

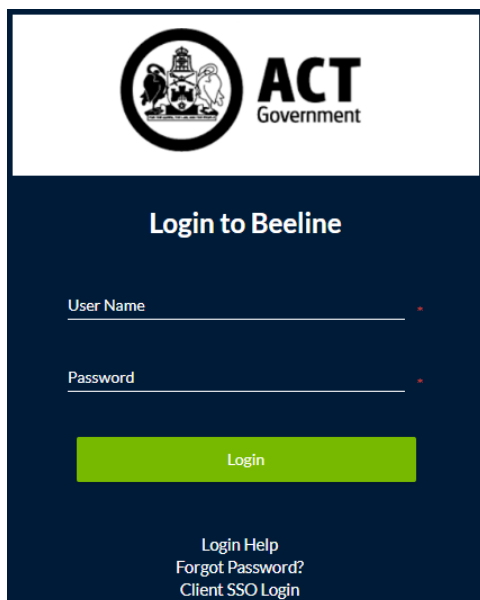
BEELINE WORKER REGISTRATION PROCESS

You may be prompted to set-up your account in Beeline, if you **don't** receive your username and password from your employer (Supplier). If you have received your username and password from your employer, you can skip the steps in this section.

1. Workers will receive an email stating they have been invited to use the Beeline system. Click the link in the email.
2. Complete the Login Details.
3. You will be taken to the Worker's Dashboard.

LOGIN PROCESS

1. Enter the URL address: www.beeline.com/nswactg into your Internet browser.
2. Enter your User Name and Password.



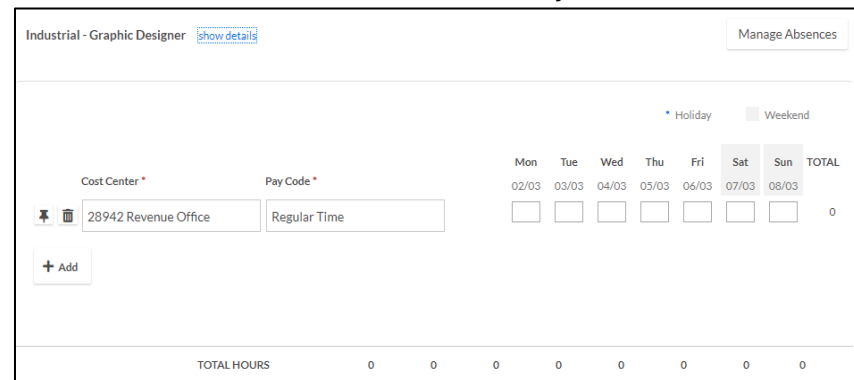
3. Click the Login button.

TIMESHEET PROCESS

1. Log into Beeline as stated above.
2. Click the date range for the timesheet you want to create.

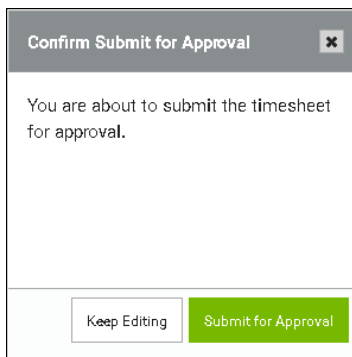


3. Scroll to the bottom of the screen.
4. Enter the number of hours worked for each day.



- a. Enter any **Comments** (for example an explanation of time off) by selecting the blue bubble icon that appears when entering time.
 - b. If you have Allowances, please refer to your supplier to confirm if any are applicable.
5. Scroll up the screen and select **Submit for Approval** or select Save Changes to submit the timesheet at a later time.

- A warning will appear asking you to verify that you want to submit the timesheet.



Confirm Submit for Approval [X]

You are about to submit the timesheet for approval.

- Click **Submit for Approval**.

