

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.

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

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

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 Time Sheet

Week	Status
19 Feb 2018 to 25 Feb 2018	NOT STARTED

Previous & Future Timesheets

Past	Not Submitted	Awaiting Approval	Approved	Processed	Future
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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 afer 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

[Home](#) [Log Out](#)

Timesheets

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						

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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: Didnt work on Fri as agreed with my manager								

Allowances

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

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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.

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		Weekly	
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 1.5	-		
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									

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									

Allowances (Incl GST)						
Please email supporting receipts to: 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						

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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

Timesheet Total Hours		Total Units Billed	
34h 0m		34 Hours Worked	
Allowances Total Quantity		Total Disbursements Billed	
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 :

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?

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

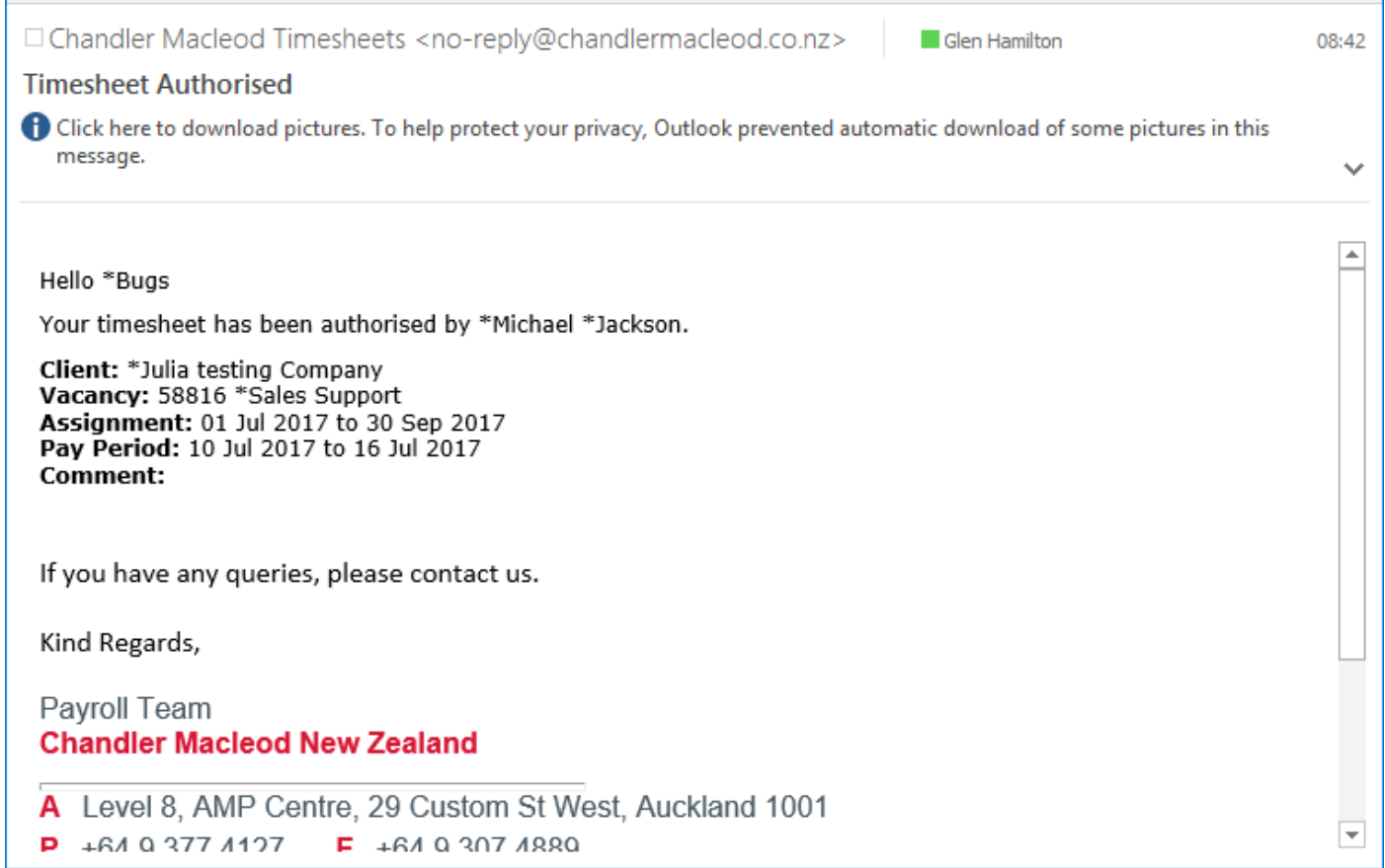
Please select from the available options below.

- [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.



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.

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.

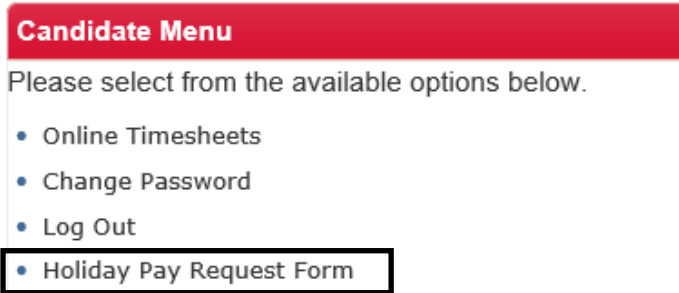
If you are unable to follow-up with your Manager, please contact your consultant.

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.



The image shows a screenshot of a web application's 'Candidate Menu'. At the top, there is a red header bar with the text 'Candidate Menu' in white. Below the header, the text 'Please select from the available options below.' is displayed. A list of four menu items follows: 'Online Timesheets', 'Change Password', 'Log Out', and 'Holiday Pay Request Form'. The 'Holiday Pay Request Form' item is highlighted with a black rectangular border.

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

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						
Note							<input type="text"/>

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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 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.

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 201	Statutory Di	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@chandlermacleod.co.nz