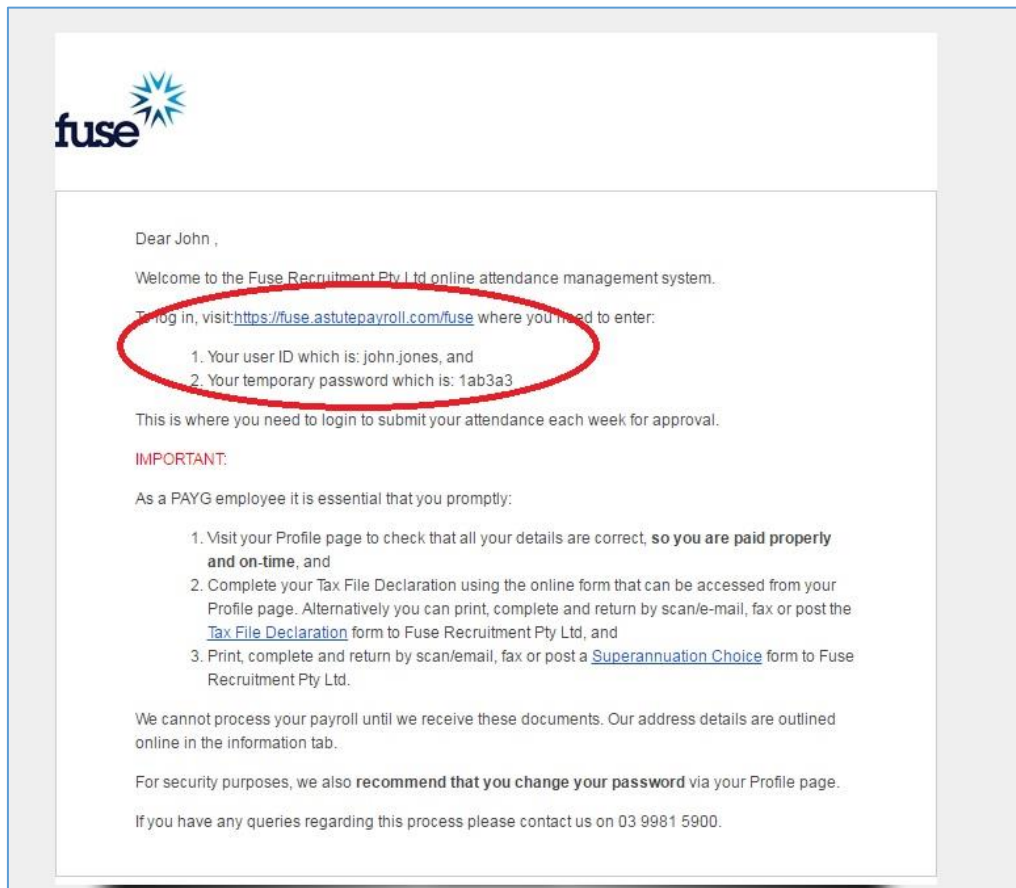


## Fuse Recruitment

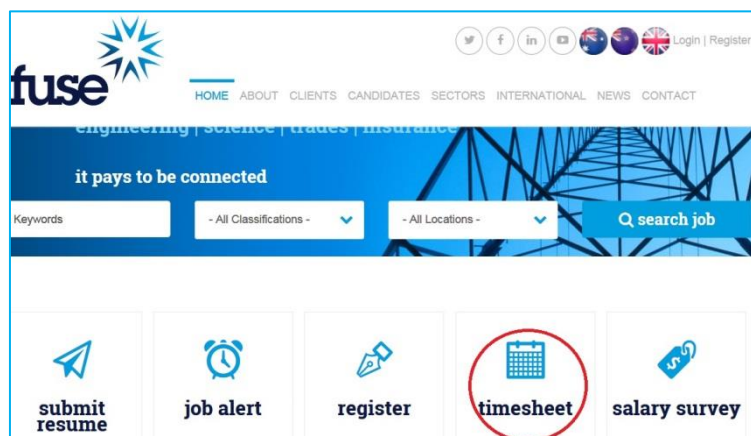
### Instructions for completing an Astute Payroll Timesheet

#### Astute Payroll Access

Prior to commencing work, Fuse Recruitment will set up login access for you on our Astute Payroll System. You will automatically be sent an email with your login details:

