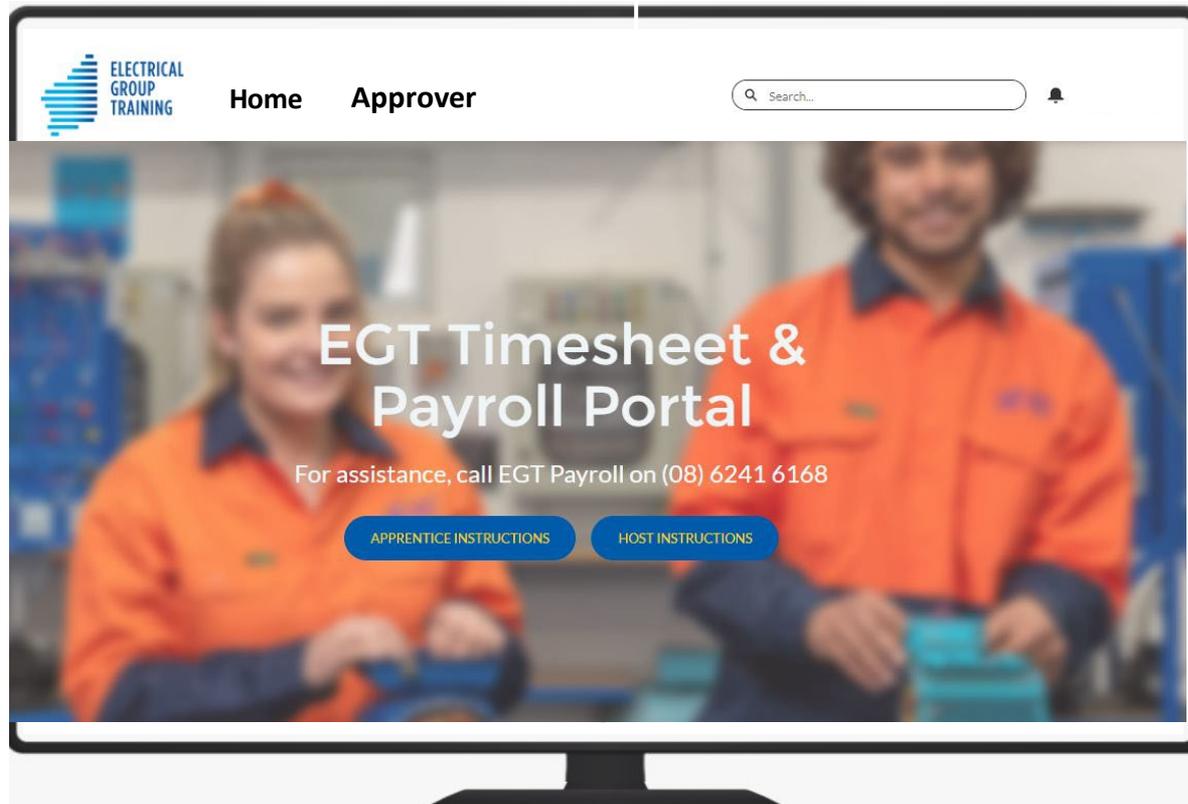


# EGT Timesheet & Payroll Portal



## *How to use the online:*



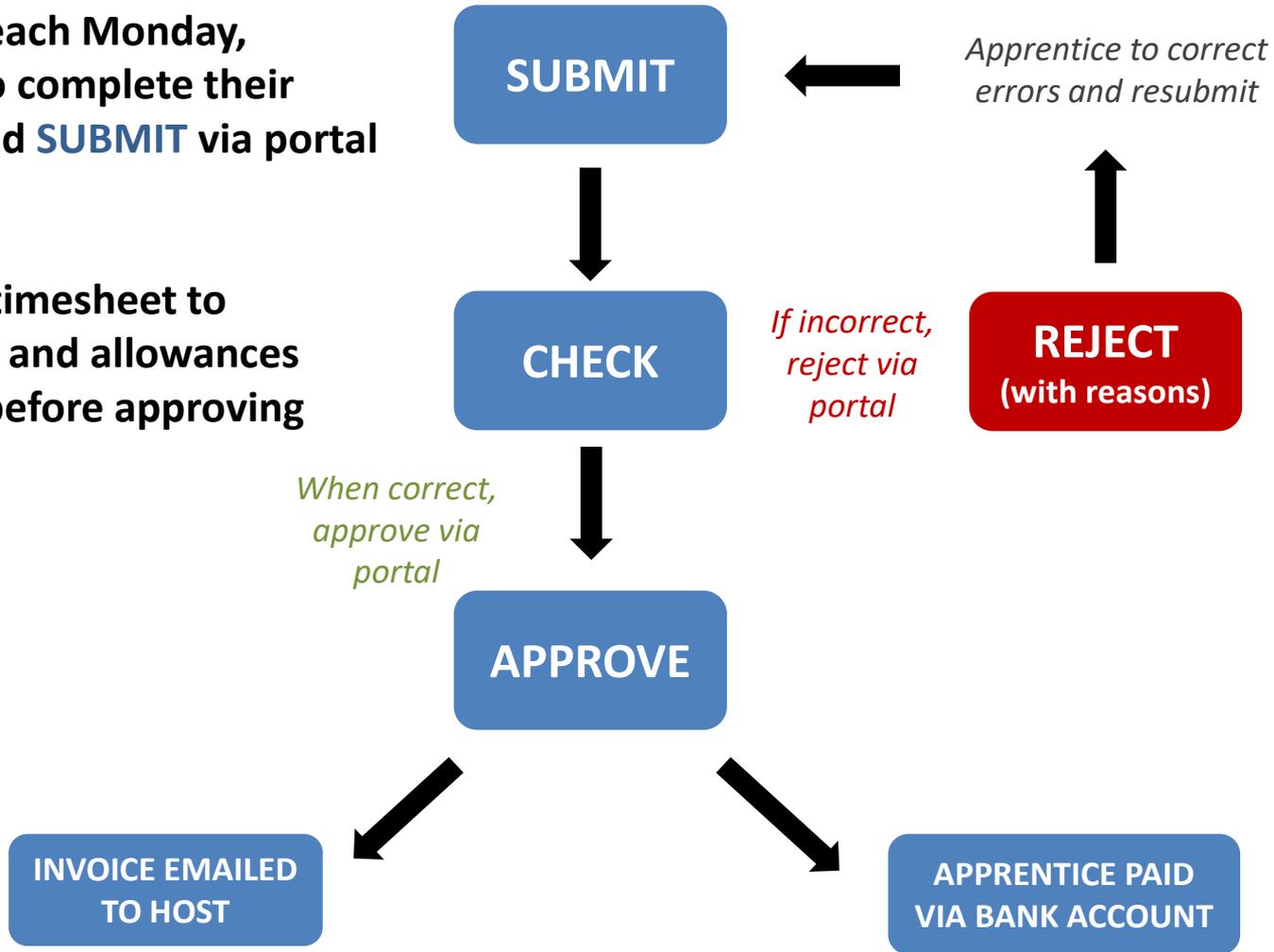
# Training contents

- How does the timesheet process work?
- How do I get my login access?
- How do I log in each time?
- How to approve timesheets
- What does my invoice show?
- Where to get assistance

The payroll system is automated, so the timesheets are sent via the portal to the next person in the process.

Before 9am each Monday, apprentice to complete their timesheet and **SUBMIT** via portal

Host checks timesheet to ensure times and allowances are correct, before approving



EGT Payroll has oversight throughout the process but once the timesheet is approved by the host, an invoice is automatically generated and sent.

# How do I get my login access?

**When you are confirmed as an EGT host, you will be sent** a 'welcome email' for the EGT Timesheet & Payroll Portal, from *timesheets@egt.net.au*.

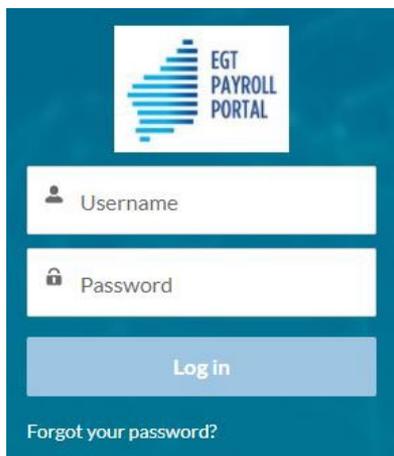
## Email instructions:

1. Click on the link to **create a password** to access the portal.
2. Minimum password requirements are: **8 characters** (must include alpha and numeric characters).
3. Your **username** for the portal is the email address you have given EGT.

