



employee userguide



EMPLOYEE USER GUIDE



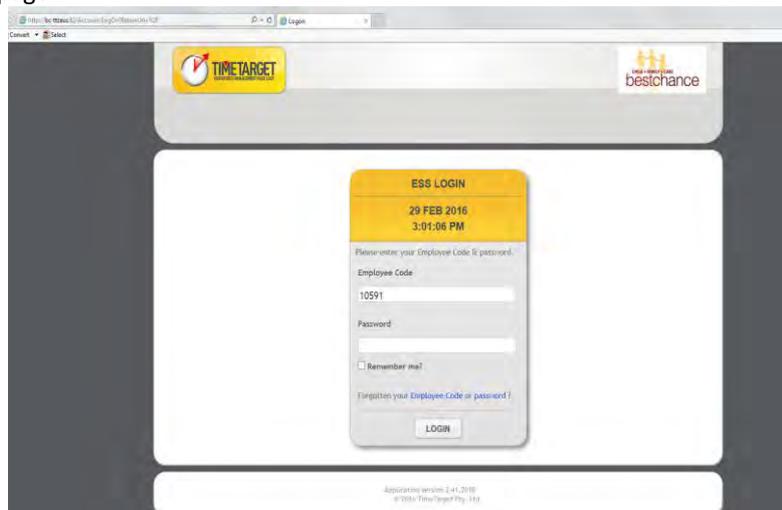
This booklet provides you with instructions to using TimeTarget, bestchance’s employee Time and Attendance software. This system will replace the existing paper based timesheets. Please continue to use paper based timesheets until further notice.

It is considered part of your employment with bestchance to ensure all your leave applications and roster adjustments are recorded in TimeTarget from March 10th 2016.

Logging in

You can access TimeTarget by clicking on the link on the desktop of any computer at work. Alternatively you can access it from home by entering <https://timetarget.bestchance.org.au> in the search bar of Internet Explorer or Google Chrome.

This takes you to the login page:



You need your payroll number to log on. You can find it on the top right hand corner of your fortnightly payslip.

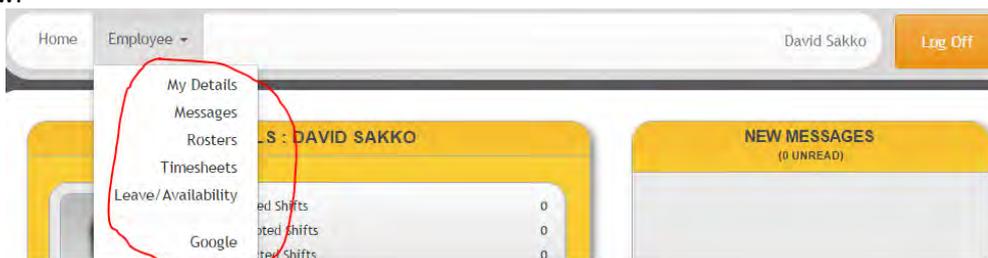
When logging on for the first time, your password will be the same as your employee code (Eg. In this case the employee code is 10591 and the pw would also be 10591). You will then be prompted to change your password to something of your own choosing that is at least 6 characters in length.

Homepage overview

When first logging on, you will be taken to the homepage screen which contains the following information:

- Notifications
- Your roster for the coming week
- Messages

This page is a summary page only and provides a quick snapshot of your recent activity. To view your personal details, apply for leave and set availability, view your roster in full and edit or submit timesheets you will need to access these areas via the menu circled in red below:





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My Details

From the home screen, if you click on the employee drop down menu (circled in red in the above screenshot) and select 'My Details' you will be directed to the following screen:

The screenshot shows the 'My Details' screen with the following sections:

- CONTACT DETAILS**
 - Phone: 03 9163 3654
 - Phone Ext:
 - Phone 2:
 - Mobile: 0423 628 971
 - Email: jarrod_lapthorne@hotmail.com
 - Email 2:
- ADDRESS**
 - Address 1: 12 Trevena Close
 - Suburb: ROWVILLE
 - State: VIC
 - Post Code: 3178
- PERSONAL DETAILS**
 - Last Name: Lapthorne
 - First Name: Jarrod
 - Display Name: Jarrod
 - Birth Date: 28/11/1988
 - Gender: Male
- BANK ACCOUNT DETAILS**
 - Bank:
 - BSB:
 - Account Name:
 - ACCOUNT NO:
- NOTIFICATIONS**
 - Receive SMS? No
 - Receive Email? No
- EMERGENCY**
 - Allergies:
 - Doctor:
 - Clinic:
 - Clinic Phone:
 - Contact Name: Brooke Killen
 - Relationship:
 - Emerg. Phone: 0408 302 283
 - Emerg. Mobile:

At the bottom of the screen, there is a button labeled "CHANGE YOUR PASSWORD" which is circled in red in the original image.