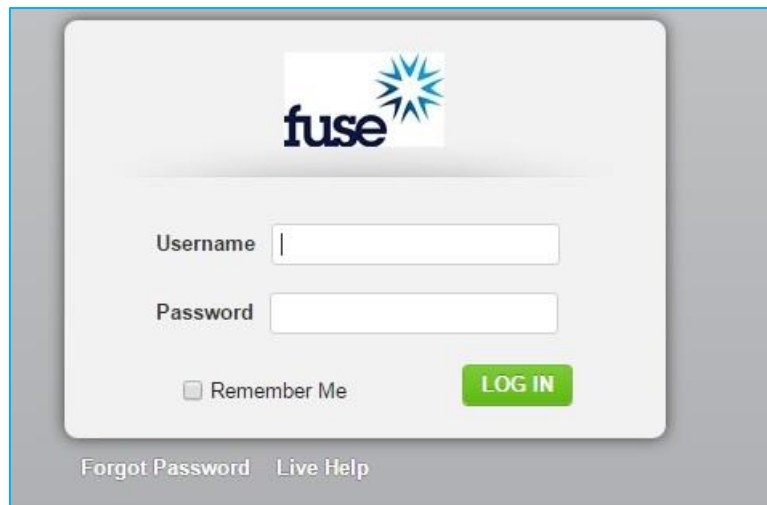


**IMPORTANT:** If you do not receive this email please contact your [Fuse Recruitment Consultant](#) and they will organise for the email to be resent to you. The email will also have a link to Fuse URL login, which can also be accessed via [timesheet](#) on the Fuse website:



## Logging In

1. On the timesheet page, you will see a login screen that looks like this:



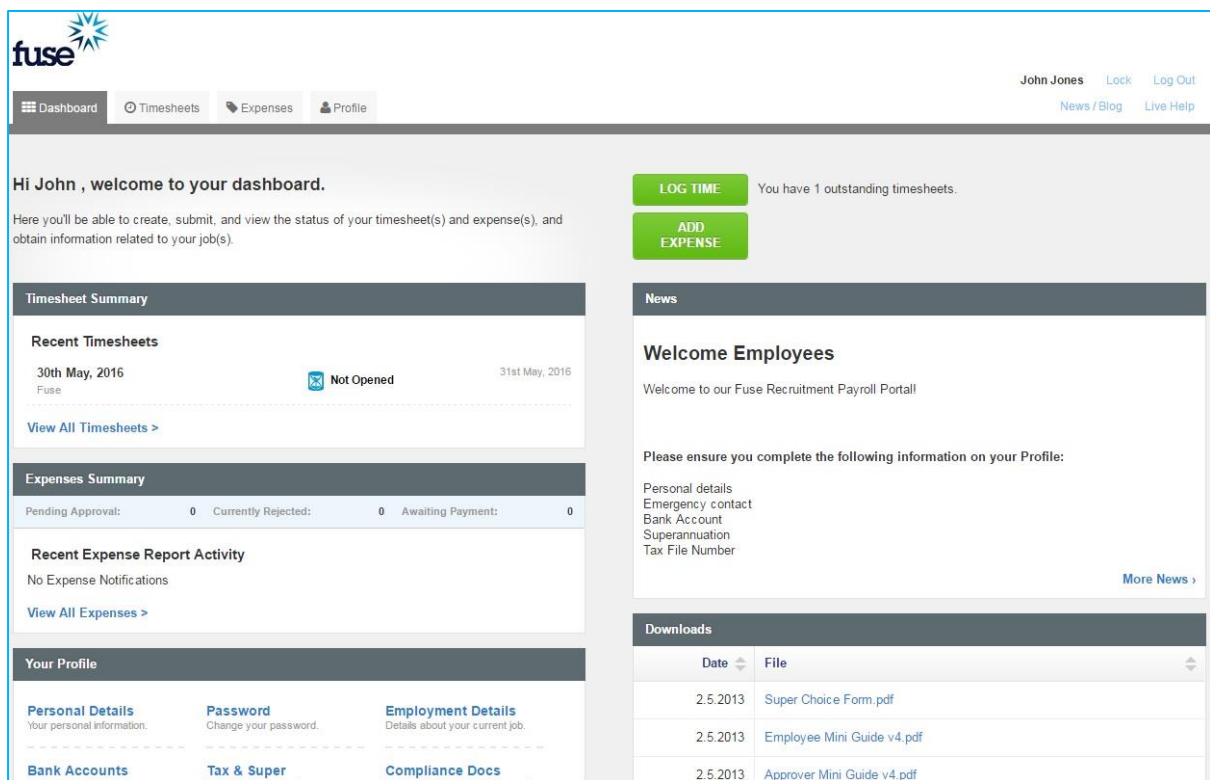
- a. Enter your Username and Password.
- b. Initially, you will be presented with Terms and Conditions that you need to review and acknowledge.
- c. Once logged in, you can change your password in the profile section. You will not be able to change your username.
- d. If you forget your Username or Password, select 'Forgot password'.
- e. Enter your username or email address and your details will be sent to your registered email address.

