

INTRODUCTION

Career Training Institute has implemented 'Employment Hero' as the 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 or verified 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 pay slips and download group certificates.

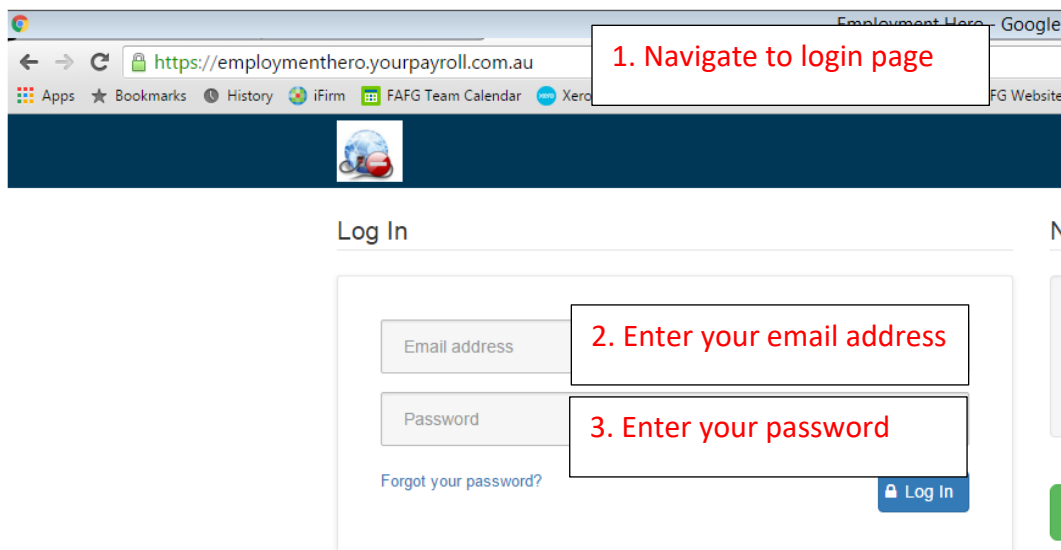
Employer manager / Host Employer supervisor details will be entered into the Employment Hero on-line payroll system and each manager / supervisor will also receive two emails giving them access to the portal where they will be able to review, adjust and approve employee timesheets.

IMPORTANT: Students and Supervisors do not need to set up logins themselves, if they do it only creates confusion as self-created logins are not linked to our account and so we don't see copies of the timesheets. If you don't know your login or didn't receive the login emails please contact cap@careertraining.edu.au.

Portal Access –Login

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

1. Navigate to login page at: <https://employmenthero.yourpayroll.com.au>
2. Type in your email address
3. Type in your password
4. Click 'Log in' button



On the first login, Users will need to agree to the Employment Hero Terms & Conditions before they can go any further. After accepting these terms and conditions, employees see their Dashboard.

IMPORTANT: If you are following these instructions you should not be prompted to enter information about your business. If the system asks you to enter that information, please log out and clear the caching in your web browser, shut down your web browser, reopen and re-login to the site. If it is then still asking you to complete the information please advise cap@careertraining.edu.au.

Submitting Timesheets

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

On the Dashboard screen click on the relevant date range hyperlink within the 'Timesheets Entered' table to open up the associated timesheet.

Employee Dashboard for Genna Kidd

Timesheets Entered		Enter timesheets			
Week		+	-	✓	✖
9/11/2015 - 15/11/2015		0	0	0	0
2/11/2015 - 8/11/2015		0	0	0	0
26/10/2015 - 1/11/2015		0	0	0	0

