EGT Timesheet & Payroll Portal

ELECTRICAL GROUP TRAINING

How to use the online:

ELECTRICAL GROUP TRAINING

Home   **Timesheets**

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EGT Timesheet & Payroll Portal

For assistance, call EGT Payroll on (08) 6241 6168

APPRENTICE INSTRUCTIONS   HOST INSTRUCTIONS

Training contents

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- How do I enter CET/Training, EGT Courses, RDO, sick leave, public holiday?
- How do I request annual leave?
- Where can I see my pay advices on the portal?

How do I get my login access?

An email from *timesheets@egt.net.au* will be sent to you once you are employed by EGT. Please follow the instructions provided.

1. Click on the first 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.

Password creation link

Links to training

Portal website

Welcome to EGT Timesheet & Payroll Portal!

To get started, please create your portal password via this link: https://neca.force.com/Community/login?c=5lk71amYMy7T5JcocI7HJ85R3osDjrCbBsRRH0gH7WqryFEART7tWam6V6XlymHPXvmn8XW1BxZzJZVO68lMca1yblzPz0Z37kXUHoRYAmG4owKDDPCpGmhIt4zAD6RwEzejR08kTLAQ4.qJQWV773ov4_8JPOz2btfpeKokXkFXBUpGWhSzvHMyLYG63SLPklfkBz7C5a6dXuWl3V0.QADmku5kXQ%3D%3D

Minimum password requirements are 8 characters (must include alpha and numeric characters).

Your username is this email address

INSTRUCTIONS FOR APPRENTICES: https://egt.net.au/apprentices/portal-instructions/

INSTRUCTIONS FOR HOSTS: https://egt.net.au/what-is-a-host-employer/portal-instructions/

For further assistance, contact EGT Payroll via timesheets@egt.net.au or call (08) 6241 6100.
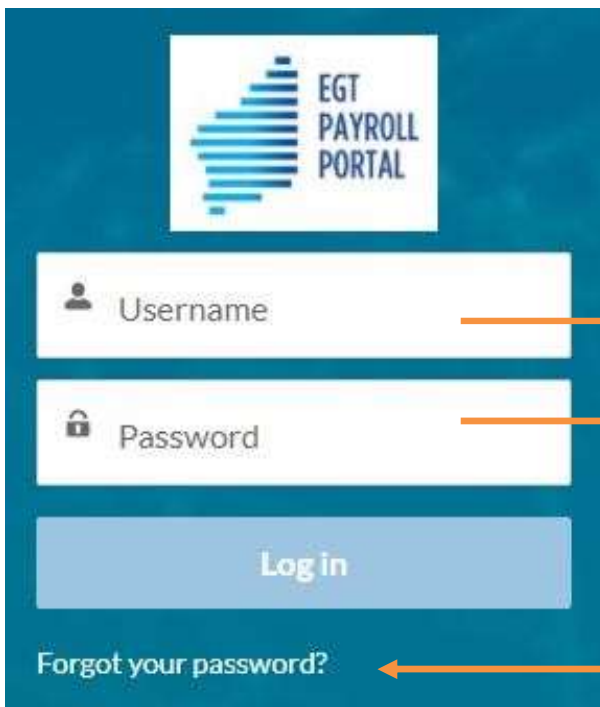
To get to the EGT Timesheet & Payroll Portal next time https://timesheets.egt.net.au

Kind regards

Electrical Group Training

How do I log in each time?

We highly 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.

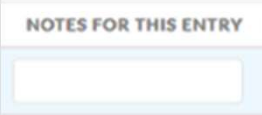**SAVE THIS LINK** **https://timesheets.egt.net.au**

Your email address

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.

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.

- ✓ **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

NOTES FOR THIS ENTRY

✓ **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 don't need to. As it's an electronic system, all your identifying details are already linked to the timesheet.

Completing your timesheet

- **Over the next few slides, we'll show you how to complete a simple timesheet via the EGT Timesheet & Payroll Portal.**

- It's best to record and save your times <u>each working day</u>, instead of waiting until the end of the week.

- **Only SUBMIT your timesheet once it is complete** (end of working week). Once you select submit, your host will automatically receive the timesheet to approve.