This is where you will find some basic personal information. Please notify HR if any of the information is incorrect. The field that are empty are left blank on purpose.

At the bottom of your screen you can change your password if you choose to do so.



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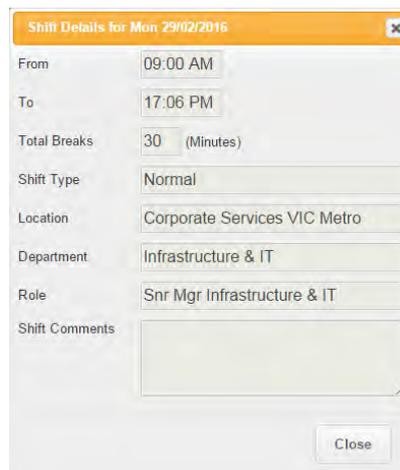
Rosters

From the home screen, if you **click on the Employee** drop down menu and **select 'Rosters'** you will be directed to the following screen:



This screen displays your roster that has been published on a fortnightly basis. It is a reflection of the planned hours that you would normally work from week to week.

When you click on the time of the shift, the bit in blue, it will open up a screen that shows you more details information on your shift.



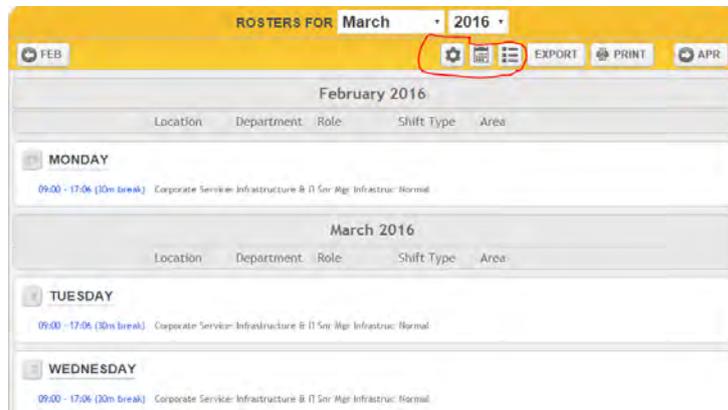
This will display your start and finish times, break, the type of shift and your location, department and role as well as any comments that your manager may have put against that particular shift.

This is an information only screen and if you believe anything on the roster needs to be changed please see your line manager.

To change the date range of the rosters you are viewing, simply click on the forward or back a month buttons circled in red in the below screenshot or select the month from the date option at the top (also circled in red):



You can also change the way in which you view your roster information using the icons circled in the below screen shot (the same information can be presented in either a list view or a calendar view):





Timesheets

When it comes to timesheets it is important to understand the process of how Time Target works. Managers or nominated people within the organisation responsible for rostering will create a roster for each employee on a fortnightly cycle. Every day those rostered hours are converted into a timesheet that will go to Payroll.

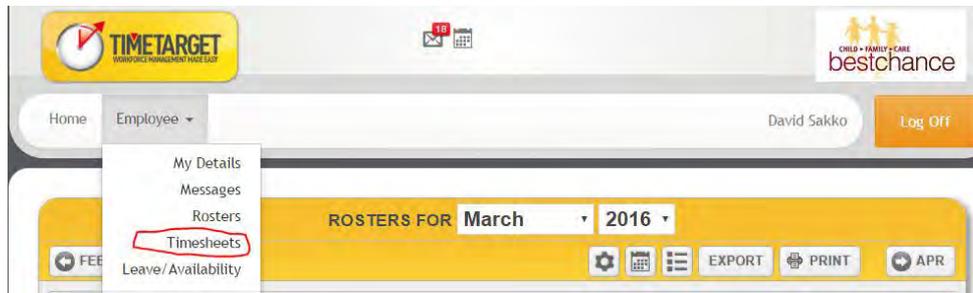
This daily timesheet assumes that you have worked the rostered hours and is automatically authorised. Therefore:

if you are working your standard rostered hours you will not have to submit a timesheet or do anything in Time Target.