Timesheet Management

Use old timesheet editor

Week Ending ▼ < Sun 15th Nov 2015 >

Timesheets Summary - Genna Kidd Tips

Total 0 timesheets Actions Save

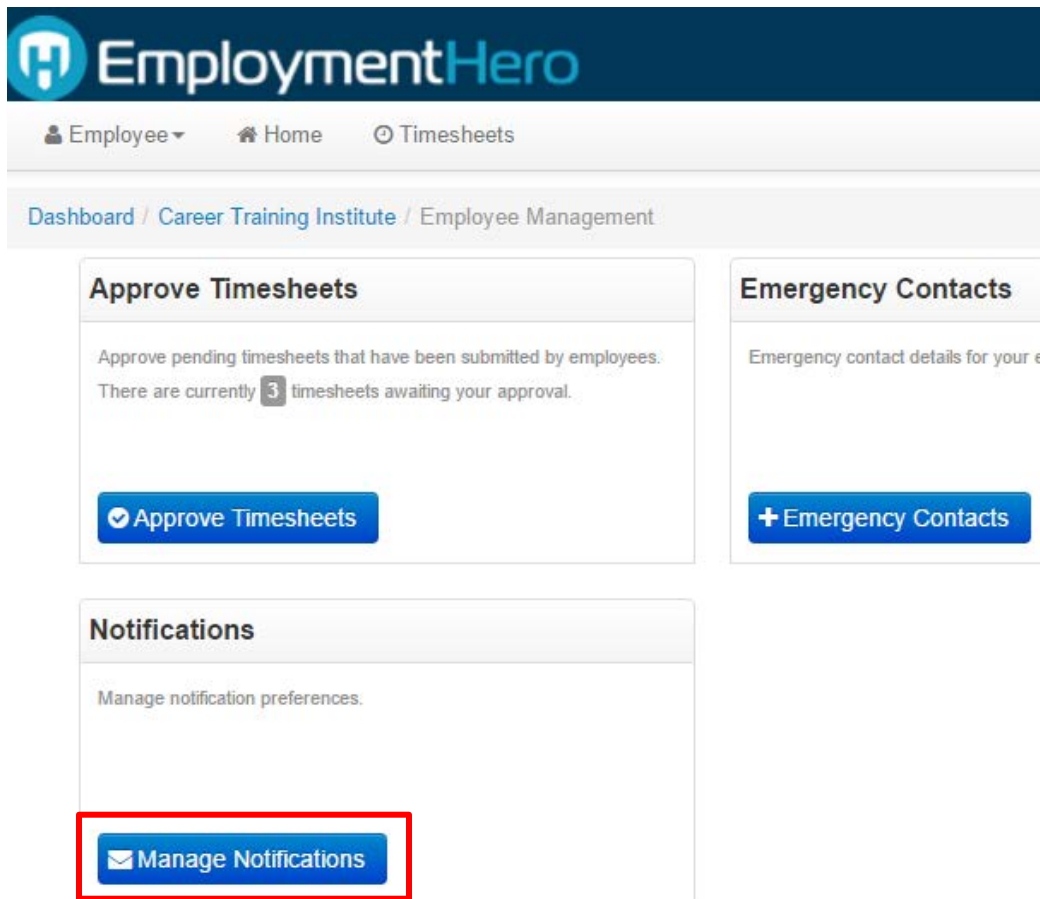
	Work Type	Start Time	End Time	Units	Break Start	Break End	Location	
Mon 9 Nov	▼						▼	✎
Tue 10 Nov	▼						▼	✎
Wed 11 Nov	▼						▼	✎
Thu 12 Nov	▼						▼	✎
Fri 13 Nov	▼						▼	✎
Sat 14 Nov	▼						▼	✎
Sun 15 Nov	▼						▼	✎

1. In the 'Work Type' column CAP students need to select 'CAP Work Placement' from the drop down.
2. The 'Start Time.' This will default to AM unless 'PM' is typed in.
3. The 'End Time.' If this was in the afternoon enter 'PM' otherwise it defaults to 'AM'.
4. 'Break Start.' The time stopped for lunch.
5. 'Break End.' The time work was started again after lunch.
6. 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.
7. If more than one day in the week was worked, steps 1 – 6 are to be repeated for each day worked.
8. Click 'Save'. This submits the timesheet to the manager / supervisor for their approval.

Timesheet Notification Setup

Employer Managers / Supervisors can set up a notification in the system so they are prompted when a timesheet has been submitted that they need to approve.

On the Dashboard screen, click on the blue 'Manage Notifications' button.



In the 'My Notifications' page that comes up:

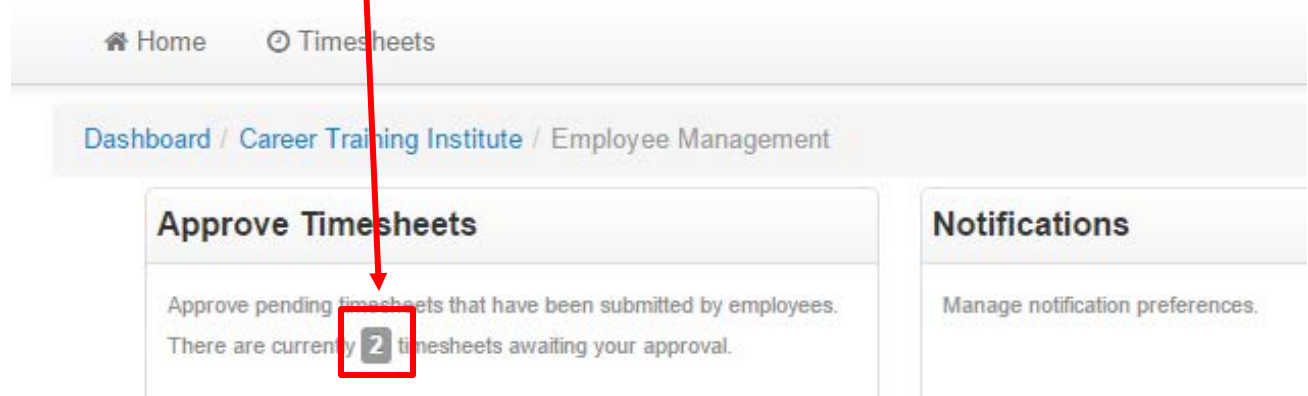
1. In the 'Select a business' field enter 'Career Training Institute'
 2. Make sure the 'Send me a daily reminder email' box is ticked
 3. Use the drop down box to choose whether you want to receive reminder emails each weekday or on selected days, if selected days tick the relevant days below the field
 4. Enter the time you want to receive the email on the day/s you have selected
 5. Make sure the 'Include pending timesheets' box is ticked
 6. Click 'Save'
-

