

FastTrack Timesheet Submission Instructions

Employee Logon

In order to access your online timesheet you must first log into DFP Workspace.

Open an internet browser and enter <https://www.dfp.com.au/eservices/employees> into the address bar. At the login page enter your unique User ID and Password and click Login.

Employee login

User ID:

Password:

Login

[Click here if you have forgotten your password](#)



When successfully logged into DFP Workspace click the timesheets button.

Main Employee Page

Once in the timesheet page you will see the following icons:



Employee Timesheets

- To create or edit a timesheet click on the Timesheets icon.



Timesheet List

Timesheets are colour-coded:

- Rejected Timesheets are colour-coded with a red border.
- Available Timesheets are colour-coded with a green border.
- Saved (work in progress) Timesheets are colour-coded with an orange border.

FastSearch Recruitment Professionals ABN:

Candidate jobs / timesheets

[Print Blank Timesheet](#)
[Instructions](#)
[Archived Timesheets](#)

Rejected timesheets						
Client	Position	Contact	Start/End Date	Week End Date	Total Hrs	
A New Company Head Office	Applications Programmer 200000954 (Temp)	John Oreily	4/09/2007 31/10/2007	14/10/2007	30.00	Edit

Available timesheets						
Client	Position	Contact	Start/End Date	Week End Date	Total Hrs	
AAMI Head Office	Assistant 200000645 (Temp)	Joe Banks	9/07/2004 31/08/2004	22/08/2004		Add
AAMI Head Office	Assistant 200000645 (Temp)	Joe Banks	9/07/2004 31/08/2004	29/08/2004		Add
AAMI Head Office	Assistant 200000645 (Temp)	Joe Banks	9/07/2004 31/08/2004	31/08/2004		Add
A New Company Head Office	Applications Programmer 200000954 (Temp)	John Oreily	4/09/2007 31/10/2007	21/10/2007		Add
A New Company Head Office	Applications Programmer 200000954 (Temp)	John Oreily	4/09/2007 31/10/2007	28/10/2007		Add
A New Company Head Office	Applications Programmer 200000954 (Temp)	John Oreily	4/09/2007 31/10/2007	31/10/2007		Add

Incomplete timesheets						
Client	Position	Contact	Start/End Date	Week End Date	Total Hrs	
ITC - TEST - DO NOT DELETE	Administrator 200030982 (Temp)	Nicole Broughton	10/12/2012 8/12/2013	23/06/2013	7.50	Edit Email

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Rejected timesheets (Red) have been reviewed and rejected by the employer due to incorrect time entries. Rejected timesheets can be re-submitted once changes have been made based on the feedback provided.

Available timesheets (Green) are blank timesheets awaiting information to be entered.

Saved timesheets (Orange) have had timesheet information (hours) entered but has not been completed or submitted i.e. entering your working hours on a daily basis.

Add Timesheet Details

To add timesheet details, use the [Add](#)  (or [Edit](#)) button on the Candidate Timesheet List. You may enter hours for the selected new (or rejected) timesheet.

The timesheet entry page allows the following functions:

- The entry of start, stop and break times for each specific date worked.

Please be aware that you must submit your hours using a 24 hour clock.

- The addition of notes to the client.

In this example, Candidate timesheet details are being added:



Adding timesheet for Nicole Durski

DFP Recruitment Services

ABN: 66 394 749 447

Back
View Job Details
Print
Save

Week Ending : 22/06/2008

Status : Add

Please enter time in 24hr format hh:mm ie. 18:30 means 6:30pm. Shifts can be entered over multiple days but can not overlap

Date	Start	Stop	Start	Stop	Start	Stop	Start	Stop	Total
Mon 16/06/2008	08:30	12:00	13:00	17:00					07:30
Tue 17/06/2008	09:00	12:00	12:45	16:30					06:45
Wed 18/06/2008	09:00	12:00	12:30	16:00	16:30	18:00			08:00
Thu 19/06/2008	11:00	16:00							05:00
Fri 20/06/2008	08:00	12:00	13:00	17:00					08:00
Sat 21/06/2008									
Sun 22/06/2008									
Total									35:15

Additional Claims

Please pay 35km Travel ▲▼

Comment to Company ABC

▲▼

Comment to DFP Recruitment Services

▲▼

To use the **Add Timesheet** form:

1. Timesheets are completed by filling out all hours worked including your unpaid breaks taken during the day.

The example above shows that on Wednesday, the candidate:

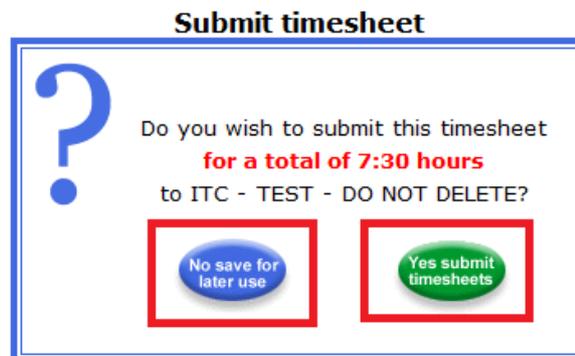
- Started work at 9am
- Stopped work at 12pm for a ½ hour unpaid break.
- Returned to work at 12.30pm
- Stopped work at 4pm for a ½ hour unpaid break
- Returned to work at 4.30pm
- Finished work for the day at 6pm
- All breaks that are NOT paid for need to be included using this above format.

