



Contractor Central

Department of Education
Worker Guide

August 2019



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1 Introduction

1.1 Document Purpose

The purpose of this manual is to provide The Department of Education Contractors with a basic step-by-step guide to perform the various actions that they will be expected to perform in the Beeline technology. This manual should only be distributed to The Department of Education Contractors.

1.2 Contractor Central, who are we?

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

The Department of Education has selected Kelly Outsourcing & Consulting Group (KOCG) as its Managed Service Provider (MSP) and Beeline as the Vendor Management System Provider (VMS) for Contractor Central.

Contractor Central Scope includes the following:

- ➔ All Contingent Worker services contracted on a time and material basis including PAYG Contingent staff via a third party Suppliers and Contractors via Contractor Agencies

1.3 Need help?

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

1.4 What to do if you are sick, have a work place incident or have any assignment queries

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

1.5 Document Control

This Document Control Log is used to document the effective date of all changes to the program manual. Contractor Central is responsible for following the policies and procedures documented in the most recent version of this program manual.

Document Control Log			
<i>Date</i>	<i>Version</i>	<i>Description of changes made</i>	<i>Approved by</i>
Feb 2018	1.1	Second edition of Worker Guide created by KOCG Process Excellence Australia	Contractor Central
Aug 2019	1.2	Beeline Migration	Contractor Central
Feb 2023	1.3	Submitting 0-hour Timesheets	Contractor Central

2 Beeline Overview

2.1 What is Beeline

Beeline is the Vendor Management System (VMS) selected by The Department of Education to facilitate the Contractor Central. Beeline manages the end to end recruitment process for Contractors, including work orders and time / expense management.

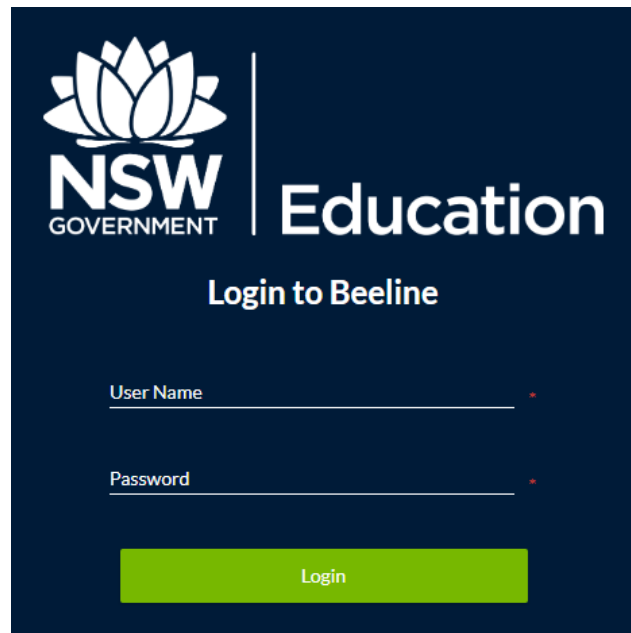
2.2 Beeline Registration

Before you can enter time in the Beeline application, you must register your worker account. You will receive an email with instructions and a link to register.

*** Please note: If you are part of the Migration from SAP Fieldglass to Beeline (Go live August 2019) you will be transitioned into Beeline and requested to reset your password.*

2.3 Regular Login to Beeline

- ➔ You should always use the <https://prod.beeline.com/nsweducation/> URL to log into Beeline this URL should be used for your Beeline bookmark.
- ➔ Access Beeline: <https://prod.beeline.com/nsweducation/>
- ➔ Enter your Username and Password
- ➔ Select **Login**



