

## BRC Electronic Timesheet Procedure

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# REGISTERING FOR ELECTRONIC TIMESHEETS

To register for Electronic Timesheets, just Call or Email your BRC representative and request they register you for the new Electronic Timesheet platform. From there, you will be issued with a unique Username and Password.

## SUBMITTING TIMESHEETS

To submit a timesheet using the Electronic Timesheet Platform, follow the simple procedure below. To confirm the timing and frequency of when you will receive a timesheet to submit, please consult your BRC representative.

1. Goto <https://eforms.workpac.com/brc>
2. Sign-in using your unique Username and Password
3. Review your Dashboard

Upon successfully logging in, you will be taken to the default dashboard which shows your New & Historic timesheets. You'll know when a timesheet is awaiting your submission if the State is "Candidate Review", as per below.

The screenshot shows the BRC Recruitment dashboard. At the top left is the BRC logo (BRC RECRUITMENT PTY LIMITED). At the top right, there is a user profile for 'Dummy Temp' and navigation links for 'Form Vault', 'Dashboard', and 'Logout'. The main content area is titled 'Available Products' and contains a dropdown menu for 'Timesheet-BRC'. Below this is a 'Show Filter Pane' button. The main table lists applications with the following data:

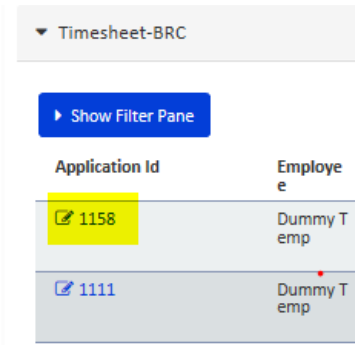
Application Id	Employee	Client	Supervisor	Site Location	Week Ending	Created	Modified	State	Assignee	Organisation
<a href="#">1158</a>	Dummy Temp	ABC Dummy Centre	Dummy Supervisor		05 Feb 2017	06 Feb 2017 01:09	06 Feb 2017 01:20	Candidate Review		ABC Dummy Centre
<a href="#">1111</a>	Dummy Temp	ABC Dummy Centre	Dummy Supervisor		05 Feb 2017	03 Feb 2017 23:12	06 Feb 2017 01:08	Pending Approval		ABC Dummy Centre

At the bottom of the table, there are pagination controls: 'First', 'Previous', '1', 'Next', 'Last', and a dropdown for '10'. Below the pagination, it says 'Showing 1 - 2 of 2 applications'.

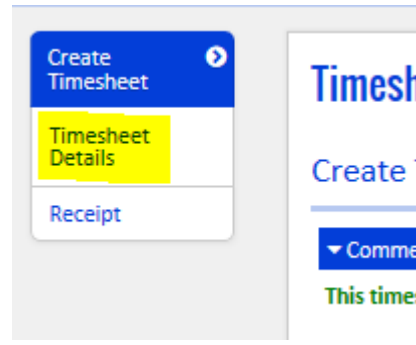
4. Click the “Application Id” of the timesheet marked “Candidate Review” (as per Screenshot 2)

### 5. Completing Timesheet Hours

Once in the Timesheet, you’ll have a chance to review the Site and Supervisor details (all options here will be greyed out). Once your happy you’ve got the correct timesheet, click “Timesheet Details” (as per Screenshot 3). If any of the information is incorrect, skip to Step 9 of this section.



Screenshot 2



Screenshot 3

Then you’ll be presenting with a screen as per below, where you can now specify your shift details for each day of the week. Please ensure you specify:

- Start Time
- Finish Time
- Break Hrs (as a fraction of an hour. Eg. 30mins equals 0.5)
- Shift (if applicable)

### Timesheet-BRC

Status: Candidate Review

#### Timesheet Details

Monday to Sunday Timesheet

Please round your total daily hours to the nearest quarter of an hour.  
All hours are to be added on the date your shift "finished". All pyjama days must be added in to your timesheet.

Day	Start	Finish	Break Hrs	Total Hrs	Shift	Position	Comments
Mon	30/01/2017	11:00 AM	6:00 PM	0.5	6.5	PM	
Tue	31/01/2017	08:00 AM	04:30 PM	0.5			
Wed	01/02/2017	11:00 AM	6:30 PM	0.5	7	PM	
Thu	02/02/2017	7:00 AM	12:00 PM	0.5	4.5	AM	
Fri	03/02/2017	08:00 AM	04:30 PM	0.5			
Sat	04/02/2017	08:00 AM	04:30 PM	0.5			
Sun	05/02/2017	08:00 AM	04:30 PM	0.5			

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Press Submit at the bottom of the form to send to the supervisor.

## 6. Expense Claims

If you have any expenses to claim, you have the ability to attach any relevant documentation on this screen also.

## 7. Confirming you Safety

As your safety is paramount to us, we require you confirm if you were involved in an incident on any of the shifts specified in the timesheet, and to also confirm whether you have been inducted to site.

## 8. Has the assignment finished?

If you're confirmed on a future shift at this facility, please specify "Yes", otherwise click "No".

## 9. Confirm, Save and Submit

If there's any information on the timesheet that isn't accurate. For example, an incorrect Facility, please select "No", provide some Comments in the space provided and click "Submit". There is no need to complete any of the other details on this screen.

• Are the timesheet details correct?

Yes - Send my timesheet to supervisor  No - Cancel timesheet and don't send to supervisor

• Comments:

[Back](#)

[Save](#)

[Submit](#)

If the details are correct, and you've completed filling your shifts for the week, Click "Yes", and "Submit".

**NOTE:** You can "Save" your progress and complete later, simply by clicking "Save" at any time.

Once Submitted, you will see a screen like below. Note Status changes to "Pending Approval".

Timesheet-BRC

Status: Pending Approval

Receipt

Thank you for submitting your timesheet.

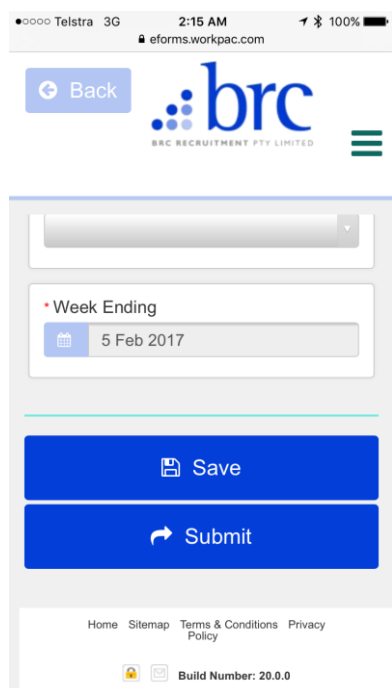
Your receipt number is 1158.

[Close](#)

## USE ON A MOBILE DEVICE

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The BRC Electronic Timesheet Portal fully supports the use of Mobile Devices. To access from a mobile device, the process is identical to that outlined above. The only major difference is that you must review each page and press submit to progress to the next screen.



## REVIEWING TIMESHEETS

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At any time, you can login to the portal (<https://eforms.workpac.com/brc>) to review New or Old Timesheets. You may see timesheets with the following States.

- Candidate Review:
  - o This is a timesheet that has been created and is awaiting the Employee to review and submit their shifts
- Pending Approval:
  - o This is a timesheet that has been created and submitted by an Employee awaiting Supervisor's approval/rejection.
- Approved:
  - o This is a timesheet that has already been submitted and approved.

## TROUBLESHOOTING

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If you experience any issues, please feel free to call or email your BRC representative, or call the BRC office on [02 8245 1400](tel:0282451400) and someone will be able to assist.