

BOQ Talent Connect Agency Contractor User Guide

Agency Contractor Guide created for:

Bank of Queensland (BOQ) Talent Connect Program

Created September 2023



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1. INTRODUCTION

1.1 Document Purpose

The purpose of this guide is to provide BOQ Agency Contractors with a basic step-by-step guide to perform the various actions that they may be expected to perform in the BOQ Talent Connect portal. This guide should only be distributed to BOQ Agency Contractors that are operating under BOQ Talent Connect.

1.2 Document Control Log

This Document Control Log is used to document the effective date of all changes to this guide. Agency Contractors are responsible for following the policies and procedures documented in the most recent version of this guide.

Document Control Log			
Date	Version	Description of changes made	Changes made by
September 2023	1.0	First Edition of Guide	Jessica Vrtaric

1.3 Who are BOQ Talent Connect?

The objective of BOQ Talent Connect is to optimise and standardise BOQ's Agency Contractor recruitment activities to deliver high quality, cost-effective and flexible talent solutions through a Managed Supplier Program (MSP) using a Vendor Management System (VMS).

BOQ has selected Kelly Outsourcing & Consulting Group (KOCG) as its Managed Service Provider (MSP) and Beeline (the BOQ Talent Connect portal) as the Vendor Management System Provider (VMS) for BOQ Talent Connect.

1.4 Where do I go for Help?

If you have any queries regarding the below, please direct them to your supplier:

- ➔ Reporting illness/injury
- ➔ Assignment detail queries
- ➔ Timesheet/Pay Queries

2. BOQ TALENT CONNECT PORTAL OVERVIEW

2.1 What is the BOQ Talent Connect Portal?

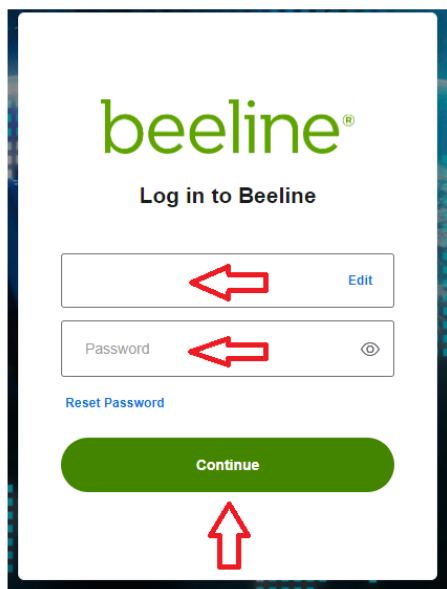
The BOQ Talent Connect portal is the Vendor Management System (VMS) selected by BOQ to facilitate BOQ Talent Connect. The BOQ Talent Connect portal manages the end-to-end sourcing process for Agency Contractors, including assignment details and time/expense management.

2.2 Completing BOQ Talent Connect Registration

Before you can enter time in the BOQ Talent Connect portal, you must register your account. You will receive an email on the first day of your assignment at BOQ with instructions and a link to reset your password. If you do not receive an email and you are due to start work at BOQ please notify your agency.

2.3 Logging in to the BOQ Talent Connect Portal

Once you have reset your password, you should always use the following URL to login to the BOQ Talent Connect Portal: <http://prod.beeline.com/boq>

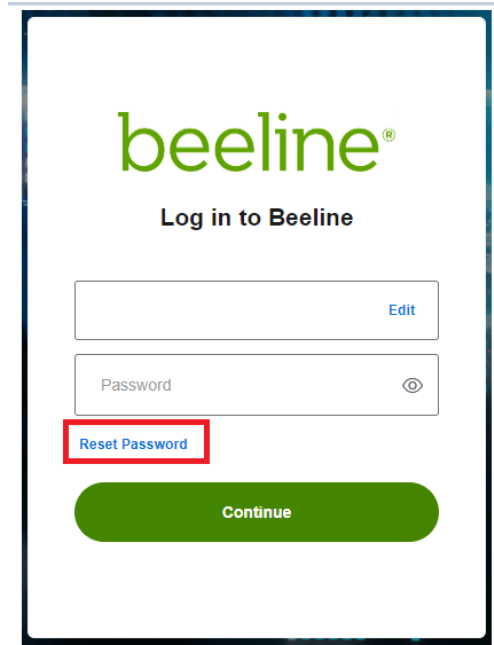


- ➔ To access the BOQ Talent Connect Portal, select the URL: <http://prod.beeline.com/boq>
- ➔ Enter your **Username** and **Password**
- ➔ Select **Continue**

