



COMPLETE YOUR TIMESHEET ONLINE. It's quick and easy.

1. login

Go to <http://www.alphaonline.co.nz/Timesheets/Temp>

Enter your Username (Firstname.Lastname eg. john.doe)

Then enter your Password (First Name & First Letter Lastname. eg. johnd)

Timesheets Online - Login

Please enter your username and password to login.

Username:

Password:

Login

2. Once you're logged on the below screen will appear.

Welcome **John Doe** to Alpha Personnel Recruitment's Online Timesheets

Outstanding Timesheets

Click on the **Status** of the timesheet to fill it in.

Status	Client	Department	Job Title	Week Ending
▶ Ready	Alpha Recruitment	Auckland Office	Administrator	01/12/2013

Confirmed Timesheets (Last 12 months)

Click on the **Status** to view.

Status	Client	Department	Job Title	Week Ending
▶ Confirmed	Alpha Recruitment	Auckland Office	Administrator	24/11/2013
▶ Confirmed	Alpha Recruitment	Auckland Office	Administrator	17/11/2013
▶ Confirmed	Alpha Recruitment	Auckland Office	Receptionist	10/11/2013

[[click to log out](#)]

a. Click on the role for the week.

b. Click in the text field, a popup will then appear.

- Select the Hour then Minutes.
- Select whether it is AM or PM, click the Set button.
- Select a Break Start And End Time
- Click on X to clear the field.

Timesheet Details for **John Doe**
Week ending 01 December 2013

Assignment Details

Client	Department	Job Title	Reports To
Alpha Recruitment			

Daily Hours and Leave

Date	Day	Start	Hour	Minutes	AM/PM	Hours	Leave
25/11/2013	Mon	8:00 am					Enter Leave
26/11/2013	Tue	8:00 am					Enter Leave
27/11/2013	Wed	8:00 am					Enter Leave
28/11/2013	Thu						Enter Leave
29/11/2013	Fri						Enter Leave
30/11/2013	Sat						Enter Leave
01/12/2013	Sun						Enter Leave

Total Hours:

If you have any comments or notes about the details contained in this timesheet, please enter them below.

Comments

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c. You can update your timesheet throughout the week. Simply click Save and Exit.

- Submit for Approval at the end of the week.

Declaration

I hereby agree that the hours shown on this timesheet were worked by me on this assignment. I also agree that I will treat all work performed by me on this assignment as strictly confidential and I will not pass on to any third party any information gained during the course of this assignment. It is my responsibility to complete my timesheet by 11:00 am Monday following each week worked.

d. Once you Submit For Approval you will be asked to Agree to the Declaration. Once you click I agree your timesheet will be submitted.