

Key Information

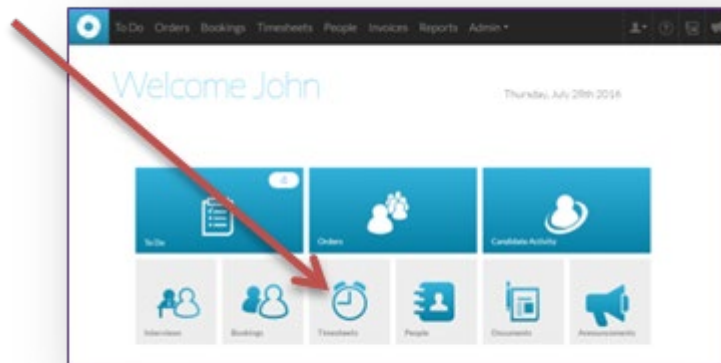
- Timesheets must be submitted by 10am Monday
- You will be paid every Thursday
- Your supervisor will review and approve timesheets via CNET

How to Create a Timesheet

Step 1

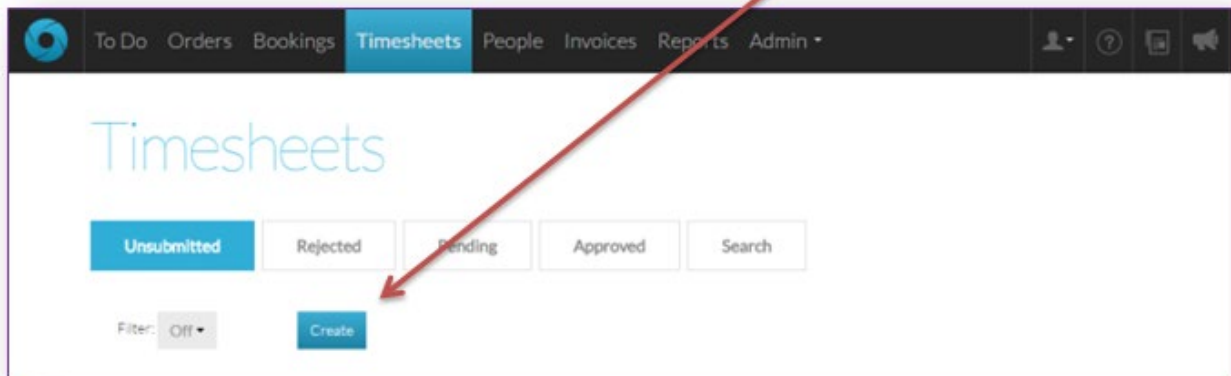
Click on the tile named **Timesheets**.

This will take you into your timesheets detail.



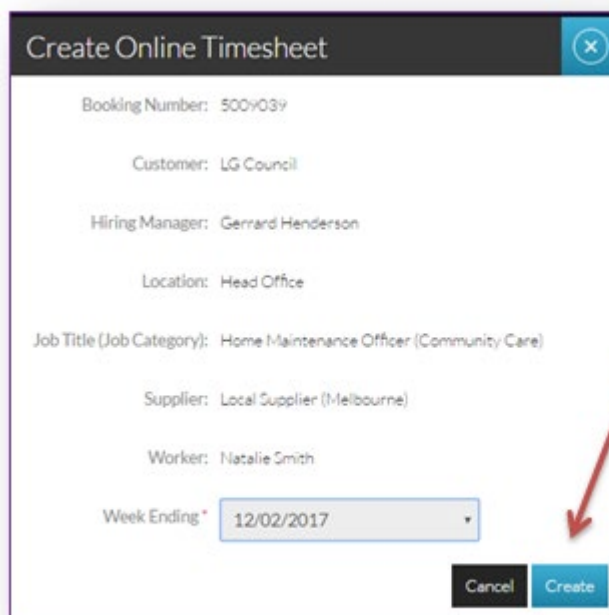
Step 2

To create a new timesheet, click on the button **Create**.



Step 3

Select the week ending from the drop down and click on **Create**.

