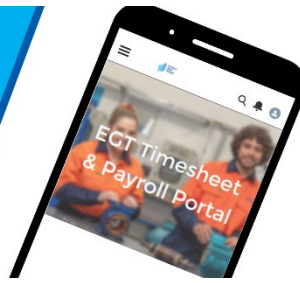
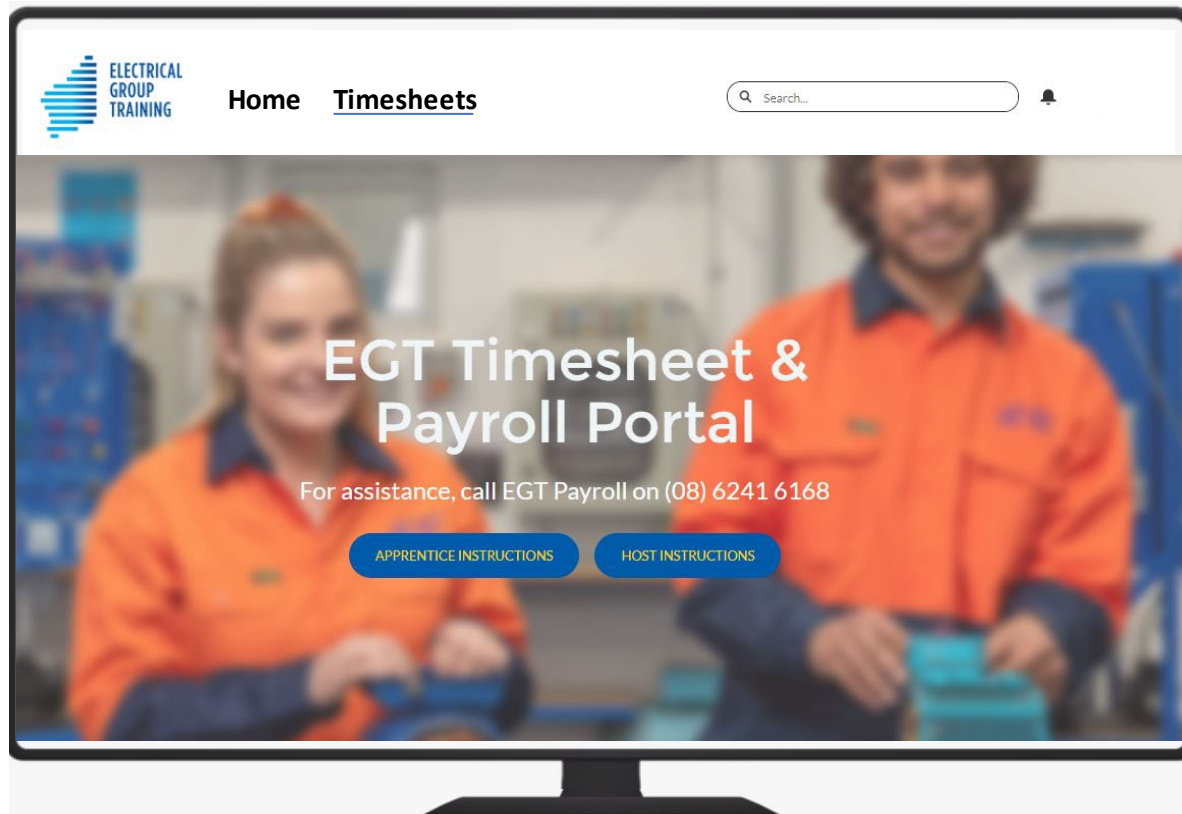


EGT Timesheet & Payroll Portal



How to use the online:



Training contents

- How do I get my login access? How do I log in each time?
- What if I forget my password?
- Completing your timesheet
- Top Timesheet Tips and FAQs
- Allowance types and explanations
- 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=5lk71amYMy7T5Jcccl7HJ85R3osDjrCbBsRRH0gH7WqryFEART7tWam6V6XlymHPXvmn8XW1BxZzJZVO68!Mca1yblzPzOZ37kXUH0RYAmG4owKDDPCpGmhlt4zAD6RwEzejR08kTLAQ4.qJQWV773ov4_8JPOz2btfeKoKXkFXBUpGWhSzvHMyLYG63SLPkfkBz7C5a6dXuWl3V0.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>

