INTRODUCTION

Career Training Institute has implemented 'Employment Hero' as its on-line payroll system.

The following information is intended to provide details for all employees and supervisors on the necessary steps and timelines necessary for efficient operation.

CTI will process the payroll on the 15th of each month which, for CAP students, covers work undertaken in the previous month. Details not submitted by the due dates will be carried forward to the next month.

System Setup

Student / Employee personal, bank details and payroll information will be entered into the Employment Hero on-line payroll system and all employees will receive two emails giving them access to the portal where they will submit timesheets, access payslips and download group certificates.

Employer manager / Host Employer supervisor details will be entered into the Employment Hero on-line payroll system and each manager / supervisor will receive two emails giving them access to the portal where they will be able to review, adjust and approve employee timesheets.

Portal Access –Login

Students, Employers and supervisors all login at the same point.

- ➢ Navigate to login page at: https://employmenthero.yourpayroll.com.au
- ➢ Type in your email address
- ➢ Type in your password
- ➢ Click 'Log in' button
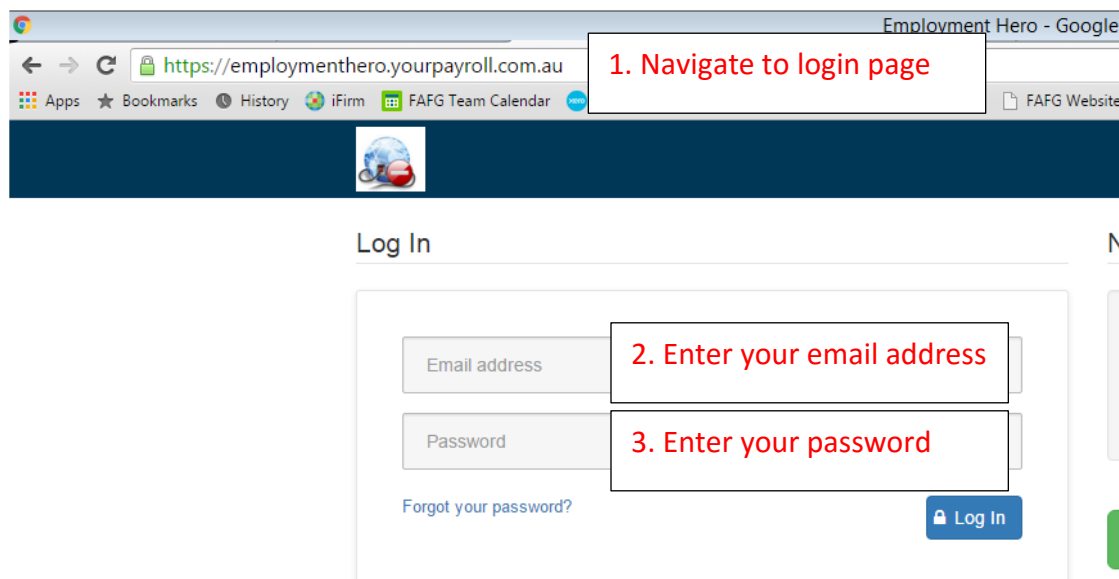
On the first login, Users will need to agree to the Terms & Conditions before they can go any further.

After accepting these terms and conditions, employees see the Dashboard.

Submitting Timesheets

This is the responsibility of the Employee/CAP Student and must be completed by the 2nd of the month (following work completed)

➢ In the Dashboard screen click on the relevant date range to open up the timesheet.

Timesheet Management

Use old timesheet editor

| Week Ending | ▼ | ◀ | Sun 15th Nov 2015 📅 | ▶ |

Timesheets Summary - Genna Kidd
Total
0 timesheets

❓ Tips   Actions ▾   Save

	Work Type	Start Time	End Time	Units	Break Start	Break End	Location	
Mon 9 Nov	▼						▼	✎
Tue 10 Nov	▼						▼	✎
Wed 11 Nov	▼						▼	✎
Thu 12 Nov	▼						▼	✎
Fri 13 Nov	▼						▼	✎
Sat 14 Nov	▼						▼	✎
Sun 15 Nov	▼						▼	✎

➢ In the first column CAP students will click on the cell dropdown and select CAP Workplacement.

➢ In the row for the relevant day, enter:
   o The 'Start Time.' This will default to AM unless you type in 'PM'
   o The 'End Time.' If this was in the afternoon enter 'PM' otherwise it defaults to 'AM'
   o 'Break Start.' The time you stopped for lunch.
   o 'Break End.' The time you finished lunch.

➢ Click on the dropdown in the 'Location' cell then select the entity you worked for. Students who are splitting work at multiple workplaces will have multiple locations shown.
➢ Complete the relevant row for each day worked, then click 'Save'. This submits the timesheet to the manager / supervisor for their approval.

Approving Timesheets

This is the responsibility of the Employer Manager / Supervisor and must be completed by the 7th of the month (following work completed)

In the Dashboard screen, Managers / Supervisors can click on the 'Approve Timesheets' button to open up the timesheets submitted for approval.
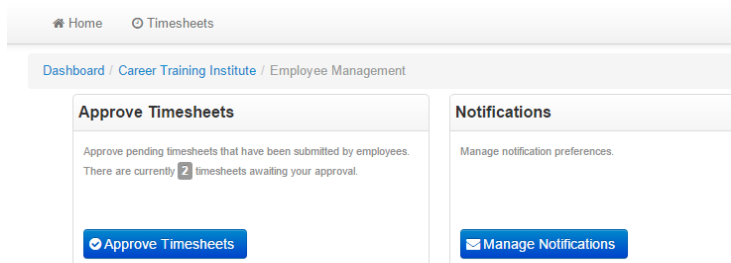
The manager will see timesheets for all the employees he is responsible to check and approve timesheets for. All the timesheet details can be seen on this screen.

 ➤ Select Approve timesheets or Reject timesheets:
   o If you click the 'Approve' button you are approving all the listed timesheets.
   o If you hit 'Reject' you are rejecting all the listed timesheets.
   o You can click on each timesheet row to change the selection (those selected will then be highlighted in blue), then hit 'Approve' or 'Reject' as relevant.

 ➤ Changes are saved automatically, so the manager just needs to log out after approving / rejecting timesheets.

➢ Those approved are then available to be automatically imported in preparation for the next payroll.

TIMELINE FOR PAYROLL PROCESSING

Action	Responsibility	Due Date
Details to access Employment Hero system	Career Training Institute Finance Team	Within 7 days of confirmed student enrolment
Manually record hours worked	Host Employer and Student to have a transparent and accurate system.	Maintained on a daily basis as workplacement proceeds.
Workplacement hours to be submitted to https://employmenthero.yourpayroll.com.au	Student (employee)	By the 2nd of the month
Workplacement hours to be approved on https://employmenthero.yourpayroll.com.au	Host Employer manager/supervisor	By the 7nd of the month
Student/Employee is paid direct into nominated account	Career Training Institute Finance Team	On 15th of the month
Access pay advice on https://employmenthero.yourpayroll.com.au	Student/Employee	After monthly pay process is completed