

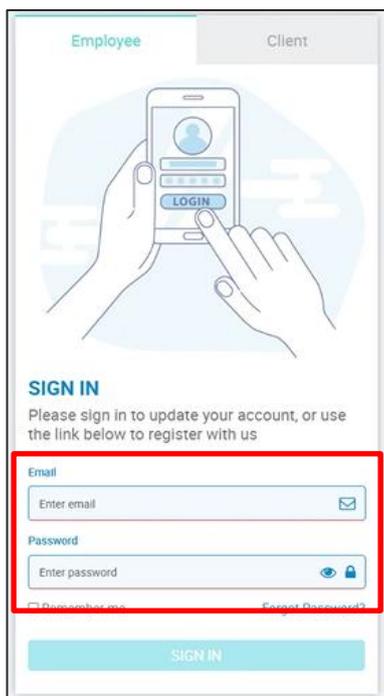
To access the Online Timesheet System (OTS): <https://aigts-portal.workforceone.com.au/employee/#/login>

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 [atc.admin@aigroup.com.au](mailto:atc.admin@aigroup.com.au)

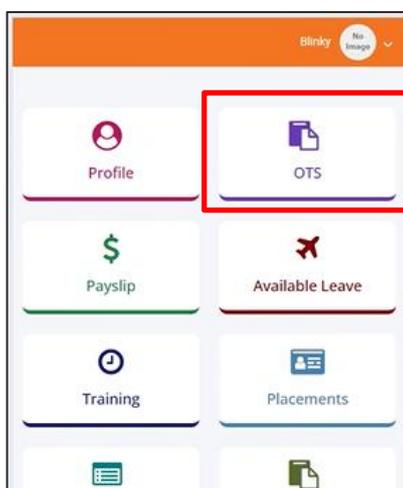
## Logging into your Online Timesheet System (OTS)

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



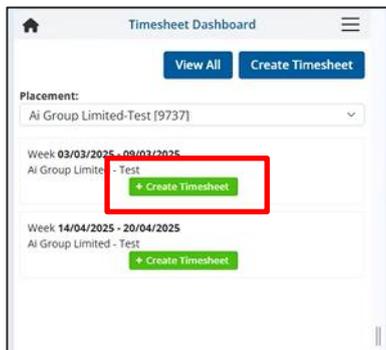
The screenshot shows the 'Employee' sign-in page. At the top, there are tabs for 'Employee' and 'Client'. Below the tabs is an illustration of a hand holding a smartphone with a 'LOGIN' button. The main heading is 'SIGN IN' with the instruction: 'Please sign in to update your account, or use the link below to register with us'. There are two input fields: 'Email' with the placeholder 'Enter email' and 'Password' with the placeholder 'Enter password'. A red box highlights these two input fields. Below the input fields are two links: 'Forgot your email?' and 'Forgot your password?'. At the bottom is a large blue 'SIGN IN' button.

- Click on the OTS button.



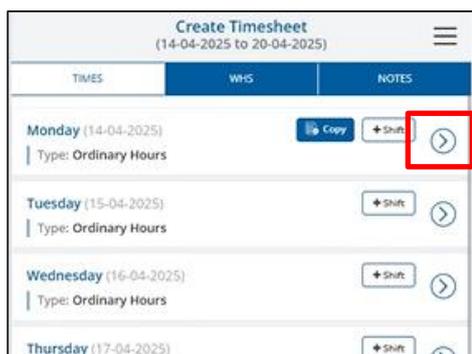
**Entering your Timesheet**

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.

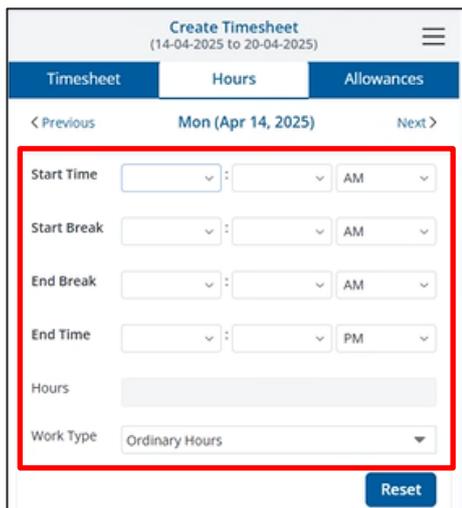


- To enter hours for each day, click on the arrow icon to open the first day of the week that you want to enter hours for.

