

## Submitting your Timesheet

You will receive an email from SMC Executive once you have commenced your contract that contains the following information:

- Customer ID
- Login ID
- Password

This email will contain the following link <http://www.timesheets.com.au/> which will take you to the TimePro log in page. You need to click on 'Customer Login', located in the top right hand corner of the page. When you log on for the first time you will be prompted to change your password.

Once logged in the View Timesheet screen will appear. This screen allows you to view a timesheet for a selected period; the screen is defaulted to the current period, which contains today's date. You can also view prior Timesheets by selecting previous dates from the drop down list of Period Start Dates and pressing the 'Display Timesheet' button.

This is the View Timesheet Screen that will appear once you are logged in.

	Week 1							Total	Print
	Monday 14 Feb	Tuesday 15 Feb	Wednesday 16 Feb	Thursday 17 Feb	Friday 18 Feb	Saturday 19 Feb	Sunday 20 Feb		
e-Global - Training Services	4.50		1.00		9.25			14.75	
Launch Software - CD Cover Design		3.50		3.50				7.00	
Launch Software - Web Site Development	3.00		7.00					10.00	
Vivax Vision - Help Desk Services	0.50	4.75		5.00				10.25	
<b>Total</b>	<b>8.00</b>	<b>8.25</b>	<b>8.00</b>	<b>8.50</b>	<b>9.25</b>			<b>42.00</b>	

- To Record Time use the "Add/Edit" button. This will open up the following screen:

Project	Tasks Undertaken	Worked Hours h:m	Description of Tasks Undertaken	Delete
Select Project	(none)			
Select Project	(none)			
Select Project	(none)			
Select Project	(none)			
Select Project	(none)			
Select Project	(none)			
Select Project	(none)			
Select Project	(none)			

- Select the project you are currently working on from the drop down menu (there will only be one which will be your position description).

- Type the number of hours under 'Worked Hours'. As you get paid a daily rate which is based on an 8 hour day **you need to enter 8 hours for a full day and 4 hours for a half day etc.**
- Enter a Description if required (this is optional and there for you to explain half days etc. which will be viewed by your line manager)
- When you have finished entering time for that day click 'Save Changes'
- This process needs to be completed for each day you have worked for the weekly period.

You will receive an email from SMC Executive Payroll on the Friday morning of each week reminding you to complete your timesheet for this period. Once you have entered and completed your time records click on the 'Submit this Timesheet' button and this will send the timesheet to your line manager for authorisation.

To ensure you are paid as per the agreed schedule, you must complete your timesheets at the latest by Monday 12pm after the weekly period end.

For long weekends the cut off period is Tuesday at 12pm (for extended public holidays, you will receive communication from Renee in relation to timesheet/payroll processing)

For Pty Ltd Contractors, once your timesheet has been approved you will need to send an invoice to SMC Executive Payroll that matches the hours/days worked on your approved timesheets and in line with the above timeframes to ensure you get paid.

**Please note you will be paid fortnightly, processed on the following Thursday with funds clearing overnight.**

Fortnightly payslips will be emailed to your nominated email account after each payment cycle.

Please advise Renee Boddington in Payroll if either you or your manager is taking extended periods of leave. Should you have any queries, please contact Renee on 03 9604 0200 or [payroll@smcexec.com.au](mailto:payroll@smcexec.com.au) .