The supervisor should then receive an email on the selected day/s at the set time when there are timesheets awaiting their approval.

Approving Timesheets

This is the responsibility of the Employer Manager / Supervisor and must be completed by the 8th of the month (following work completed).

On the Dashboard screen, Managers / Supervisors will see a count of any timesheets that have been submitted for their approval.

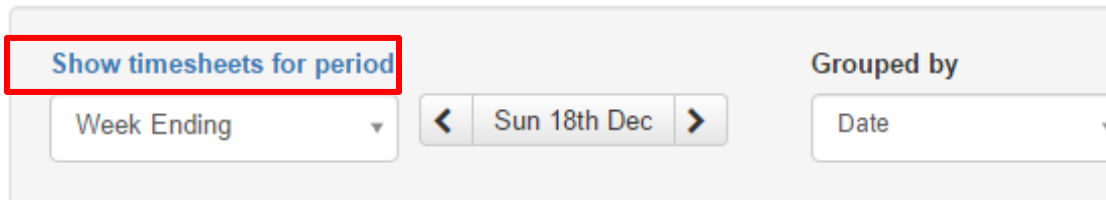


If there are timesheets awaiting approval then:

1. Click on the 'Approve Timesheets' button to open up the timesheets for review.



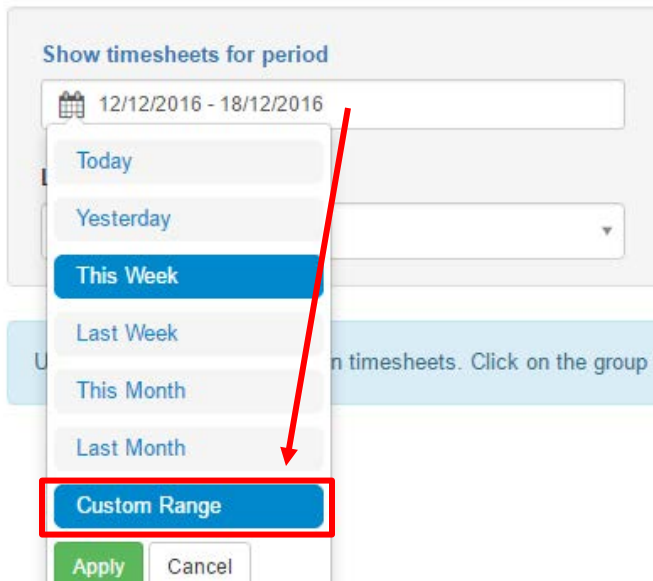
- Click on the blue 'Show timesheets for period' text.



The screenshot shows a button labeled "Show timesheets for period" in blue text, which is highlighted with a red rectangular box. To its right is a "Grouped by" dropdown menu currently set to "Date". Below the button is a date range field showing "Week Ending" and "Sun 18th Dec" with navigation arrows.