## The Dashboard

The Dashboard is the home page of the system, and provides a snapshot of what is happening on the system and is a way to quickly access commonly used tasks. The table below describes the functions of the Dashboard.

Function	Description
Timesheet Summary	Provides a summary of recent Timesheet activity. Click on the link to be taken to the relevant Timesheet.
Expenses Summary	Provides a summary of recent Expenses activity. Click on the link to be taken to the relevant Expense.
Your Profile	Displays the more commonly used functions in your profile – click on a function to view or edit these details.
News Displays notices and news items	This is designed to be a regularly updated snapshot of your firm's news

The Dashboard layout looks like this:



The dashboard layout includes the following sections:

- Header:** Fuse logo, navigation menu (Dashboard, Timesheets, Expenses, Profile), user name (John Jones), and links (Lock, Log Out, News / Blog, Live Help).
- Welcome Message:** "Hi John, welcome to your dashboard. Here you'll be able to create, submit, and view the status of your timesheet(s) and expense(s), and obtain information related to your job(s)." Includes "LOG TIME" and "ADD EXPENSE" buttons.
- Timesheet Summary:** "Recent Timesheets" section showing a timesheet for 30th May, 2016, with a "Not Opened" status and a "View All Timesheets >" link.
- Expenses Summary:** "Expenses Summary" section showing "Pending Approval: 0", "Currently Rejected: 0", and "Awaiting Payment: 0". Includes "Recent Expense Report Activity" (No Expense Notifications) and a "View All Expenses >" link.
- Your Profile:** Section with links for "Personal Details", "Password", "Employment Details", "Bank Accounts", "Tax & Super", and "Compliance Docs".
- News:** "Welcome Employees" section with a "More News >" link.
- Downloads:** Table listing downloaded files.

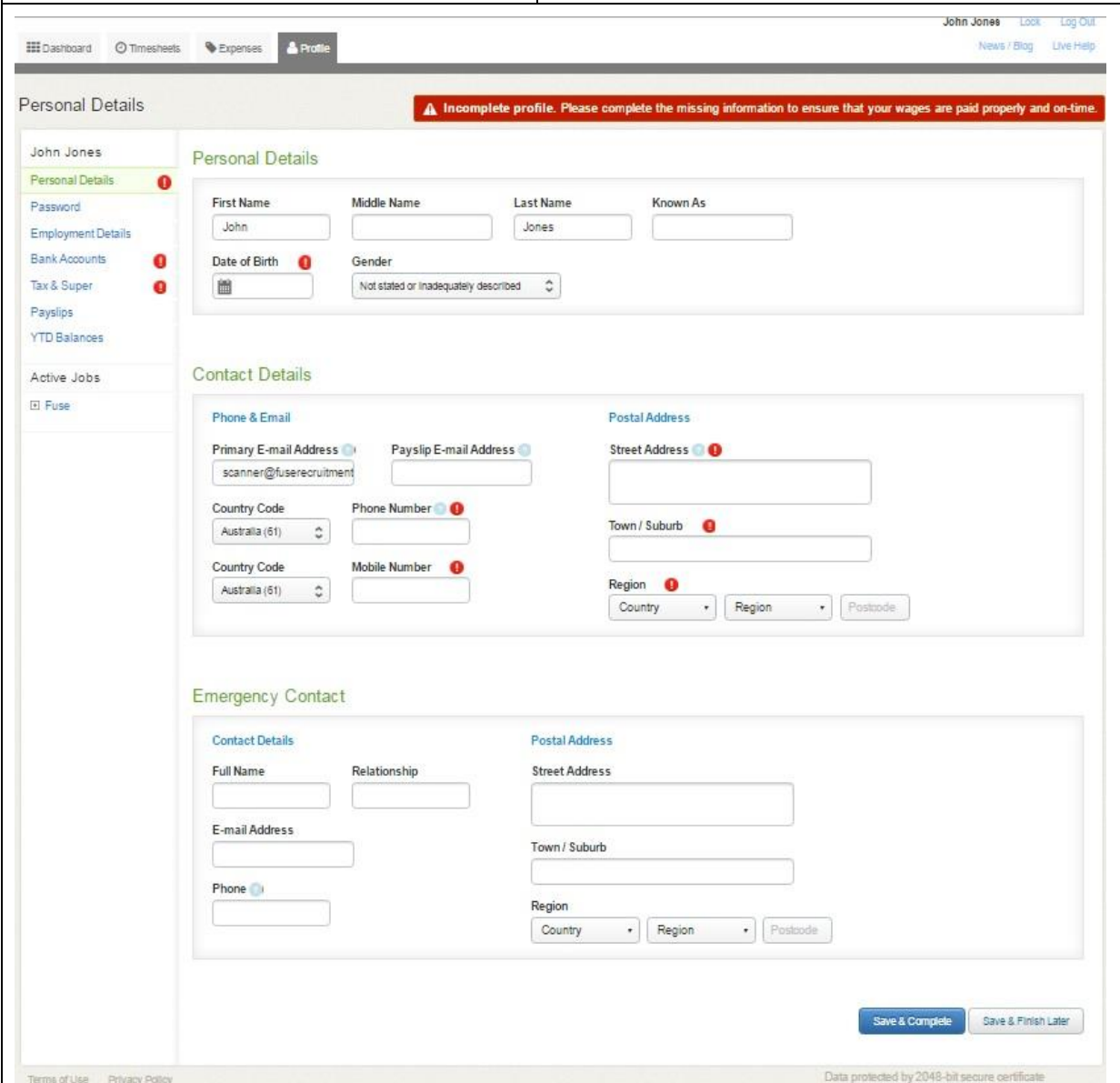
Date	File
2.5.2013	Super Choice Form.pdf
2.5.2013	Employee Mini Guide v4.pdf
2.5.2013	Approver Mini Guide v4.pdf

