

Contractor Central User Guide for Labour hires

May 2025

transport.nsw.gov.au



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Please note this user guide covers actions for 0007 labour hires

in the Contractor Central portal.

1 Introduction

1.1 Document purpose

The purpose of this guide is to provide contingent labour hires working in TfNSW, Sydney Trains, NSW TrainLink and Sydney Metro with a step-by-step guide to perform actions that they may be expected to perform in the Contractor Central portal. This guide is only intended for labour hires that are operating under Contractor Central.

1.2 Document control

This Document control log is used to document the effective date of all changes to this user guide. Contingent labour hires are responsible for following the policies and procedures documented in the most recent version of this user guide.

Document control log			
<i>Date</i>	<i>Version</i>	<i>Description of changes made</i>	<i>Approved by</i>
21 April 2020	1.0	First edition of Labour hire guide	Wayne Giddings
30 Nov 2020	1.1	Updated to include contingent labour hires for Sydney Trains, NSW TrainLink and Sydney Metro. Introduction of 'O' timesheet for when contingent labour hires are on leave	SMEs and Change Teams from Sydney Trains, NSW TrainLink and Sydney Metro
10 May 2021	1.2	Updated to add changes for Phase 2B Roll out including 1 minute TS intervals.	Wayne Giddings
21 April 2020	1.0	First edition of Labour hire guide	Wayne Giddings
30 Nov 2020	1.1	Updated to include contingent labour hires for Sydney Trains, NSW TrainLink and Sydney Metro. Introduction of 'O' timesheet for when contingent labour hires are on leave	SMEs and Change Teams from Sydney Trains, NSW TrainLink and Sydney Metro
14 May 2025	1.2	Change on the 19th May 2025 where Beeline will now add GST to expenses for labour hire.	Tina Milonas, Contractor Central team

1.3 Contractor Central, who are we?

The objective of Contractor Central is to optimise and standardise labour hire recruitment activities to deliver high quality, cost-effective and flexible talent solutions through a Managed Supplier Program (MSP) using a Vendor Management System (VMS).

Kelly Outsourcing & Consulting Group (KOCG) has been selected as the Managed Service Provider (MSP) and Beeline (the Contractor Central portal) as the Vendor Management System Provider (VMS) for Contractor Central.

1.4 What do I do if I am sick, have a workplace incident or have any queries?

Any detailed questions that this guide does not answer should be directed to your agency.

2. The Contractor Central portal overview

2.1 What is the Contractor Central portal?

The Contractor Central portal is the Vendor Management System (VMS) selected to facilitate Contractor Central. The Contractor Central portal is integrated with Equip and is used for the end-to-end sourcing process for labour hires, including assignment and time / expense management.

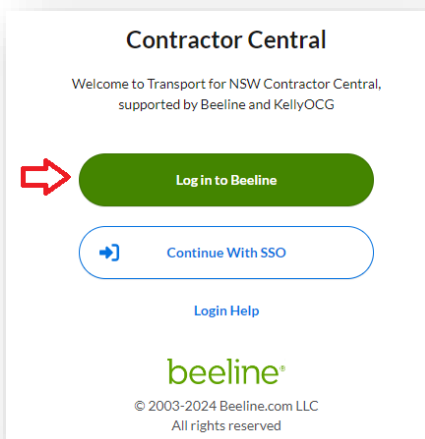
2.2 Registration, first time user

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

2.3 Logging in

Once you have reset your password, you should always use the following URL to login to the Contractor Central portal: <https://prod.beeline.com/TfNSW>

1. Select **Log in to Beeline**



Contractor Central

Welcome to Transport for NSW Contractor Central, supported by Beeline and KellyOCG

Log in to Beeline

[Continue With SSO](#)

[Login Help](#)

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2. Enter your email & select **Continue**



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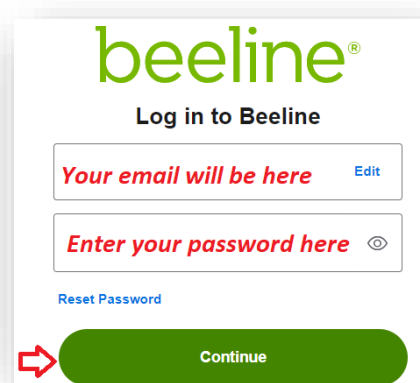
Log in to Beeline