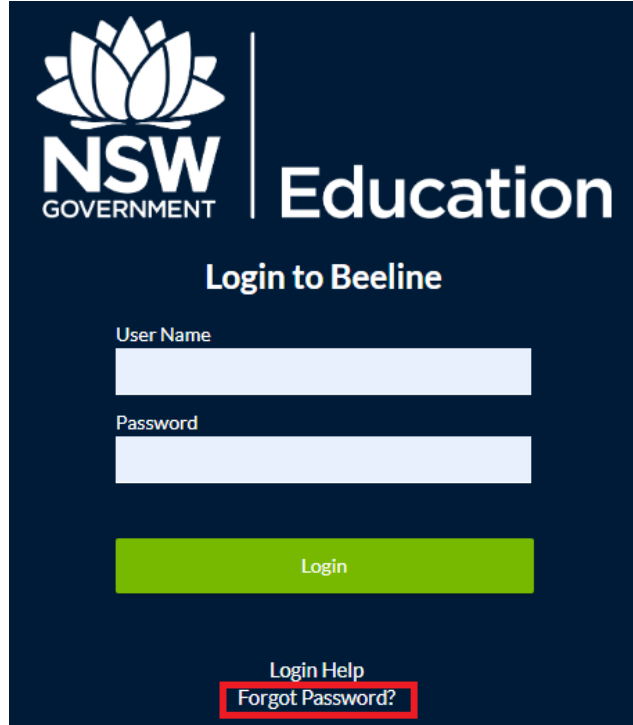
The image shows a login form for Beeline. It has a dark blue background. At the top left is the NSW Government logo. To its right is the word 'Education' in large white font. Below 'Education' is the text 'Login to Beeline'. There are two input fields: 'User Name' and 'Password', both with red asterisks indicating required fields. Below these fields is a green 'Login' button.

2.4 Reset Beeline Passwords

If you are unable to login to Beeline please contact your agency and they can reissue you with a new password.

Otherwise please use the steps below to reset your own password:

1. On the login page Select Forgot Password:



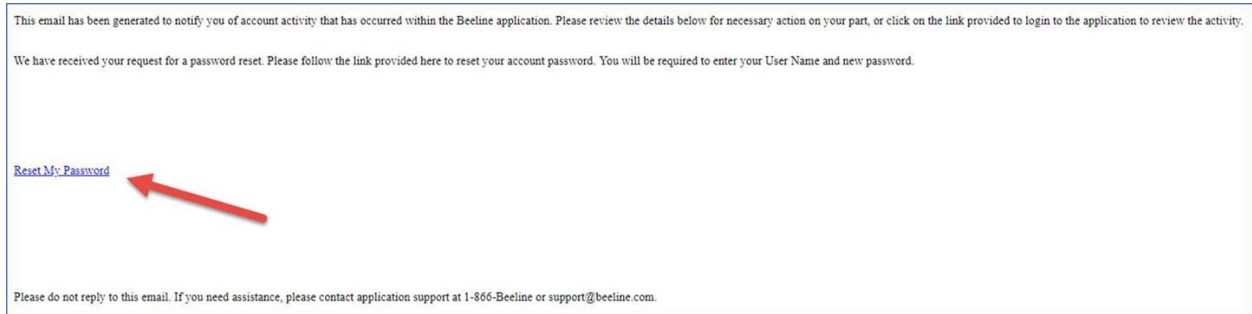
The screenshot shows the 'Login to Beeline' page for NSW Education. It features the NSW Government logo and the word 'Education'. Below the header, there is a 'Login to Beeline' title. Underneath, there are two input fields: 'User Name' and 'Password'. A green 'Login' button is positioned below the password field. At the bottom, there are two links: 'Login Help' and 'Forgot Password?'. The 'Forgot Password?' link is highlighted with a red rectangular box.