You will need to set up your profile in the section where your personal and employment details are kept.

When you first log in, you will be taken to your Profile page. Please complete any outstanding data and ensure all flagged fields are completed to help ensure your profile is complete and you can be paid correctly.

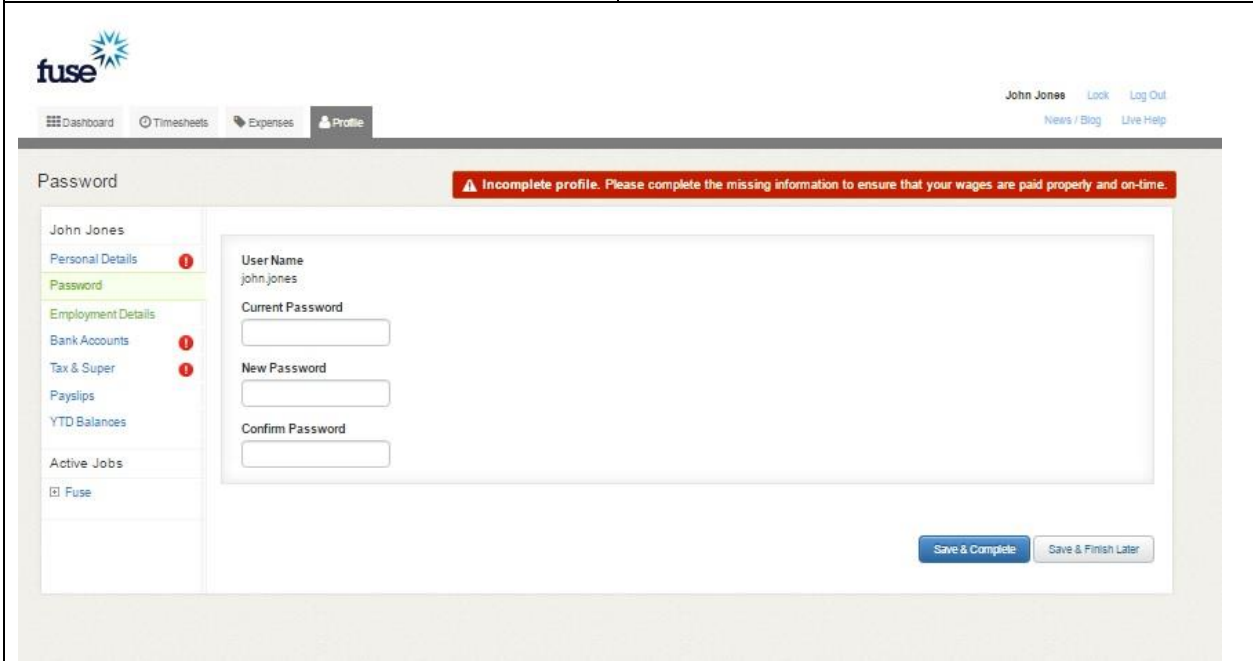
For ease of reference, your profile is separated into the following Tabs on the left side menu:

Menu	Description
<b>Personal Details</b>	Name, birth date, address and contact details as well as Emergency Contact information.