2.4 Reset your Password

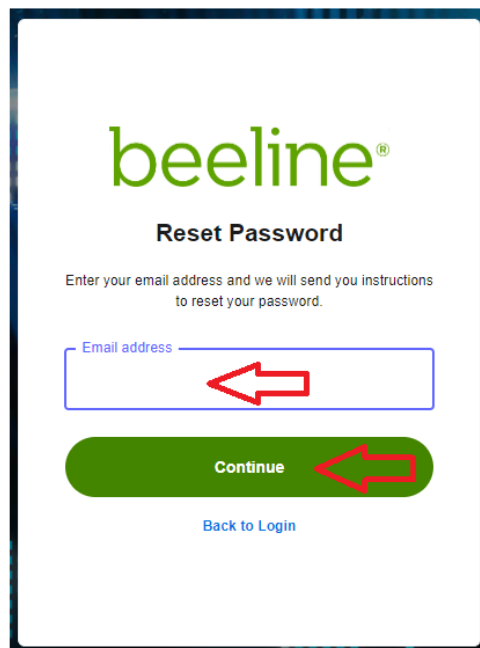
If you are unable to login to the BOQ Talent Connect portal, please follow the steps below to reset your password or contact your agency and they can reissue you with a new password.

1. On the login page Select Forgot Password:



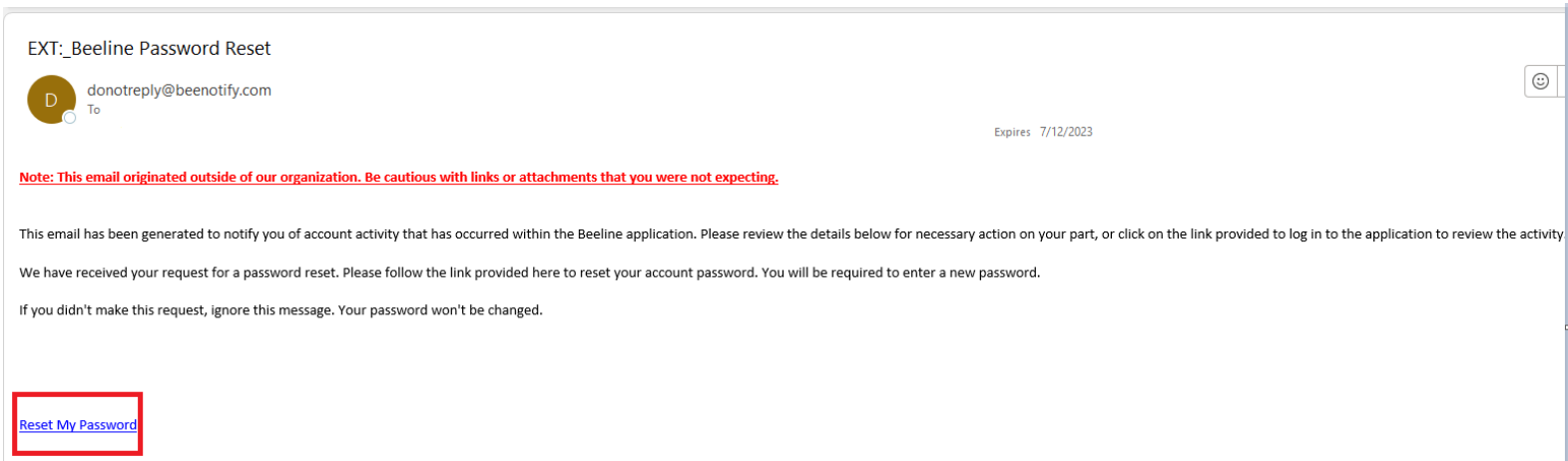
The image shows the Beeline login page. At the top is the 'beeline' logo in green. Below it is the text 'Log in to Beeline'. There are two input fields: the first is empty with an 'Edit' link on the right; the second is labeled 'Password' with a toggle icon on the right. Below the password field is a red rectangular box containing the text 'Reset Password'. At the bottom is a large green button labeled 'Continue'.

