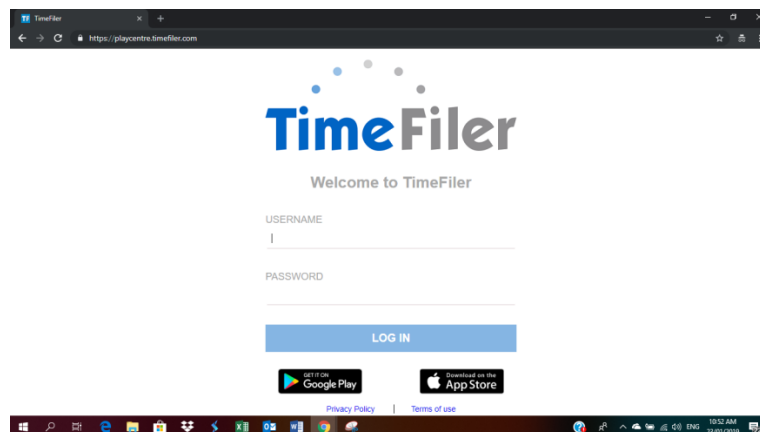




How to Complete a Timesheet in TimeFiler

Step 1:
Copy and paste this link into your web browser

<https://playcentre.imsonline.co.nz>



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

PAYSLIP

Employee	2510
Pay Point	Management Team - CFO
Job Title	Accounts Manager

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

IMS Online - NZ Playcentre Federation

My time My leave My payslips My documents My details **My password**

Change my password

Current Password

New Password *

Confirm Password *

Step 4:

Click on **My time** tab

IMS Online - NZ Playcentre Federation

My time My leave My roster My payslips My documents My details My password

If you have a permanent roster, you will see a pre-loaded timesheet as per sample below

My timesheet Employee, Sample (1000) (12/08/2013 - 25/08/2013 Unsubmitted)

Create History Submit Delete

Timesheet Employee, Sample (1000) (12/08/2013 - 25/08/2013 Unsubmitted)

Leave balances

AL Outstanding	AL Accrued	AL Total	All Holiday	Service	Shift	TBL	Fortnightly
45.94 Hours	121.85 Hours	167.80 Hours	0 Days	0 Hours	0 Hours	0 Hours	12/08/2013 - 25/08/2013 - Open 12/0-15/0, 19/0-23/0

Date	Start	End	Break	Leave / work type (optional)	Notes	Hours	Roster
Mon 12/8	08:00	18:30	00:30			8	8
Tue 13/8	08:00	18:30	00:30			8	8
Wed 14/8	08:00	18:30	00:30			8	8
Thu 15/8	08:00	18:30	00:30	Sick Leave		8	8
Fri 16/8							
Sat 17/8							
Sun 18/8							
Mon 19/8	08:00	18:30	00:30			8	8
Tue 20/8	08:00	18:30	00:30			8	8
Wed 21/8	08:00	18:30	00:30			8	8
Thu 22/8	08:00	18:30	00:30			8	8
Fri 23/8	08:00	18:30	00:30			8	8
Sat 24/8							
Sun 25/8							
						4.5	72 72

Payment	Rate	Mon 12/8	Tue 13/8	Wed 14/8	Thu 15/8	Fri 16/8	Sat 17/8	Sun 18/8	Mon 19/8	Tue 20/8	Wed 21/8	Thu 22/8	Fri 23/8	Sat 24/8	Sun 25/8	12/8-25/8 Units
SALARY, Salary	POR				-1											-1
SICK LEAVE, Sick Leave					1											1

Step 5:

Submitting timesheets:

A. Permanent and Fixed Term Employees (timesheets are pre-loaded):

1. Working as per employment schedule (ie. no change in hours, no change in days, and no mileage claims or you have worked different hours and days to your schedule but are still within your usual number of scheduled hours): Just click "Submit"
2. Working beyond scheduled hours: You can edit your hours worked but a warning will show. You can still click "Submit" and a notification is sent to your manager for approval. Hours are in 24hour-format (i.e. 1.00 PM is 13:00)

B. Casual Employees (timesheets are blank):

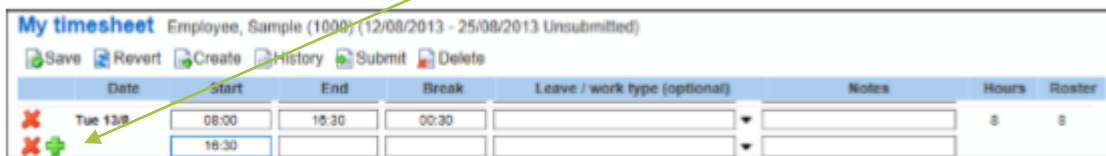
Enter hours worked on relevant days and click “Submit” and a notification is sent to your manager for approval.

*NB: If you are applying for leave/s, you would need to Apply for Leave/s through the My leave tab before submitting your Timesheet. (See document **How to Apply for Leave**). Note that if you take leave in the current pay period once it has opened you will have to enter the leave on your timesheet under Leave*

C. Multiple Roles (Permanent or Casual)

This situation applies to employees who have multiple roles in Playcentre that require you to work on the same day but at different rates or at different centre/s. Make sure you select the correct ID number for the relevant role you are entering hours for.

1. To create more than one row on one day, click the **+** button which will open up an additional row.
2. Enter details including the Work Type/Cost Centre (i.e. Playcentre name, Regional work etc.)



