

## BRC Electronic Timesheet Procedure

REGISTERING FOR ELECTRONIC TIMESHEETS .....	2
APPROVING / REJECTING TIMESHEETS .....	2
USE ON A MOBILE DEVICE.....	4
REVIEWING TIMESHEETS .....	5
TROUBLESHOOTING .....	5

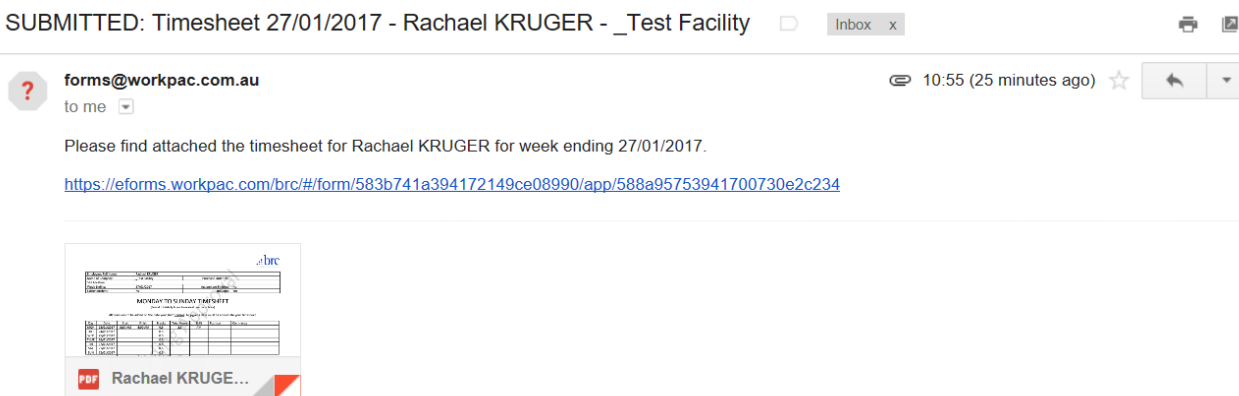
## REGISTERING FOR ELECTRONIC TIMESHEETS

If you have not received your unique Username and Password to access the new BRC Electronic Timesheet platform, please call (02 8245 1400) or email your BRC representative and request they register you for the new Electronic Timesheet platform. From there, each Approving Supervisor will be issued with a unique Username and Password.

## APPROVING / REJECTING TIMESHEETS

To Approve a timesheet using the Electronic Timesheet Platform, follow the simple procedure below.

1. Go to <https://eforms.workpac.com/brc> or simply click the link from the email received upon the Casual Worker submitting their timesheet. (As per example below)



2. Sign-in using your unique Username and Password

### Please sign in

  
  
  
[Forgotten your password?](#)

### 3. Review the Timesheets “Pending Approval”

Upon successfully logging in, look for any Timesheets that are **“Pending Approval”**, and click the unique identifier as shown below.

#### My Dashboard

##### Assigned To Organisation

Application Id	Created	Modified	State
<b>Timesheet-BRC-UAT</b>			
1063	27 Jan 2017 10:33	27 Jan 2017 10:53	Pending Approval
1055	16 Jan 2017 10:49	16 Jan 2017 11:07	Approved
1053	15 Dec 2016 14:20	15 Dec 2016 14:30	Candidate Review
1054	15 Dec 2016 14:21	15 Dec 2016 14:28	Candidate Review
1051	15 Dec 2016 13:52	15 Dec 2016 13:55	Candidate Review
1050	15 Dec 2016 13:51	15 Dec 2016 13:55	Candidate Review
1049	15 Dec 2016 12:41	15 Dec 2016 12:49	Pending Approval
1048	15 Dec 2016 10:51	15 Dec 2016 10:55	Candidate Review
1047	15 Dec 2016 10:07	15 Dec 2016 10:10	Candidate Review
1046	15 Dec 2016 09:39	15 Dec 2016 09:58	Approved
1045	12 Dec 2016 11:39	12 Dec 2016 11:50	Approved
1044	12 Dec 2016 11:21	12 Dec 2016 11:25	Candidate Review
1042	12 Dec 2016 00:08	12 Dec 2016 00:10	Candidate Review
1035	05 Dec 2016 11:12	12 Dec 2016 00:03	Approved

### 4. Submit Approval / Rejection

Once in the Timesheet, you’ll have a chance to review all the details of the timesheet, including the Employee’s details, site details, and most importantly the Shift details. You won’t be able to modify any of these details, but if you proceed to the “Supervisor’s Approval” tab, you can either “Approve” or “Reject” the timesheet.

