finish Time | Lunch Break | Total Hours | Units | Notes |
|-----------------|--------------|------------|-------------|-------------|-------------|-----------|-------|
| Mon 18 Dec 2017 | Hours Worked | 08:00 AM | 05:00 PM | 0h 30m | 8h 30m | 8.5 hours | - |
| Tue 19 Dec 2017 | Hours Worked | 08:00 AM | 05:00 PM | 0h 30m | 8h 30m | 8.5 hours | - |
| Wed 20 Dec 2017 | Hours Worked | 08:00 AM | 05:00 PM | 0h 30m | 8h 30m | 8.5 hours | - |
| Thu 21 Dec 2017 | Hours Worked | 08:00 AM | 05:00 PM | 0h 30m | 8h 30m | 8.5 hours | - |

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 to be Billed

| Total Hours | Total Units To be Billed |
|---------------------------|----------------------------------|
| 34h 00m | 34 Hours Worked |
| Allowances Total Quantity | Total Disbursements to be Billed |
| 208 | \$359.39 |

Health and Safety

Any Health and Safety issues will be followed up by your Consultant.

Yes (Please include a comment)
 No
 If Yes - I have advised my Agent

N/A (Contractors)

Comment:

Comment to Candidate: Reject Timesheet

The candidate will receive an email notifying them that their timesheet has been rejected and why. Once the candidate had amended and resubmitted the timesheet, you will receive another email notifying you that a timesheet has been submitted.

Log on to view and approve this modified timesheet.

4. General Queries

Please contact your Consultant for queries relating to:

- Changing approvers

Please contact your candidate for queries relating to:

- Errors with submitted data i.e. incorrect hours or dates

Please contact our accounts team for all other queries accounts@ocg.co.nz