Email address

Enter your email here

Continue

3. Enter your **password** & select **Continue**



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Log in to Beeline

Your email will be here [Edit](#)

Enter your password here [Reset Password](#)

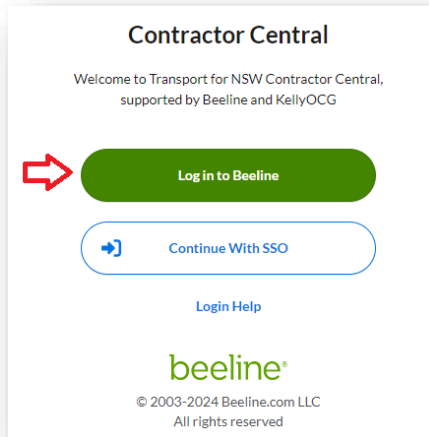
Continue

2.4 Reset your password

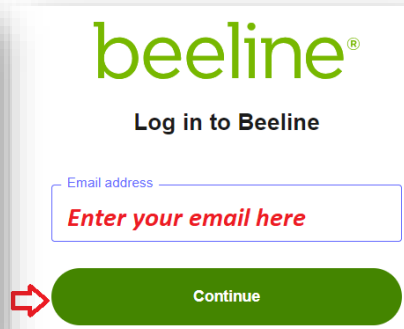
If you are unable to login to the Contractor Central portal, please follow the steps below to reset your password. You should always use the following URL to login to the Contractor Central portal:

<https://prod.beeline.com/TfNSW>

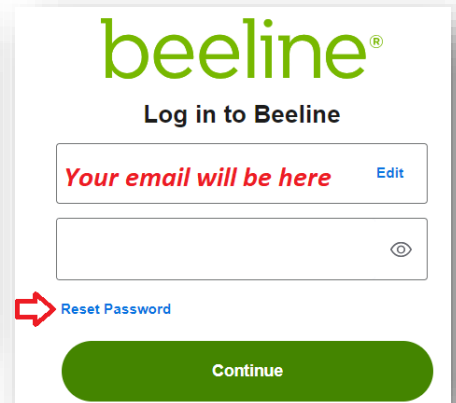
1. Select **Log in to Beeline**



2. Enter your email & select **Continue**



3. Select **Reset password**

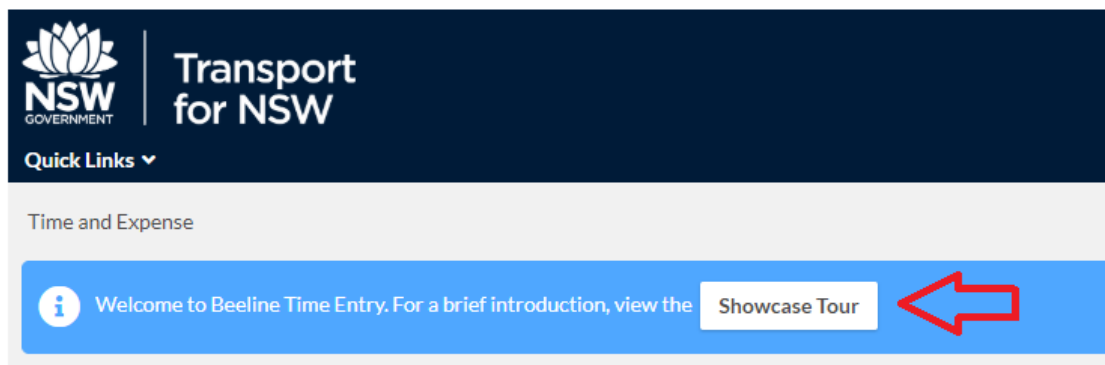


You will receive an email, select the **Reset My Password** link in the email.

2.5 Take the showcase tour

If you are new to the Contractor Central portal, you can take the **Showcase Tour** to give you guidance on some common features within the portal.

1. Select **Showcase Tour**



2. Select



3. Select



on each pop-up bubble to move through the features

3. Timesheet & expense management in the Contractor Central portal

All timesheets are to be entered into the Contractor Central portal. Please read the following section to enhance your understanding.

