How to Approve a Timesheet in TimeFiler (Manager's Guide)
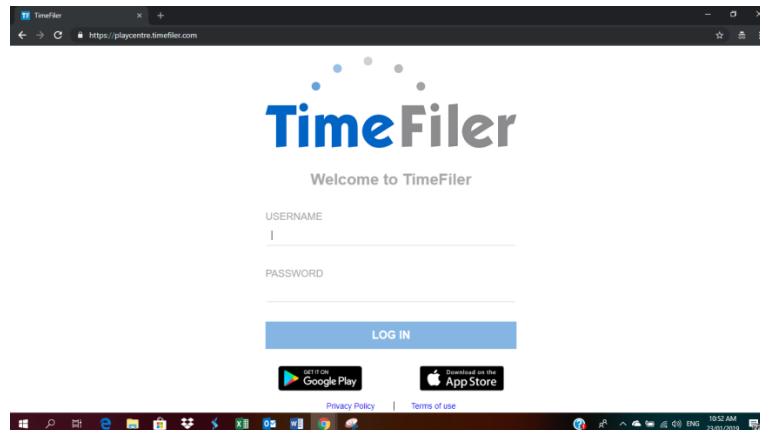
Step 1:

Copy and paste this link into your web browser

https://playcentre.timefiler.com

Step 2:

To **log in**, use your Employee ID as your username and the initial password is your IRD number (9 digits, no dashes). Your employee ID is found on your payslip. It is the 4-digit code before your name.

. NB: IRD number must be 9-digits long with no spaces. If your IRD number is 12-345-678 you will need to enter a zero before your number ie. 012345678

If you have more than one employee ID number (ie. a permanent and a casual role) you will need to select the correct role for the hours you are entering.

Step 3:

You can **change your password** after you log on to TimeFiler by clicking on the "My Password" tab

Step 4:

Entering Timesheets on behalf of Employees
(Please see How to Complete a Timesheet in Timefiler PDF).
If the manager has entered a timesheet on behalf of an employee, the manager can approve the timesheet straight away.

Step 5:

Approving Employees' Timesheets

Employees will submit their timesheets for their manager's approval. To approve a timesheet, on the My Time page select the appropriate employees' timesheet from the drop down box by clicking on it. Or by typing the employee/s name on the field.

NB: You should check the timesheet entries and the payments at the bottom of the screen before approving. To approve the timesheet, click **Approve**.
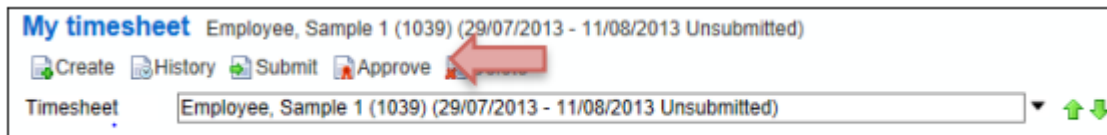
After approving, the Action buttons are reduced to Create / History / Unsubmit.

NB: A coloured border is added for warnings (yellow) or critical alerts (red) on any day. Using your mouse you can hover over the coloured warning and a popup message appears advising what the warning is.

Critical (red) warning – this warning must be addressed; you will not be able to Save or Approve the Timesheet until it has been resolved.
Information (yellow) warning – this warning is for information purposes only; you should read the warning, take action if necessary, otherwise Save or Approve the timesheet as normal.

The Status section will be updated to show the date and time the timesheet was approved.

Step 6:

Un-submitting Employees' Timesheets

In some instances the manager may not want to approve the timesheet and would like the employee to change it and re-submit. To un-submit a timesheet, on the **My Time** page select the appropriate employees' timesheet from the drop down box by clicking on it.

Click **Unsubmit**.

A box appears where you should type a comment in as to why the timesheet is not being approved.

Click **Delete** if you need to remove a timesheet that has been loaded.

Step 6:

Viewing Historical Timesheets

You can view historical timesheets from the **My time** page. Click on the History button
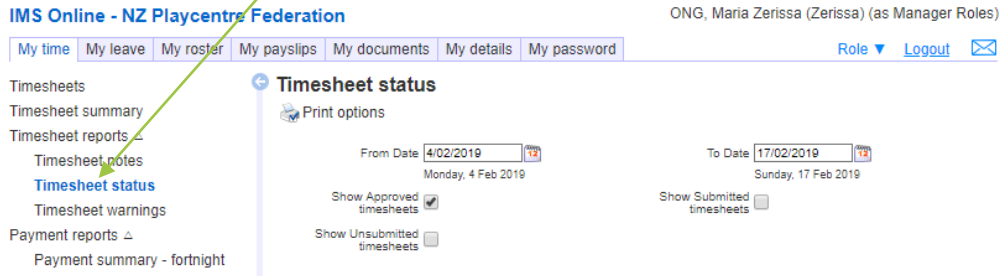
Step 7:

Viewing Reports.
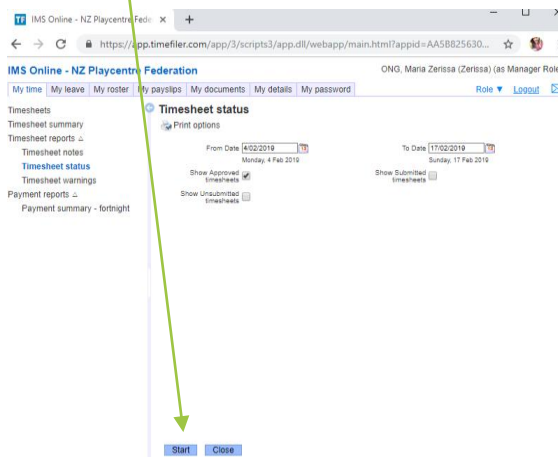Go to **My time** and click **Timesheet status**.
Input the date range you wish to view.
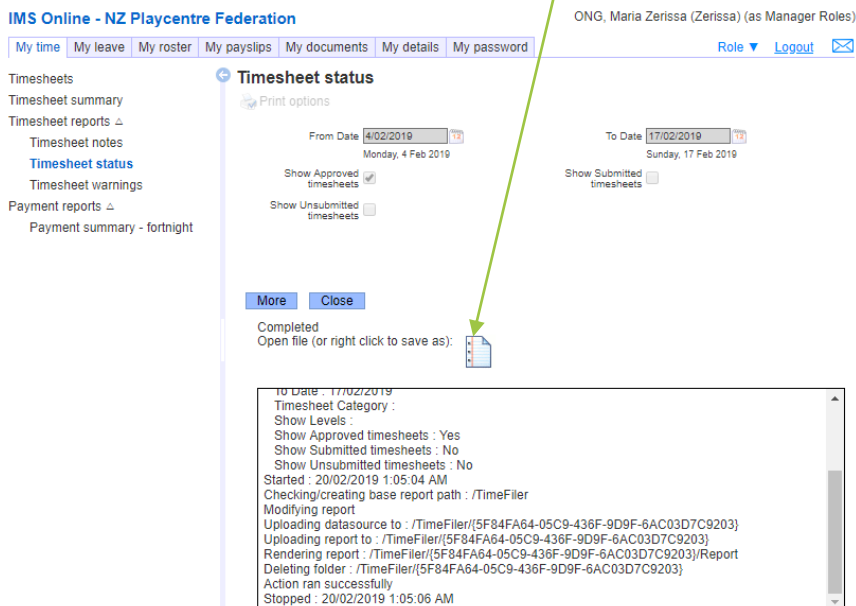Tick **Show Approved Timesheets** to view all timesheets that a manager has approved.
You can also Tick **Unsubmitted timesheets** for employees who have not logged in to submit them.

Click **Start** on the bottom of the page.

Report will be generated and you can save the file.

NB: Permanent and fixed term employees have rosters pre-loaded by Payroll. Casual (as required employees) must complete a timesheet with the hours they worked.

Please be aware that unsubmitted timesheets will not be paid in the current payrun unless approved by the manager before 9am on the Tuesday morning before payday.

Submitted but unapproved timesheets will still be processed by Payroll and authorisation obtained retrospectively. The CFO will follow up with the managers who regularly need reminding to authorise employees' timesheets in time.

Step 8:

   Click **Logout** on the top right hand side of the screen to ensure you are out of the system

FAQ's

When can employees enter hours into TimeFiler?

Timesheets will be available in TimeFiler from 9am on Tuesdays (non-payroll weeks)

What is the deadline for submitting their timesheets?

9am on the Monday prior to payday. Managers then have another 24 hours until 9am on Tuesday to enter and approve any late timesheets. Please note it is the responsibility of the Manager to enter late timesheets.

Do employees have to submit a roster if they work regular hours?

Yes they do. Unsubmitted timesheets cannot be paid until they have been entered into TimeFiler.

New employees on rostered hours will need to manually enter their timesheet for the first payrun. TimeFiler will generate a timesheet based on their roster in subsequent payruns.

What happens if an employee misses the deadline for submitting their timesheet?

You, as their Manager, have the ability enter and approve the timesheet on their behalf until 9am on Tuesday prior to payday.

What do employees put on their timesheets for Statutory holidays?

Nothing – TimeFiler will generate Stat pay automatically if employee is eligible.

What if an employee makes a mistake after they've submitted their timesheet?

If you haven't approved it yet, the employee can just click Unsubmit and they can edit the timesheet again. Once it has been approved by their Manager, they will need to contact you and request you to Unsubmit their timesheet. Note this can only be done before 9am on Monday before Payday.

What happens if an employee or I forget my password and get locked out of TimeFiler?

Contact Payroll who will reset the password for you

What happens if an employee works more than their rostered hours?

If an employee has exceeded their rostered hours, you will be alerted as the line will be highlighted in yellow. Hover over this line to see what the message is. If it says "hours have exceeded roster" you, as the employee's manager, will need to decide if you are going to approve the additional hours. If the message says "there is no hourly rate for this employee" ignore it as this needs to be fixed at Payroll end.

What if an employee has taken leave unexpectedly in the current pay period?

The employee (or their Manager) will need to enter the leave on the timesheet if it occurs in the current pay period. Otherwise if employees are applying for leave in the future, they need to use the My Leave tab (see instructions on how to apply for leave in TimeFiler).

If employees have more than one manager who approves their timesheet?

Timesheets will be able to be viewed and approved by the relevant manager/s.

What happens if employee works in two different centres on the same day?

Employees need to select the correct role ie. Playcentre and the Cost Centre ie. Akaroa

Employees must ensure they put each piece of work on a separate line including extra hours worked over and above their roster ie. planning meetings.

What is the cut-off for getting new employee information and new or amended schedules to the Payroll team?

5pm on Wednesdays (non Payroll weeks). Any information submitted after this date will not be processed until the following payrun

Please review the Notes section on the timesheets as Payroll will leave messages for you to action ie. "warning – this employee's schedule is due to expire on 10/4/19. Please send through amended schedule or termination form 14 days prior to expiration date"