3. Click the **X** button if you wish to remove a row.

After Submitting, the timesheet becomes un-editable and the Action buttons are reduced to Create / History / Unsubmit.



The Status section will be updated to show the date and time the timesheet was submitted for approval.

Status			
Date	Description	Role	Status
9/08/2013 11:28:02 a.m.	EMPLOYEE, Sample	Employee	Submitted
9/08/2013 8:59:50 a.m.	EMPLOYEE, Sample	Employee	Unsubmitted

At the top of the timesheet it will also show Submitted

Step 5:

Withdrawing Timesheets

A timesheet can only be withdrawn before it is approved by your manager. To withdraw a completed timesheet, click on **My time**, select the applicable timesheet from the employee/period drop down box and click the Unsubmit button.

You will be given the opportunity to put a comment in as to why you're withdrawing the timesheet. Click OK. And the timesheet will be editable again.

If you need to withdraw a timesheet after it has been approved by your manager, you will need to contact your manager to arrange for them to do it.

Step 6:







Claiming Mileage.

This applies to people who can claim mileage in their contract.

Scroll right on your timesheet to find the mileage columns, enter the Net mileage on the correct column (less than or equal to 250kms/more than 250kms).

When you use your vehicle you can claim mileage per kilometre travelled beyond 15kms each way ie. if your return trip was 50kms from home to a Centre so you can claim 20kms for this trip (50kms less 30kms = 20kms).

If you are claiming 400kms for mileage put the whole figure in the Mileage >250kms column. NB: Please enter each trip separately.

 Save
  Revert
  Create
  History
  Submit
  Approve
  Delete



	Leave type	Mileage <=250kms	Mileage >250kms	Notes
Centre Suppo		178		
Centre Administ		56		
Centre Administ				
Centre Administ				
Centre Suppo				
Centre Suppo				
Centre Administ				
Centre Administ				
Centre Administ				
		234		

FAQ's

When can I enter my hours in TimeFiler?

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

What is the deadline for submitting my timesheet?

2pm on the Friday prior to payday

Do I have to submit a roster if I work regular hours?

Yes you do. Unsubmitted timesheets cannot be processed by Payroll 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 your roster in subsequent payruns.

What happens if I miss the deadline for submitting my timesheet?

You will need to contact your Manager to request they enter the timesheet on your behalf.

What do I put on my timesheet for Statutory holidays?

Nothing – TimeFiler will generate Stat pay automatically if you are entitled to it

What if I make a mistake after I've submitted my timesheet?

You can click on Unsubmit and make changes. However once it has been approved by your Manager, you will need to contact your Manager and request they unsubmit your timesheet

What if my Manager doesn't sign my timesheet in time?

As long as you have submitted it, the timesheet will still be paid and the manager's authorisation will be obtained retrospectively.

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

Contact Payroll who will reset your password for you

What happens if I work more than my rostered hours?

Just submit your timesheet as usual for your Manager to approve (your Manager will receive an alert that you have exceeded your rostered hours)

What if I have to take leave unexpectedly in the current pay period?

You will need to enter the leave on the timesheet if it occurs in the current pay period. Otherwise if you are applying for leave in the future, use My Leave tab to apply for leave (see instructions on how to apply for leave in TimeFiler).

If I have more than one manager who will approve my timesheet?

Your timesheet will be able to be viewed and approved by the relevant manager/s

What happens if I work in two different centres on the same day?

Select the correct role ie. Playcentre and the Cost Centre ie. Akaroa

Please ensure you put each piece of work on a separate line. This also applies if you normally work from 9am – 2pm each day however you also attend a Planning meeting from 4pm – 6pm once a month ie you will need to enter these on separate lines on your timesheet

Why can't I enter my hours in for the whole week in one go?

TimeFiler updates daily so you can only enter hours in up to the current day ie you can't enter hours to be worked in the future

I have two Employee ID's, how do I identify which one to use?

Please check your last payslips and note which ID included wages for:

- *your permanent work, which may include permanent rostered hours at a Playcentre or a Regional Office, and will include details at the bottom of your payslip showing your Annual Leave balance. All permanent time will need to be recorded using this ID;*
- *your fixed term or casual work, which may include relief work at a Playcentre, delivering Education programmes or Program Facilitator work (SPACE, BabiesCanPlay or CYCLE). All casual or Fixed Term work will need to be recorded using this ID.*

Why is there only one hourly rate in my record in TimeFiler, when I have more than one rate?

The system only allows for one rate to show in this field, and it will normally be the lowest hourly rate that appears in this field. When each employee is setup in TimeFiler, the setup will include logging all positions and their corresponding hourly rates for each employee.

This will ensure the system will match the correct hourly rate depending on the role selected when you enter your timesheet.

Why haven't I been paid for my relief work?

There are a number of reasons why this may occur. Please check the list below to see if any of these reasons occurred when submitting your timesheet:

- *incomplete details on the timesheet – if you have relieved at a centre, but the centre name has not been recorded, then there is not enough information to calculate pay*
- *wrong Role was selected – the system needs to match the role that you have selected with the rate of pay for that role, to calculate pay. Where this has not been matched, there will be a yellow warning that a rate of pay cannot be found. If this occurs while entering your timesheet, please include additional information in the Comments filed, such as Role and \$ rate of pay.*
- *You have recently signed a new schedule for a new role, but it was received too late to be entered into the system.*