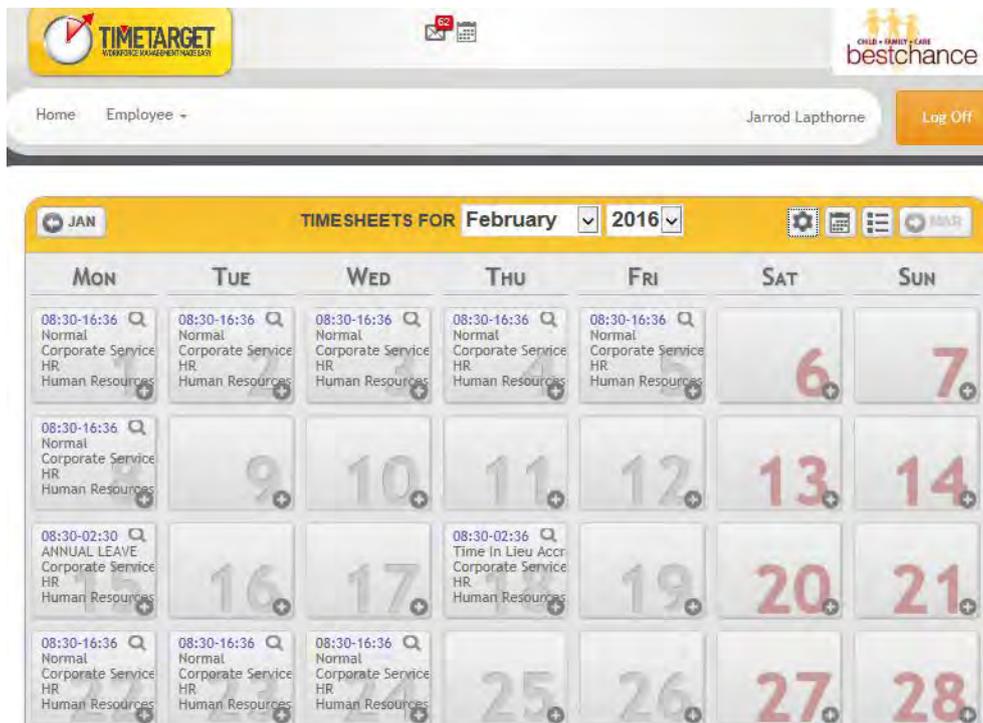
If you work outside of your rostered hours on a particular given day or take unplanned leave such as sick leave, it is your responsibility to go into the timesheet for that day and make the relevant changes. Once any changes are made to a timesheet it becomes unauthorised and goes to your line manager for approval.

It is then your line manager’s responsibility to ensure you have updated your timesheet accurately and then authorise this change if correct.

To access the Timesheets screen, from the home screen, click on the employee drop down menu and select ‘Timesheets’

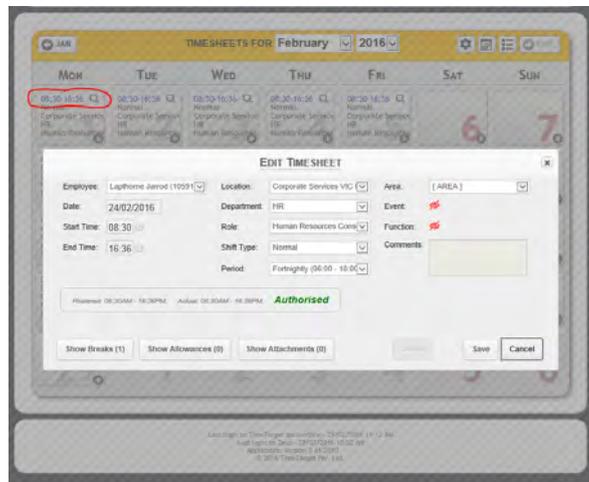


You will then be directed to the following screen:



The timesheet screen looks similar to the Roster screen and will have the same viewing options available: as a calendar or list. You can also select your date range the same way using the forward or back a month buttons or the drop down date option at the top of the screen.

To make a change to an existing timesheet, simply click on the blue hyperlink (circled below) and this will bring up the below screen, which is a summary of your timesheet for that particular day:



Each daily timesheet displays the information relating to your shift such as start and finish times, your location, department, role, shift type and break times.