#### Approval:

If the timesheet meets your approval, simply click “Yes – Approve”, provide a comment if you like, and click “Submit” as per image below.

**Timesheet-BRC-UAT** Status: Pending Approval

**Supervisor's Approval**

\* Are the timesheet details correct?  
 Yes - Approve  No - Cancel/Review

Approval Comments

Approval Date

Rejection:

If the timesheet does not meet your approval, you have the option to either “Send it to FTM” (Field Team Member otherwise known as the Casual Worker) or “Cancel” the timesheet completely. In either case, you MUST provide a comment, then click “Submit”. See image below.

**Timesheet-BRC-UAT** Status: Pending Approval

**Supervisor's Approval**

\* Are the timesheet details correct?  
 Yes - Approve  No - Cancel/Review

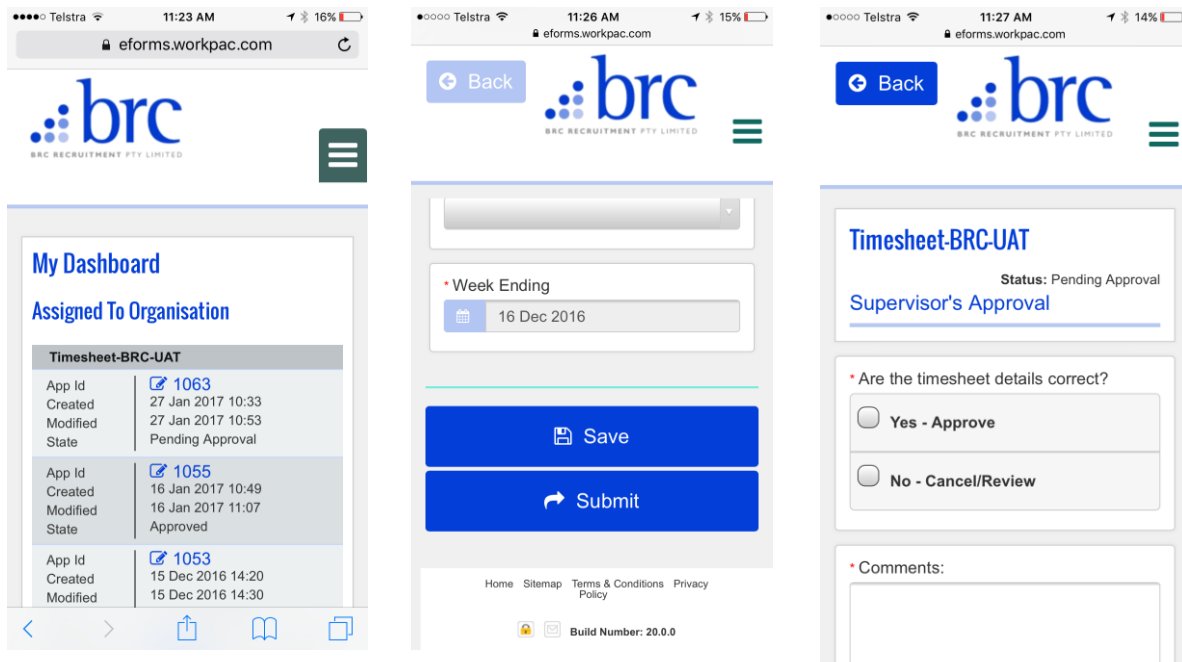
\* Timesheet needs to be updated?  
 Yes - Send it to FTM  No - Cancel timesheet

\* Comments:

Approval Date

## USE ON A MOBILE DEVICE

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 during the approval process, you must review each page and press submit to progress to the Approval Screen.



## REVIEWING TIMESHEETS

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

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.