

## **Online Timesheet Manual for Candidates**

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

1. Setting up your personal account.
2. Completing your online timesheets.
3. Submitting your online timesheets.
4. Approval of your online timesheets.
5. Information for PAYE candidates only (not for Contractors).
6. 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 personal email address on your account details.

#### ***Example email***

Dear \*Bugs,

**Please read the attached user guide with instructions on how to complete and submit your timesheets.**

**Below are instructions on how to activate your online account.**

Your new timesheet login account has been created for your email address: [accounts@chandlermacleod.co.nz](mailto:accounts@chandlermacleod.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.chandlermacleod.co.nz/ResetPassword.aspx?t=C&EmailAddress=accounts@chandlermacleod.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.chandlermacleod.co.nz/Candidate/CandidateLogin.aspx> using your Email address: [accounts@chandlermacleod.co.nz](mailto:accounts@chandlermacleod.co.nz)

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 ghamilton@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 Chandler Macleod.

Your Email Address:

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

**Example email**

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**

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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**

**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 which adheres to certain detailed criteria.

**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

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

**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**

**Candidate Login** Home

UserID:

Password:

[Forgotten your UserID? click here](#)

[Reset your Password? click here](#)

Login

You will then receive an email with the required details.

## 2. Completing your online timesheets.

Once you have logged in, select 'Online Timesheets' 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 along with their status. You can filter which timesheets you see by clicking on the different tabs

### *Example of Online Timesheet section overview*

**Current TimeSheet**

Week	Status
19 Feb 2018 to 25 Feb 2018	NOT STARTED

**Previous & Future Timesheets**

Past
Not Submitted
Awaiting Approval
Approved
Processed
Future

Week	Status
12 Feb 2018 to 18 Feb 2018	NOT STARTED
05 Feb 2018 to 11 Feb 2018	NOT STARTED
29 Jan 2018 to 04 Feb 2018	NOT STARTED
22 Jan 2018 to 28 Jan 2018	NOT STARTED
15 Jan 2018 to 21 Jan 2018	NOT STARTED
08 Jan 2018 to 14 Jan 2018	NOT STARTED
01 Jan 2018 to 07 Jan 2018	NOT STARTED
25 Dec 2017 to 31 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

### Tab descriptions:

- Past = All timesheets prior to the current weeks timesheet
- Not Submitted = Not yet submitted for approval
- Awaiting Approval = Completed, submitted and awaiting approval
- Approved = Completed, submitted, approved and awaiting processing
- Processed = Completed, submitted, approved and processed for payment
- Future = All timesheets after to the current weeks timesheet

Click on the date range you wish to submit a timesheet for (e.g. from the above example, 18 Dec 2017 to 24 Dec 2017). This will then allow you to complete both the hours worked and any breaks.

**Example of timesheet**

**Timesheets**
Home Log Out

**Candidate Name:** \*Bugs \*Bunny

**Client:** \*Julia testing Company

**Approver:** \*Michael \*Jackson

**Position:** \*Sales Support

**Pay Period:** 18 Dec 2017 to 24 Dec 2017

**Status:** Not Started

**Hours**

Day Worked	Rate	Start Time	Finish Time	Lunch Break	Hours	Units	Notes	Update
Mon 18 Dec 2017	Hours Work	08:00 am	05:00 pm	0 h 30 m	8.5	8.5 hours		

Note

**Allowances**

Date	Rate	Quantity	Amount	Total	Notes	Update
Mon 18 Dec 2017	Mileage					

Note

Previous Screen
Timesheet Summary

To move to the next day, click

To amend a day, click

To delete a day, click

You are also able to add notes for each day should this be necessary.

**Example of adding notes under timesheet.**

**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

**Allowances**

Date	Rate	Quantity	Amount	Total	Notes	Update
Mon 18 Dec 2017	Expense Clai					

Note

Previous Screen
Timesheet Summary

**Note:** The notes field should also be used for a PO numbers (if advised).

**Rates**

**Different Rates (Hourly, Daily or Weekly)**

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

<b>Rate</b>	<b>Pay Rate</b>
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.