3.1 Timesheet/expense entry timeframes & breaks

Timesheets **MUST** be submitted before **midday (AEST) every Monday** into the Contractor Central 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.

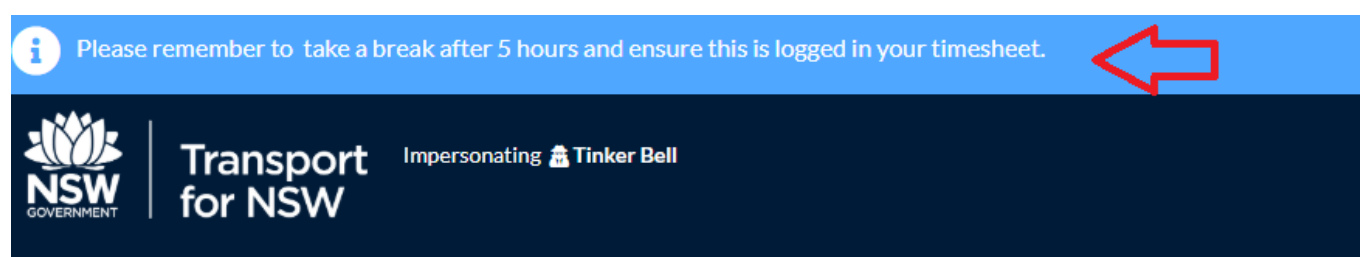
The below table outlines the general deadlines for time submission and approval:

Timesheet/Expense Action	Deadline
Time/expense submission by labour hire into the Contractor Central portal	Monday by 12pm (Sydney AEST)
Hiring manager timesheet/expense review and approval in the Contractor Central portal	Monday COB (Sydney AEST)

In instances where your division uses CATS, your manager may request you to enter time into CATS for project allocation as well as the Contractor Central portal. The Contractor Central portal replaces all timesheets that you would have previously provided to your agencies.

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 submission deadline. The Contractor Central portal is accessible 24/7.

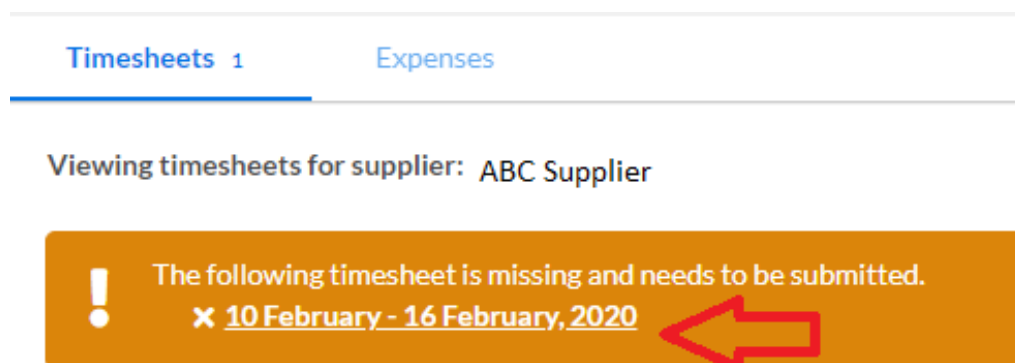
Please ensure you are taking a break after 5 hours and this is logged in your timesheet, you will see a reminder at the top of your screen once logged into the Contractor Central portal:



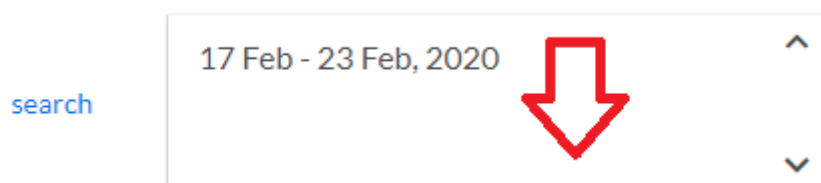
3.2 How to submit a timesheet

1. Once logged into the Contractor Central portal, you can view the current week's timesheet in the following ways:

➔ Select the **timesheet range** in the alert pop up



➔ OR select this field



➔ 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 Contractor Central portal will flag if you have missed a week, simply select the week you wish to enter time against