- Submit your timesheet **before 9am each Monday** to avoid delays with your pay.

- Check the details and ask questions if you're not sure. If there are errors in your timesheet, your host may **reject** it. If this happens, you will receive an email via the portal, advising you need to make changes.

- We are adding to these instructions regularly, as we receive apprentice queries, so please check back in.

Please contact the Payroll team if you need help

Email: timesheets@egt.net.au
Phone: 6241 6168 or 6241 6100

Timesheet scenario

Andy worked Monday to Friday for ABC Electrical, with a combination of work.

Monday he worked at ABC's workshop, Tuesday he went to a jobbing site, Wednesday he worked at a multi-storey site (Curtin Uni), Thursday he was back in the workshop and on Friday in the morning he worked in the workshop and then drove in his own vehicle to Curtin Uni.

This is an example of Andy's completed timesheet details.

	ENTRY DATE	START TIME	END TIME	BREAK MIN	NOTES	HOURS
Mon	6 Sep 2021	**06:00**	**14:30**	30	**Workshop**	8
Tue	7 Sep 2021	**08:00**	**16:30**	30	**Beach Rd Sorrento**	8
Wed	8 Sep 2021	**07:00**	**15:30**	0	**Curtin Uni**	8.5
Thu	9 Sep 2021	**06:00**	**16:30**	30	**Workshop**	10
Fri	10 Sep 2021	**07:00**	**12:00**	0	**Workshop**	5
Fri	10 Sep 2021	**12:00**	**16:30**	30	**Curtin Uni**	4

Now we'll show you how to create this scenario in the portal.

Select the Timesheets tab

Select Edit button to enter your hours worked

How to enter sick leave, public holiday, TAFE or RDO is explained on slides 19-27

Scroll to select START and END times

Enter number of minutes for break/s in 15 minute increments eg. **30, 15, 45**

Enter job location eg. **workshop**

ENTRY DATE	LEAVE TYPE	START TIME	END TIME	BREAK MIN	BREAK MIN	NOTES FOR THIS ENTRY	HOURS
6 Sep 2021	-select-	06:00	14:30	30	0	Workshop	0

Select **Save** after each line entry

Hours worked for the day will **automatically calculate** for you (once saved)

Success Record Saved message confirms record is saved

Repeat process for each day. If you make an entry mistake, you can change it.

If you worked similar times/jobs that week, use the 'copy down' ⌄ function to replicate the details on all days

Fri	10 Sep 2021	-select-	07:00	12:00	0	0		5	+ ⌄ add 🗑
Sat	11 Sep 2021	-select-	00:00	00:00	0	0		0	+ ⌄ 🗑
Sun	12 Sep 2021	-select-	00:00	00:00	0	0		0	+ ⌄ 🗑

If you work on different jobs in a day, you can add an additional entry to split the entries onto two lines. **Select** the **+** to 'add'.

Friday work scenario:

07:00 to **12:00** at **workshop = 5 hours**

12:00 to **16:30** at **Curtin Uni = 4 hours with 30 minute break**

Fri	10 Sep 2021	-select- ⌄	07:00 🕐	12:00 🕐	0	0	Workshop	5	+
Fri	10 Sep 2021 📅	-select- ⌄	12:00 🕐	16:30 🕐	30	0	Curtin Uni	4	+
Sat	11 Sep 2021	-select- ⌄	00:00 🕐	00:00 🕐	0	0		0	+

To delete any days not worked/not paid for, **select rubbish bin icon** 🗑
next to the day you wish to delete eg Saturday.

Wed	8 Sep 2021	-select-	07:00	15:00			Curtin Uni	8.5	+ ⌄ 🗑
Thu	9 Sep 2021	-select-	06:00					10	+ ⌄ 🗑
Fri	10 Sep 2021	-select-	07:00					5	+ ⌄ 🗑
Fri	10 Sep 2021 📅	-select-	12:00					4	+ ⌄ 🗑
Sat	11 Sep 2021	-select-	00:00	00:00	0	0		0	+ ⌄ 🗑
Sun	12 Sep 2021	-select-	00:00 🕐	00:00 🕐	0	0		0	+ ⌄ 🗑

✕

Clear data for Entry - TSE-0001713665

Are you sure you would like to clear the data in the entry?

