



Web Based Timesheet Manual

Welcome

Welcome to the Skillset Web-Based Timesheet (WBT) System.

This Manual has been designed to guide you through the fundamentals of the Skillset online timesheet system. With your training kit you will have been provided:

- The login and password for your organisation and a job code for each employee
- A CD with several guided tours

If at any time you have problems or questions regarding the WBT system, please phone our help desk on **1300 793 554** or email us at **wbt@skillset.com.au**

This document is designed as a reference manual which you will use after you have completed the training. It is designed around the three common types of transaction you will conduct.

1. Processing a standard pay
2. Processing a pay with leave and/or overtime
3. Processing a pay with other exceptions.

It also has a Frequently Asked Questions section at the end.

The Frequently Asked Questions section will be updated continually and new answers posted on the “WBT” section of <http://forums.skillset.com.au> Please log into this site and “Register” with the login and password you were provided with and your email address. You may wish to check this site periodically. If there are significant upgrades to the software we will contact you to let you know about the changes.

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Common Icons:

The Menu Icons



Transactions: The menu to create a new batch.



Enquiry: The menu to view your archived batches (History)



Maintenance: The menu to edit a batch



Processing: The menu to authorise a batch

The Window Icons



Attach: To attach a file (Do NOT use this function)



Back: To go back a step.



Close: To close the current window



Back to: To redo previous step, saving your work so far



Finder: To search for available information (Filter and sort)



Add: To add a row to the batch



Remove: To remove a row from the batch



D-Bit: To post batch to D-Bit payroll system



Edit: To modify batch before sending it to be authorised or posting it.



New invoice: To create a new batch (The same as Transactions, batches, new)



Notes: To add notes to this batch (DO NOT use this function)



Submit or Next



Import: Import an excel spread sheet.



Printable Version (Do NOT use this function – Use File → Print)



Validate this Batch: Validates the batch



Populate/Import information into batch

1. Processing a Standard Pay

1.0 Summary:

- 1) Type in the internet address <http://timesheets.skillset.com.au>
- 2) Log into the WBT system.
- 3) Create a new timesheet batch
- 4) Choose the correct job code for each employee and enter the start/finish times (if you have not opted for the automatic loading of a 'default timetable').
- 5) Save Batch & Send.
- 6) Authorise Batch.
- 7) View History and print Tax Invoice
- 8) Log Off

1.1 Enter the web address (URL):

Enter the following web address <http://timesheets.skillset.com.au> in your browser



1.2 Log into the WBT system



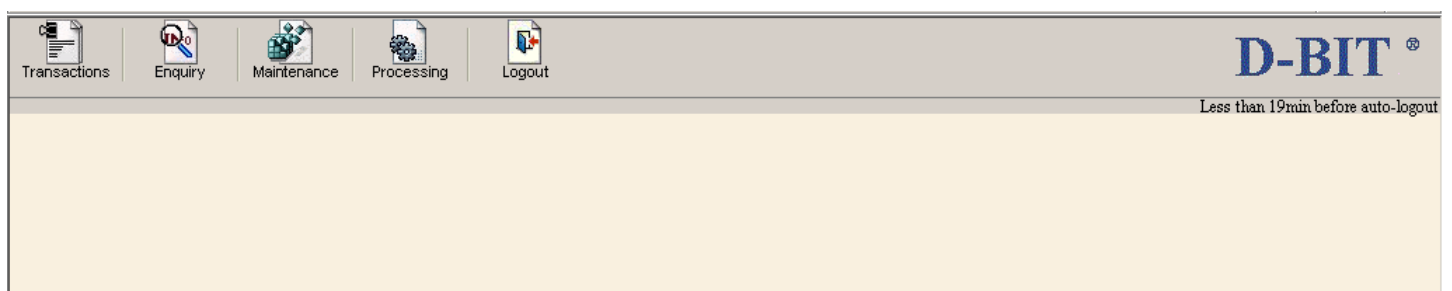
Enter your Login and Password and then click the **login** button to submit the information. Your Login and Password were provided in the kit with this manual. If you have lost this information please call **1300 793 554** or email **wbt@skillset.com.au**



If you receive the below error, please check your login details.