2. In the Reset Password screen provide your email address and select **Continue**



The image shows the Beeline 'Reset Password' screen. At the top is the 'beeline' logo in green. Below it is the text 'Reset Password'. Underneath is the instruction: 'Enter your email address and we will send you instructions to reset your password.' There is an input field labeled 'Email address' with a red arrow pointing to it. Below the input field is a large green button labeled 'Continue' with a red arrow pointing to it. At the bottom is a blue link labeled 'Back to Login'.

3. The user will receive an email to the email address, select the Reset My Password link in the email



4. In the Reset Password screen provide your New Password and select reset password

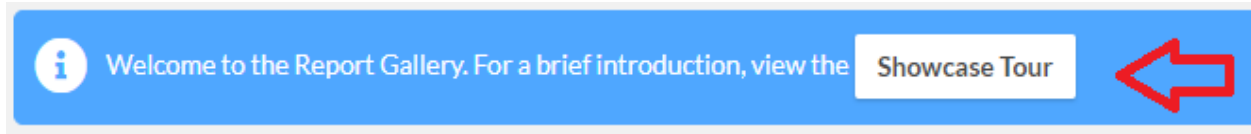
The image shows a web form titled 'beeline® Change Your Password'. Below the title, it says 'Enter a new password below to change your password.' There are two input fields: 'New password' and 'Re-enter new password'. Each field has a red arrow pointing to it from the right. To the right of each field is an eye icon. Below these fields is a large green button with the text 'Reset password'. A red arrow points up to this button.

5. You will now be directed to your BOQ Talent Connect home dashboard

2.5 Take the Showcase Tour

If you are new to the BOQ Talent Connect portal, you can take the Showcase Tour to give you guidance on some common features within the portal.

1. Select **Showcase Tour** to give you guidance on some common features within the portal.



2. Select



3. Select



on each pop-up bubble to move through the features

3. TIME & EXPENSE MANAGEMENT

All timesheets are to be entered into the BOQ Talent Connect portal. Please read the following section to enhance your understanding.

3.1 Timesheet & Expense Approval Deadlines

The BOQ Talent Connect Portal will be the single system of record for all timesheet submission and approvals.

Timesheets **MUST** be submitted by 5pm (AEST) every Friday into the BOQ Talent Connect portal. If you are late submitting your timesheet your agency may run the risk of not being paid on time. Please note that you should NOT be submitting your time into your supplier's time sheeting portal.

The below table outlines the general deadlines for time submission and approval:

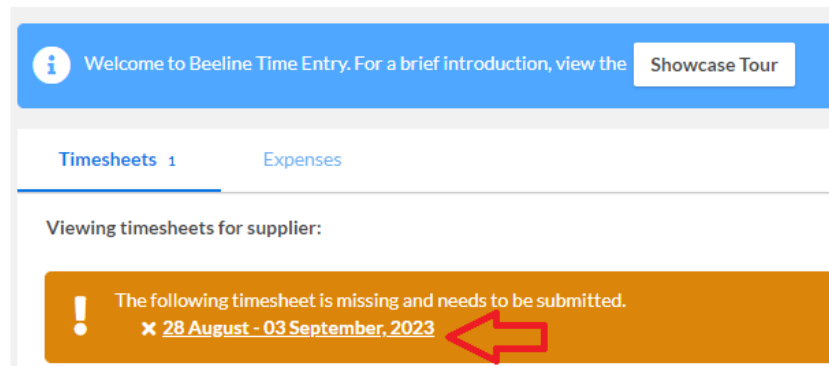
Timesheet/Expense Action	Deadline
Time/Expense Submission by the Agency Contractor into the BOQ Talent Connect Portal	Friday 5pm (Sydney AEST)
Hiring Manager Timesheet/Expense Review and Approval in the BOQ Talent Connect Portal	Monday 5pm (Sydney AEST)

Note: It is your responsibility to ensure that your timesheet is submitted on time and that it is approved on time by your manager. If you have any issues you need to contact your agency prior to the cut off. The BOQ Talent Connect portal is accessible 24/7.