Cancel   **Clear data for Entry**

	ENTRY DATE	LEAVE TYPE	START TIME	END TIME	BREAK MIN	BREAK MIN	NOTES FOR THIS ENTRY	HOURS	APPROVER NOTES			
Mon	6 Sep 2021	-select- ∨	06:00 ○	14:30 ○	30	0	Workshop	8		+	≫	🗑
Tue	7 Sep 2021	-select- ∨	08:00 ○	16:30 ○	30	0	Beach Rd Sorrento	8		+	≫	🗑
Wed	8 Sep 2021	-select- ∨	07:00 ○	15:30 ○	0	0	Curtin Uni	8.5		+	≫	🗑
Thu	9 Sep 2021	-select- ∨	06:00 ○	16:30 ○	30	0	Workshop	10		+	≫	🗑
Fri	10 Sep 2021	-select- ∨	07:00 ○	12:00 ○	0	0	Workshop	5		+	≫	🗑
Fri	10 Sep 2021 📅	-select- ∨	12:00 ○	16:30 ○	30	0	Curtin Uni	4		+	≫	🗑

ADDING ALLOWANCES

Fri	10 Sep 2021	-select- ∨	07:00 ○	12:00 ○	0	0	Workshop	5		+	≫	🗑
Fri	10 Sep 2021			:30 ○	30	0	Curtin Uni	4		+	≫	🗑
Sat	11 Sep 2			:00 ○	0	0		0		+	≫	🗑
Sun	12 Sep 2			:00 ○	0	0		0		+	≫	🗑

Save

Timesheet Allowance

...vent loss of data. Save must occur before using copy down feature or updating previously locked data.

			TIMESHEET ALLOWANCE	QUANTITY	NOTES FOR THIS ENTRY			
	📅	-select- ∨				+	≫	🗑

Add Allowance

Select Add Allowance button then click on the calendar which appears

12

27	28	29	30	1	2	3
4	5	6	7	8	9	10

Today

vent loss of data. Save must occur before using copy down feature or updating previously locked data.

			TIMESHEET ALLOWANCE	QUANTITY	NOTES FOR THIS ENTRY			
⌄		📅	-select- ⌄			+	⌄	🗑

Select Timesheet Allowance drop down arrow to view options and select the appropriate type

KM Allowance for Assignment _____ : 1st Year
Living Away From Home Allowance for Assignment. ____ ____ ~~~'td: 1st Year
Meal Allowance for Assignment: ____ ____ ____ td: 1st Year
Multi Storey 0-15 Allowance for Assignment: Paragon ____): 1st Year
Multi Storey 16-30 Allowance for Assignment: ____ ____ d: 1st Year
Multi Storey 31-45 Allowance for Assignment: ____ ____ d: 1st Year
Multi Storey 46-60 Allowance for Assignment: ____ ~~d: 1st Year
Multi Storey 60+ Allowance for Assignment: . ____ : 1st Year
Towers for each 15 meters in height for Assignment: ____ ____ : 1st Year
Travel Allowance for Assignment: ~~~~~~~~ d: 1st Year
Travel Time for Assignment. ____ : 1st Year
Travel with Host for Assignment: . ____ ____ d: 1st Year
-select-

-select- ⌄

Enter notes explaining what the allowance is being claimed for

	DATE INCURRED		TIMESHEET ALLOWANCE		QUANTITY	NOTES FOR THIS ENTRY
	7 Sep 2021 📅	Travel Allowance for Assignment:	ABC Electrical	: 1st Year ⌄	1.00	Travel directly to site

Add
Allowance

Select Add Allowance again to repeat the process, if relevant.