2. Once details are entered, click **Save**.

Saving and Submitting your timesheet

To save timesheet information, use the **Save** button.

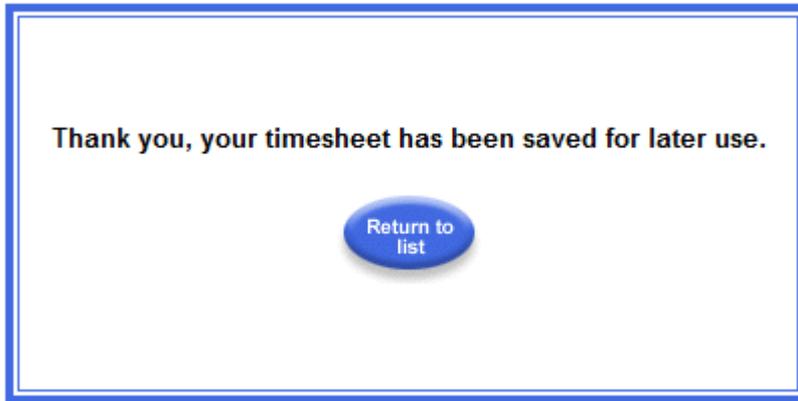
This window prompts for confirmation to save details or submit for processing:



To send the timesheet for approval, click **Yes, submit timesheets**.

To make the timesheet available for editing, click **No, save for later use**.

By doing this it allows you to update a timesheet on a day to day basis.



Timesheet History

To retrieve submitted timesheets, go to the [Candidate jobs / Timesheets](#) window and click [Archived Timesheets](#).

In [Candidate Timesheet History](#), enter search criteria and click [Report](#) to retrieve submitted timesheets:

Candidate Timesheet History

Search Criteria

Week Ending From: To:

Client Name:

Job Order No:

Status: ▼

[Report](#)

Client Name	Position	Contact	Start / End Date	Week End Date	Total Hours	Status
A New Company Head Office	Applications Programmer 200000954 (Temp)	John Oreily	4/09/2007 31/10/2007	7/10/2007	36.00	Client Signed

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Employee Payslip History

To see information on your Payslip History, use the [Payslip History](#) button.  Payslip History

The current [Pay History](#) list shows all payments made to the current logged-in candidate for the selected financial year:

Pay History							
Financial Year : <input type="text" value="2008"/> 01/07/2007 To 30/06/2008							
Period End	Gross	Tax	Net	Heccs	T Allow	NT Allow	Pay Batch
16/09/2007	950.00	461.00	437.00	52.00	0.00	0.00	395

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To see the payment advice, click on the [Period End Date](#) link.

Payslip Details

The payslip page holds all the details of the selected payslip.

DFP Recruitment Services

Level 8, 379 Collins Street
 MELBOURNE VIC 3000
 Phone: (03) 8632 9900
 ABN: 66 394 749 447



Pay Advice

Payrun No: 4
 Office: 101
 Print Date: 04/09/2008

CAROL DALE
 PO Box 163
 KYNETON VIC 3444

Payee Code	100039721 - C	Name	SAMPLE CANDIDATE	Period Ending Date	27/07/2008
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Pay Item	Quantity	Rate	Total
Sample Company Project Manager 21/07/2008 – 27/07/2008 Ordinary Time	40.00	68.81	2,752.40

Payee Allowance/s	Total

Payee Deduction/s	Total

	Taxable Allowances	Gross	Tax	HECS	Non Taxable Allowances	Deductions	Net
Current	0.00	2,752.40	1,280.00	0.00	0.00	0.00	1,472.40
Y.T.D.	0.00	4,954.32	2,304.00	0.00	0.00	0.00	2,650.32

Comments		
Highest tax paid due to invalid Tax File No.		
Super Fund: Australian Super	YTD: 445.89	MTD: 445.89

Change Password



You can change your password by selecting the **Change Password** icon. Change Password

In order to change your password you must enter your User ID, Old Password, New Password and then Re-enter New Password for validation.

Please note that your timesheet password contains a high level of security and all passwords must meet a minimum standard of at least 7 characters in length, mixture of upper and lower case characters and contain at least 1 digit.

Once finished you can save and then return to the main timesheet menu.

Candidate - Change Password

User ID :

Old Password :

New Password :

Re-enter New Password :



To log-out, go to the Employee Services page and click **Log Out**