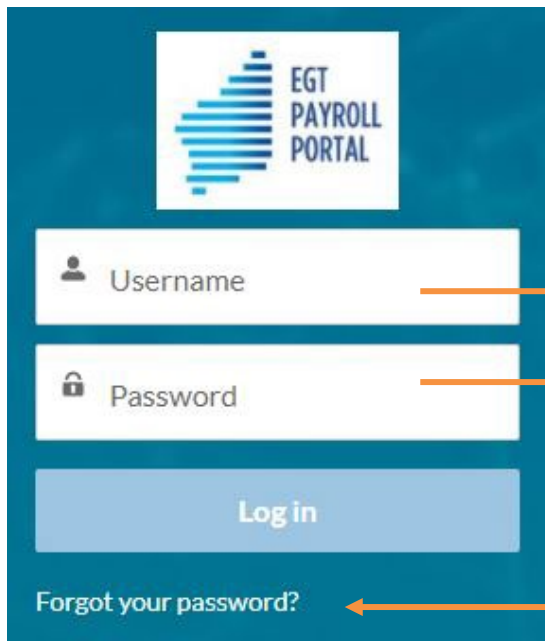
Kind regards

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](#).
- ✓ **How do I edit or cancel annual leave?** If a leave request has already been approved, you will need to contact EGT Payroll to action any changes – email timesheets@egt.net.au.

Top Timesheet Tips and FAQs

- ✓ **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.
- ✓ **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.**

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 each working day, 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



Home

Timesheets

Leave

More ▾

Search...



Andy

Current Submitted Approved

Current Timesheets

Timesheet	Client	Assignment	Start Date	End Date	Hours	
TS-0001324123	ABC Electrical	ABC Electrical	6 Sep 2021	12 Sep 2021	0	Edit

Select **Edit** button to enter your hours worked

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

⚠ Update has occurred. Please save to prevent loss of data. Save must occur before using copy down feature or updating previously locked data.

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 ⌚	00:00 ⌚	0	0		0	+ ⏪ 🗑
Tue 7 Sep 2021	-select- ▾	00:00 ⌚			○ ○		0	+ ⏪ 🗑
Wed 8 Sep 2021	-select- ▾	00:00 ⌚			0		0	+ ⏪ 🗑
Thu 9 Sep 2021	-select- ▾	00:00 ⌚			0		0	+ ⏪ 🗑
Fri 10 Sep 2021	-select- ▾	00:00 ⌚			0		0	+ ⏪ 🗑
Sat 11 Sep 2021	-select- ▾	00:00 ⌚	00:00 ⌚	0	0		0	+ ⏪ 🗑
Sun 12 Sep 2021	-select- ▾	00:00 ⌚	00:00 ⌚	0	0		0	+ ⏪ 🗑

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  after each line entry




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



Clear data for Entry - TSE-0001713665

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

Cancel Clear data for Entry

Wed	8 Sep 2021	-select-	07:00	12:00	0	0	Curtin Uni	0	+	⌂
Thu	9 Sep 2021	-select-	06:00	12:00	0	0		10	+	⌂
Fri	10 Sep 2021	-select-	07:00	12:00	0	0		5	+	⌂
Fri	10 Sep 2021	-select-	12:00	16:30	30	0		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	+	⌂

Check all details are correct and edit if required. Select **Save**.

	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

Timesheet Allowance

Prevent 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 **Add Allowance** button then **click on the calendar** which appears