Some allowance examples:

DATE INCURRED		TIMESHEET ALLOWANCE			QUANTITY	NOTES FOR THIS ENTRY
7 Sep 2021	🗓	Travel Allowance for Assignment:	ABC Electrical: 1ˢᵗ Year	⌄	1.00	Travel directly to site
8 Sep 2021	🗓	Multi Storey 16-30 Allowance for Assignment:	ABC Electrical	⌄	8.50	8.5hrs on site
10 Sep 2021	🗓	KM Allowance for Assignment:	ABC Electrical: 1st Year	⌄	20.00	Workshop to site
10 Sep 2021	🗓	Multi Storey 16-30 Allowance for Assignment:	ABC Electrical	⌄	4.00	4hrs on site

Once complete, click Save

**If timesheet entries are all OK,
your timesheet is ready to submit**

✓ Success
Record Saved ☒

ABC Electrical: 1ˢᵗ Year

New

06 Sept 2021 - 12 Sept 2021
Total Hours: 43.50

Submit

But if there is an error, correct your entries.

Resolve Error
Upsert failed. First exception on row 4; first error: FIELD_CUSTOM_VALIDATION_EXCEPTION, The Assignment, Employee and Payee com

**Are you entitled to claim that allowance?
Ask your supervisor if you aren't sure.**

Edit, then Save **again.**

Allowance types and explanations

Each placement may have different allowance types, so please remember to check with your host about which allowances you can claim!

PLEASE READ THESE INSTRUCTIONS CAREFULLY

The portal software **calculates** what you enter in the **Quantity** field and the **Allowance type** selected. The total is included in your host's invoice, so please ensure you enter the correct details.

Refer to the tables on the next few slides, to help you understand the **different allowance types** and **when they might apply**. We have included an example from the portal for each allowance type, to make it easier to follow.

Travel allowances DO NOT apply when you are:
- ✗ Travelling in your own vehicle to the workshop
- ✗ Attending TAFE or CET
- ✗ Attending training courses e.g. Working at heights

TYPE	Description	Format
KM allowance	You can **claim for kilometres** if you are using your own vehicle to travel: workshop to site, between sites, picking up material or recall to work. *Example: Travelled 20km from site to L&H in own vehicle* QUANTITY = 20 NOTES FOR THIS ENTRY = Site to L&H	Number of kms

DATE INCURRED		TIMESHEET ALLOWANCE		QUANTITY	NOTES FOR THIS ENTRY	
23 Aug 2021	🗓	KM Allowance for Assignment.	Pty Ltd: 2nd Year ⌄	20.00	Site to L&H	+ ⌄ 🗑

TYPE	Description	Format
Travel allowance (Full travel)	A **daily allowance** for travelling in your own vehicle directly to site QUANTITY = 1	Number (max 1 per day)

DATE INCURRED		TIMESHEET ALLOWANCE		QUANTITY	NOTES FOR THIS ENTRY	
23 Aug 2021	🗓	Travel Allowance for Assignment.	Pty Ltd: 2nd Year ⌄	1.00		+ ⌄ 🗑

TYPE	Description	Format
Travel with host	A **daily allowance** for travelling with host/tradesperson to the worksite, <u>except</u> when travelling from the host's registered office or depot. QUANTITY = 1	Number (max 1 per day)

DATE INCURRED		TIMESHEET ALLOWANCE		QUANTITY	NOTES FOR THIS ENTRY	
23 Aug 2021	🗓	Travel with Host for Assignment: ...	Pty Ltd: 2nd Year ⌄	1.00		+ ⌄ 🗑

TYPE	Description	Format
Travel time **(for travelling in excess of 50km from workshop)**	Site specific allowance, when travelling to site. Record the number of hours (**or part thereof**) travelled, once you exceed the 50km radius. Distance is measured from the workshop, not from apprentice's home. QUANTITY = 0.50 NOTES FOR THIS ENTRY = 30 mins after 50km radius	Number of hours *eg.* 1 hour = 1 ½ hour = 0.50 1 ¼ hours = 1.25

DATE INCURRED		TIMESHEET ALLOWANCE	QUANTITY	NOTES FOR THIS ENTRY			
2 Aug 2021 📅	Travel Time for Assignment: _	Pty Ltd: 2nd Year ⌄	0.50	30mins after 50km radius	+	⌄	🗑

TYPE	Description	Format
LAHFA **(Living away from home allowance)**	A **daily allowance** to compensate for additional expenses incurred when the site location requires living away from usual residence. QUANTITY = 100 **This will automatically calculate, for example** **Qty 100 = allowance of $100**	Number (max 1 per day)