2. In the Send Password Reset screen provide your username and Select the “Send Password Reset Email”

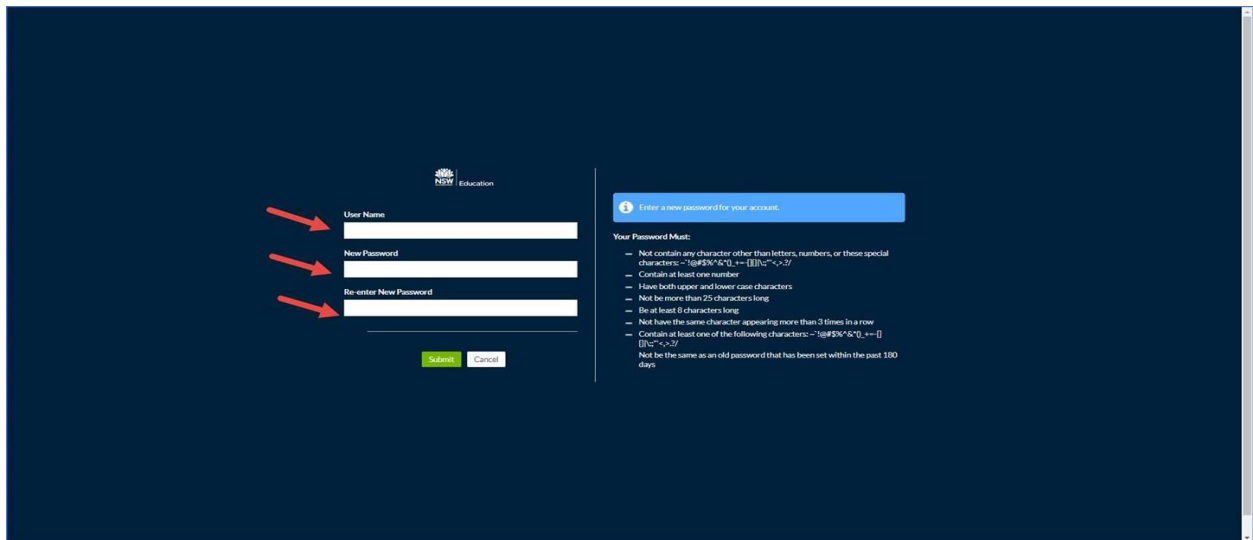


The screenshot shows the 'Send Password Reset' page for NSW Education. It features the NSW Government logo and the word 'Education'. Below the header, there is a 'Send Password Reset' title. Underneath, there is a blue information bar with an 'i' icon and the text: 'Please enter your User Name to have a password reset link sent to the email address linked to your account.' Below this, there is a 'User Name' input field. To the right of the input field, there is a red arrow pointing left. At the bottom, there are two buttons: 'Send Password Reset Email' and 'Cancel'. The 'Send Password Reset Email' button is highlighted with a red rectangular box.

- The user will receive an email to the email address in their Beeline credentials. Select the “Reset My Password” link in the email



- In the Reset Password screen provide your username and New Password



- The user would be directed to their Home Dashboard

3 Timesheet Management

All Timesheets are to be entered into Beeline. Please read the following section to ensure your understanding.

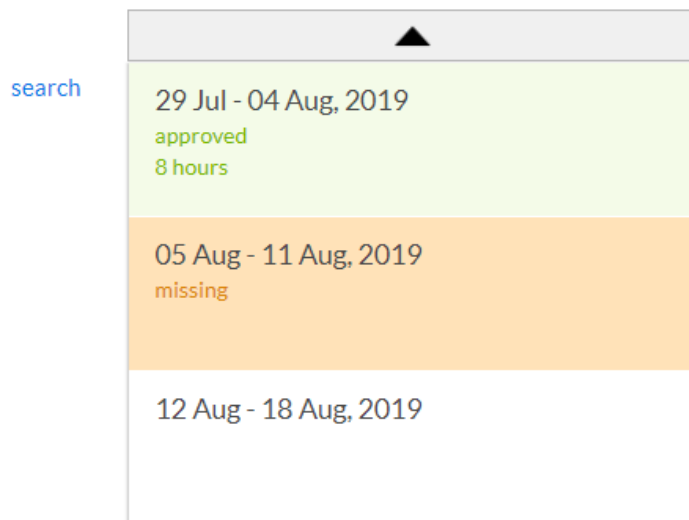
3.1 Timesheet entry timeframes

Timesheets **MUST** be submitted before **10am (AEST) every Monday** into Beeline. If you are late submitting your timesheet you run the risk of not being paid until the following week.

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. Beeline is accessible 24/7.

