HIA Timesheets - User Guide for Hosts – Mobile

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1 Introduction

This guide has been designed to assist Hosts with accessing and utilising the HIA Timesheets System via a mobile device.

This document will guide you through the process of logging into the online timesheet system, creating a timesheet, approving timesheets and viewing timesheet and placement details.

It will also show you how to view your Personal Details and reset your password.

2 Conventions

The following symbols are used in this guide.

| Symbol	Purpose
	Indicates an item of important information.

To access the HIA Timesheet system on a mobile device you will need internet connection.

3   Log In

When you have been registered as an HIA Timesheets User you will receive a Welcome Email that will include your Username and the Initial Password required to Login in to the system along with the web address required to access your Company's Online Timesheet System.

To access the system click on the link in your Welcome Email, or you can enter the web address directly into your web browser.
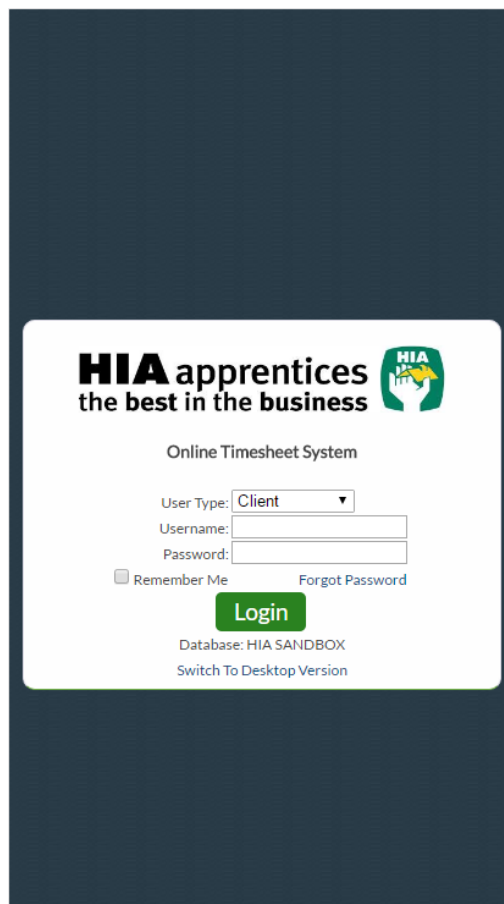
Enter your Username (email address) and password exactly as it appears in the Welcome Email and click **Login** .

3.1   Forgotten Password

If you have forgotten your password click Forgot Password .

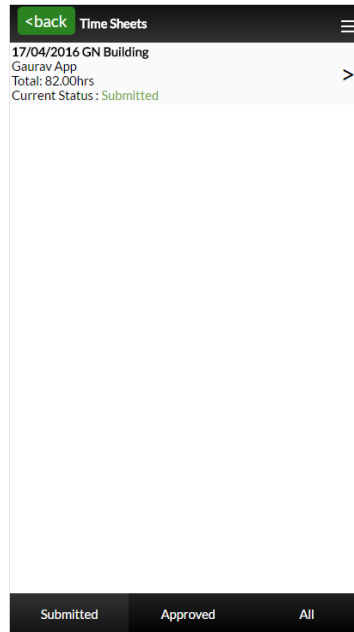In the Reset Password screen check the User Type is Employee and enter your Username.

Click Reset Password and a temporary password will be emailed to you.

To return to the Login Screen click < back to login .
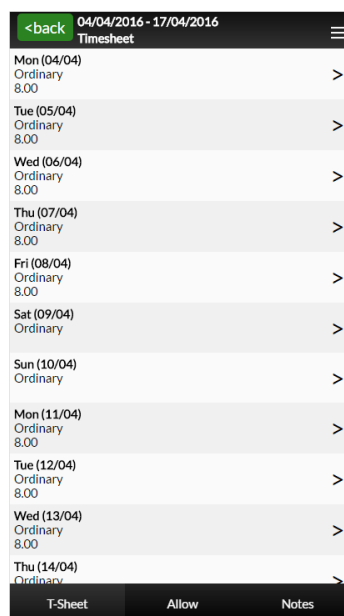
4   Timesheets

When accessing the system it will default to the Timesheet screen.