DATE INCURRED		TIMESHEET ALLOWANCE	QUANTITY	NOTES FOR THIS ENTRY			
2 Aug 2021 📅	Living Away From Home Allowance for Assignment. _	⌄	100.00		+	⌄	🗑

TYPE	Description	Format
Site allowance	A site specific **hourly allowance** (check with host if applicable). **Quantity relates to the number of hours worked on site, e.g. 10** QUANTITY = 10 NOTES FOR THIS ENTRY = 10 hrs on site	Number of hours

DATE INCURRED		TIMESHEET ALLOWANCE	QUANTITY	NOTES FOR THIS ENTRY			
. .2021 📅	Site Allowance $_	2nd Year Appre ⌄	10.00	10hrs on Site	+	⌄	🗑

TYPE	Description	Format
Multi-storey 5-15 **Multi-storey 16-30** **Multi-storey 31-45** **Multi-storey 46-60** **Multi-storey 60+**	**Multi-storey allowance** relates to the **construction of a new building** which will, when complete, consist of five or more storey levels. 'Storey level' means a structurally completed floor, walls, pillars or columns and ceiling of a building and will include basement levels and mezzanine or similar levels (but excluding half floors such as toilet blocks or stock rooms located between floors). **Quantity relates to the number of hours worked on that site, e.g. 8** QUANTITY = 8 NOTES FOR THIS ENTRY = 8 hrs on site	Number of hours

DATE INCURRED	TIMESHEET ALLOWANCE	QUANTITY	NOTES FOR THIS ENTRY			
Aug 2021 📅	Multi Storey 16-30 Allowance for Assignment: ⌄	8.00	8hrs onsite	+	⌄	🗑

TYPE	Description	Format
Towers for each **15 metres in height**	**When working on a chimney stack, spire, tower radio or TV mast, where the construction exceeds 15 metres in height** (check with host if applicable). **Quantity relates to the number of hours worked on that site, e.g. 8** QUANTITY = 8 NOTES FOR THIS ENTRY = 8 hrs on site	Number of hours

DATE INCURRED	TIMESHEET ALLOWANCE	QUANTITY	NOTES FOR THIS ENTRY			
23 Aug 2021 📅	Towers for each 15 metres ⌄	8.00	8hrs onsite	+	⌄	🗑

HOW DO I ENTER TRAINING?

ENTRY DATE		LEAVE TYPE
Mon	20 Sep 202	-select-
Tue	21 Sep 202	Annual Leave
Wed	22 Sep 202	Compassionate Leave
		Downtime
		EGT Course
Thu	23 Sep 202	EGT Time / No Charge
		Jury Duty
Fri	24 Sep 202	Personal Leave
		Public Holiday
		RDO
Sat	25 Sep 202	**Training**
		Unpaid Leave
		Work Cover
Sun	26 Sep 202	Work Cover - Light Duties
		-select-

Training = CET / TAFE

Scenario: apprentice attended College of Electrical Training (CET) on Tuesday

- In the **LEAVE TYPE** field, select the '**Training**' drop down option
- CET / TAFE hours must equal **7.6 hours**
- To ensure **7.6** is the calculation that appears in the HOURS field, enter a combination like this. Start **08:00**, End **16:00**, Break **24**, **SAVE**

	ENTRY DATE	LEAVE TYPE	START TIME	END TIME	BREAK MIN	BREAK MIN	NOTES FOR THIS ENTRY	HOURS
Tue	21 Sep 2021	Training	08:00	16:00	24	0	CET	7.6

NOTES FOR THIS ENTRY field
eg. CET or TAFE

HOW DO I ENTER AN EGT COURSE?