3.2 How to Submit a Timesheet

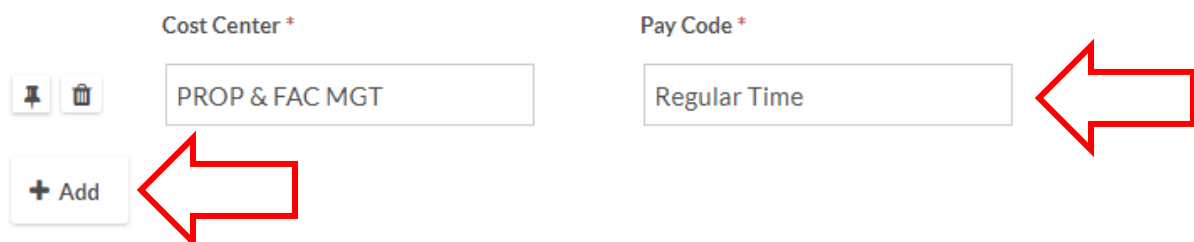
1. Log into Beeline. You will be able to see the current weeks' timesheet and be able to review past timesheets that have been submitted or saved
 - ➔ Click on the search box to get a list of timesheet weeks. **Note:** you will be able to see the status of past timesheets and Beeline will flag if you have missed a week



search

29 Jul - 04 Aug, 2019	approved 8 hours
05 Aug - 11 Aug, 2019	missing
12 Aug - 18 Aug, 2019	

2. Once the desired week has been selected, scroll down to enter in your time. Enter the Pay Code as required. If OT is required, select **Add** to add a new line for OT



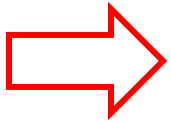
Cost Center *

Pay Code *

- To enter time against a day, click the blank box under the desired day

* Holiday Weekend

Mon	Tue	Wed	Thu	Fri	Sat	Sun	TOTAL
12/08	13/08	14/08	15/08	16/08	17/08	18/08	
							0



- Fill in the time entry for that day and select **Save**


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	☒	

[+ Add](#)

Summary

Total Hours	Working	Break Time
3hrs	2hrs	1hrs

Save

Cancel

Hours for each entry are automatically calculated.

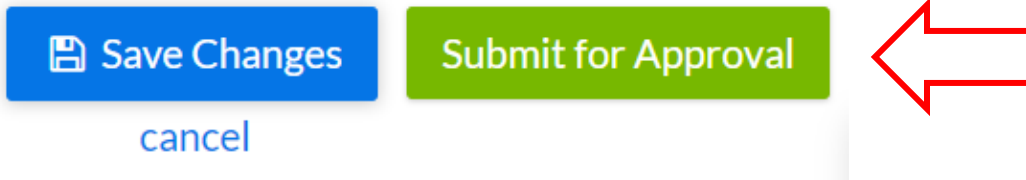
Easily designate time as a break.

The **Start Time** on a new row defaults to the **End Time** on the preceding row.

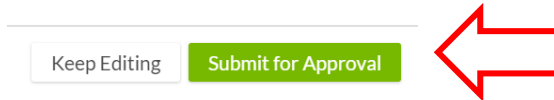
Total hours recorded for the day, hours worked, and break time are automatically calculated.

- The hours for that day will now appear

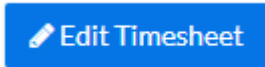
6. Once hours are completed for each day, Select **Submit for Approval**



7. Confirm Submit for Approval screen will appear. Select **Submit for Approval**

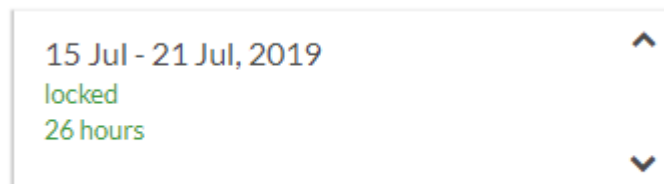


8. Your timesheet will go to your Hiring Manager for approval.
9. You can continue to modify your timesheet until it is locked and about to be invoiced (Tuesday each week).