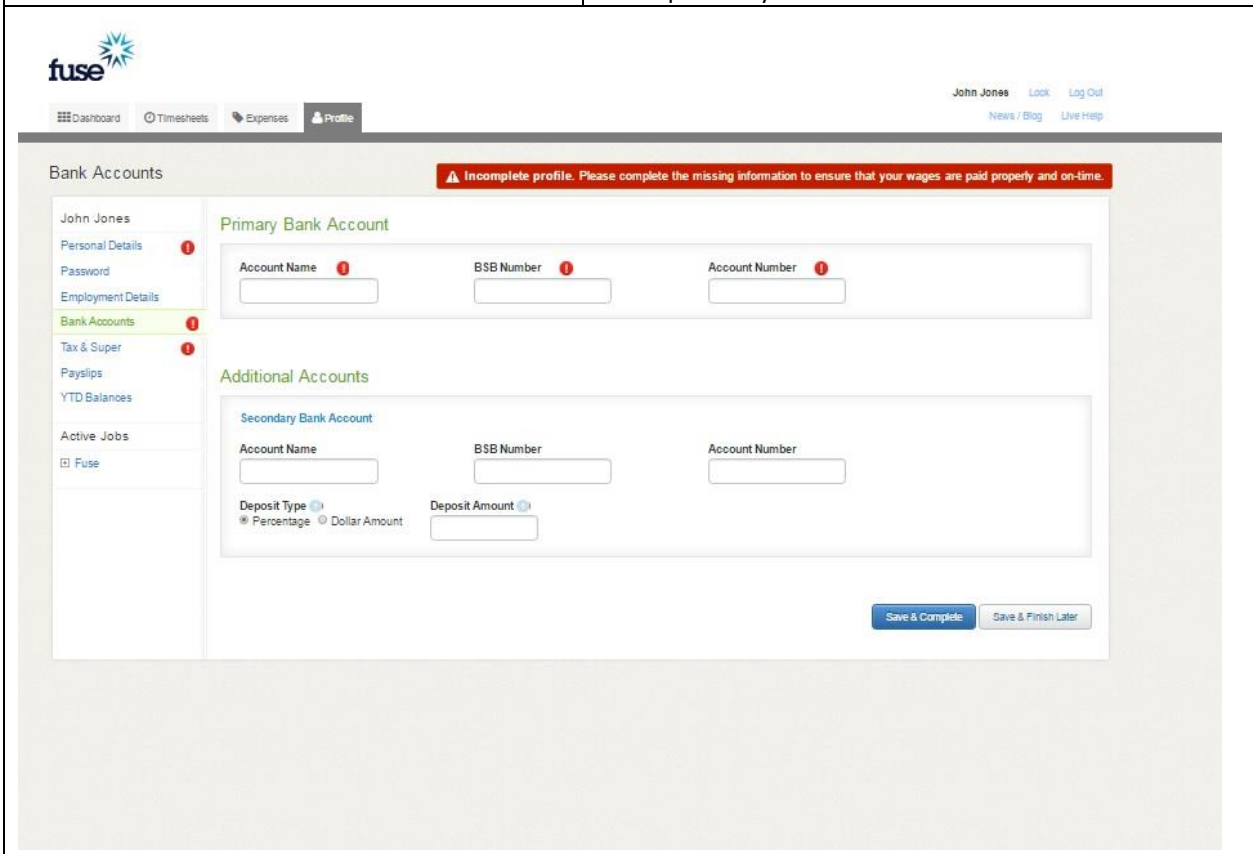
The screenshot displays the 'Personal Details' page for a user named John Jones. The page includes a navigation menu on the left with options like 'Personal Details', 'Password', 'Employment Details', 'Bank Accounts', 'Tax & Super', 'Payslips', 'YTD Balances', 'Active Jobs', and 'Fuse'. The main content area is divided into three sections: 'Personal Details', 'Contact Details', and 'Emergency Contact'. Each section contains various input fields for personal information, contact information, and emergency contact details. A red warning banner at the top of the main content area states: 'Incomplete profile. Please complete the missing information to ensure that your wages are paid properly and on-time.' At the bottom of the page, there are 'Save & Complete' and 'Save & Finish Later' buttons, along with footer text including 'Terms of Use', 'Privacy Policy', and 'Data protected by 2048-bit secure certificate H9.13.0J (20180525) - Copyright © Astute Corporation'.