ENTRY DATE		LEAVE TYPE	
		LEAVE TYPE	
Mon	20 Sep 202	-select-	0
Tue	21 Sep 202	Annual Leave	
		Compassionate Leave	
Wed	22 Sep 202	Downtime	
		EGT Course	
Thu	23 Sep 202	EGT Time / No Charge	
		Jury Duty	
Fri	24 Sep 202	Personal Leave	
		Public Holiday	
Sat	25 Sep 202	RDO	
		Training	
		Unpaid Leave	
		Work Cover	
Sun	26 Sep 202	Work Cover - Light Duties	
		-select-	

EGT Course = training courses that EGT requires you to attend:
- **Working safely at heights** (1 day)
- **Yellow card scissor and boom lift under 11 metres** (1.5 days)
- **Annual safety training** (1 day)
- **Perform rescue from a live LV panel and CPR** (1 day)
- **Checking and testing an electrical installation** (1 day)

Scenario: apprentice attended the ***Working safely at heights*** course at Equip-Safe on Tuesday

- In the **LEAVE TYPE** field, select the '**EGT Course**' drop down option
- 1 day courses are recorded as **7.6 hours**
- To ensure **7.6** is the calculation that appears in the HOURS field, enter a combination like this. Start **07:30**, End **15:30**, Break **24**, **SAVE**

	ENTRY DATE	LEAVE TYPE	START TIME	END TIME	BREAK MIN	BREAK MIN	NOTES FOR THIS ENTRY	HOURS
Tue	21 Sep 2021	EGT Course	07:30	15:30	24	0	WS@H	7.6

Half day training – refer to instructions provided by EGT
If your host wants you to return to work after the half day training ends, create another entry for that day, to record your start/end time and hours worked. RDO hours will be used otherwise.

NOTES FOR THIS ENTRY field
eg. WS@H

HOW DO I ENTER A ROSTERED DAY OFF (RDO)?

ENTRY DATE	LEAVE TYPE	START
Mon 20 Sep 2021	-select- ⌄	00:00

Annual Leave
Compassionate Leave
Downtime
EGT Course
EGT Time / No Charge
Jury Duty
Personal Leave
Public Holiday
RDO
Training
Unpaid Leave
Work Cover
Work Cover - Light Duties
-select-

Tue	21 Sep 2021
Wed	22 Sep 2021
Thu	23 Sep 2021
Fri	24 Sep 2021
Sat	25 Sep 2021
Sun	26 Sep 2021

Scenario: apprentice had an RDO on Tuesday

- In the **LEAVE TYPE** field, select the 'RDO' drop down option
- RDO hours must equal **7.6 hours**
- To ensure **7.6** is the calculation that appears in the HOURS field, enter a combination like this. Start **07:00**, End **15:00**, Break **24**, SAVE

	ENTRY DATE	LEAVE TYPE	START TIME	END TIME	BREAK MIN	BREAK MIN	NOTES FOR THIS ENTRY	HOURS
Tue	21 Sep 2021	RDO ⌄	07:00	15:00	24	0	RDO	7.6

HOW DO I REQUEST ANNUAL LEAVE?

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- **Before submitting an annual leave request, please speak with your host, to ask permission. They will appreciate your courtesy.**
- To request annual leave, select the Leave tab at the top of the portal.
- Tap on   + Create Leave Event
- Tap on drop down arrow at the right of 'Select Leave Type' field and choose Annual Leave.

Create Leave Event

Select Leave Type   ▼
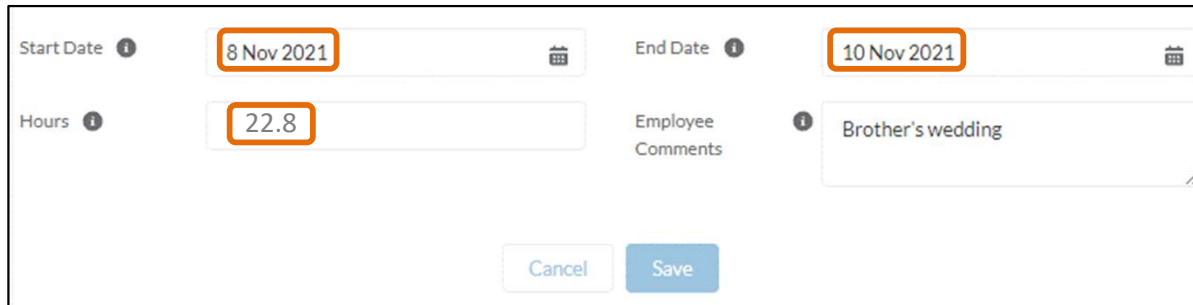
Annual Leave

Annual Leave Balance: 60.643194

Your annual leave balance will display, indicating the number of hours available.

