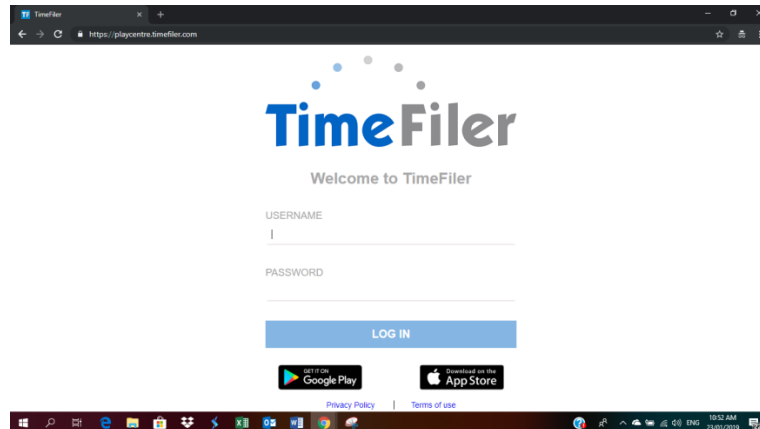




How to Complete a Timesheet in TimeFiler

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

Step 3:

You will be prompted to **change your password** after you log on to TimeFiler for the first time. Otherwise you can choose to change your password at anytime 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 roster (for permanent and fixed term employees), you will see a pre-loaded timesheet as per sample below

Leave balances

AL (outstanding)	AL (accrued)	AL (total)	Alt Hols	Sick
12.32 Hours	5.36 Hours	17.68 Hours	0 Days	10 Days

	Date	Start	End	Break	Hours	Cost centre	Role	Leave type	Mileage <=250kms	Mileage >250kms	Notes	Roster
✗	Mon 11/5											
✗	Tue 12/5	13:00	14:00	00:00	1	BCHMTI, Beachlands/Maraetai PC	PC CLEAN, Playcentre - Cleaner					1
✗	Wed 13/5	13:00	14:00	00:00	1	BCHMTI, Beachlands/Maraetai PC	PC CLEAN, Playcentre - Cleaner					1
✗	Thu 14/5	13:00	14:00	00:00	1	BCHMTI, Beachlands/Maraetai PC	PC CLEAN, Playcentre - Cleaner					1
✗	Fri 15/5	13:00	14:00	00:00	1	BCHMTI, Beachlands/Maraetai PC	PC CLEAN, Playcentre - Cleaner					1
✗	Sat 16/5											
✗	Sun 17/5											
✗	Mon 18/5											
✗	Tue 19/5	13:00	14:00	00:00	1	BCHMTI, Beachlands/Maraetai PC	PC CLEAN, Playcentre - Cleaner					1
✗	Wed 20/5	13:00	14:00	00:00	1	BCHMTI, Beachlands/Maraetai PC	PC CLEAN, Playcentre - Cleaner				Cleaner 4hrs/wk	1
✗	Thu 21/5	13:00	14:00	00:00	1	BCHMTI, Beachlands/Maraetai PC	PC CLEAN, Playcentre - Cleaner				Cleaner 4hrs/wk	1
✗	Fri 22/5	13:00	14:00	00:00	1	BCHMTI, Beachlands/Maraetai PC	PC CLEAN, Playcentre - Cleaner				Cleaner 4hrs/wk	1
✗	Sat 23/5											
✗	Sun 24/5											
					8							8

Payment	Rate	Relative hrs	Cost centre	Mon 11/5	Tue 12/5	Wed 13/5	Thu 14/5	Fri 15/5	Sat 16/5	Sun 17/5	Mon 18/5	Tue 19/5	Wed 20/5	Thu 21/5	Fri 22/5	Sat 23/5	Sun 24/5	11/5-24/5 Units
1. Ordinary Time	20		BCHMTI, Beachlands/Maraetai PC		1	1	1	1				1	1	1	1			8
					1	1	1	1				1	1	1	1			8

Step 5:

Submitting timesheets:

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

- Working as per employment schedule (ie. no change in hours, no change in days, and no mileage claims): Just click "Submit"
- Working beyond scheduled hours: You can edit your hours to record the actual hours worked. The time entry will be highlighted yellow, and if you move your mouse over the yellow, a warning noting that you have exceeded rostered hours 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)
- Swapping a day: select 'leave without pay' in the leave column on the line entry for your rostered day of work. Enter start and end times, cost centre, and role on the day you worked using your rostered hours as a template. Add a comment in the 'notes' field, eg 'swapped from Wed'. Check the details are correct and then click 'submit'.
- Doing some relief hours: Enter start and end times, cost centre, and role on the day you worked using your rostered hours as a template. If the relief was for another centre, enter that centre's name as the cost centre. Add a comment in

the 'notes' field, eg 'swapped from Wed'. Check the details are correct and then click 'submit'.

