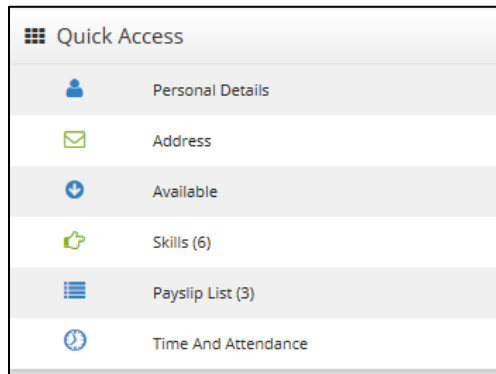


Please follow the instructions to complete and submit a **Timesheet**.

1. Log onto **My IPA Portal** at <https://ipa.fasttrack360.com.au/RecruitmentManager/CandidateLogin> or go to [www.ipa.com.au](http://www.ipa.com.au) and select IPA Portal
2. Enter your username and password.



3. From the Quick Select Menu on the top right hand side, select **Time and Attendance**.



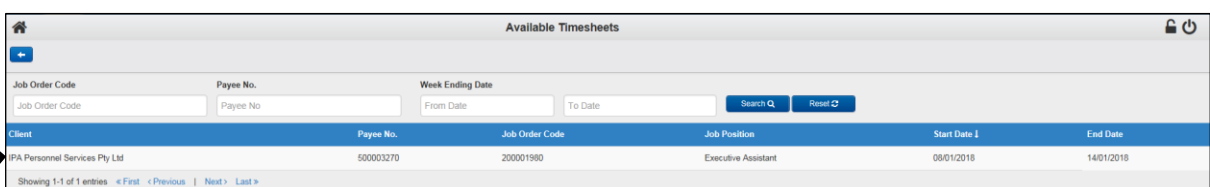
4. Select **Available Timesheets**.

<b>Available Timesheets</b>	This area you will display your Timesheets that are ready to be filled out.
<b>Incomplete Timesheets</b>	Are the Timesheets that have been filled out and saved, but not yet submitted.
<b>Rejected Timesheets</b>	The Timesheets that have been rejected by your manager. There will be a reason written by your manager on the top of the Timesheet. Select this area to adjust and re-submit the Timesheet.
<b>Submitted Timesheets</b>	This area displays Timesheets that you have submitted to your manager for approval.
<b>*Historical Timesheets</b>	This area shows all previous timesheets which have been submitted and approved within a date range.

*\*optional access*



Select the Timesheet.



Work Date	Attendance Type	Start Time	End Time	Break Items : Start	End	Project Items : Start	End	Project Code	Day Total
08/01/2018 - Mon	Day Shift	09:30	17:00	12:00	12:30				8.0000hrs
09/01/2018 - Tue	Day Shift	08:30	17:00	12:00	12:30				8.0000hrs
10/01/2018 - Wed	Day Shift	08:30	17:00	12:00	12:30				8.0000hrs
11/01/2018 - Thu	Day Shift	09:30	17:00	12:00	12:30				8.0000hrs
12/01/2018 - Fri	Day Shift	08:30	17:00	12:00	12:30				8.0000hrs

5. Fill in the required fields, making any necessary adjustments.

<b>Work Date:</b>	Select the date and the day of the week.
<b>Attendance Type:</b>	Select the type of shift you have worked.
<b>Start/End Times:</b>	Enter the time that you started your shift and the time of the end of your shift in 24 hour clock/time.
<b>Break Items: (Start/Finish)</b>	Enter the start of your break/s and end of your break/s in 24 hour clock/time
<b>Project Items/Project Code</b>	Enter if you are using project codes to allocate your time (your IPA Consultant will advise you)
	To <b>Add</b> a new/additional break time by clicking on the <b>plus icon</b> .
	To <b>Delete</b> a break time by clicking on the <b>cross icon</b> .
	To <b>Copy</b> the information to the next day click the <b>copy icon</b> .
	To <b>Copy</b> the information to the next five dates click the <b>copy all icon</b> .
	To <b>Delete</b> the entire line, select the <b>cross icon</b> on the far right side of the line.
<b>Project Code</b>	To <b>Add</b> start and end time and <b>Project Code</b>

**Project Code**

Start Time  End Time  Project Code

Front Desk / Tickets - D-299-2005  
 Functionary - D-300-2005  
 Memberships - D-305-2110  
 Retail - Cafe - D-284-2005  
 Retail - Shop - D-301-2005

- If your Timesheet is complete, select the **Submit** button.
- If your Timesheet is not yet complete, select the **Save** button and your timesheet will then be in the **Incomplete Timesheets** area where you can go back and continue to fill it out for submission.