Divide by 7.6 to work out how many days this equates to, eg. 60.64 hours = 7.97 days.

HOW DO I REQUEST ANNUAL LEAVE?

- Use the calendars to select a **start date** and **end date**.
- This scenario shows the apprentice requesting **3 days** annual leave for Monday 8th, Tuesday 9th and Wednesday 10th (returning to work on Thursday 11th).
- In the **Hours** field, enter the total leave hours.
  To calculate, multiply the number of leave days requested by 7.6 hours,
  eg 3 days x 7.6 hours = **22.8 hours**

- Add description in Employee Comments field.
- Tap **Save**

HOW DO I REQUEST ANNUAL LEAVE?

| Start Date ℹ | 08/11/2021 | End Date ℹ | 10/11/2021 |
| Hours ℹ | 22.800000 | Employee Comments ℹ | Brother's wedding |

Delete Leave Event — Submit — Edit

Double check the details are correct. If **not**, select Edit and make corrections.
Save again.

Once OK, tap [Submit] . The request will now be sent via the portal to your host for approval.

- Choose 'Go back', to return to the main leave screen.
- The leave request will display on the Current screen, with 'approval status' as New.
- Once your host has approved, the leave record will move to the **Approved** section.

Current   Rejected   Submitted   Approved   History   Balances   Leave Forecast

+ Create Leave Event

📋 Current Leave

	Leave	∨	Record Type	∨	Leave Type	∨	Assignment	∨	Start Date	∨	End Date	∨	Hours	∨	Approval Stat...	∨	Processing St...	∨	
1	PLE-0000007719		Leave Take		Annual Leave		...Electrical...		8 Nov 2021		10 Nov 2021		22.8		New		New		ℹ View

COMPLETING THE TIMESHEET

- In this scenario, the apprentice requested **3 days** annual leave for Monday 8th, Tuesday 9th and Wednesday 10th **and returned to work on Thursday 11th**.

- Therefore, **a timesheet needs completing** for the remainder of that working week, **so the apprentice is paid correctly**.

	ENTRY DATE	LEAVE TYPE	START TIME	END TIME	BREAK MIN	BREAK MIN	NOTES FOR THIS ENTRY	HOURS	APPROVER NOTES			
Thu	11 Nov 2021	select-	06:00	16:30	30	0	Workshop	10		+	⌄	🗑
Fri	12 Nov 2021	select-	07:00	15:00	30	0	Workshop	7.5		+	⌄	🗑

- The system has noted the annual leave request for Monday, Tuesday and Wednesday, so these days will not appear on the timesheet.

- The apprentice should complete working details for Thursday and Friday (as per example above).

- **Save and submit timesheet, as normal.**

HOW DO I ENTER SICK LEAVE?

ENTRY DATE	LEAVE TYPE	START
Mon 20 Sep 202	-select- ⌄	00:00
	Annual Leave	
Tue 21 Sep 202	Compassionate Leave	
	Downtime	
Wed 22 Sep 202	EGT Course	
	EGT Time / No Charge	
Thu 23 Sep 202	Jury Duty	
	Personal Leave	
Fri 24 Sep 202	Public Holiday	
	RDO	
Sat 25 Sep 202	Training	
	Unpaid Leave	
Sun 26 Sep 202	Work Cover	
	Work Cover - Light Duties	
	-select-	

Sick leave = Personal leave

Scenario: apprentice was sick on Tuesday

- In the **LEAVE TYPE** field, select the 'personal leave' drop down option
- Sick leave hours must equal **7.6 hours**
- To ensure **7.6** is the calculation that appears in the HOURS field, enter a combination like this. Start **07:00**, End **15:00**, Break **24**, SAVE

ENTRY DATE	LEAVE TYPE	START TIME	END TIME	BREAK MIN	BREAK MIN	NOTES FOR THIS ENTRY	HOURS
Tue 21 Sep 2021	Training ⌄	07:00 🕐	15:00 🕐	24	0	Sick leave	7.6

Attach your medical certificate by selecting **Upload files** at the bottom of the timesheet screen.