# How do I log in each time?

We recommend using a **desktop computer or laptop to log in to the EGT Timesheet & Payroll Portal**, until you get used to the process, as the larger screen makes it easier.

**SAVE THIS LINK** <https://timesheets.egt.net.au>



The image shows a login form for the EGT Payroll Portal. At the top left is the logo, which consists of a blue square with white horizontal lines of varying lengths, followed by the text 'EGT PAYROLL PORTAL'. Below the logo are three input fields: 'Username' with a person icon, 'Password' with a lock icon, and a blue 'Log in' button. At the bottom left of the form is a link that says 'Forgot your password?'.

→ Your email address (must match EGT database)

→ Enter the password you created (passwords are case sensitive)

← **Can't remember your password?** EGT staff can't see your password to remind you, so click on the link to receive a new password creation link. Previous passwords cannot be reused.

## How do I know apprentice timesheets are ready for approval?

Once an apprentice has submitted their timesheet, the nominated host approver will receive an email notification.

A direct link to the apprentice timesheet is contained in the email, so if you have several apprentices, you can see which timesheet is ready for checking

## Can I log into the timesheet portal at any time?

Absolutely! Simply go to: <https://timesheets.egt.net.au> and log in.

Select the **Approver** tab to view **Submitted Timesheets**. If you have several apprentices, you can easily see which ones haven't yet submitted a timesheet.

Requests for **annual leave** are also shown in the timesheet portal.

# Approving timesheets via the portal

Click on the link provided in the notification email. Once you log in, the timesheet will appear.

or

Log in to the portal, select **Approver** tab to view **Submitted Timesheets**

The screenshot shows the user interface of the Electrical & Communications Association WA portal. At the top left is the logo and name of the association. A navigation bar contains 'Home' and 'Approver' (highlighted with an orange box). A search bar and user profile icons are on the right. Below the navigation bar, there are tabs for 'Timesheets' and 'Leave'. Under 'Timesheets', there are sub-tabs for 'Submitted', 'Approved', and 'Rejected'. The 'Submitted' tab is active, showing a 'Submitted Timesheets' section. This section includes a 'Filter Records by Date Range' area with 'From Date' and 'To Date' input fields. Below the filters is a table with columns: Timesheet, Employee, Client, Assignment, Start Date, End Date, and Hours. A row of data is visible with the following values: TS-0000527775 (THIS ...), [redacted], CET - Jandakot (HOST), CET - Jandakot (HOST):..., 9 Aug 2021, 15 Aug 2021, 60.35. On the right side of the table, there is a 'Selected Records : 0' indicator and a blue button labeled 'Approve Selected Records'. At the bottom right, a 'Review / Approve' button is highlighted with an orange box. A grey callout box labeled 'Select Review' has an arrow pointing to this button. An orange arrow from the 'Approver' tab points to the 'Submitted' sub-tab.

**Select Review**

Timesheet	Employee	Client	Assignment	Start Date	End Date	Hours
TS-0000527775 (THIS ...)	[redacted]	CET - Jandakot (HOST)	CET - Jandakot (HOST):...	9 Aug 2021	15 Aug 2021	60.35

# The timesheet layout looks like this:

TS-0000527775

CET - Jandakot (HOST): 4th Year Apprentice  
CET - Jandakot (HOST)

Submitted

09 Aug 2021 - 15 Aug 2021  
Total Hours: 60.35

Employee Notes ⓘ

	ENTRY DATE	LEAVE TYPE	START TIME	END TIME	BREAK MIN	BREAK MIN	NOTES FOR THIS ENTRY	HOURS	APPROVER NOTES
Mon	9 Aug 2021		07:00:00	15:30:00	30	0	Office	8	
Tue	10 Aug 2021		07:00:00	16:30:00	30	0	St Georges Tce	9	
Wed	11 Aug 2021	Annual Leave	07:00:00	14:36:00	0	0		7.6	
Thu	12 Aug 2021		07:00:00	15:30:00	30	0	Job	8	
Fri	13 Aug 2021		07:00:00	15:30:00	30	0		8	

Save

Timesheet Allowance

DATE INCURRED

TIMESHEET ALLOWANCE

QUANTITY

NOTES FOR THIS ENTRY

	ENTRY DATE	LEAVE TYPE	START TIME	END TIME	BREAK MIN	BREAK MIN	NOTES FOR THIS ENTRY	HOURS	APPROVER NOTES
Mon	9 Aug 2021		07:00:00	15:30:00	30	0	Office	8	<input type="text"/>
Tue	10 Aug 2021		07:00:00	16:30:00	30	0	St Georges Tee	9	<input type="text"/>
Wed	11 Aug 2021	Annual Leave	07:00:00	14:36:00	0	0		7.6	<input type="text"/>

Approve

Reject

Rejection Comment

Please provide a reason before rejecting a record...