B. Casual Employees (timesheets are blank):

Enter start and end times, cost centre and role against 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 cost centre and role for the relevant role you are entering hours for.

1. To create more than one time entry on a day, click the green + button which will create an additional row.

My timesheet [redacted] (11/05/2020 - 24/05/2020 Unsubmitted)

Create History Submit Approve Delete Recalculate

Timesheet [redacted] (11/05/2020 - 24/05/2020 Unsubmitted)

Fortnightly 11/05/2020 - 24/05/2020 - Locked - Timesheet Ref # 95028 11/5-24/5

Leave balances

AL (outstanding)	AL (accrued)	AL (total)	Alt Hols	Sick
0 Hours	9.04 Hours	9.04 Hours	0 Days	5 Hours

Date	Start	End	Break	Hours	Cost centre	Role
Mon 11/5						
Tue 12/5						
Wed 13/5						

2. Enter details including the Work Type/Cost Centre (i.e. Playcentre name, Regional work etc.)

My timesheet [redacted] (11/05/2020 - 24/05/2020 Unsubmitted)

Create History Submit Approve Delete Recalculate

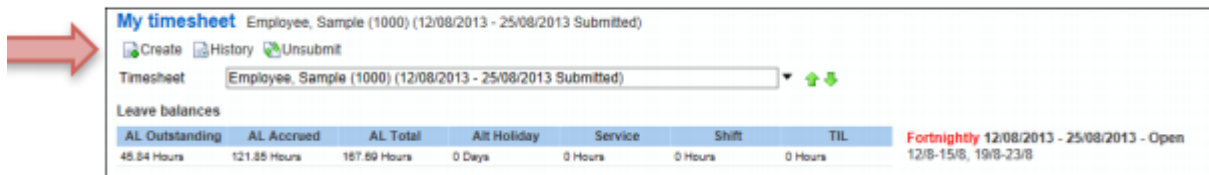
Timesheet [redacted] (11/05/2020 - 24/05/2020 Unsubmitted)

Fortnightly 11/05/2020 - 24/05/2020 - Locked - Timesheet Ref # 95079 11/5-24/5

Date	Start	End	Break	Hours	Work type	Cost centre	Role
Mon 11/5							
Tue 12/5							
Wed 13/5							
Thu 14/5							

3. Click the red X button if you wish to remove a row/time entry.

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:

Un submitting Timesheets

A timesheet can only be changed/unsubmitted before it is approved by your manager. To change a submitted timesheet, click on **My time**, select the applicable timesheet from the employee/period drop down box and click the Un-submit button.



You will be given the opportunity to put a comment in as to why you are un-submitting the timesheet – it is recommended you do this. Click OK. And the timesheet will be editable again.

Unsubmit timesheet with optional comment?

Comment :

If you need to un-submit 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.

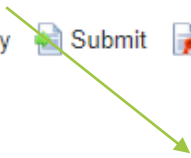
This applies to people who can claim mileage as per their employment contract.

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).

As per the current Playcentre Aotearoa travel policy (May 2020) 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 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
entre Suppo		178		
tre Administ		56		
tre Administ				
tre Administ				
entre Suppo				
entre Suppo				
tre Administ				
tre Administ				
tre Administ				
		234		

Reviewing your timesheet before submitting:

Please review your timesheet and any warnings carefully before submitting to your manager for approval. Please see the following section for warnings that may need correcting, before submitting a timesheet.

Please be aware that if your roster is set up with hours rostered to work on a day after you have submitted your timesheet, the rostered hours will still continue to update into your timesheet (even though you have submitted your timesheet).

Before you submit your timesheet, it is also advisable to check your roster, to ensure there are no further rostered hours that are likely to update to your timesheet, after you have submitted a timesheet. Where your roster is due to update your timesheet for further rostered hours, please wait until the day of your last rostered hours before submitting.

Where your days and hours have changed, and the later rostered hours are no longer your days of work, please contact your manager, to ensure the Payroll Team has the most up to date schedules.

Timesheet Warnings

TimeFiler has a number of warnings built into the system. The warnings are to help users and managers ensure the information in the timesheets are correct, to ensure employees are correctly paid. In TimeFiler the warnings can be viewed by moving your mouse over the yellow or pink/red highlighted area in the timesheet. There can be more than one warning showing on the timesheet at the same time.