Upload Supporting Documents

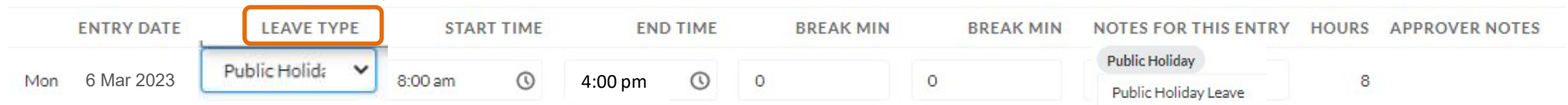⬆ Upload Files   Or drop files

HOW DO I ENTER A PUBLIC HOLIDAY?

Public holidays are programmed into the portal, so this special tag Public Holiday will appear on these dates. **You still need to enter information though**.
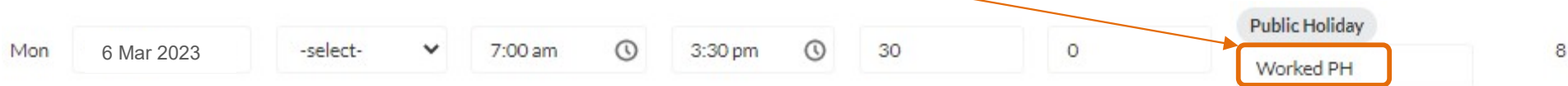
Monday 6 March 2023 was a public holiday.
- In the **LEAVE TYPE** field, select the 'Public Holiday' drop down option
- Public holiday leave must equal **8 hours** eg. Start **8:00am**, End **4:00pm**
- SAVE

Jury Duty
Personal Leave
Public Holiday
RDO

ENTRY DATE	LEAVE TYPE	START TIME	END TIME	BREAK MIN	BREAK MIN	NOTES FOR THIS ENTRY	HOURS	APPROVER NOTES
Mon 6 Mar 2023	Public Holid: ▾	8:00 am ⏰	4:00 pm ⏰	0	0	Public Holiday Public Holiday Leave	8	

IF YOU WORKED on the public holiday, you need to add another entry so you get paid
- Select the + on the Monday line, to **add** another entry field for Monday
- The new entry will appear at the bottom of the screen initially, but move up once saved.
- Enter the start, finish and break times according to this **working day** eg. Start **7.00am**, End **3.30pm**, Break **30** minutes.
- In the **NOTES FOR THIS ENTRY field**, add **'worked PH'** or **job location**. SAVE

Mon	6 Mar 2023	-select- ▾	7:00 am ⏰	3:30 pm ⏰	30	0	Public Holiday Worked PH	8

Continue entering your work details for the remainder of the week, as normal. The final timesheet should have two entry lines for the Monday public holiday, **only** if you worked that day.

The payroll system is automated, so the timesheets will be automatically sent to the next person in the process.

Success
Record Saved ⊗

ABC Electrical: 1st Year

New

06 Sept 2021 - 12 Sept 2021
Total Hours: 43.50

Submit

Before 9am each Monday, complete your timesheet and select SUBMIT

SUBMIT

Host checks timesheet and if correct, selects APPROVE

APPROVE

EGT Payroll receives timesheet and PROCESSES your pay

PROCESS

$$ PAID INTO BANK ACCOUNT

by the following Wednesday

WHERE CAN I FIND MY PAY ADVICE?

- Select the **More** tab, then **Pay Advices** (from the drop down list)
- Your most recent pay advices will display

Date Paid		Period Start Date		Period End Date		Gross Earnings		Net Earnings		Pay Advice Message		
27 Oct 2021		18 Oct 2021		24 Oct 2021		A$257.12		A$257.12		EGT Apprentice salaries		ⓘ View
3 Nov 2021		25 Oct 2021		31 Oct 2021		A$629.20		A$565.20		EGT Apprentice salaries		ⓘ View

- Tap the [ⓘ View] button to view pay slip details for a particular pay period

WHERE CAN I FIND MY PAY ADVICE?

- To return to the summary screen, tap the Go Back   button
  Or tap the **Home** or **Timesheets** tabs to exit the Pay Advice section

Your pay slip will be emailed to you after each pay period.