You can only make changes to timesheets within the current fortnight.

Once in this screen, simply edit the start or finish times, and ensure the location, department and role are correct. You will also need to pay particular attention to 'Shift type'. The Shift type is where you can select what the purpose of those hours are, for example, are they normal hours, sick leave, unpaid leave etc.

Important: if you have a day that consists of more than one shift type (for example you come in, work 3 of your normal hours and then have to go home sick) you will need a separate timesheet for each of these shifts.

In that case, you would edit the existing timesheet to show the normal hours you worked and then add a new timesheet on that same day and enter the remaining hours and the shift type (in this example you would change the shift type from normal to sick leave).

Note: When applying for sick leave please note that at the bottom of the timesheet screen as shown above there is a 'show attachments' button – by clicking on this you have the option to upload a scanned medical certificate and attach this to the timesheet.

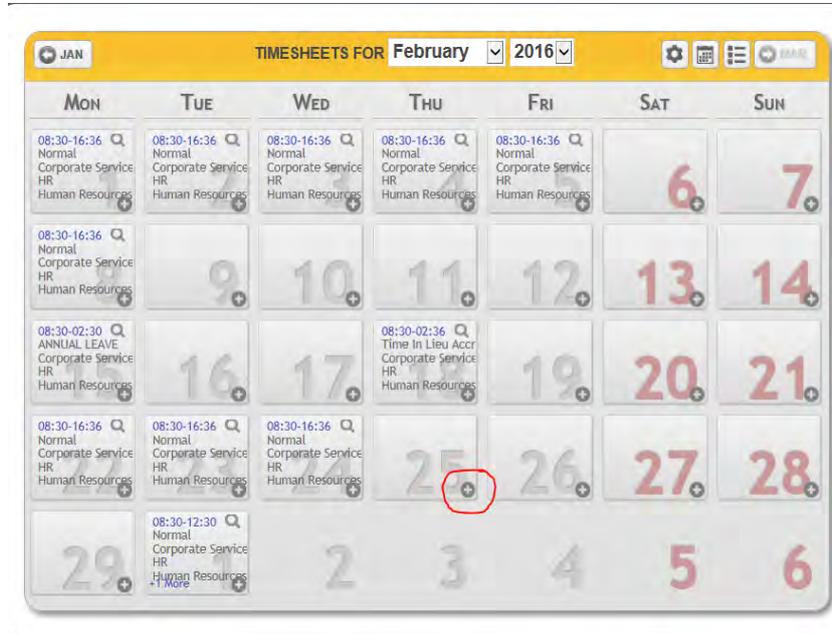


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To add a new timesheet:

To add a new timesheet, simply click on the plus sign (circled in red below) on any given day. This will bring up the same dialog box as above and allow you to input your shift times, department, location, role and shift type for that given day.



If you are adding a new timesheet to a day that already has an existing timesheet, you will then just see multiple blue hyperlinks and can click into each separate timesheet on that day.

Note: Any time you make a change to an existing timesheet or add a new timesheet, this requires approval and the system will automatically set the timesheet to unauthorised and alert your line manager that there is a timesheet awaiting approval.

Setting your Availability

(Please note: This section covers planned leave and availability only – for sick leave where you have unexpectedly called in sick on the day – this would be updated via your timesheet as opposed to putting in a leave request – please refer to the Timesheet section in this document. You would only apply for sick leave through this part of the system if you know you’re going to be on sick leave in advance, i.e. Planned surgery).