Adding **Additional Timesheet** items include:

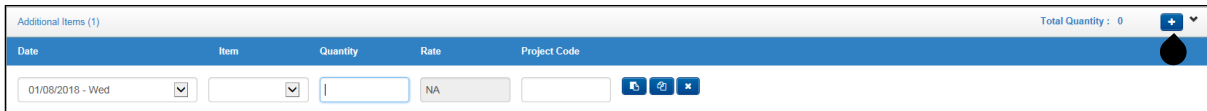
- **Additional Items**  
Such as: When you are entitled to an allowance.
- **Reimbursements**  
Such as: Travel expenses or catering.
- **Attachments**  
Such as: Attaching a receipt as proof of purchase.

**Additional Items**

1. Select the **Arrow** pointing up to open the Additional Items



2. Select the **Plus** icon.



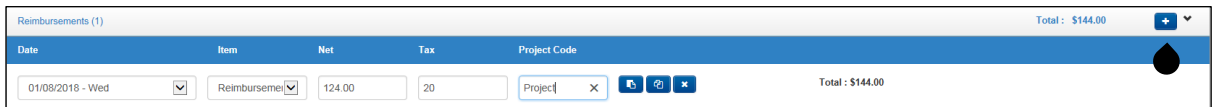
3. Fill in the **Date, Item, Quantity, Rate** and **Project Code** (if applicable) fields. When you submit your **Timesheet** the **Additional Items** will be reviewed.

**Reimbursements**

1. Select the **Arrow** pointing up to open the Additional Items



2. Select the **Plus** icon.



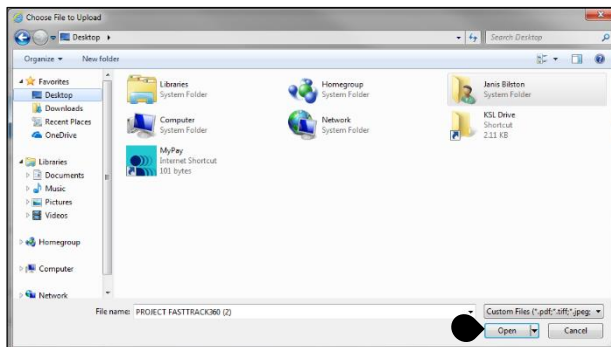
3. Fill in the **Date, Item, Net, Tax** and **Project Code** (if applicable) fields. When you submit your **Timesheet** the **Reimbursement** items will be reviewed. If the information is incomplete, your payment may not be processed.

**Attachments**

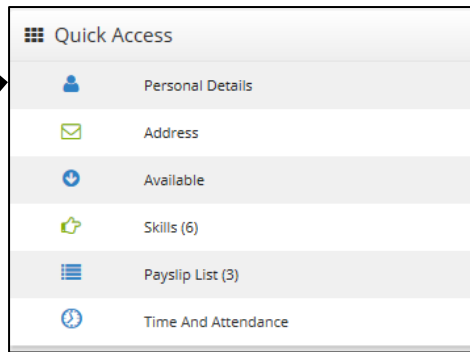
1. Select the drop down **Arrow** then the **Plus** icon.



2. You be taken to your **Files** where you can select the appropriate file to attach. Select **Open**. When you submit your **Timesheet** the **Attachment** will be reviewed.



From the Quick Select Menu on the top right hand side, select **Personal Details or Address**



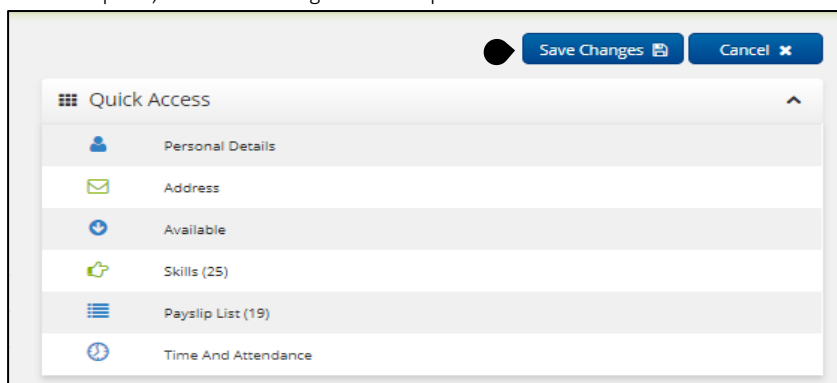
1. Update your **personal details**

Ensure you have a current contact number and email address.

2. Update your **Address**

Ensure both your main address and mailing address is complete. If they are the same, use the copy button at the top to duplicate. We cannot accept PO Boxes as your main address.

3. Once complete, click Save Changes at the top of the screen.



Technical Support: Should you have any questions or require any assistance, please contact your IPA Consultant.