1. Once the desired week has been selected, you will see your details as well as your pay rate (this is your base pay rate, excluding super and all other on costs, eg workers compensation and margins to suppliers etc)

Finance - Accountant (General) [hide details](#)

Assignment ID	240
Industry	B - Finance
Date Range	16/03/2020 - 29/03/2020
Cost Center	123420 - Future Workplaces - Testing
Hiring Manager	Your hiring managers name
Pay Rate	Your payrate will be shown here  ** Pay rate is exclusive of super

2. Scroll down to enter in 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 be copied 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 *






 Add

2. To enter time against a day, click the blank box under the desired day
 - ➔ Note days will be marked for holidays and weekends

 Holiday
  Weekend

Mon	Tue	Wed	Thu	Fri	Sat	Sun	TOTAL
16/03	17/03	18/03	19/03	20/03	21/03	22/03	0
							

3. Fill in the **time entry for that day**, select **Save**

- ➔ You will be required to enter your time as per the below, whether you work on an hourly or daily rate
- ➔ You can use the drop down to select the time or type into the field and select
- ➔ **Please ensure you are taking a break after 5 hours and this is logged in your timesheet.**

Time Entry For 4/15/2019

Start Time	End Time	Hours	Is Break	Comments
10:00 AM	12:00 PM	2	☐	
12:00 PM	1:00 PM	1	☒	

Summary

Total Hours	Working	Break Time
3hrs	2hrs	1hrs

Buttons: Save, Cancel

Callouts:

- Hours for each entry are automatically calculated.
- Easily designate time as a break.
- The **Start Time** on a new row defaults to the **End Time** on the preceding row.
- Total hours recorded for the day, hours worked, and break time are automatically calculated.

4. The hours for that day will now appear, now **repeat for all days you have worked**

* Holiday Weekend

Mon	Tue	Wed	Thu	Fri	Sat	Sun	TOTAL
16/03	17/03	18/03	19/03	20/03	21/03	22/03	
5.5							5.5

(A red arrow points to the '5.5' value in the Monday row.)

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

Buttons: Save Changes, **Submit for Approval**, More Actions

(The 'Submit for Approval' button is highlighted with a red box.)

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

Buttons: Keep Editing, **Submit for Approval**

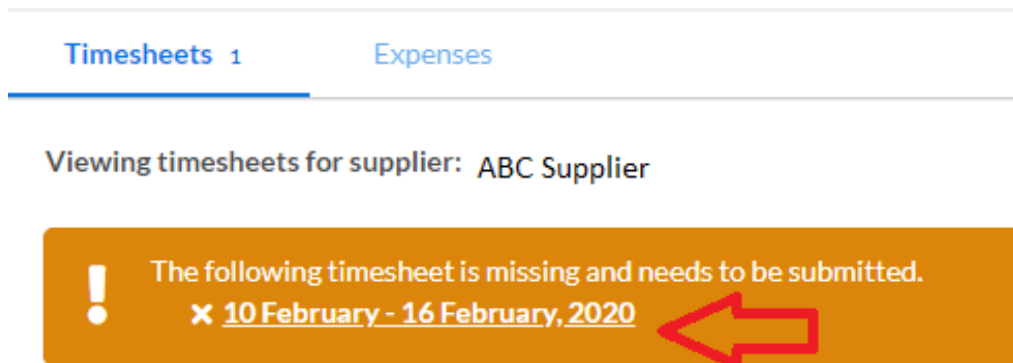
(The 'Submit for Approval' button is highlighted with a red box.)

3.3 I have been on leave; how do I enter a timesheet with zero hours?

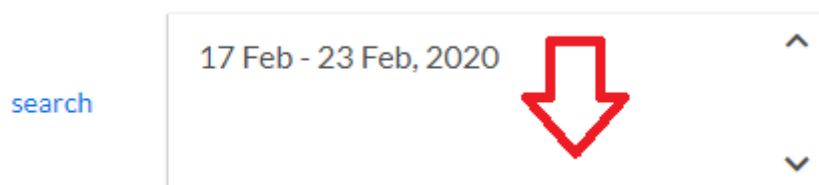
If you have been on leave, you are still required to submit a timesheet for approval.