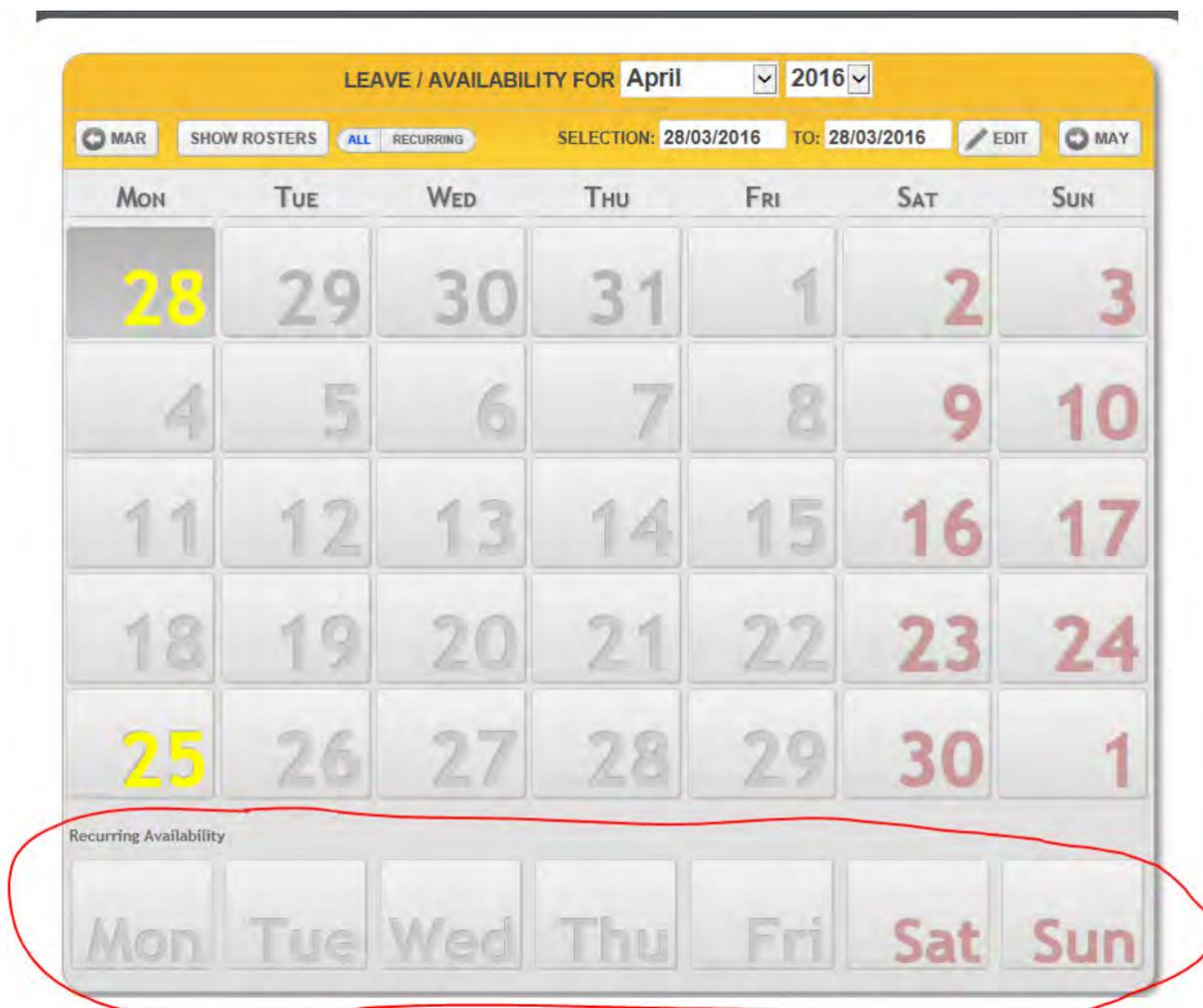
The leave and availability screen allows employees to apply for leave (such as annual leave) and also where required, set their availability for rostering purposes.

In terms of **availability**, this section is most relevant to casual and part time staff whose available days and hours may change on a regular occurrence.

It is the responsibility of each staff member to maintain their own availability to allow managers to see who may be able to be rostered on or called in as a replacement when required.

To set your availability

From the home screen, click on the employee drop down menu and select ‘Leave/Availability’ - you will then be directed to the following screen:



The leave and availability screen again appears in a calendar view with the date selection at the top with the option to scroll back and forward a month using the buttons on the left and right.

When setting availability for a certain date, you can choose a specific date on the calendar.

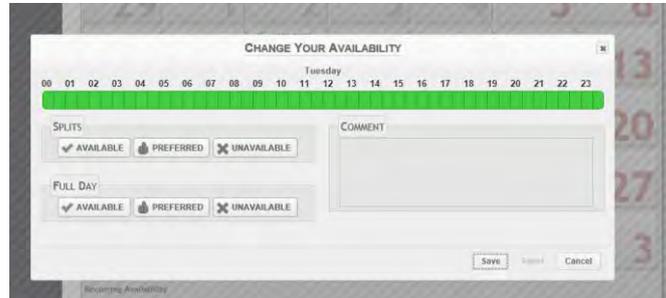
Circled in red in the screenshot above see the section where you enter ‘Recurring Availability’.