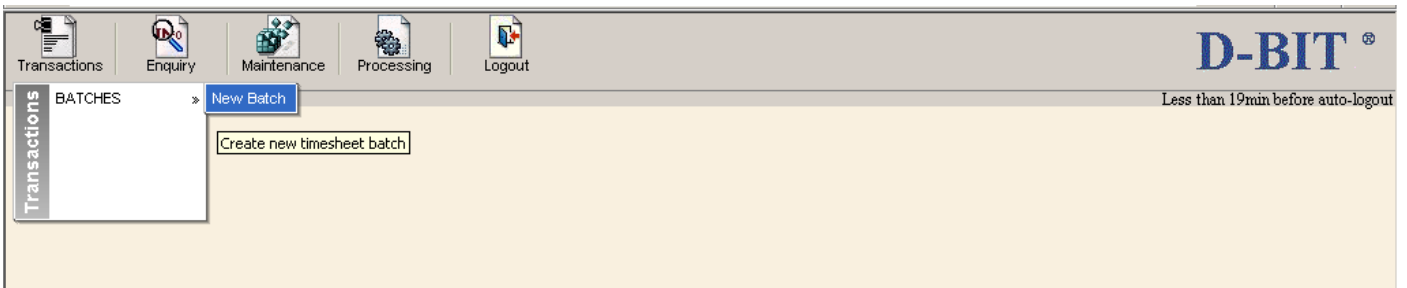


Below is the screen you will see once you have logged in.