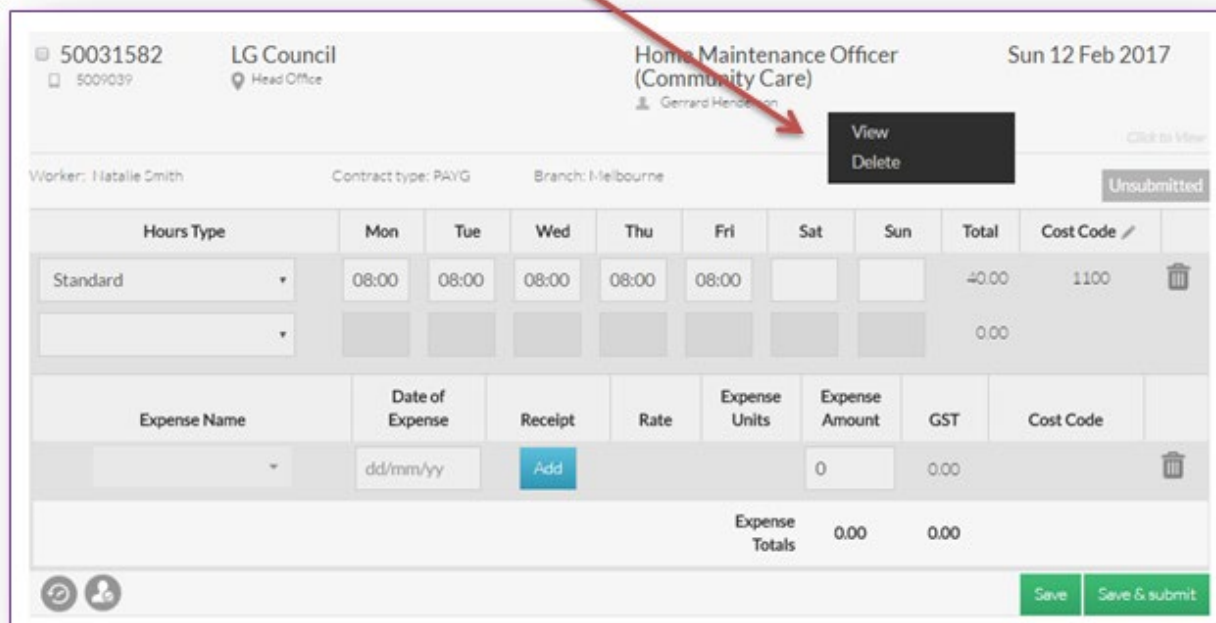


A dialog box titled "Create Online Timesheet" with a close button (X) in the top right corner. It contains the following fields:

- Booking Number: 5009039
- Customer: LG Council
- Hiring Manager: Gerrard Henderson
- Location: Head Office
- Job Title (Job Category): Home Maintenance Officer (Community Care)
- Supplier: Local Supplier (Melbourne)
- Worker: Natalie Smith
- Week Ending*: 12/02/2017 (dropdown menu)

At the bottom right, there are two buttons: "Cancel" and "Create". A red arrow points from the "Create" button towards the main timesheet view below.

You can View or Delete a timesheet if needed when clicking on the header.



The main timesheet view displays the following information:

- Header: 50031582, LG Council, Home Maintenance Officer (Community Care), Sun 12 Feb 2017
- Worker: Natalie Smith, Contract type: PAYG, Branch: Melbourne
- Buttons: View, Delete (highlighted with a red arrow), Unsubmitted

Hours Type	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Total	Cost Code
Standard	08:00	08:00	08:00	08:00	08:00			40.00	1100
								0.00	

Expense Name	Date of Expense	Receipt	Rate	Expense Units	Expense Amount	GST	Cost Code
	dd/mm/yy	Add			0	0.00	
Expense Totals					0.00	0.00	

At the bottom, there are icons for refresh and user profile, and buttons for "Save" and "Save & submit".

Step 4

Select the **Hours Type** and then enter in the hours or times worked for each **Single Day**, **Monday to Friday** or **All Week**. Click on **Apply**. Once completed click on **Save & Submit**.

The image shows a screenshot of the CNET Timesheet interface. It features two overlapping modal windows for the day 'Monday'. The background modal has fields for 'Start Time' (00:00), 'End Time' (10:00), 'Breaks' (00:00), and 'Apply to' (Single Day). The foreground modal shows 'Hours' set to 07:30 and 'Apply to' set to 'Monday to Fr'. Both modals have 'Reset' and 'Apply' buttons. Red arrows indicate the flow from the background modal's 'Apply to' dropdown to the foreground modal's 'Apply to' dropdown, and from the foreground modal's 'Apply' button to the background modal's 'Apply' button.