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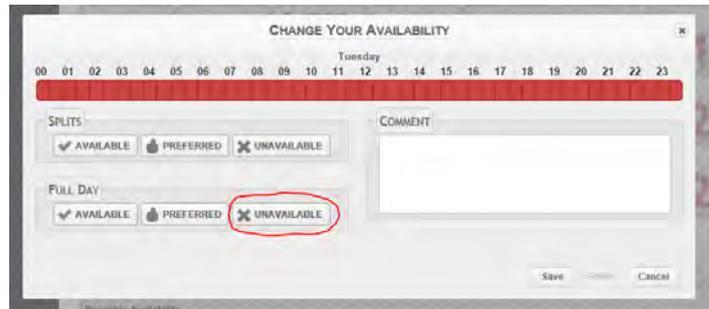


To mark yourself as unavailable, simply double click on one of these days or select a number of days and click the edit button at the top of the screen. This will then bring up the following screen:

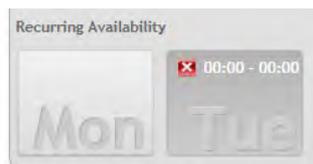


On this screen, the hours of the day are set out across the top from 12am through to 12pm. There are two ways in which you can set your availability – the first is by full day or the second is by a split or partial day.

To select that you are unavailable for the full day, simply click on the unavailable button circled below:

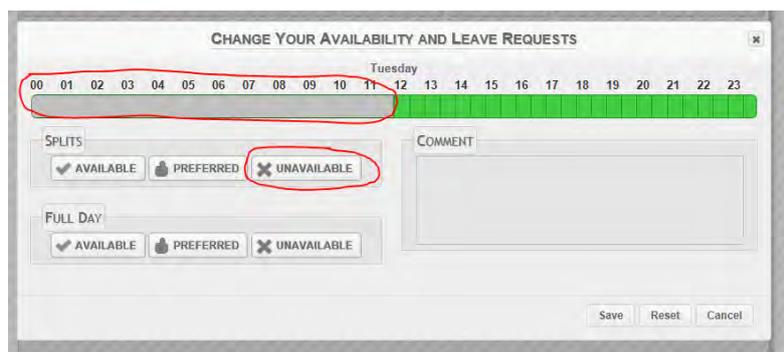


Clicking this button will change the bar at the top to red, indicating that you are unavailable for that entire day. Hit Save and this will then be displayed on your availability calendar as a red cross as follows:



This indicates you are unavailable on a recurring basis every week on your selected day (in this case Tuesday).

To select partial or split availability, you will need to open up the availability screen on that day, and in the hours bar at the top, highlight the hours you wish to select as unavailable - in the example below I have highlighted from 12am up until 12pm.





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Once I have highlighted the relevant hours, under the 'splits' heading I can select unavailable as circled in red. This will then change only your selected hours to unavailable - so in this example I am unavailable until 12pm but available thereafter:

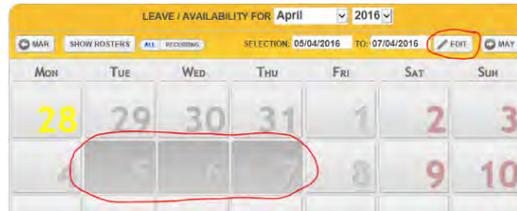
The screenshot displays a web interface titled "CHANGE YOUR AVAILABILITY AND LEAVE REQUESTS" for Tuesday. At the top, a 24-hour timeline is shown with hours 00 through 23. Hours 00-11 are highlighted in red, and hours 12-23 are highlighted in green. Below the timeline, there are two sections: "SPLITS" and "FULL DAY". Each section has three radio buttons: "AVAILABLE", "PREFERRED", and "UNAVAILABLE". In the "SPLITS" section, the "UNAVAILABLE" option is selected. To the right of these sections is a "COMMENT" text area. At the bottom right of the interface, there are three buttons: "Save", "Reset", and "Cancel".

Hit Save and this will then display in the availability calendar.