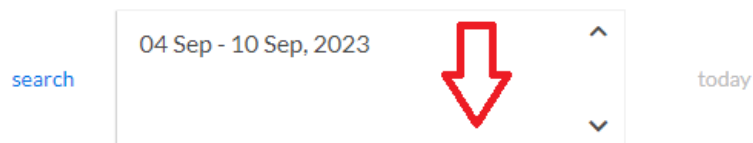
3.2 How to Submit a Timesheet

1. Once logged into the BOQ Talent Connect portal, you will be able to see the current weeks' timesheet in the following ways:

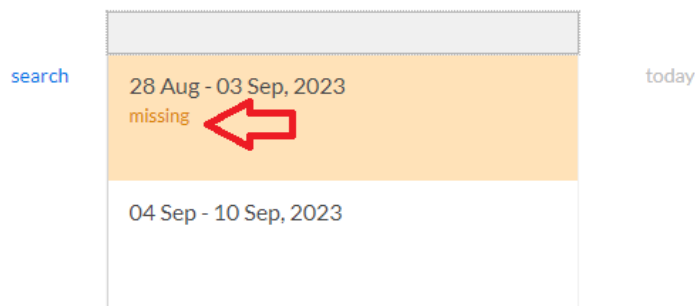
- ➔ Selecting the **timesheet range** in the alter pop up



- ➔ Or select this filed to search for a timesheet period



- ➔ You will see a field showing a list of timesheet weeks. **Note:** you will be able to see the status of past timesheets and the BOQ Talent Connect portal will flag if you have missed a week, simply select the week you wish to enter time against



2. Once the desired week has been selected, scroll down to enter your time

3. If you have entered time for a previous week, you can select the Copy from previous week link and your hours will pull over for you to edit

4. Your timesheet will default to regular time

- ➔ If you are an hourly worker and overtime is required, select Add to add a new line
- ➔ Any questions on overtime should be directed to your supplier

Pay Code *

  Regular Time 

 Add

5. To choose a Cost Centre to submit time against start typing the Cost Centre name or number in the provided box or select from the drop down that appears. You can submit time against multiple Cost Centres for the week. If you are unsure of your Cost Centre number please reach out to your hiring manager.

Cost Center (required)  Pay Code (required)

  Regular Time

 Add

- AML Compliance - 4211-4211
- ASIC Retrospective Review - 4531-4531
- Business Bank Tech - 5353-5353
- CIO Office - 5229-5229
- CIO Office - 5230-5230
- Compliance - 6207-6207
- CTO - 5237-5237
- CTO - 5238-5238
- Data Management - 370000-370000
- Data Management - 6713-6713

 Add

6. Select  Add to submit time against multiple cost centres

7. If you need to remove a cost centre select the icon below:

Cost Center (required) Pay Code (required)

  AML Compliance - 4211 Regular Time

  CIO Office - 5230 Regular Time

8. To enter time against a day under a specific Cost Centre, click the blank box under the desired day and click the interval you would like to submit. The interval you have chosen will now appear. Repeat this process for all the days you have worked.

➔ Note days will be marked for holidays and weekends

	Mon 28/08	Tue 29/08	Wed 30/08	Thu 31/08	Fri 01/09	Sat 02/09	Sun 03/09	TOTAL
TOTAL DAYS	0	0	0	0	0	0	0	0

9. Fill in the time entry for that day

➔ As a daily rate worker you can enter time in ¼ increments against your chosen cost centre

➔ As an hourly worker you can enter the number of hours worked against a cost centre

Daily Rate Timesheet

Cost Center (required)

- AML Compliance - 4211
- CIO Office - 5230
- CTO - 5237
- [+ Add](#)

Pay Code (required)

- Regular Time
- Regular Time
- Regular Time
- Regular Time

	Mon 28/08	Tue 29/08	Wed 30/08	Thu 31/08	Fri 01/09	Sat 02/09	Sun 03/09	TOTAL
0.5	1	0	0.75	0.5			2.75	
0	0	1	0	0			1	
0.25	0	0	0.25	0.5			1	
0.25	0	0	0	0			0.25	
TOTAL DAYS	1	1	1	1	1	0	0	5

Annotations:

- Red box around 2.75: Total daily units worked against cost centre for the week
- Red box around 0.25: Total daily units worked against cost centre for the day
- Red box around 5: Total daily units worked for the week

Hourly Rate Time Sheets

Cost Center (required)

AML Compliance - 4211

CIO Office - 5230

CTO - 5237

+ Add

Pay Code (required)

Regular Time

Regular Time

Regular Time

Regular Time

	Mon 28/08	Tue 29/08	Wed 30/08	Thu 31/08	Fri 01/09	Sat 02/09	Sun 03/09	TOTAL
	2	2	0	1	8			13
	2	2	4	2	0			10
	2	2	4	2	0			10
	2	2	0	3	0			7
TOTAL HOURS	8	8	8	8	8	0	0	40

Total hours worked against cost centre for the week

Total hours worked against cost centre for the day

Total number of hours worked for the week

10. If you need to leave a comment when submitting a timesheet enter the time for that day and blue speech bubble will appear. Click the bubble and enter your comment, you can now click anywhere on the page and your comment will be saved.