<b>Daily</b>	<b>Weekly</b>
0 - 3 hours = 0 days	0 - 6 hours = 0.1 Weeks
3.25 - 6 hours = 0.5 days	6 - 24 hours = 0.2 Weeks
6.25 - 25 hours = 1 day	

**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								

If the auto calculated figure under the 'Units' needs to be manually amended (under either the daily or weekly rates), it will be displayed as shown 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 <del>1.0</del>	-	
Wed 22 Nov 2017	Weeks Worked	08:00 AM	05:00 PM	0h 30m	8.5	0.4 weeks <del>0.2</del>	-	
Thu 23 Nov 2017	Days Worked	08:00 am	05:00 pm	0 h 30 m	8.5	1 days	-	
Note								

## Claiming Expenses or Mileage

If you have prior agreement with our client around claiming expenses or mileage, these can also be entered and paid through online timesheeting under the 'Allowances' section which will appear beneath the 'Hours' section.

### Example of Allowances section.

**Hours**

Day Worked	Rate	Start Time	Finish Time	Lunch Break	Hours	Units	Notes	Update
Mon 17 Dec 2018	Hours Worked	08:00 AM	05:00 PM	0h 30m	8.5	8.5 hours	-	
Tue 18 Dec 2018	Hours Worked	08:00 AM	05:00 PM	0h 30m	8.5	8.5 hours	-	
Wed 19 Dec 2018	Hours Worked	08:00 AM	05:00 PM	0h 30m	8.5	8.5 hours	-	
Thu 20 Dec 2018	Hours Worked	08:00 AM	05:00 PM	0h 30m	8.5	8.5 hours	-	
Fri 21 Dec 2018 ▼	Hours Work ▼	08:00 am	05:00 pm	0 h 30 m	8.5	8.5 hours		
Note <input style="width: 90%;" type="text"/>								

**Allowances (Incl GST)**

Please email supporting receipts to: [accounts@chandlermacleod.co.nz](mailto:accounts@chandlermacleod.co.nz)

Date	Rate	Quantity	Amount	Total	Notes	Update
Mon 17 Dec 2018	Expense Claim	1.00	\$200.00	\$200.00	-	
Tue 18 Dec 2018	Mileage	207.00	\$0.77	\$159.39	-	
Wed 19 Dec 2018 ▼	Mileage ▼	207	\$0.77	x		
Note <input style="width: 90%;" type="text"/>						

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### 3. Submitting your online timesheets.

#### Timesheet Summary

Once you have completed entering your details, click 'Next' (see prior example for 'Next' box)

#### *Example of Timesheet Summary*

**Timesheets**
Home Log Out

**Candidate Name:** \*Bugs \*Bunny

**Client:** \*Julia testing Company

**Position:** \*Sales Support

**Pay Period:** 17 Dec 2018 to 23 Dec 2018

**Status:** Incomplete

**Hours**

Day Worked	Rate	Start Time	Finish Time	Breaks Duration	Hours	Units	Notes	(Show All)
Mon 17 Dec 2018	Hours Worked	08:00 AM	05:00 PM	0h 30m	8.5	8.5 hours	-	
Tue 18 Dec 2018	Hours Worked	08:00 AM	05:00 PM	0h 30m	8.5	8.5 hours	-	
Wed 19 Dec 2018	Hours Worked	08:00 AM	05:00 PM	0h 30m	8.5	8.5 hours	-	
Thu 20 Dec 2018	Hours Worked	08:00 AM	05:00 PM	0h 30m	8.5	8.5 hours	-	

**Allowances**

Date	Rate	Quantity	Amount	Total	Notes
Mon 17 Dec 2018	Expense Claim	1	\$200.00	\$200.00	-
Tue 18 Dec 2018	Mileage	207	\$0.77	\$159.39	-

**Totals**

<b>Timesheet Total Hours</b>	<b>Total Units Billed</b>
34h 0m	34 Hours Worked
<b>Allowances Total Quantity</b>	<b>Total Disbursements Billed</b>
208	\$359.39

Back
Print
Next

#### Amending, printing or submitting timesheet summary (see above example).

Should you need to make any amendments click '**Back**' will take you back to the entry screen.