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

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

TIMESHEET ALLOWANCE QUANTITY NOTES FOR THIS ENTRY

▼

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

- KM Allowance for Assignment: Paragon Cabling Service Pty Ltd: 1st Year
- Living Away From Home Allowance for Assignment: Paragon Cabling Service Pty Ltd: 1st Year
- Meal Allowance for Assignment: Paragon Cabling Service Pty Ltd: 1st Year
- Multi Storey 0-15 Allowance for Assignment: Paragon Cabling Service Pty Ltd: 1st Year
- Multi Storey 16-30 Allowance for Assignment: Paragon Cabling Service Pty Ltd: 1st Year
- Multi Storey 31-45 Allowance for Assignment: Paragon Cabling Service Pty Ltd: 1st Year
- Multi Storey 46-60 Allowance for Assignment: Paragon Cabling Service Pty Ltd: 1st Year
- Multi Storey 60+ Allowance for Assignment: Paragon Cabling Service Pty Ltd: 1st Year
- Towers for each 15 meters in height for Assignment: Paragon Cabling Service Pty Ltd: 1st Year
- Travel Allowance for Assignment: Paragon Cabling Service Pty Ltd: 1st Year**
- Travel Time for Assignment: Paragon Cabling Service Pty Ltd: 1st Year
- Travel with Host for Assignment: Paragon Cabling Service Pty Ltd: 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: 1 st 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: 1 st 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. <i>Example: Travelled 20km from site to L&H in own vehicle</i> 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: Electrical Unlimited Pty Ltd: 2nd Year	20.00	Site to L&H






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: Electrical Unlimited Pty Ltd: 2nd Year	1.00	






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: Electrical Unlimited 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
23 Aug 2021 	Travel Time for Assignment: Electrical Unlimited Pty Ltd: 2nd Year 	0.50	30mins after 50km radius   






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
23 Aug 2021 	Living Away From Home Allowance for Assignment: Electrical Unlimited Pty Lt 	100.00	<input type="text"/>   






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
6 Sep 2021 	Site Allowance \$3.50 for Assignment: Way Electrical Pty Ltd: 2nd Year Appri 	10.00	10hrs on Site   

TYPE	Description	Format
<p>Multi-storey 5-15 Multi-storey 16-30 Multi-storey 31-45 Multi-storey 46-60 Multi-storey 60+</p>	<p>Multi-storey allowance relates to the construction of a new building which will, when complete, consist of five or more storey levels.</p> <p>‘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).</p> <p>Quantity relates to the number of hours worked on that site, e.g. 8</p> <p>QUANTITY = 8 NOTES FOR THIS ENTRY = 8 hrs on site</p>	<p>Number of hours</p>

DATE INCURRED	TIMESHEET ALLOWANCE	QUANTITY	NOTES FOR THIS ENTRY
<p>23 Aug 2021 </p>	<p>Multi Storey 16-30 Allowance for Assignment: Electrical Unlimited Pty Ltd: 2nc </p>	<p>8.00</p>	<p>8hrs onsite   </p>

<p>Towers for each 15 metres in height</p>	<p>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).</p> <p>Quantity relates to the number of hours worked on that site, e.g. 8</p> <p>QUANTITY = 8 NOTES FOR THIS ENTRY = 8 hrs on site</p>	<p>Number of hours</p>
---	---	------------------------

DATE INCURRED	TIMESHEET ALLOWANCE	QUANTITY	NOTES FOR THIS ENTRY
<p>23 Aug 2021 </p>	<p>Towers for each 15 metres : Electrical Unlimited Pty Ltd: 2nc </p>	<p>8.00</p>	<p>8hrs onsite   </p>

HOW DO I ENTER TRAINING?

A screenshot of a software interface showing a dropdown menu for 'LEAVE TYPE'. The menu is open, displaying various options: Annual Leave, Compassionate Leave, Downtime, EGT Course, EGT Time / No Charge, Jury Duty, Personal Leave, Public Holiday, RDO, Training (highlighted), Unpaid Leave, Work Cover, and Work Cover - Light Duties. An orange arrow points from the 'Training' option to the text 'Training = CET / TAFE'.