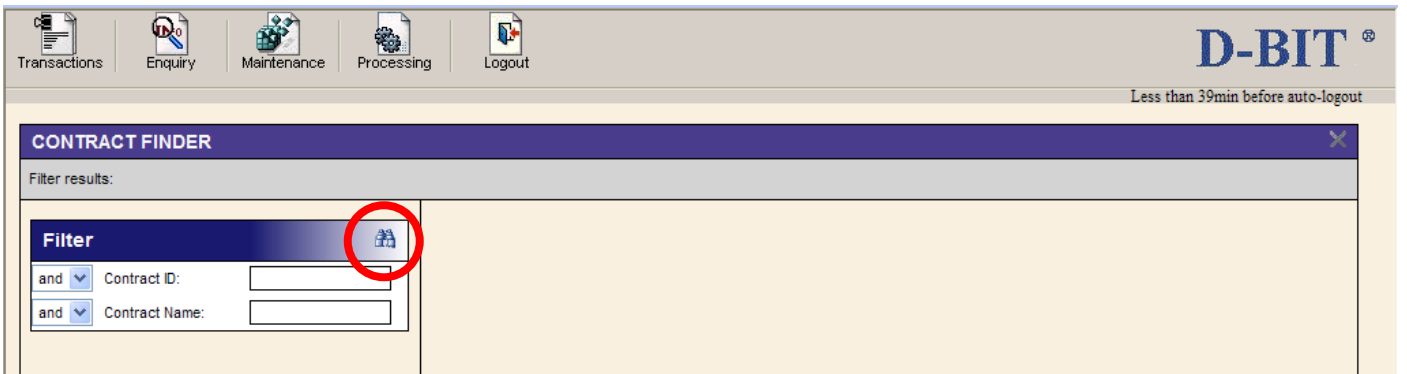


1.3 Create a new timesheet batch: Transactions – Batches – New Batch

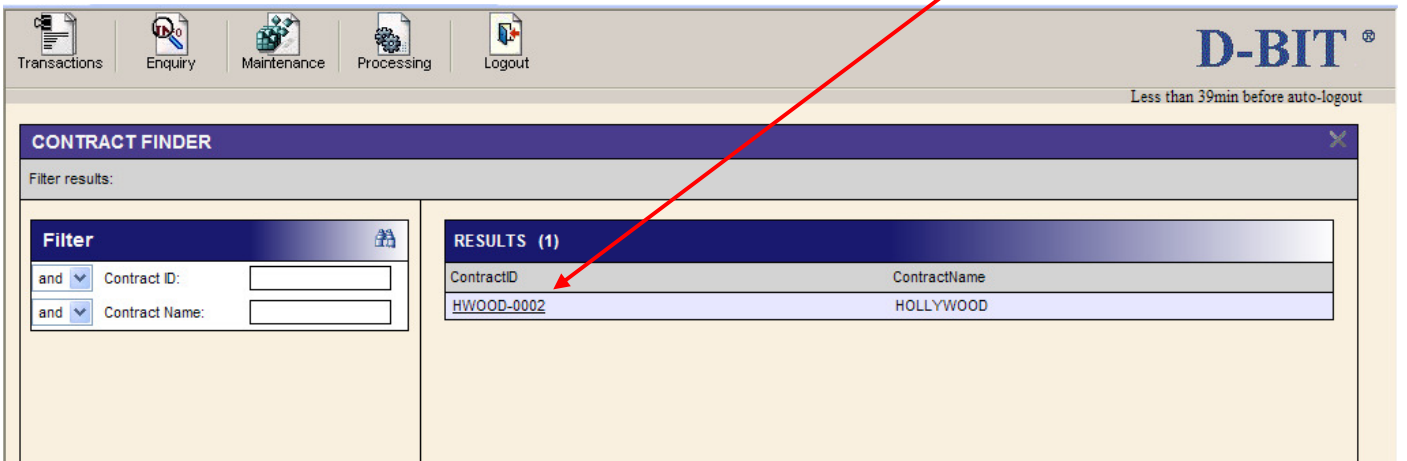
Select: Transactions → Batches → New Batch



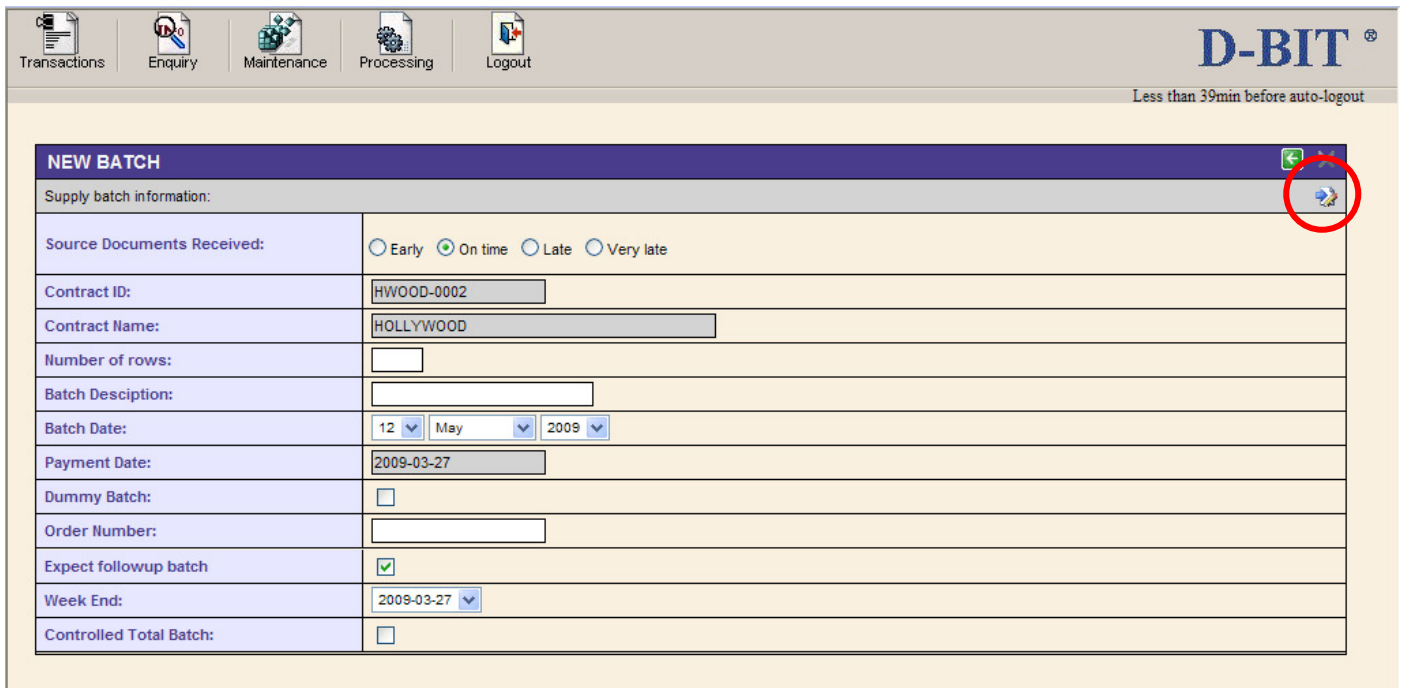
Click on the “Filter Batches” (circled) button to see your company’s contract with Skillset