If necessary, you can **reject** an entry in the timesheet and return it to apprentice for correction:

1. Make any notes in the 'Approver Notes' field next to the entry (eg. the correct end time)
2. In the 'Rejection Comment' field beneath the **Reject** button, **explain to the apprentice what they need to change on the timesheet.**
3. Select **Reject** button.
4. Continue checking the other entries to ensure they are correct.
5. **REMINDER:** Once the timesheet is approved, your invoice will be auto-generated, so please ensure details are correct.

## To **Approve** the timesheet and forward to EGT Payroll:

1. Select **Approve** button.
2. The **Success! Record Approved** message will appear at the top of screen.
3. Timesheet status changes to **Approved**.

Sat	14 Aug 2021	07:00:00	15:30:00	30	0	8	<input type="checkbox"/>
Sun	15 Aug 2021	07:00:00	15:30:00	30	0	8	<input type="checkbox"/>

[Save](#)

Timesheet Allowance

DATE INCURRED	TIMESHEET ALLOWANCE	QUANTITY

[Approve](#) [Reject](#)

Rejection Comment

TS-0000527775

✓ Success!  
Record Approved

Approved

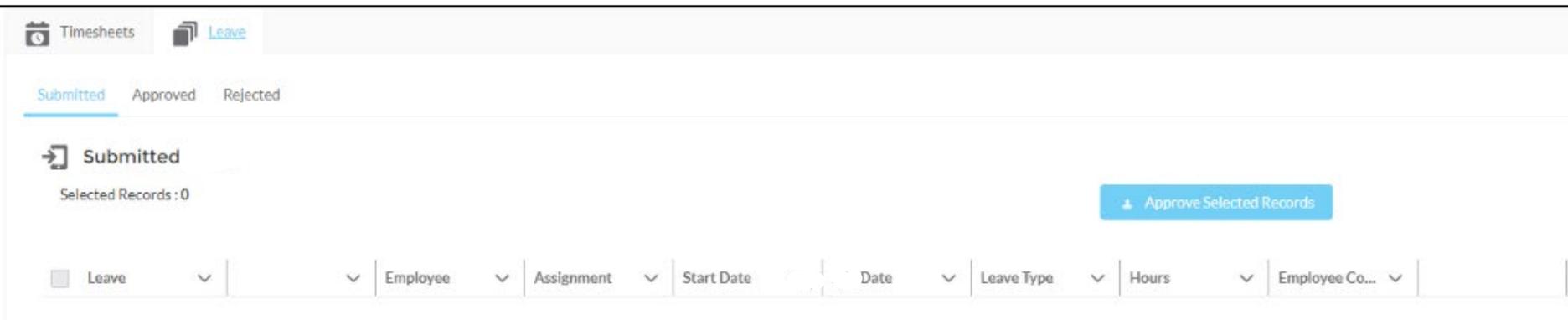
09 Aug 2021 - 15 Aug 2021  
Total Hours: 60.35

Employee Notes ⓘ

ENTRY DATE	LEAVE TYPE	START TIME	END TIME	BREAK MIN	BREAK MIN	NOTES FOR THIS ENTRY	HOURS	APPROVER NOTES
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The list of submitted timesheets (awaiting approval) is now empty.

**NB: If you had multiple apprentices, their timesheets would be on the list until also approved.**



The screenshot displays a web application interface for managing timesheets. At the top, there are two main sections: 'Timesheets' and 'Leave'. Below these, there are three tabs: 'Submitted', 'Approved', and 'Rejected', with 'Submitted' being the active tab. Under the 'Submitted' tab, there is a sub-section labeled 'Submitted' with a 'Selected Records : 0' indicator. To the right of this indicator is a blue button labeled 'Approve Selected Records'. Below the button, there is a table header with several columns: 'Leave', 'Employee', 'Assignment', 'Start Date', 'Date', 'Leave Type', 'Hours', and 'Employee Co...'. Each column has a dropdown arrow next to it, indicating that the data can be filtered.