Menu	Description
<b>Password</b>	You can change your password from here.

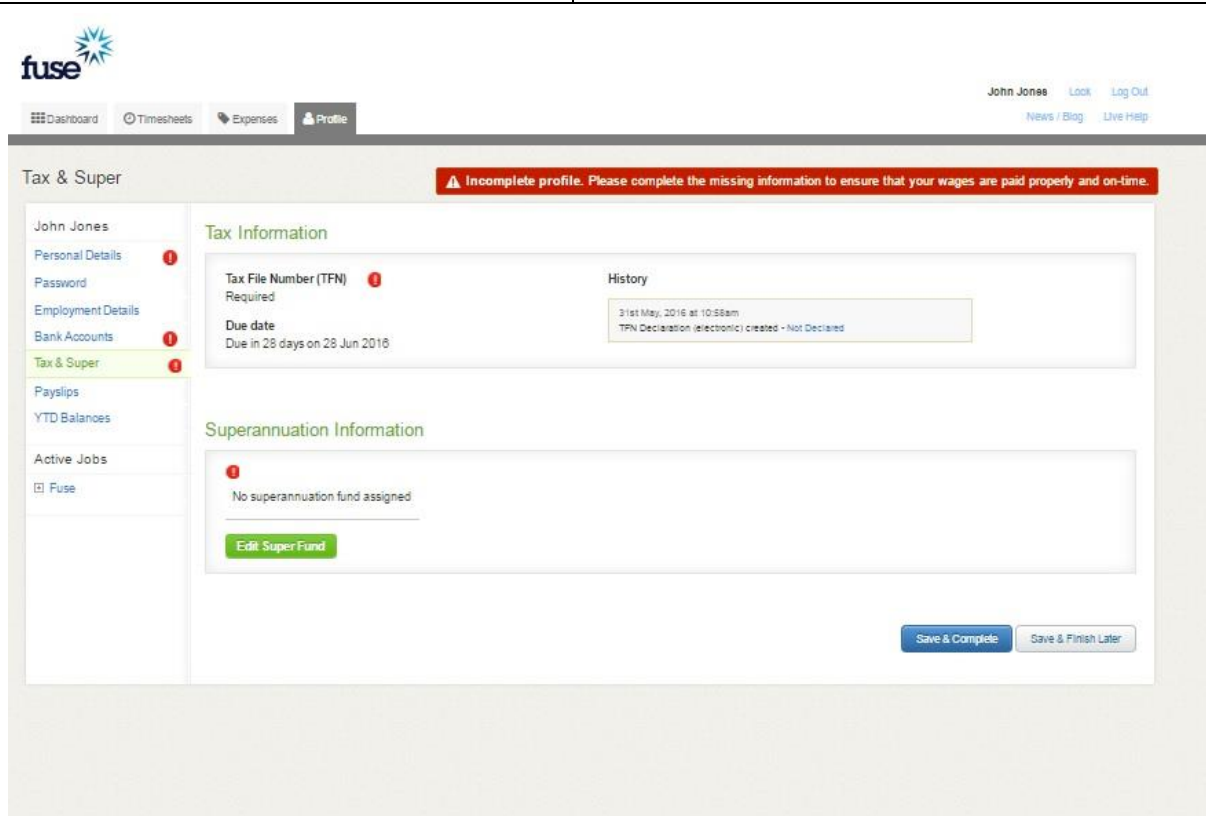


<b>Employment Details</b>	Details your employment status with your Fuse Recruitment eg PAYG or subcontractor.
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<b>Bank Accounts</b>	Please ensure your account details are correct to receive your salary. The Account Name is your name not the name of the product you use.
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Menu	Description
<b>Tax &amp; Super</b>	Insert details of your superannuation fund. To complete your super details you will need the Funds SPIN or USI your Account number with the fund and the name you are registered with the fund. Complete your Tax file Declaration form on line. To complete your declaration you will need your tax file number.