All the contracts you have access to will be displayed. Click on your “**Contract ID**”, (the underlined field on the left), to continue to the “**New Batch**” screen.



Enter in all of the required information (see notes below) and click “Next” (circled).



The screenshot shows the 'NEW BATCH' form in the D-BIT software. The form is titled 'NEW BATCH' and has a 'Supply batch information:' header. The fields are as follows:

Supply batch information:	
Source Documents Received:	<input type="radio"/> Early <input checked="" type="radio"/> On time <input type="radio"/> Late <input type="radio"/> Very late
Contract ID:	HWOOD-0002
Contract Name:	HOLLYWOOD
Number of rows:	
Batch Description:	
Batch Date:	12 May 2009
Payment Date:	2009-03-27
Dummy Batch:	<input type="checkbox"/>
Order Number:	
Expect followup batch	<input checked="" type="checkbox"/>
Week End:	2009-03-27
Controlled Total Batch:	<input type="checkbox"/>

Rows

You should allow one per Apprentice and a couple spare in case a timesheet needs to be modified once it is posted to payroll. For example if you have 3 Apprentices enter 5 rows.

Batch description

We recommend that you enter the week ending date here so that you can easily find this batch later.

Batch date

This will default to today's date.

Payment date and dummy batch

These are auto generated do not enter information here.

Order number

This is an optional field that you can complete if you need to cross reference your invoice for this week to an order number. In this example there is no order number so the week ending date has been repeated for easy cross reference.

Controlled Total Batch

This is a field requested by some larger companies.

1.4 Enter employees details, job & start/finish times.

Enter in all of the required information (see notes below).

EDIT BATCH:											
HWOOD-0000 - 00039045											
	Employee Number	Name	Job	Start End Time Monday	Hours Worked Monday	Start End Time Tuesday	Hours Worked Tuesday	Start End Time Wednesday	Hours Worked Wednesday	Start End Time Thursday	Hours Worked Thursday
1	CRUTOM	CRUISE, Tom		0	7.6	0	7.6	7001600	7.6	0	
2	KIDNIC	Kidman, Nicole- Test only		0	7.6	0	7.6	7001600	7.6	0	
3	TOTALS (click on the 'SAVE BATCH' button to generate)										

Employee Number and name

The employee number and name will auto populate. You can not edit this information. If these details DO NOT auto populate, please contact the WBT support team.

Job

This is where the award or EBA details are kept. If you **double-click** on the Job cell in a row it will allow you to select the appropriate job code that applies to each Apprentice or Trainee. In the example shown, Nicole Kidman is a first year Metalwork Apprentice, so her code is MET1G. There are other employees in the Hollywood company on different rates; MET3G is a third year apprentice and MET4G is a fourth. Not all awards are this clear – GROUPEG, for example may refer to any year of an apprentice’s employment, so it is essential that you select the correct code by following the information is provided in your kit. As your employees progress each year, you will be informed which new code to use in this system. If you need assistance please call 1300 793 554 or email wbt@skillset.com.au

EDIT BATCH:											
CRUTOM -- CRUISE, Tom											
HWOOD-0000 - 00039045											
	Employee Number	Name	Job	Start End Time Monday	Hours Worked Monday	Start End Time Tuesday	Hours Worked Tuesday	Start End Time Wednesday	Hours Worked Wednesday	Start End Time Thursday	Hours Worked Thursday
1	CRUTOM	CRUISE, Tom		0	7.6	0	7.6	7001600	7.6	0	
2	KIDNIC	Kidman, Nicole- Test only	MET1G	0	7.6	0	7.6	7001600	7.6	0	
3	TOTALS (click on the 'SAVE BATCH' button to generate)										