1. Once logged into the Contractor Central portal, you will be able to see the current week's timesheet in the following ways:

➔ Select the **timesheet range** in the alert pop up



➔ OR select this field



➔ 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 Contractor Central portal will flag if you have missed a week, simply select the week you wish to enter the zero timesheet against



2. Once the desired week has been selected, enter a comment stating that this is a 0 timesheet, so your approver can view this easily.

Comments:

clear

3. Below the comment, you will see your details as well as your pay rate (this is your base pay rate, excluding superannuation and all other on costs, e.g. workers compensation and margins to suppliers etc)

Finance - Accountant (General) [hide details](#)

Assignment ID	240
Industry	B - Finance
Date Range	16/03/2020 - 29/03/2020
Cost Center	123420 - Future Workplaces - Testing
Hiring Manager	Your hiring managers name
Pay Rate	Your payrate will be shown here

**** Pay rate is exclusive of super**

4. Scroll down to enter in your hours worked
5. Your timesheet will default to regular time

Pay Code *





 Add

6. To enter zero time against a day, click the blank box under the desired day. Note that you only must enter time against one day for a zero timesheet.

➔ Note days will be marked for holidays and weekends

* Holiday ☐ Weekend ☐

Mon	Tue	Wed	Thu	Fri	Sat	Sun	TOTAL
16/03	17/03	18/03	19/03	20/03	21/03	22/03	0



7. Fill in a start and end time for the day, and select the **Is Break** box

- ➔ You will notice the **Worked Time** is 0hrs
- ➔ Enter a comment stating that this is a zero timesheet
- ➔ Select **Save**



Time Entry For 27/10/2020



Start Time	End Time	Hours	Is Break	Comments
00:00	00:15	0.25	☒	

 Add

Summary

Total Hours

0.25hrs

Worked Time

0hrs

Break Time

0.25hrs

Save

Cancel

8. The hours for that day will now appear as zero

* Holiday							Weekend	
Mon	Tue	Wed	Thu	Fri	Sat	Sun	TOTAL	
02/11	03/11	04/11	05/11	06/11	07/11	08/11		
0							0	

9. Select Submit for Approval

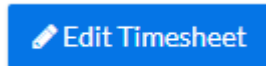
 Save Changes  Submit for Approval More Actions 

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

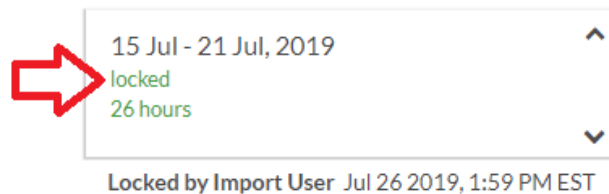
Keep Editing Submit for Approval

3.4 Amending your timesheet or expense

You can continue to modify your timesheet or expense until it is locked and ready to be 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



3.5 Helpful hints if you are on a daily rate

Nearly all labour hires are paid a daily rate. If you are being paid on a daily rate, this will be set up on your timesheet in the Contractor Central portal. Below are some rules you need to be aware of:

- ➔ Daily Rate is based on 8-hour day plus 30-minute break
- ➔ Where a daily labour hire works less than six (6) hours, half a day must be receipted

3.6 How to view your timesheets

Once your timesheet is approved, you will receive a notification email confirming the timesheet has been 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 Contractor Central portal
2. Select this box to display a list of all your timesheets



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

search

06 Jan - 12 Jan, 2020 missing	←
13 Jan - 19 Jan, 2020 rejected 1.25 hours	←
20 Jan - 26 Jan, 2020 submitted 34.5 hours	←

- OR select **Search**

search

17 Feb - 23 Feb, 2020

^

▼

- You can then search by week > enter in the start and end date > select **Search Timesheets**

Search Timesheets

↓ ↓ ↓

Date Range

Status

clear search

OR select **Search Timesheets** to view all timesheets

Search Timesheets

Date Range

- Select the date range you wish to review

Date Range

Status

clear search

Supplier	Date Range	Status	Total Hours
ABC Recuitment	17/02/2020 - 23/02/2020	Missing	

