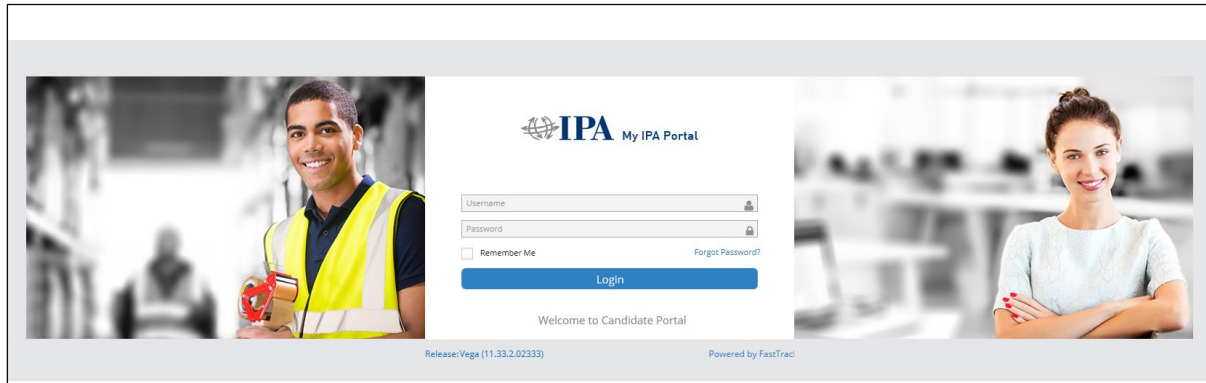
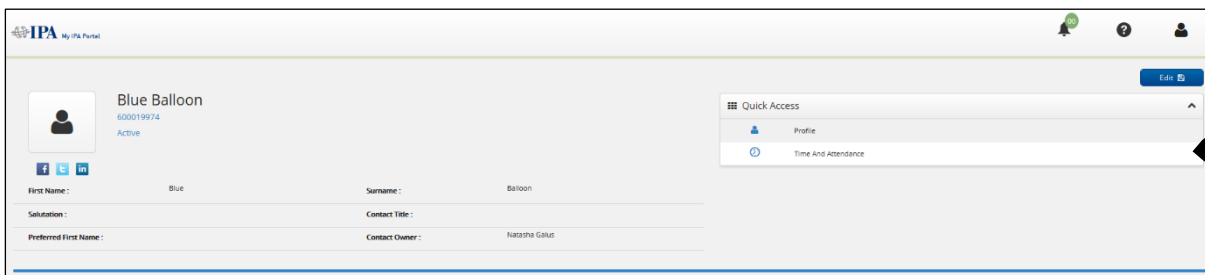


Follow these instructions to manage approving Candidate Timesheets.

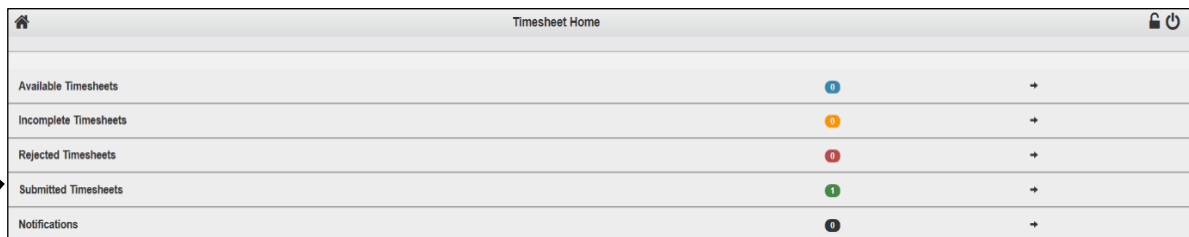
1. Log onto **My IPA Portal** <https://ipa.fasttrack360.com.au/RecruitmentManager/ClientLogin>  
Or go to [www.ipa.com.au](http://www.ipa.com.au) and select IPA Portal – Client Login
2. Enter your username and password.



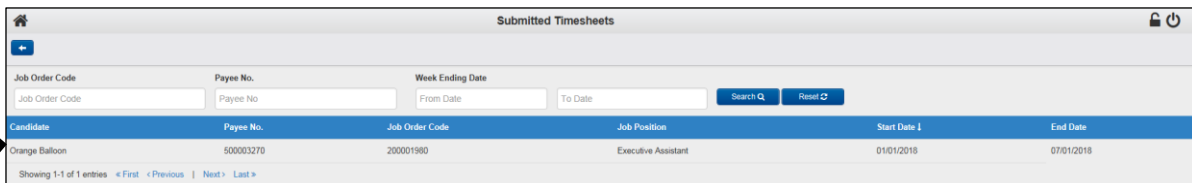
3. Select **Time and Attendance** in the **Quick Access** box.



4. Select the **Submitted** tab.



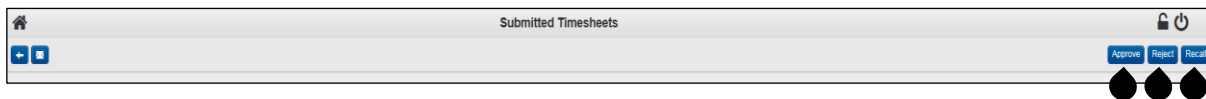
Select the **Timesheet** you wish to review.



- Review all **Dates, Breaks, Start, End Times and Project Codes (if applicable)** to ensure they are correct. If the candidate has added Additional items, Reimbursements and/or Attachments, please check and ensure all sections are complete and correct.

Work Date	Attendance Type	Start Time	End Time	Break Items: Start	Break Items: End	Project Items: Start	Project Items: End	Project Code	Day Total
01/01/2018 - Mon	Day Shift	8:00	17:00	12:00	12:30				8.5000hrs
02/01/2018 - Tue	Day Shift	8:00	17:00	12:00	12:30				8.5000hrs
03/01/2018 - Wed	Day Shift	8:00	17:00	12:00	12:30				8.5000hrs
04/01/2018 - Thu	Day Shift	8:00	17:00	12:00	12:30				8.5000hrs
05/01/2018 - Fri	Day Shift	8:00	17:00	12:00	12:30				8.5000hrs

- If you selected **Approve** you will be taken back to the **Time and Attendance** page. The Timesheet will then be submitted to Payroll to process the payment to the candidate. An invoice will be generated based on the approved timesheet.



- If you selected **Reject**, you must enter a reason for your rejection, in order to correct the **Timesheet**.

### Rejection Message

Please enter a message detailing the reason for the rejection.

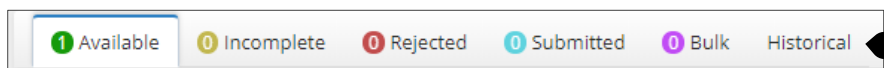
Cancel
Reject

You will now be taken back to the **Time and Attendance** page.

- If you need to recall the Timesheet, you can select the **Recall** button and the timesheet changes its status from **Submitted** to **Incomplete**.

### Reviewing Historical Timesheets

If you have access to historical timesheets, you can view past timesheets. This access will have a different view, see below. Select **Historical** tab



In the search timesheet section, add the data to search timesheets - candidate name, date range, etc.

1 Available
0 Incomplete
0 Rejected
0 Submitted
0 Bulk
Historical

Search
Reset
Timesheet Reports

Job Order Code:

Job Position:

Client Position:

Candidate No:

Payee No:

Payee First Name:

Payee Surname:

Week Ending Date From:

Week Ending Date To:

Is Workflow Participant?:

Click **Search**

Results will show according to search criteria.

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