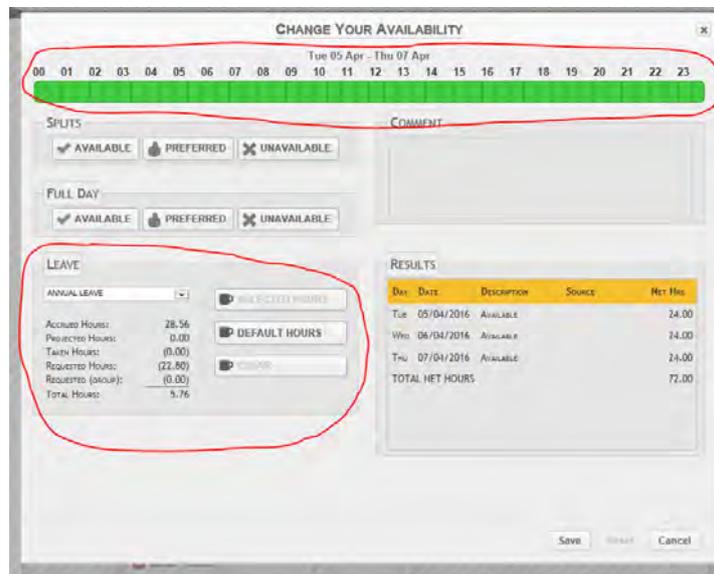
Note: By updating your availability managers are able to receive alerts when rostering, which advise them when you are unavailable.

Applying for Planned / Annual Leave

From the leave and availability screen, go to the calendar and highlight the relevant day/s you wish to apply for leave for. Then click edit as circled below to bring up the leave request screen.

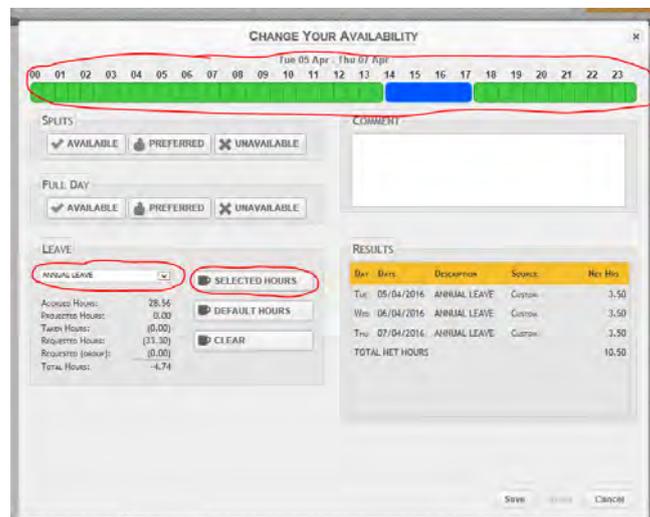


(Once you click edit, the following pop up will open):



This screen works in a similar way to the Availability. Across the top you have your hours of the day as circled and below the availability option which was covered in the previous section, is the leave request option – also circled in red.

To apply for a partial day of leave – Use the hours bar at the top of the screen to select the hours that you wish to apply for leave. Once selected, choose the leave type from the drop down box (circled below), and then choose ‘selected hours’ (also circled).





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Once you have highlighted the relevant hours, selected your leave type and chosen 'selected hours' you will then get a summary of what you've chosen in the 'results' table on the right.

Click Save and a leave request will be sent to your manager for approval. A notification will also be sent back to you in Time Target once that leave request is approved or declined.

To apply for a full day of leave – The process is the same as above, except instead of highlighting your hours at the top of the screen, simply select your leave type and choose 'default hours' as circled below.

Day	Date	Description	Source	Net Hrs
Tue	05/04/2016	ANNUAL LEAVE	ROSTER	7.60
Wed	06/04/2016	ANNUAL LEAVE	ROSTER	7.60
Thu	07/04/2016	ANNUAL LEAVE	ROSTER	7.60
TOTAL NET HOURS				22.80

Choosing this option will automatically apply your default rostered hours to the leave request. As you can see on the summary to the right, in this example the employees normal rostered hours are 7.6 per day so it has applied 7.6 hours leave to each of the days selected.

Click Save and a leave request will be sent to your manager for approval. A notification will also be sent back to you in Time Target once that leave request is approved or declined.

To cancel a leave request, you select the date range, and click the available button.

Should you need any further assistance with TimeTarget, please email timetarget@bestchance.org.au

To access TimeTarget from home using your **internet browser** please visit: <https://timetarget.bestchance.org.au>

To access TimeTarget from home using your **mobile phone** please visit: <https://m.timetarget.bestchance.org.au>