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

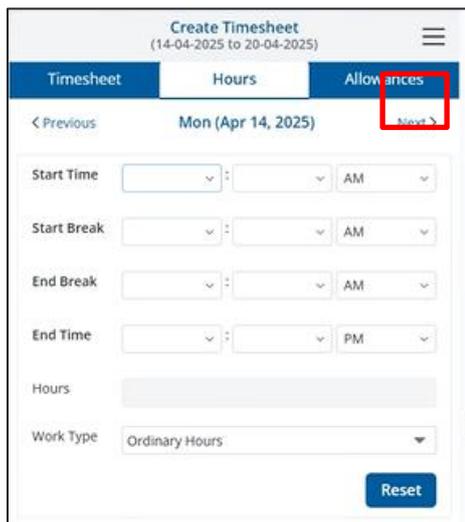


- Enter the Start Time, Break Time and End Time for that day.



*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.

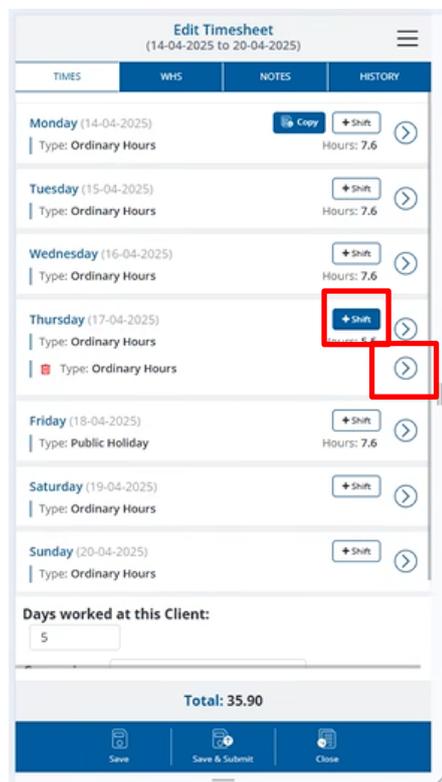


## Split Shifts in Same Day

*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.*

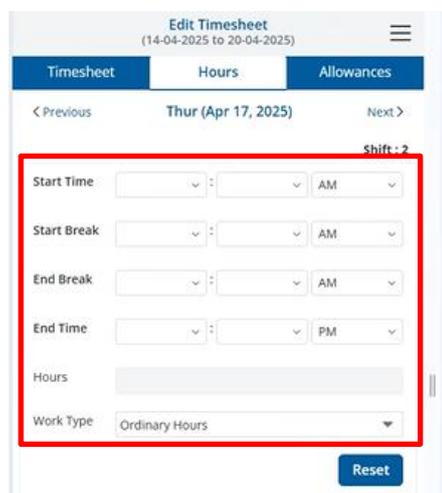
*An example of this may be attending TAFE in the morning and then being sent back to work at your host for the remainder of your day.*

- 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.*



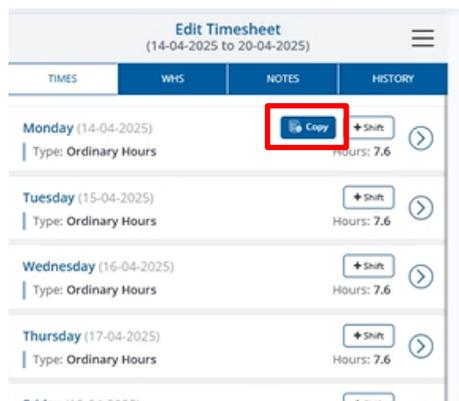
### Other things to think about and how to do them:

**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.

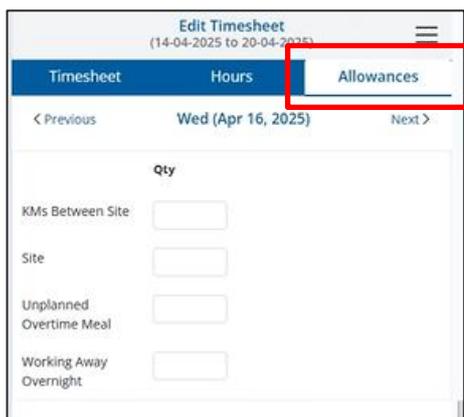
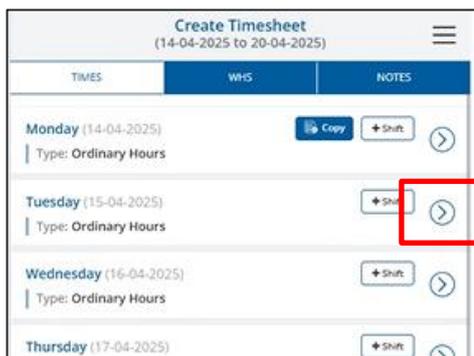
When you copy down the timesheet it will override any public holidays already in there. In this case you will need to enter them back in