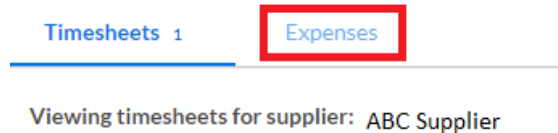
↓

3.7 How to submit an expense

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

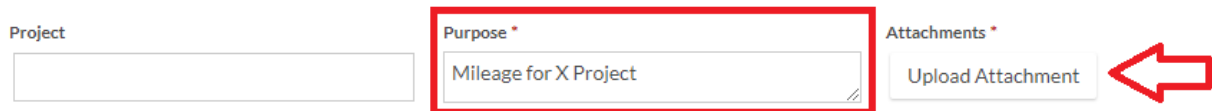
***** Important - Please note you must have the receipt for your expense to attach to your expense submission in the Contractor Central portal (you will not be able to submit your expense without a receipt).**

1. In the Contractor Central portal, select **Expenses**



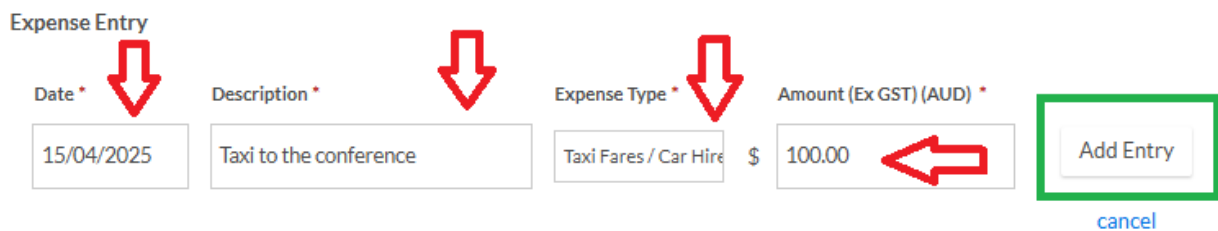
The screenshot shows a navigation bar with two tabs: 'Timesheets 1' and 'Expenses'. The 'Expenses' tab is highlighted with a red box. Below the tabs, it says 'Viewing timesheets for supplier: ABC Supplier'.

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



The screenshot shows a form with three main sections: 'Project' (a text input field), 'Purpose *' (a text input field containing 'Mileage for X Project'), and 'Attachments *' (a button labeled 'Upload Attachment'). A red box highlights the 'Purpose' field, and a red arrow points to the 'Upload Attachment' button.

4. Enter the details of the expense
4. Enter the date
5. Complete the description
6. Select the expense type from the drop-down list
7. Your cost centre will auto populate based on your assignment in the Contractor Central portal
8. Enter the amount of the expense/s (**Excluding GST, Beeline will add the GST for you**)
9. When completed select **Add Entry**

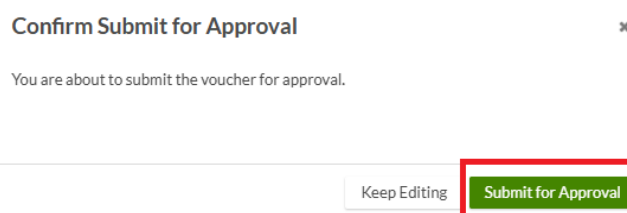


The screenshot shows the 'Expense Entry' form with five fields: 'Date *' (15/04/2025), 'Description *' (Taxi to the conference), 'Expense Type *' (Taxi Fares / Car Hire), 'Amount (Ex GST) (AUD) *' (\$ 100.00), and an 'Add Entry' button. Red arrows point to the 'Date', 'Description', and 'Expense Type' fields. A red arrow points to the 'Amount' field. The 'Add Entry' button is highlighted with a green box, and a 'cancel' link is visible below it.

10. This will now appear as a line to be submitted; you can continue to add more expenses if needed
11. Once you have added all expense line items (with receipts attached to each line item) select **Submit for Approval**

Submit for Approval

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



The screenshot shows a dialog box titled 'Confirm Submit for Approval'. It contains the text 'You are about to submit the voucher for approval.' At the bottom, there are two buttons: 'Keep Editing' and 'Submit for Approval'. The 'Submit for Approval' button is highlighted with a red box.

We hope your experience with Contractor Central is positive and accessible. If you would like to give feedback or recommend any improvements to this document or any of the labour hire process please raise a MyTransport ticket [here](#).



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