

Welcome to the Peninsula Personnel Online Timesheets system

The system will send you an email when an employee has submitted their hours. To review and approve the timesheet please follow these instructions:

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

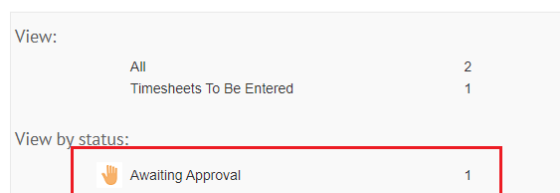
My Company Pty Ltd Area



The screenshot shows two buttons in a row. The first button, labeled 'Timesheets', has a clock icon and the text 'Manage Timesheets & Expenses...'. It is highlighted with a red rectangular border. The second button, labeled 'My Account', has a gear icon and the text 'Your Name & Password...'. The buttons are set against a light blue background with a white border.

- Select **Awaiting Approval**

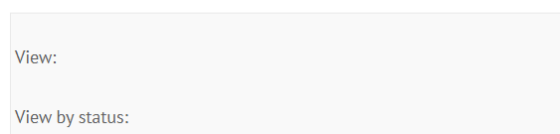
Timesheets



The screenshot shows a table with two columns: 'View' and 'View by status'. The 'View' column has two rows: 'All' with a value of 2, and 'Timesheets To Be Entered' with a value of 1. The 'View by status' column has one row: 'Awaiting Approval' with a value of 1. The 'Awaiting Approval' row is highlighted with a red rectangular border.

View	View by status
All	2
Timesheets To Be Entered	1
	Awaiting Approval 1

Expenses






The screenshot shows a table with two columns: 'View' and 'View by status'. The 'View' column is empty. The 'View by status' column is empty.

View	View by status
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- Click the Edit icon on the timesheet you wish to review

Timesheets

Print  Export 

<input type="checkbox"/>	Id	Placement	Name	Project	Start	End	Timesheet Hours/Days	Frequency	Status	Action
<input type="checkbox"/>	45	Online Timesheets User	Joe Bloggs		20 Feb 2022	26 Feb 2022	15.50	Weekly	Awaiting Approval	

- On the Timesheet screen, review the hours and any expenses submitted by the employee
 - Providing a performance value for each shift is optional
 - You can either **Reject**, **Approve**, or **Query** the timesheet
 - If selecting **Reject** or **Query**
 - A box will appear for you to enter an explanation
 - Once completed click **Submit Rejection** / **Submit Query**

Timesheet Expenses

2. ✖ Reject ✔ Approve ? Query

Day	Hours Worked	Performance 1.
Mon 21/02/2022	7.50	--Select--
Tue 22/02/2022	8.00	--Select--
Wed 23/02/2022	0.00	--Select--
Thu 24/02/2022	0.00	--Select--
Fri 25/02/2022	0.00	--Select--
Total :	15.50	

Reject Timesheet

Please supply your reason for rejecting this timesheet

3. Reason:

4. Cancel Submit Rejection