
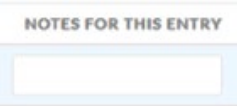



Top Timesheet Tips and FAQs

- ✓ **Screen size and browser recommendations:** We recommend using a **desktop computer or laptop** to access the EGT Timesheet & Payroll portal, until you get used to the process. The larger screen might be helpful.  **chrome** is the recommended browser.
- ✓ **The EGT Timesheet & Payroll Portal is cloud-based**, so you can access it on any computer, as long as you have internet access. *(No need to download an app or software)*
- ✓ **Mandatory fields:** **Start time, end time, break duration** and **where you worked** are mandatory field entries. **Start/end times also apply for any leave days.**
- ✓ **How do I request annual leave?** Request annual leave via the 'Leave' tab in the portal. Refer to separate [instructions](#). **CHRISTMAS/NEW YEAR leave requests can be entered straight into the timesheets – no need to complete a separate 'leave event'.**
- ✓ **I can't see a sick leave option:** **Personal leave** is the correct leave type for sick leave or carer's leave. **Sick leave = 7.6 hours**, check out the [separate instructions](#).
- ✓ **Confused about allowance types?** Please refer to the '**Allowance types and explanations**' section of the [Apprentice instructions](#) document, when you complete your timesheet, to avoid delays from rejected entries.

Top Timesheet Tips and FAQs

- ✓ **Where do I enter job type/location?** Use the **NOTES FOR THIS ENTRY** field. 
- ✓ **Groundhog day?** If you work similar hours/jobs across the week, you can use the  'copy down' function to save re-entering the same data. Adjust any differences as required.
- ✓ **Time format:** If using a mobile phone, please note the time format might show as **AM/PM** or as a **24 hour clock**. Either format is OK to use, as long as the times you enter are correct.
- ✓ **Correct start and finish times are important!** Get into the habit of entering your working times **each day**, instead of at the end of the week. Just '**save**' after each entry but **do not submit the timesheet until it is complete.**
- ✓ **Where do I enter my 4 digit apprentice code?** You no longer need to. As it's an electronic system, all your identifying details are already linked to the timesheet.