For a timesheet to be able to calculate wages and/or a leave payment, each time entry in a timesheet must have the following fields completed:

- A start time (when you started work)
- And end time (when you finished work)
- Break (number of minutes where you had a break, such as a lunch break)
- Work Type (for casual employees only)
- Cost Centre (where you worked, such as the name of a Playcentre, or the name of your Regional Office or Programme area)
- Role (what role you were working in)
- Leave Type, where applicable (ie what type of leave are you taking, Sick Leave, Leave Without Pay, Annual Leave, etc)

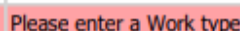
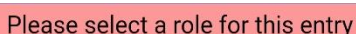
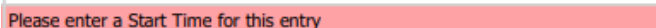
The timesheet warnings can be split into two groups –

- Warnings of an error in the timesheet or leave application, which must be fixed to ensure the employee is correctly paid, or leave is correctly recorded and paid. These warnings are typically highlighted in a dark pink/red colour.
- Warnings that inform an employee or manager, for example: that a leave entitlement has been used and Leave Without Pay will be recorded, or that an employee has worked more hours than they were rostered. These warnings are typically highlighted in a yellow colour.

Warnings involving an error in the timesheet:

Where any of the above listed fields have not been completed in a timesheet entry, a pink/red highlight will appear in the timesheet. Move your mouse over the pink/red area to view the warning. Red/urgent warnings may include:

- Please enter a start and/or end time for this entry
- Please select a role for this entry
- Please enter a Work Type



All of the above warnings will need to be corrected, before a timesheet is submitted, to ensure that a wage payment is calculated in TimeFiler.

- Entries cannot be added for a future date

Entries cannot be added for a future date

TimeFiler sends rostered hours to employees' timesheets each night. If an employee tries to add hours in their timesheet for a future date, this can create overlaps in time for future days. Please remove the entry for a future date and update your timesheet on the day.

Where leave has been applied for in the Leave Application, but the leave wasn't fully approved before the date of the leave taken, the following errors may also appear in the timesheet:

- Approved leave entered via Leave Request, please add to Timesheet

Approved leave entered via Leave Request, please add to Timesheet (Sick Leave)

This warning means that the leave was approved by your manager, but not before the leave was taken. For this warning, you will need to update the time entry in your timesheet to include the leave taken.

- Unapproved leave entered via Leave Request, please add to Timesheet if req'd. This warning means that the leave was not approved by your manager. For this warning, you will need to update the time entry in your timesheet for the leave, if you have taken the leave.

Yellow/Information Messages:

- **You have Annual Leave available, please use this instead** – if you have applied for, or recorded Leave Without Pay, but have Annual Leave available, this message will appear to remind that you have Annual Leave available to use.
- **This Leave was not previously approved** – if you have included leave directly into your timesheet, and the leave was not previously applied for, this message will appear. Your leave will be reviewed and approved by your manager, once you have submitted the timesheet.
- **You have exhausted your available AL, some (or all) will be paid as LWOP, You have exhausted your available SL, some (or all) will be paid as LWOP, or This leave type will not be paid, LWOP is payable instead** – this is highlighting that some or all of the Leave applied for/added to a timesheet has now been used up, and Leave Without Pay will be recorded.
- **Leave without Pay auto-generated today** – this message will often appear in a timesheet where the pay period is a School Holiday, for employees who are rostered to work during Term Time only.
- **Statutory Holiday payment auto-generated today** – this message highlights that the day is a Statutory Holiday, and TimeFiler has calculated a Stat Holiday payment.
- **Hours exceed rostered hours today** – this message appears to notify managers that the total hours worked are higher than the total rostered hours for the day
- **Worked time entered on a school holiday** – this message highlights that an employee has recorded hours worked, during a School Holiday.

FAQ's

When can I enter my hours in TimeFiler?

Timesheets will be available in TimeFiler from 10am on Tuesdays (non-payroll weeks)

What is the deadline for submitting my timesheet?

*The cut-off for **entering** timesheets is at your manager's discretion. Please check this with them.*

Do I have to submit a timesheet 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.

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 does not approve my timesheet in time?

If 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?

Enter the hours worked on your timesheet and 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 eg. PC FAC – Session Facilitator or PC SS – Session Support Worker and the Cost Centre ie. the centre worked at, eg. 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.

Remember that TimeFiler uses the 24 hour clock – 4-6pm is 1600-1800.

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

TimeFiler updates daily so any hours entered for a future date will generate a critical warning.

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.