If you need to print your timesheet you can do it from this screen by clicking '**Print**'

Once you are happy with what has been entered, click '**Next**'



## Health & Safety and Accepting Terms and Conditions

On submitting every timesheet, you will have the option to amend the approver. You can delete or add additional approvers before clicking **Submit**, all approvers selected will receive an email notifying them your timesheet has been submitted. If the person you want to change it to is not an option, please inform your consultant.

You will also need to answer a Health & Safety question as well as ticking that you 'Accept the Terms and Conditions'.

Once complete, click "**Submit**".

### Example of Health & Safety and Accepting Terms and Conditions

**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 Consultant
  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

Amend Approvers if necessary

Submit To:  ▼

Back
Print
Submit

You will then be asked to confirm your submitted timesheet.

### Example of Timesheet Confirmation

**Timesheet Confirmation**
✕

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

Do you wish to continue?

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Yes
No

If you are happy to submit your timesheet, click '**Yes**'. Click '**No**' if you wish to go back and amend.

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

### Example of Timesheet submitted confirmation

*Timesheet submitted*

Please select from the available options below.

- [Online Timesheets](#)
- [Change Password](#)
- [Log Out](#)
- [Holiday Pay Request Form](#)


#### 4. Approval of your online timesheets

Your manager will receive an email confirming that you have submitted a timesheet. Once your manager has approved your timesheet, you will receive an email confirming it's approval.

**Example of email confirming authorisation.**

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

**Timesheet Authorised**

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

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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**

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**A** Level 8, AMP Centre, 29 Custom St West, Auckland 1001  
**P** +64 9 377 1127    **F** +64 9 307 1880


**Note:** If your manager, the main approver, is unavailable to approve your timesheet and there is a secondary approver set up they won't receive an email. You will need to notify them that you have submitted your timesheet.

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

**Example of email whereby a timesheet is queried.**

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

**Your timesheet has been queried.**

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

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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,

Pavroll Team

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

**Example of rejected timesheet needing amendments.**

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			

*Note:* If you haven't received an email confirming it's approval by the deadline, please follow-up with your Manager as you will run the risk of not getting paid if, for any reason, it hasn't been approved yet.

If you are unable to follow-up with your Manager, please contact your consultant.

## **5. PAYE Candidates ONLY. (Not for Contractors)**

### **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.

*Example of front page Candidate menu.*

#### **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 on our website where you will need to complete your details then click 'Send'. Please ignore the links on the left hand side of the page.

**Example of form for applying for holiday check form**

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

PLEASE ENSURE THAT YOUR MANAGER AND CONSULTANT ARE AWARE OF REQUESTED LEAVE ASAP  
 REQUESTS WILL ONLY BE PROCESSED FOR FULL OR HALF DAYS

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**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.

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:

**Example of timesheet completion when on holiday.**

Hours							
Day Worked	Rate	Start Time	Finish Time	Lunch Break	Hours	Units	Notes Update
Mon 11 Dec 2017	Hours Work	08:00 am	08:00 am	0 h 00 m	0	0 hours	
Note <input type="text"/>							

Allowances							
Date	Rate	Quantity	Amount	Total	Notes	Update	
Mon 11 Dec 2017	Mileage	<input type="text"/>	<input type="text"/>				
Note <input type="text"/>							

[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 (entitled to once 6-month continuous service is completed)
- Bereavement (entitled to once 6-month continuous service is completed)

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 is appropriate.

***Example of timesheet for sick or bereavement leave.***

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	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 2017	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.

**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

**Statutory Day**

The ‘Start Time’ and ‘Finish Time’ should be the same for ‘Statutory Day’. You can also add a note if you feel it is appropriate.

***Example for completing Statutory Day.***


Hours									
Day Worked	Rate	Start Time	Finish Time	Lunch Break	Hours	Units	Notes	Update	
Tue 12 Dec 2017	Statutory D:	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.

**Stat Day Worked.**

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

**Example for completing Stat Day Worked.**

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

**6. General Queries:**

Please contact your Manager for queries relating to:

- Timesheets not being approved
- Rejected timesheet

Please contact your Consultant for queries relating to:

- Unable to get timesheets approved
- Unable to complete timesheets

Please contact our accounts team for all other queries [accounts@ocg.co.nz](mailto:accounts@ocg.co.nz)