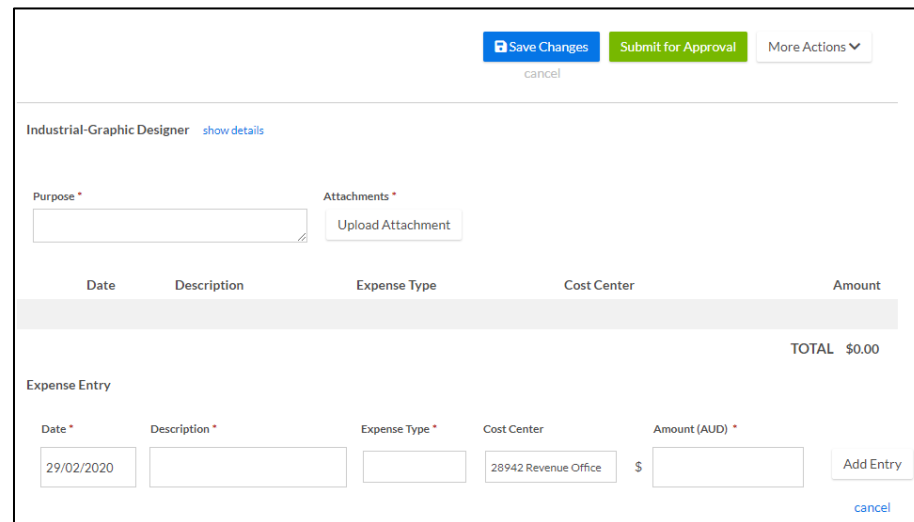
REPROCESS A TIMESHEET

If a timesheet has been invoiced and an error was found after the fact, a timesheet will need to be reprocessed.

- Contact your employer (Supplier) and notify them that a timesheet needs to be reprocessed.
- You will receive an email notification when you are able to resubmit a timesheet.
- Submit the corrected timesheet by following instructions on how to submit a timesheet.

EXPENSE SUBMITAL PROCESS

- Log into Beeline as stated above
- Select the Expense Tab.
- Enter the Purpose for the Expense(s).



Industrial-Graphic Designer [show details](#)

[cancel]

Purpose * Attachments *

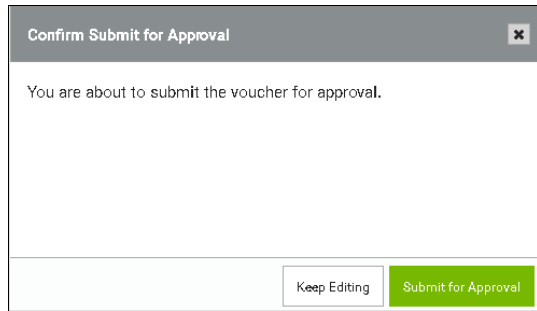
Date	Description	Expense Type	Cost Center	Amount
				TOTAL \$0.00

Expense Entry

Date * Description * Expense Type * Cost Center Amount (AUD) * [cancel]

- Expenses requiring receipt will need to be scanned and attached to the expense sheet in Beeline.
- Click Upload Attachment, click Browse to locate the file and click Upload.
- Enter the Date you incurred the expense.
- Enter a Description of the expense (e.g. Taxi to meeting at Columbia Airlines, Round trip airfare from Chicago to Denver).
- Select the Expense Type from the drop-down that appears when you click in the Expense Type field.
- Enter the Amount of the expense.
- Enter the Vendor name.
- Select Yes or No if there is a receipt.
- Add any additional comments.
- Enter the Per Diem Rate.
- Click Add Entry.
- Repeat Steps 3-14 for each new expense item.
- Scroll to the top of the screen and select the **Submit for Approval** button.

17. A confirmation will appear asking you to verify that you want to submit the expense sheet



A screenshot of a web application dialog box titled "Confirm Submit for Approval". The dialog box has a grey header bar with the title and a close button (X). The main body is white and contains the text "You are about to submit the voucher for approval." Below the text is a light grey footer bar containing two buttons: "Keep Editing" and "Submit for Approval". The "Submit for Approval" button is highlighted in green.

18. Click Submit for Approval.

ISSUES\SUPPORT

If you require any support, please reach out to your Agency contact.