- ➔ To Edit the timesheet, select

- ➔ If your timesheet is “locked” contact your Agency to “Unlock”. The locked status will show when you select that weeks’ timesheet



Locked by Import User Jul 26 2019, 1:59 PM EST

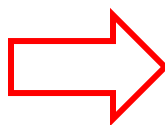
- ➔ Once unlocked you will be able to edit the timesheet

3.3 Submitting 0 Hour Timesheets

1. Log into Beeline. You will be able to see the current weeks' timesheet and be able to review past timesheets that have been submitted or saved
2. To enter time against a day, click the blank box under the desired day

* Holiday Weekend

Mon	Tue	Wed	Thu	Fri	Sat	Sun	TOTAL
12/08	13/08	14/08	15/08	16/08	17/08 *	18/08 *	
							0



3. Enter 'Leave' in the comments to log 0 hours for the day. **Do Not** enter a **Start Time** or **End Time**. Once you have entered your comment select **Save**

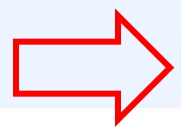
Time Entry for DD/MM/YYYY ✕

Start Time	End Time	Hours	Is Break	Comments
			☐	Leave 

[+ Add](#)

Summary

Total Hours	Worked Time	Break Time
0hrs	0hrs	0hrs



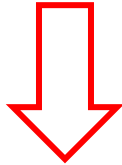
Save

Cancel

- The Timesheet will now populate to 0 hours. Once 0 hours have been saved for all 5 days you can select '**Submit for Approval**'

* Holiday Weekend

Mon	Tue	Wed	Thu	Fri	Sat	Sun	TOTAL
DD/MM	DD/MM	DD/MM	DD/MM	DD/MM	DD/MM	DD/MM	
0	0	0	0	0			0



 Save Changes

Submit for Approval

More Actions ▼

cancel

3.4 Helpful hints if you are on a DAILY RATE

When a Contractor on a day rate is selected the work order will be created with day rate categories.

- ➔ If the Contractor works **4 or less hours** in a day, the Half day rate will apply
- ➔ Any additional hours worked over the standard day (e.g. 8 hours) unless specifically approved, will not be paid.

3.5 Working outside of Standard Business Hours

If you are working outside the standard business hours, you will have additional hourly rate categories you can chose when entering your time sheet.

Please ensure you consult with your agency as to which category you will need to utilize for your non – standard hours.

3.6 Expenses

Expense claims must adhere to the below process as set down by the Department of Education:

- Contractor to seek approval from their Hiring Manager to incur work related expenses e.g. meals, ravel etc.
- Contractor pays for the Expenses
- Contractor gets their Hiring Manager to approve the Expense claim
- Contractor Forwards to their Supplier for reimbursement
- Supplier will liaise with Contractor Central to get this paid

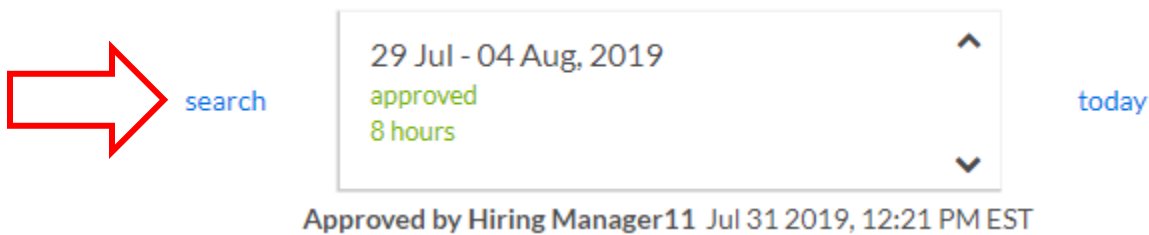
3.7 How to view your Timesheets

Once approved, you will receive a notification 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 this is submitted and approved within the timesheet deadlines
After submission, you can view the status of your timesheet or timesheet history:

1. Log into Beeline
2. Select Drop Down > view desired week



3. Ensure the correct period is selected and you will see all your Time. The Blue speak bubble indicates a comment

		* Holiday							Weekend		TOTAL
		Mon	Tue	Wed	Thu	Fri	Sat	Sun			
Pay Code *		29/07	30/07	31/07	01/08	02/08	03/08	04/08			
Regular Time		8	0	0	0	0	0	0			8
TOTAL HOURS		8	0	0	0	0	0	0			8