There is currently no print option, as **a copy of the approved timesheet will be attached to your invoice**. If you need a printed copy immediately, we suggest taking a 'snip' of the screen using the  Snipping Tool (Microsoft) or using the Print Screen function on the keyboard.

# Invoice layout

- Where discounts are applicable, they are listed clearly in the body of the invoice so you can see the benefits you have received.

**NECA Members receive a 5% discount on all hours.**

*If the CTF discount is applicable, this is deducted from ordinary hours only.*

- The important details are displayed in the top right corner of the invoice.
- The **placement reference** (ie. 8975 ) is now called an **assignment number** (ie. A-210805-00695)
- The job name is shown in the central grey box, along with apprentice name and year.

To		ABC Electrical Services 23 Jane Street BALCATTA WA 6021		Phone +61 8 6241 6100	Invoice Number 0000000108	Amount \$1,196.48	Invoice Date 30/08/2021	Due Date 6/09/2021	Payment Terms 7 Days Payment Terms
PO No	Employee	Description	Quantity	Rate Ex.Tax	Total ex. Tax	Tax	Total Inc. Tax		
	P/E Date								
	Apprentice name	Job name Apprentice year (A-210805-00695)							
	29/08/2021	Ordinary time	24.000	33.100	794.400	79.440	873.840		
	29/08/2021	Overtime x 1.50	5.500	29.190	160.545	16.054	176.600		
	29/08/2021	Overtime x 2.00	0.250	38.910	9.728	0.973	10.700		
		Travel Allowanc	3.000	23.170	69.510	6.951	76.461		
		KM< 5000ks	150.000	0.880	132.000	13.200	145.200		
		NECA Discount	5.500	-1.460	-8.030	-0.803	-8.833		
		NECA Discount	0.250	-1.950	-0.488	-0.049	-0.536		
		NECA Discount	24.000	-1.660	-39.840	-3.984	-43.824		
		CTF Discount	24.000	-1.380	-33.120	0.000	-33.120		
						Total Ex. Tax	\$1,084.70		
						Total Tax	\$111.78		
						Total Inc. Tax	\$1,196.48		

# A timesheet summary is added to the invoice for easy reference

<b>Backing Sheet</b>									
ABC Electrical			: 2nd Year (A-210805-00695)						
Employee:									
Client:									
Hiring Manager:									
<b>Timesheet - TS-0001135529</b>									
Timesheet Period: 23/08/2021 - 29/08/2021									
Date	Day	Project Code	Start Time	End Time	Break 1	Break 2	Total Hours	Employee Notes:	
23/08/2021	Monday		7:00 AM	4:45 PM	0	0	9.750000		
24/08/2021	Tuesday		7:00 AM	4:45 PM	0	0	9.750000		
25/08/2021	Wednesday		7:00 AM	5:15 PM	0	0	10.250000		
26/08/2021	Thursday		7:00 AM	3:06 PM	30	0	7.600000		
27/08/2021	Friday		8:00 AM	4:06 PM	30	0	7.600000		
Timesheet							44.950000		
Total Hours									
<b>Timesheet Allowances - TS-0001135529</b>									
Date	Project Code	Allowance	Quantity						
23/08/2021		Travel Allowance	3						
23/08/2021		KM Allowance	150						

# Tips

- ✓ We suggest using a **desktop computer or laptop** to access the EGT Timesheet & Payroll portal, until you get used to the process.  **chrome** is the recommended browser.
- ✓ EGT Timesheet & Payroll Portal is web-based, so you can access it on any computer, as long as you have internet access. *(No need to download an app or software).*
- ✓ Please check out the **Apprentice instructions on the EGT website**, so you can assist them lodge their timesheets correctly. This will make approving more efficient for you.
- ✓ Hosts will receive a notification email when their apprentice has submitted a timesheet. Apprentices receive email reminders if they are late submitting.
- ✓ **Although EGT will pay for and administer the following costs, these still need to be on the apprentice timesheet so we can pay the apprentice correctly:**
  - Annual leave
  - Sick leave
  - Public holidays
  - Superannuation
  - Off the job training
  - Workers Compensation
  - Income Tax
  - Rostered days off (RDOs) *(if applicable)*



**Please contact the Payroll team if you need assistance**

**Email:** [timesheets@egt.net.au](mailto:timesheets@egt.net.au)

**Phone:** 6241 6168 or 6241 6100