The screenshot displays the 'Time Submitted' table in the 'Project Management' application. The table has columns for dates from Monday 16/01 to Sunday 22/01, and a 'TOTAL' column. The data shows a value of '1' for each day from Monday to Friday. A red box highlights the '1' in the 'Fri 20/01' cell, and a blue speech bubble icon is visible next to it. A 'Comments' dialog box is open, showing the text 'Time submitted for project x' and a 'clear' button.

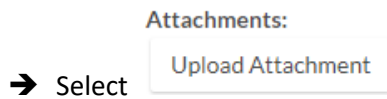
Mon	Tue	Wed	Thu	Fri	Sat	Sun	TOTAL
16/01	17/01	18/01	19/01	20/01	21/01	22/01	5
1	1	1	1	1			

Comments

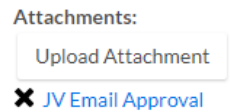
Time submitted for project x

clear

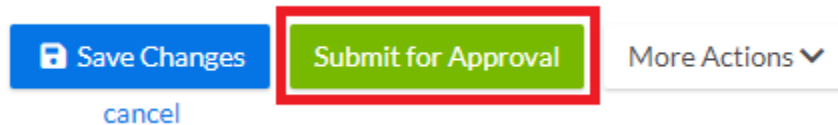
11. If you have worked over your standard weekly hours prior email approval is required. Please upload the approval email to be viewed by your timesheet approver



→ Select **choose file**, select **open**, **upload** and then **Save**. Your attachment will then be saved



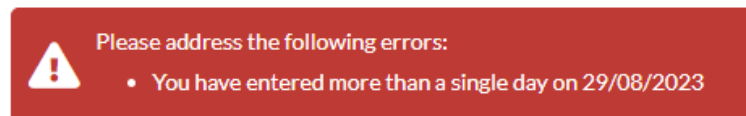
12. Once hours are completed for each day, **Select Submit for Approval**



13. Confirm Submit for Approval screen will appear. Select **Submit for Approval** and your timesheet will now route for approval



14. Daily rate workers can only submit a total of 1 daily unit a day. A warning will appear if you have submitted more than one daily unit per day and you will be unable to submit the timesheet. Edit your time entry for that day and resubmit the timesheet.



3.3 Helpful Hints if you are on a Day Rate

Agency Contractors on Daily rates will be able to enter their hours against multiple Cost Centres and in ¼ day intervals depending on the time worked against that Cost Centre.

- ➔ Daily Rate Agency Contractors will only be able to submit 1 total daily unit each day
- ➔ Daily Rate workers will only be paid a maximum of their total daily rate per day
- ➔ Agency Contractors are not required to capture time in or time out on their Timesheets
- ➔ If an Agency Contractor needs to work (weekends), this will need to be pre-approved by their manager and the email attached when submitting their timesheet

Daily Rate Rules for workers:

- 0.25 Day
- 0.5 Day
- 0.75 Day
- 1 Day

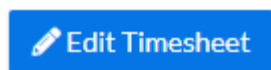
3.4 Helpful Hints if you are on an Hourly Rate

Agency Contractors on Daily rates will be able to enter their hours against multiple Cost Centres. They will enter the total number of hours worked against each Cost Centre.

- ➔ Hourly Rate agency contractors will be paid for the total number of hours entered in their timesheet each day
- ➔ Agency Contractors are not required to capture time in or time out on their Timesheets
- ➔ If an Agency Contractor needs to work outside of their agreed standard hours (including weekend work), this will need to be pre-approved by their manager and the email attached when submitting their timesheet
- ➔ Please consult with your Supplier if OT rates are applicable and need to be added to your timesheets

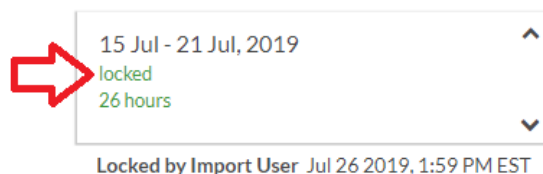
3.5 Need to Change your Timesheet or Expense?