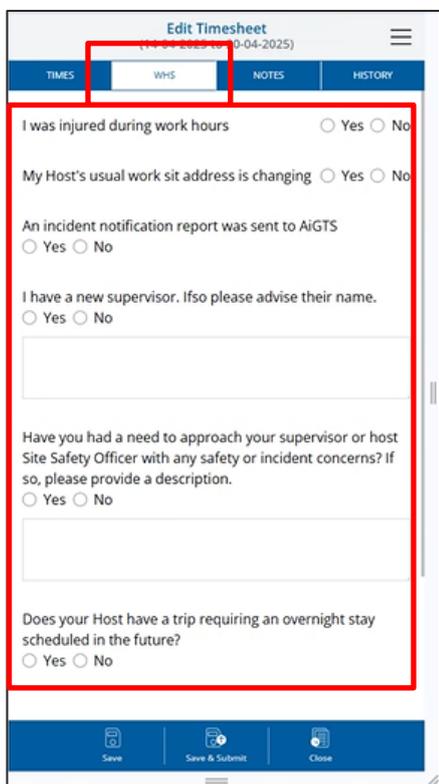
**Allowances** - To enter an allowance, click on the arrow icon to open the day of the week and click on the Allowances tab. Enter the Quantity against the allowance applicable.

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.*



**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.



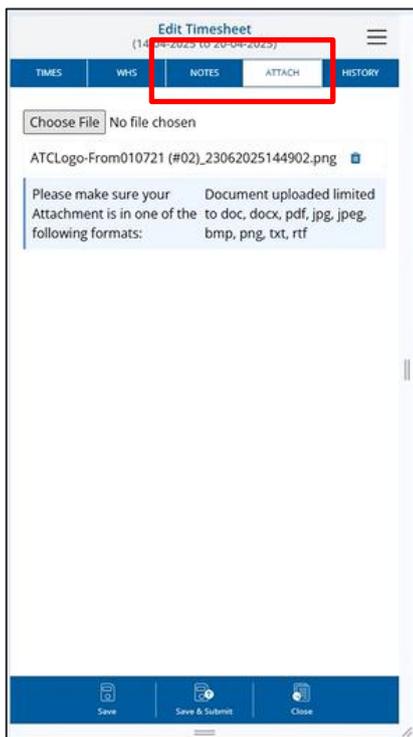
## Notes and Attachments

- 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.*

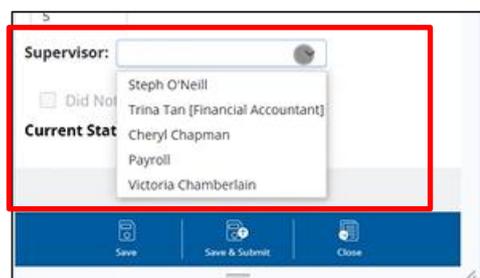
- To upload an attachment (e.g. receipt for reimbursement or medical certificate), click on the Attachment tab and Choose File to select the file to be uploaded.

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



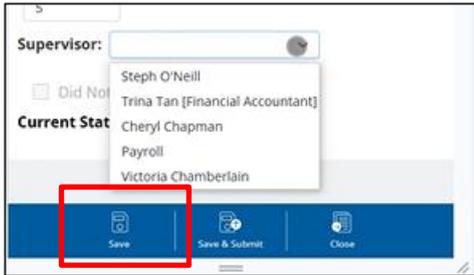
## Save Timesheet

- 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.

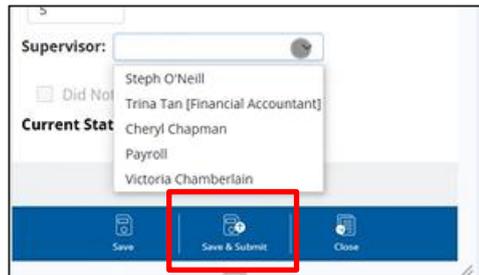


- To save the timesheet and submit, click on the Save button at the bottom of the screen.