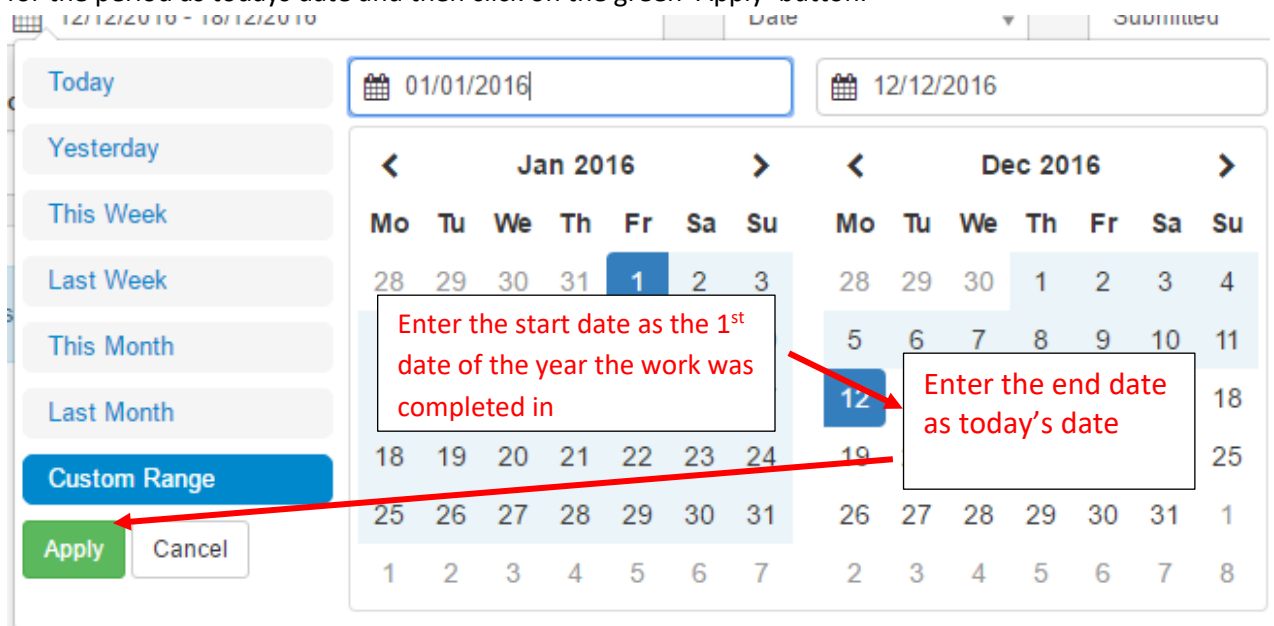
This will change the view options so you can set a date range.

- Click into the date range field and then select the 'Custom Range' option from the dropdown list.



The screenshot shows the dropdown menu for the date range field. The menu is open, displaying options: "Today", "Yesterday", "This Week", "Last Week", "This Month", "Last Month", and "Custom Range". The "Custom Range" option is highlighted with a red rectangular box. A red arrow points from the "Custom Range" box to the "Apply" button at the bottom of the menu.

- Calenders will show to the side which you use to select the custom date range. Enter the start date for the period as January 1 in the year you are approving timesheets for, then the end date for the period as today's date and then click on the green 'Apply' button.



The screenshot shows the date range selection interface. It features two calendar views: "Jan 2016" and "Dec 2016". The start date field is set to "01/01/2016" and the end date field is set to "12/12/2016". The "Custom Range" button is highlighted with a red box, and a red arrow points to the "Apply" button. Two red callout boxes provide instructions: "Enter the start date as the 1st date of the year the work was completed in" (pointing to the 1st of January) and "Enter the end date as today's date" (pointing to the 12th of December).

- 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.

Approve Timesheets

Create Timesheets

Show timesheets for period:
 Grouped by:
 Status:

Employee:
 Location:

Use the buttons below to action timesheets. Click on the group header to select multiple timesheets or on the individual timesheet to select a single timesheet to action.

Employee	Status	Start	End	Breaks	Location	Duration (breaks)	
Mon 9 Nov 1 line pending approval						7h 45m (0h 45m)	
Genna Kidd	S	9/11/15	8:00 AM	9/11/15 4:30 PM	12:00PM-12:45PM	NSW - Adaptive Interiors	7h 45m (0h 45m)
Tue 10 Nov 1 line pending approval						8h 0m (0h 30m)	
Genna Kidd	S	10/11/15	8:00 AM	10/11/15 4:30 PM	12:15PM-12:45PM	NSW - Adaptive Interiors	8h 0m (0h 30m)

- To process the timesheets:
 - Select the 'Approve' button if you are happy with all timesheets as listed; or
 - Select the 'Reject' button if you don't agree with any of the listed timesheets; or
 - You can click on each timesheet row to change the selection (those selected will then be highlighted in blue) then click 'Approve' or 'Reject' as relevant if you are only happy with some timesheets.
- Changes are saved automatically, so the manager just needs to log out after approving / rejecting timesheets.

The timesheets approved are then available to be automatically imported into the payroll for the 15th of the same month.

Timesheets unapproved will not be imported.

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 work placement proceeds.
Work placement hours to be submitted to https://employmenthero.yourpayroll.com.au	Student (employee)	By C.O.B. on 2 nd of the month
Work placement hours to be approved on https://employmenthero.yourpayroll.com.au	Host Employer manager/supervisor	By C.O.B. on 8 th of the month
Student/Employee is paid direct into nominated account	Career Training Institute Finance Team	On 15 th of the month
Access pay advice on https://employmenthero.yourpayroll.com.au	Student/Employee	By C.O.B. on 18 th of the month