

To access the Online Timesheet System (OTS): https://aigts-portal.workforceone.com.au/employee/#/login

Notes to remember:

- If you are a new starter with us, you will receive your link to set up your password from payroll during your onboarding process.
- If you lock yourself out of the portal by entering an incorrect email or password too many times, please reach out to your ETC or our business support team at <u>atc.admin@aigroup.com.au</u>

# Logging into your Online Timesheet System (OTS)

 Login to the employee portal through the web browser on your device using your email and password. Click 'Sign In'



Click on the OTS button.

	Blinky Image
<b>O</b> Profile	П
<b>\$</b> Payslip	X Available Leave
<ul> <li>Training</li> </ul>	Placements
	•



## **Entering your Timesheet**

Select 'Create Timesheet' to the pay period you want to enter the timesheet for. It will then open to a page showing a weekly summary.

ŧ.	Timesheet Dashboar	d 📃
	View All	Create Timesheet
Placement:		
Ai Group	Limited-Test [9737]	~
Week 03/0 Al Group Li	V2025 - 09/02/2025 mite - Test + Create Timesheet	]
Al Group Li	mited - Test + Create Timesheet	
		1

 To enter hours for each day, click on the arrow icon to open the first day of the week that you want to enter hours for.

Note: If there are public holidays in that pay period it will auto populate for them.

(14	Create Timesheet	25) =
TIMES	WHS	NOTES
Monday (14-04-2025) Type: Ordinary Hours		a Copy +Sun
Tuesday (15-04-2025) Type: Ordinary Hours		+shit 🕥
Wednesday (16-04-202 Type: Ordinary Hours	5)	+suit ()
Thursday (17-04-2025)		+shift

• Enter the Start Time, Break Time and End Time for that day.

	Create Timeshee (14-04-2025 to 20-04-2	et 2025)		$\equiv$
Timesheet Hours Allowand			ances	
< Previous	Mon (Apr 14, 20	)25)		Next >
Start Time	<b>v</b> i	¥	АМ	*
Start Break	· · · · ·	v	AM	×
End Break	· · ·	v	AM	v
End Time	· · ·	¥	PM	¥
Hours				
Work Type	Ordinary Hours			٣
				Reset

Note: The system will display a default work type of Ordinary Hours, but a different work type can be selected as required such as Trade School, Public Holiday etc.



Click 'Next' to enter hours for each day of the week.

	Creat (14-04-20	e Timesho 25 to 20-04	et -2025)		Ξ
Timeshee	t	Hours		Allow	nces
< Previous	Mon	(Apr 14, 2	2025)		Next
Start Time	. ,	· 1	×	AM	×
Start Break		×]:[	v	AM	×
End Break		e]:[	v	AM	v
End Time		4	v	PM	Ŷ
Hours					
Work Type	Ordinary Hou	irs			Ŧ

## Split Shifts in Same Day

Note: If split shifts have been worked in the same day or hours need to be split against separate work types, then click on the Timesheet tab to return to the main timesheet screen.

An example of this may be attending TAFE in the morning and then being sent back to work at your host for the remainder of your day.

 Click '+ Shift' next to the day of the week you want to add a split shift. A new arrow will populate next to that day of the week. Click on the new arrow.





Select applicable work type from the drop-down box.

*Note: Depending on the work type, it will ask you to enter the start/finish times or total work hours.* 

Timesheet	H H	lours		Allow	ances
(Previous	Thur (	(Apr 17,	2025)		Next >
					Shift:2
Start Time	V	1	Ŷ	AM	~
Start Break	Ŷ	:	v	AM	v
End Break	~	:	¥	AM	*
End Time	×	)*[	×	PM	×
Hours					
Work Type	Ordinary Hours	5			-

## Other things to think about and how to do them:

**Copy Hours** - If the same hours are worked every day, enter the hours for the first day of the week, then click on the Timesheet tab to return to the main screen. Click 'Copy' next to the first day of the week.

Note: If the same hours are worked this week as last week, click the 'Copy' Last option in the bottom left of the screen.

This feature will only copy hours to each weekday and will exclude weekends.

When you copy down the timesheet it will override any public holidays already in there. In this case you will need to enter them back in

	≡		
TIMES	WHS	NOTES	HISTORY
Monday (14-04-20 Type: Ordinary He	25) ours	B Copy	+shift Surs: 7.6
Tuesday (15-04-20 Type: Ordinary He	025) Durs	ŀ	+shift Sours: 7.6
Wednesday (16-0- Type: Ordinary H	1-2025) ours	Þ	+shift Sours: 7.6
Thursday (17-04-2 Type: Ordinary He	025) ours	ŀ	+shift Shift
Peldau (10 04 000)	-		

**Allowances** - To enter an allowance, click on the arrow icon to open the day of the week and click on the Allowances tab. Enter the Quantity against the allowance applicable.