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

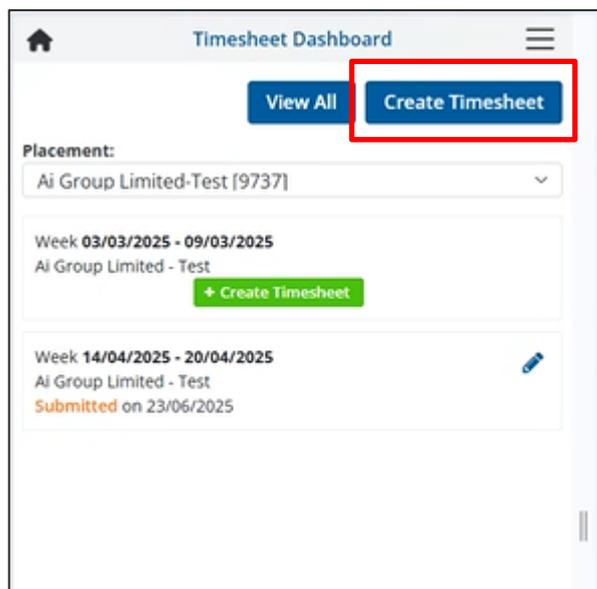


- To submit your timesheet, click the Save & Submit at the bottom of the screen.

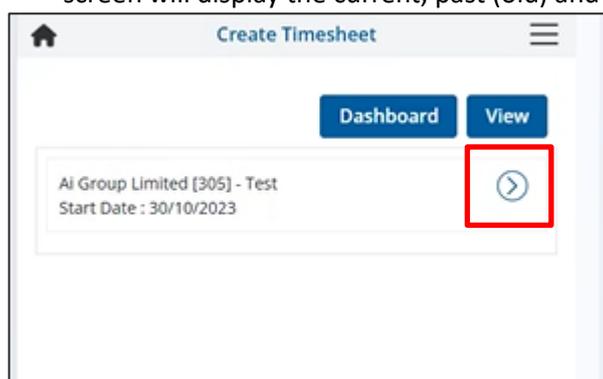


## Timesheet Entry for Alternate Period

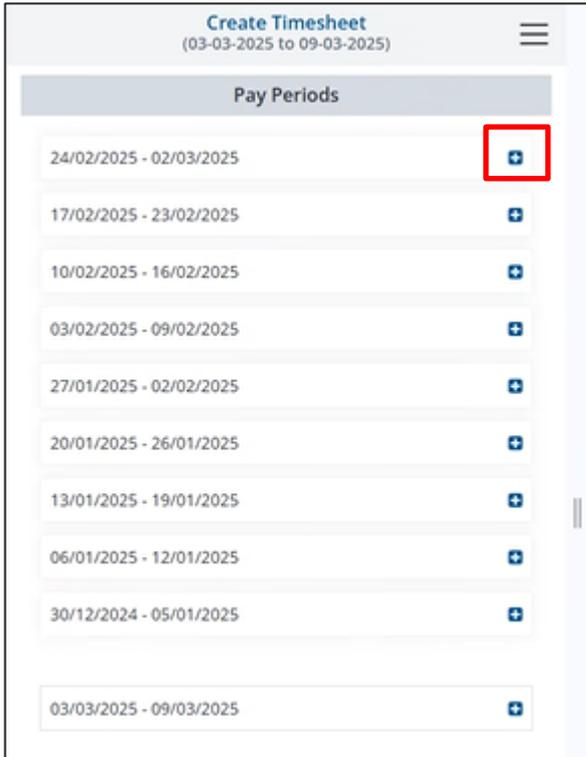
To enter a timesheet for a prior or future pay period that is not displayed on the summary screen, click Create in the Timesheet Dashboard screen.



- 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.



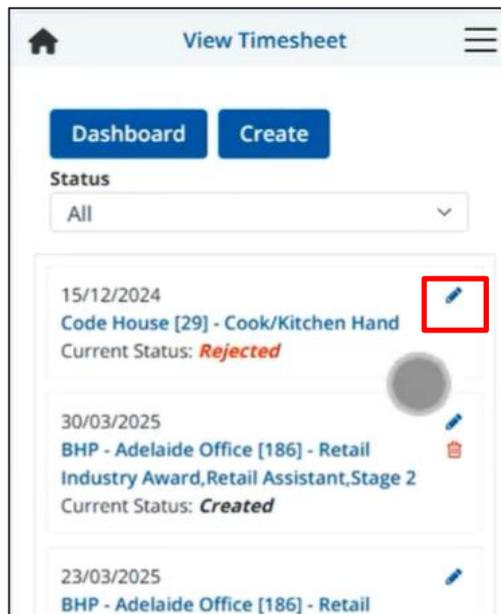
- Click on the plus icon next to the pay period you want to enter the timesheet for and proceed as per instructions above.



## 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.



## 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.

