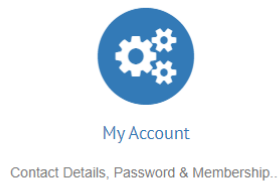
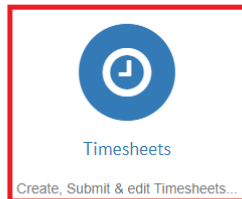


Welcome to the Peninsula Personnel Online Timesheets System

To submit your hours please follow these instructions:

- Log in to the timesheet portal at timesheets.peninsulapersonnel.com.au
- Select **Timesheets**

Candidate Area






- To create a new timesheet for the week, select **Create New Timesheet**. Alternatively, you can select **Not Submitted** or **Not Entered** to view existing records that remain outstanding

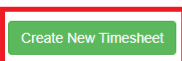
Timesheets

View

All	4
Not Submitted	3

View by status

 Not Entered	1
 Awaiting Submission	2
 Awaiting Approval	1




- If creating a new timesheet
 1. select the placement you wish to enter hours for from the list
 2. Choose date within the period you have worked (it will work out the week start date for you based on the selected day)
 3. Click **Create**

Timesheets

Create Timesheet 1.

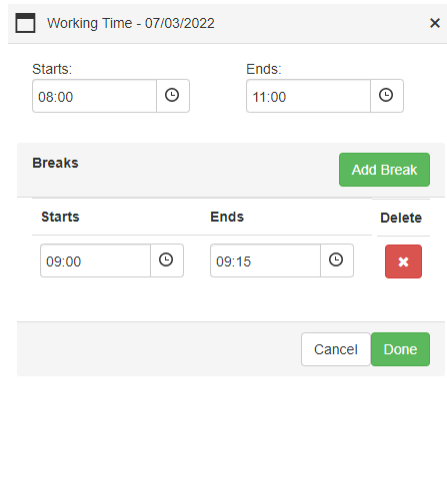
Select Placement:

Example Job / A Company Pty Ltd v

Select Week Start Date: 20/03/2022 

Create 3. 2.

- On the timesheet screen, the following must be completed to submit your record
 - Select whether the assignment will be continuing
 - Add in your working times and the times of any breaks you have taken

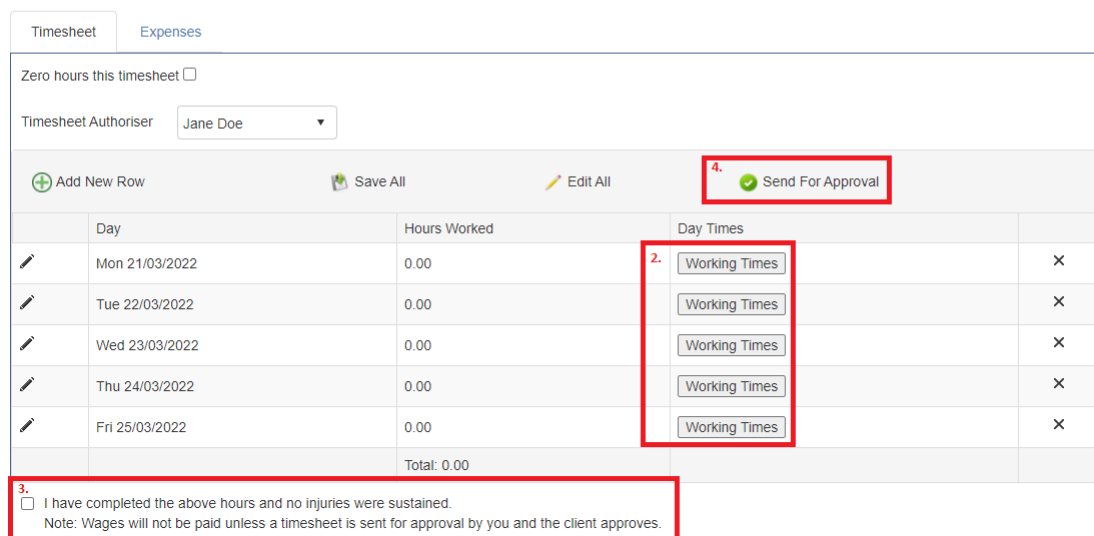


- Tick the declaration at the bottom of the hours list. If an injury was sustained, please contact Peninsula Personnel directly
- When you have finished editing, click **Send for Approval**

Placement

Timesheet ID:	48	Date Started:	17/02/2022
Job:	Example Job	Date Ending:	05/03/2022
Client:	A Company Pty Ltd	Employee:	Joe Bloggs
Reporting to:	Jane Doe	Department:	Administration

1. Continuing assignment? *: Yes ▾



Day	Hours Worked	Day Times
Mon 21/03/2022	0.00	Working Times
Tue 22/03/2022	0.00	Working Times
Wed 23/03/2022	0.00	Working Times
Thu 24/03/2022	0.00	Working Times
Fri 25/03/2022	0.00	Working Times
Total: 0.00		

3. I have completed the above hours and no injuries were sustained.
Note: Wages will not be paid unless a timesheet is sent for approval by you and the client approves.

Upon completion of this process your timesheet will be reviewed by your employer, and then processed by Peninsula Personnel