<b>Payslips</b>	Displays your payslips for you to download.
<b>Compliance docs</b>	Details any compliance documentation which you have read and acknowledged.
<b>Active Jobs</b>	Lists each of your active jobs and provides details, including: <ul style="list-style-type: none"> <li>• Start/finish dates</li> <li>• Pay rates</li> <li>• Designated Approvers; and</li> <li>• Timesheets and Expenses submitted.</li> </ul>
<b>Inactive Jobs</b>	Lists each of your inactive (previous or future) jobs and provides details, including: <ul style="list-style-type: none"> <li>• Start/finish dates</li> <li>• Pay rates</li> <li>• Designated Approvers; and</li> <li>• Timesheets and Expenses submitted.</li> </ul>

## Timesheets

You are required to submit Timesheets weekly. This is a “Monday to Sunday” timesheet with a submission deadline of 9am Monday morning.

### Timesheet Status

Function	Description	Action Required
Not Opened	You have yet to enter any information into the Timesheet	Fill in and submit your Timesheet by the deadline. You can fill in you time sheet on a daily bases and save it pressing the Save button.
Pending Submission	You have yet to submit the Timesheet for approval	Fill in and submit your Timesheet by the deadline.
Pending Approval	Your submitted Timesheet is awaiting approval	Follow up with your Approver to ensure the Timesheet is approved on time.
Rejected	Your Timesheet has been queried and not approved	Review reason provided for rejection, update Timesheet and resubmit.
Approved	Your Timesheet has been approved and is awaiting payroll processing	No action required Payment Authorised Your Timesheet has been processed through payroll and is ready to be paid No action required.

### Submitting Timesheets

There are three ways in which you can submit Timesheets on the system:

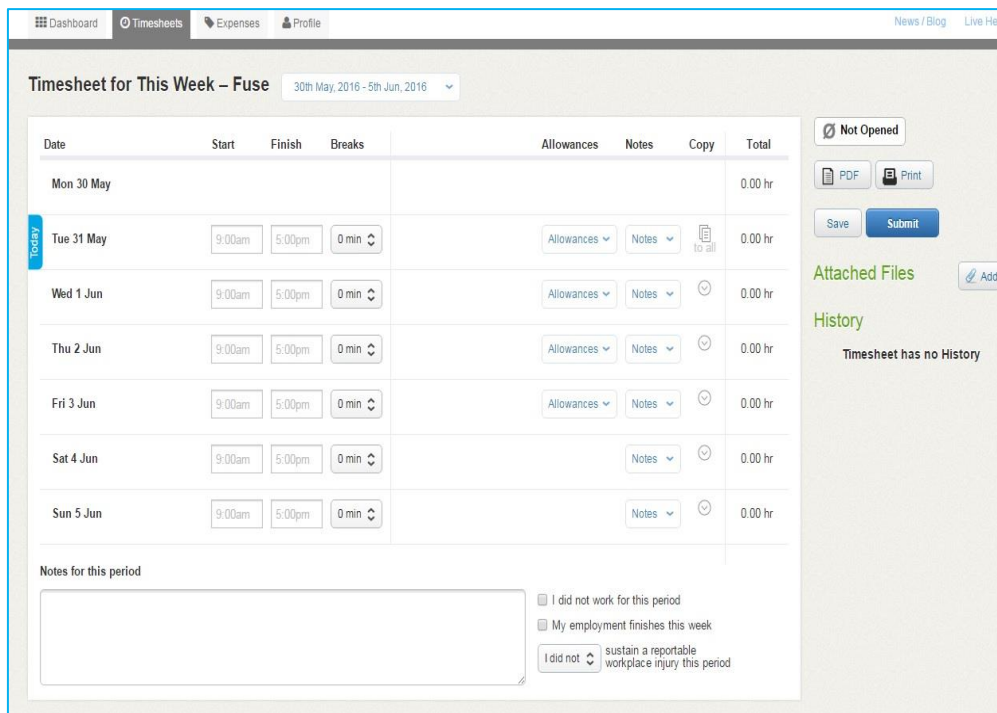
- Dashboard: click on “Log Time”
- Dashboard: click on the relevant Timesheet in the Timesheet Summary
- Timesheets Tab: provides you with access to all Timesheets, including future and archived Timesheets.

## Multiple Jobs

The Timesheet Tab provides you with access to Timesheets for different jobs that you may be working. If you are working at multiple sites, the various jobs will appear as separate options on the screen.