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
Mon 20 Sep 2021	-select-
Tue 21 Sep 2021	Annual Leave
Tue 21 Sep 2021	Compassionate Leave
Tue 21 Sep 2021	Downtime
Tue 21 Sep 2021	EGT Course
Tue 21 Sep 2021	EGT Time / No Charge
Tue 21 Sep 2021	Jury Duty
Tue 21 Sep 2021	Personal Leave
Tue 21 Sep 2021	Public Holiday
Tue 21 Sep 2021	RDO
Tue 21 Sep 2021	Training
Tue 21 Sep 2021	Unpaid Leave
Tue 21 Sep 2021	Work Cover
Tue 21 Sep 2021	Work Cover - Light Duties
Tue 21 Sep 2021	-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

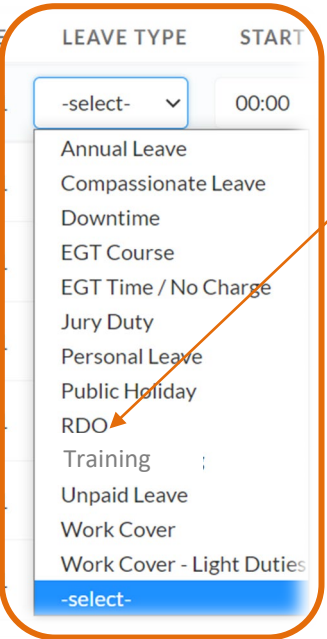
Half day training – refer to instructions provided by EGT

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
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?

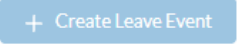


Home

Timesheets

Leave

More ▾

- **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 
- Tap on drop down arrow at the right of 'Select Leave Type' field and choose Annual Leave.

A screenshot of the "Create Leave Event" form. The form has a title "Create Leave Event" and a field labeled "Select Leave Type" with a dropdown arrow on the right. An orange box highlights the dropdown arrow.

Annual Leave

Annual Leave Balance: 60.643194

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

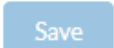
Divide by 7.6 to work out how many days this equates to, eg. 60.64 hours = 7.97 days.

HOW DO I REQUEST ANNUAL LEAVE?

The screenshot shows a form for requesting annual leave. It includes the following fields and values:

- Start Date:** 8 Nov 2021
- End Date:** 10 Nov 2021
- Hours:** 22.8
- Employee Comments:** Brother's wedding

At the bottom of the form are two buttons: "Cancel" and "Save".

- 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 

HOW DO I REQUEST ANNUAL LEAVE?

Start Date ⓘ 08/11/2021 End Date ⓘ 10/11/2021
Hours ⓘ 22.800000 Employee Comments ⓘ 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	Compass Electrical...	8 Nov 2021	10 Nov 2021	22.8	New	New	View

How do I edit or cancel annual leave? If a leave request has already been approved, you will need to contact EGT Payroll to action any changes – email timesheets@egt.net.au.

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 2021	-select-	00:00
Tue 21 Sep 2021	-select-	
Wed 22 Sep 2021	-select-	
Thu 23 Sep 2021	-select-	
Fri 24 Sep 2021	-select-	
Sat 25 Sep 2021	-select-	
Sun 26 Sep 2021	-select-	

The 'LEAVE TYPE' dropdown menu is open, showing the following options: 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, and -select-. An orange arrow points from the text 'Sick leave = Personal leave' to the 'Personal Leave' option.

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

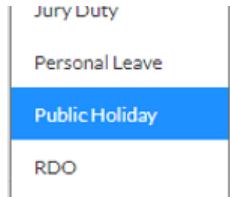


Upload Files

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.**



Jury Duty
Personal Leave
Public Holiday
RDO

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**

ENTRY DATE	LEAVE TYPE	START TIME	END TIME	BREAK MIN	BREAK MIN	NOTES FOR THIS ENTRY	HOURS	APPROVER NOTES
Mon 6 Mar 2023	Public Holiday	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
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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.

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

Host checks timesheet and if correct, selects **APPROVE**

EGT Payroll receives timesheet and **PROCESSES** your pay

SUBMIT

APPROVE

PROCESS

\$\$ PAID INTO BANK ACCOUNT

by the following Wednesday



WHERE CAN I FIND MY PAY ADVICE?



Home

Timesheets

Leave

More ▾

Profile

Pay Advices

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

Pay Advice

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?

Pay Advice Name	EPA 2021102706386	Date Paid	27/10/2021
Employee	Mason Robert STRAY	Period Start Date	18/10/2021
Period End Date	24/10/2021	Gross Earnings	257.12
Net Earnings	257.12	GST	0.000000
Pay Advice Message	EGT Apprentice salaries		



Home Timesheets Leave More ▾

Pay Advice

Go Back

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.