Click Next to enter allowances for each day of the week.

Note: If the allowance field is greyed out, this indicates that the allowance will be automatically calculated.





	Edit Timesheet (14-04-2025 to 20-04-2025)	Ξ
Timesheet	Hours	Allowances
< Previous	Wed (Apr 16, 2025)	Next >
	Qty	
KMs Between Site		
Site		
Unplanned Overtime Meal		
Working Away		

**WHS** - Every time you submit a timesheet, you are required to answer the WHS questions which can be accessed from the WHS tab. Make sure to answer these before submitting your timesheet.

Edit Timesheet	
TIMES WHS NOTES HISTORY	
I was injured during work hours O Yes O No	
My Host's usual work sit address is changing $\bigcirc$ Yes $\bigcirc$ No	
An incident notification report was sent to AiGTS 〇 Yes 〇 No	
l have a new supervisor. Ifso please advise their name. Yes O No	
Have you had a need to approach your supervisor or host Site Safety Officer with any safety or incident concerns? If so, please provide a description. Yes O No	
Does your Host have a trip requiring an overnight stay scheduled in the future? ○ Yes ○ No	
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## Notes and Attachments

- To enter a **note**, click the Timesheet tab to return to the main screen.
- Click on the Note tab and enter the applicable note.

Note: The Note will be visible to both the ATC and your Host Supervisor linked to your timesheet.

 To upload an attachment (e.g. receipt for reimbursement or medical certificate), click on the Attachment tab and Choose File to select the file to be uploaded.

Note: The attachment must be in one of the following formats: doc, docx, pdf, jpg, jpeg, bmp, png, txt, rtf.



#### **Save Timesheet**

 Select which supervisor will be approving your timesheet from the drop down. If you would like to add multiple, a plus button will appear once you have selected one supervisor where you can add more.



• To save the timesheet and submit, click on the Save button at the bottom of the screen.

*Note: Saved timesheets will only be accessible by the employee. The timesheet will still need to be submitted to your supervisor for approval.* 





• To submit your timesheet, click the Save & Submit at the bottom of the screen.

		Seen & Submit	<b>.</b>	
Current Stat	Cheryl ( Payroll Victoria	Chapman		
🔲 Did Nol	Trina Ta	/Neill an (Financial Account	ant]	
Supervisor:	-		8	

## **Timesheet Entry for Alternate Period**

To enter a timesheet for a prior or future pay period that is not displayed on the summary screen, click Create in the Timesheet Dashboard screen.

View All Create Timesheet Placement: Ai Group Limited-Test [9737]	ť
Placement: Ai Group Limited-Test [9737]	~
Ai Group Limited-Test [9737] ~	~
Week 03/03/2025 - 09/03/2025	
Ai Group Limited - Test + Create Timesheet	
Week 14/04/2025 - 20/04/2025	
Ai Group Limited - Test Submitted on 23/06/2025	

 Click on the arrow next to the placement you want to enter the timesheet for. A new screen will open, this screen will display the current, past (old) and future pay periods.



# **Online Timesheet System (OTS) - Employee Guide**



 Click on the plus icon next to the pay period you want to enter the timesheet for and proceed as per instructions above.

	Create Tin (03-03-2025 to	nesheet 09-03-2025)	≡	
	Pay Per	iods		
24/02/2025	- 02/03/2025		0	
17/02/2025	- 23/02/2025		0	
10/02/2025	- 16/02/2025		0	
03/02/2025	- 09/02/2025		0	
27/01/2025	- 02/02/2025		0	
20/01/2025	- 26/01/2025		0	
13/01/2025	- 19/01/2025		0	1
06/01/2025	- 12/01/2025		o	
30/12/2024	- 05/01/2025		0	
03/03/2025	- 09/03/2025		0	

# **View Timesheets**

Note: The View Timesheet screen allows you to see all timesheets that have been previously entered. You can see what has been created, approved, submitted and rejected by filtering in the status dropdown.

- To view a timesheet, click 'View' on the Timesheet Dashboard screen.
- Click on the pencil icon next to the timesheet you want view.

<b>A</b>	View Time	sheet	=
Dash	board Creat	te	
Status			
All			~
15/12/2	2024	ſ	1
Code H	ouse [29] - Cook/K	itchen Hand	
Current	t Status: Rejected		<u>.</u>
30/03/2	2025		1
BHP - A	delaide Office [186	6] - Retail	1
Industr	y Award, Retail Ass	sistant,Stage 2	
Current	t Status: Created		
23/03/2	23/03/2025		
BHP - A	delaide Office [186	5] - Retail	



# Accessing and Viewing Payslip

• From the homepage of the portal, click on the payslip button. You will see a list of all your payslips and click on the one you would like to view.

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Profile	CTS
<b>\$</b> Payslip	X Available Leave
<b>O</b> Training	Placements
Company Documents	<b>¥</b> Visits