A Timesheet is very simple to complete and submit:

1. Select the relevant Timesheet
2. Insert hours worked on the Timesheet:
  - If you are working on an hourly rate, you will be required to insert your start and finish times and any breaks you took during that work. (If you worked a split shift, select '+Add Shift' to insert the two periods of work)
  - If you are employed on a daily rate, you will be required to insert whether you worked a full day,  $\frac{3}{4}$  day,  $\frac{1}{2}$  day or  $\frac{1}{4}$  day for each day of your Timesheet
3. If you have any allowances entitled to you, you will be able to select them from the 'Allowances' drop down menu on the left hand side, under each day. Shift allowance is paid only on Normal hours so when imputing shift allowance if you normally work a 7.6 hour day before overtime put 7.6 in the relevant shift allowance.
4. You can any notes such as cost centres for the client, off sick, left work early due to doctor's appointment.
5. If you did not work during the Timesheet period, tick the 'I did not work this period' checkbox.
6. Click 'Save' if your Timesheet is incomplete or you don't yet wish to submit it.
7. Click 'Submit Timesheet' to submit your Timesheet for approval.
8. Once submitted, your Approver will automatically receive an email notification.



Timesheet for This Week – Fuse 30th May, 2016 - 5th Jun, 2016

Date	Start	Finish	Breaks	Allowances	Notes	Copy	Total
Mon 30 May							0.00 hr
<b>Today</b> Tue 31 May	9:00am	5:00pm	0 min	Allowances	Notes	To all	0.00 hr
Wed 1 Jun	9:00am	5:00pm	0 min	Allowances	Notes		0.00 hr
Thu 2 Jun	9:00am	5:00pm	0 min	Allowances	Notes		0.00 hr
Fri 3 Jun	9:00am	5:00pm	0 min	Allowances	Notes		0.00 hr
Sat 4 Jun	9:00am	5:00pm	0 min		Notes		0.00 hr
Sun 5 Jun	9:00am	5:00pm	0 min		Notes		0.00 hr

Notes for this period

I did not work for this period  
 My employment finishes this week  
 I did not sustain a reportable workplace injury this period

Not Opened  
  
  
  
  
 Attached Files   
 History  
 Timesheet has no History



## Missing Timesheet

If you are unable to see a Timesheet for your current week, it is likely that the finish date for your job has lapsed and Timesheets will no longer be presented. Please contact your Recruiter to extend the finish date of your job.

Once a job has finished and all Timesheets completed, the Timesheet tab for the job will be removed. You can access information and the Timesheet archive for the job in your Profile > Job Profiles > Inactive Jobs.

## Resetting a Timesheet

Once you have submitted a Timesheet you will no longer be able to edit it. If the Timesheet is Pending Approval you can ask your Approver to reject the Timesheet.

Once the Timesheet has been approved, it can only be reset by a Portal Administrator at the Fuse Recruitment.

## Automated Reminders

You will receive the following emails reminders related to your Timesheets:

1. Friday afternoon – First submission reminder: please remember to complete your Timesheet for the week. Must be submitted by 9am Monday morning.
2. Monday 9 am – Final submission reminder: if your Timesheet isn't submitted by 10am you will miss payroll deadline and your pay may be delayed.
3. Monday 12.30pm – Approval Reminder: your Approver will be reminded of any outstanding approvals
4. Monday 12.30pm – Approval Reminder: you will be notified if your submitted Timesheet has not been approved (go and speak with your Approver)
5. Timesheet Approved/Rejected: you will be notified if a Timesheet is rejected, it will be returned to the contractor for correction and resubmission. Example of Rejection email:

**Subject:** Fuse Recruitment S.A. Pty Ltd - Your timesheet has been queried and not approved.



Dear John

Your Timesheet for Production Casual in the week beginning 23.5.2016 has **not been approved**.

Your approver has given this reason for the rejection: Friday finish time was 14:30 Please amend

You should contact your Approver, Joe Bloggs, as soon as possible to resolve the matter.

If you have any queries please contact us on 08 8104 0747.

## Timesheet Approval

If a Timesheet has not been actioned by 12.30pm Monday, the Primary Approver will receive a system generated reminder. If a Primary Approver has not actioned a Timesheet by 2.00pm Monday, the Secondary Approver will receive a system generated reminder. Outstanding timesheets are also followed up by your consultant and the payroll department of Fuse Recruitment. Once a Timesheet is approved, it will be ready for payroll.