4.1   Approve Timesheet

To approve a timesheet click on the timesheet to display the timesheet details

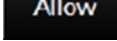Further details can be displayed by clicking on the individual day in this screen.
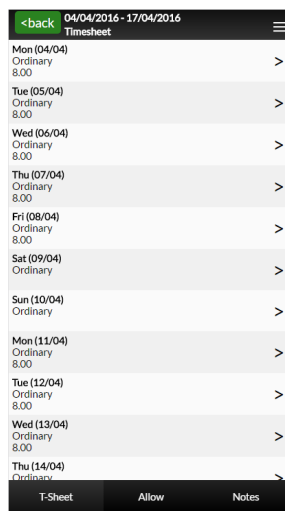
To approve the Timesheet click **Approve**

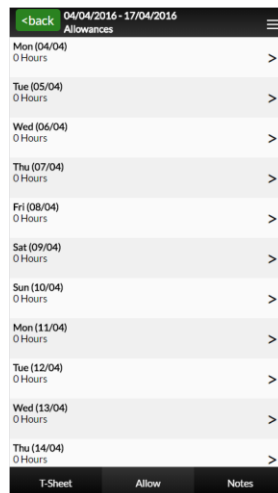To Reject the Timesheet click **Reject**

Note: You may need to scroll down to display further information and any buttons not displayed on screen.

4.2   Allowances

Where the employee has entered allowances these can viewed by clicking **Allow**.

To view allowance details click on the day allowances have been entered against

Click to return to the previous screen.

4.3   Notes

You can view and enter notes in the Note section.

To Open the Note section click .

Enter the required note and click .

4.4   View Timesheets

Here you can view timesheets filtered by Timesheet Status by clicking on the status at the bottom of the screen.
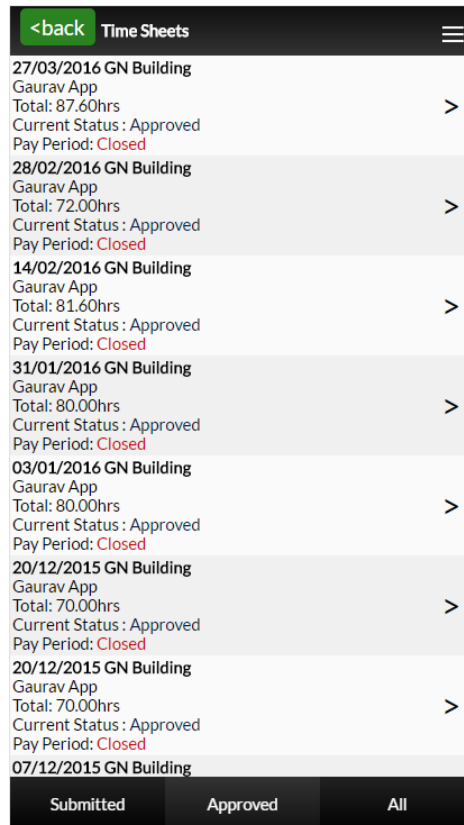
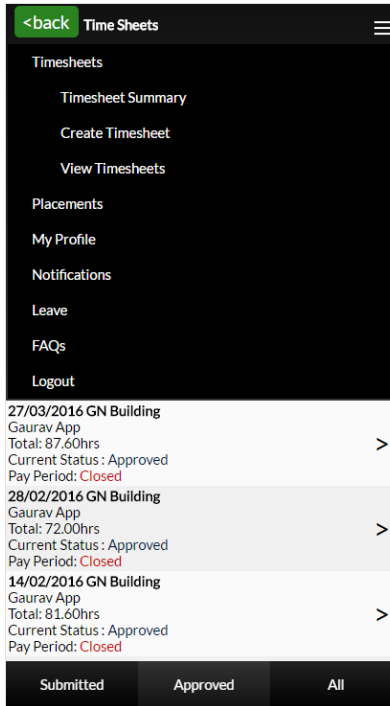You can select to view timesheets based on the following status:

Submitted: Indicates that the timesheet has been submitted and is awaiting to be approved.

Approved: Displays timesheets that have been previously approved

All: Displays All Timesheets

To access other areas of the system go to the Main Menu by clicking [menu icon] in the Timesheet screen.
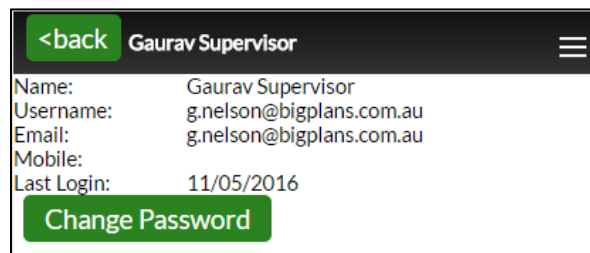

5   Placements

This screen displays current placement details for all Employees you have been assigned to.

6   My Profile

This screen displays your personal details including your Name, Username, Email address and the date of Last Login.

These details cannot be amended within this system. To amend any of these details you need to contact your Employer.

You can change your password in this screen by clicking [Change Password]

7   Notifications

This screen displays any messages that have been previously viewed when opening the online timesheet system.

8   Frequently Asked Questions

To view the frequently asked questions click [FAQs].

9   Log Out

To log out of the HIA Timesheets system click on [Logout].