An Agency Contractor can amend their timesheet/expense at time after approval up until the day the timesheet/expense is invoiced (Tuesday each week).



1. To edit the timesheet select

2. If your timesheet is “locked” contact your agency to “Unlock”, The locked status will show when you select that weeks’ timesheet



3. Once unlocked you will be able to resubmit the timesheet or expense and select

Submit for Approval

3.6 How to View your Timesheets

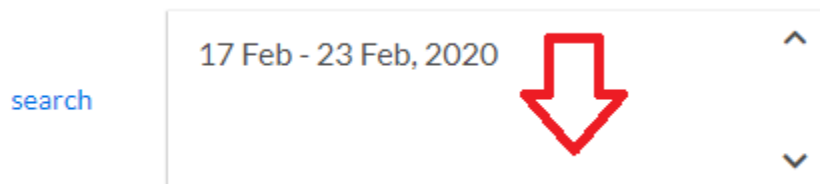
Once your timesheet is approved, you will receive a notification email confirming the timesheet is approved. If this is not received by 5pm Mondays (AEST), please follow up with your manager.

If your timesheet is rejected by your manager, you will receive an email notification to inform you of the status and comments made by your manager. You may then correct and re-submit the timesheet for approval.

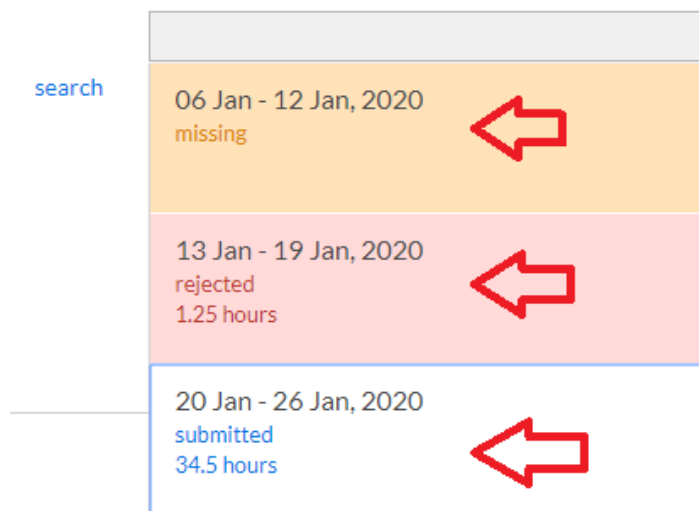
**** NOTE: you still need to ensure your timesheet is submitted and approved within the timesheet deadlines.**

After submission, you can view the status of your timesheet or timesheet history:

1. Log into the BOQ Talent Connect portal
2. Select this box to bring up a list of all your timesheets



3. You can now see the status of your timesheets, select the arrow at the bottom of the list to continue scrolling

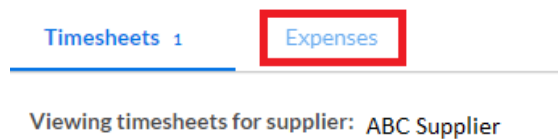


3.7 How to Submit an Expense

All expenses are preapproved. Expenses need to be entered into the BOQ Talent Connect portal. If you are unsure if you can claim an expense, please reach out to your supplier and they can speak to the BOQ Talent Connect team if needed.

*** Important - Please note you must have the receipt for your expense to attach to your expense submission in the BOQ Talent Connect portal (you will not be able to submit your expense without a receipt).

1. In the BOQ Talent Connect portal, select **Expenses**



2. Select **Create Voucher** for the assignment you wish to add the expense against

3. Complete the Purpose and select Upload Attachments to upload the receipt



4. Enter the details of the expense:
 - Enter the date the expense was incurred
 - Complete the description
 - Select the expense type from the drop down (there is only one drop down option for expense type)
 - Choose the cost centre the expense will be charged against
 - Enter the amount of the expense (including GST on the receipt)
 - When completed select **Add Entry**

Expense Entry

Date *	Description *	Expense Type *	Cost Centre	Amount (AUD) *	Add Entry
dd/mm/yyyy	Travel for project X	Travel & Accommod	AML Compliance - 4211	\$ 150.00	Add Entry

cancel

5. This will now appear as a line to be submitted, you can continue to add more expenses if needed

6. Once you have added all expense line items (with receipts attached to each line item) select

Submit for Approval

7. You will be promoted to select **Submit for Approval** once more