Start and End Time

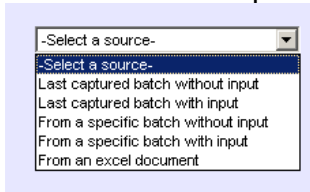
We need to capture the start and end time to ensure that Apprentices and Trainees are appropriately covered for workers compensation.

Auto-populating the “Start End Time”

There are two options for auto-populating the “Start End Times”

1. If your employees work set hours every week, you may opt for the automatic loading of a ‘default timetable’ instead of entering these times every week. Please contact the support staff to make this request.
2. Copy the previous weeks batch by:

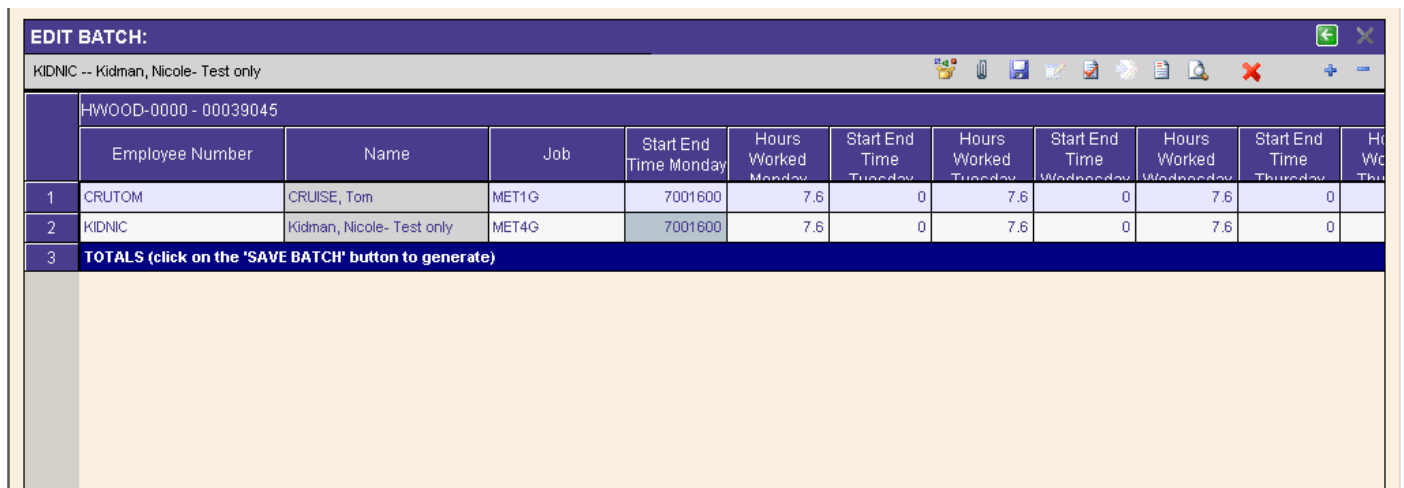
- a. Select . This will open a new window
- b. Select “Last captured catch with input” from the dropdown box



- c. Click 

Enter their start time using the 24 hour clock method. For example, if the staff began at 8:00am and finished at 4:00pm, you would enter 08001600 (Do not leave a space between the start and finish times). You do not need to capture their meal breaks – we are simply interested in the total time that they need to be covered for Workers Compensation. Do this for each day.

In this example the apprentices start at 7am and finish at 4pm.



EDIT BATCH:											
KIDNIC -- Kidman, Nicole- Test only											
HWOOD-0000 - 00039045											
	Employee Number	Name	Job	Start End Time Monday	Hours Worked Monday	Start End Time Tuesday	Hours Worked Tuesday	Start End Time Wednesday	Hours Worked Wednesday	Start End Time Thursday	Hours Worked Thursday
1	CRUTOM	CRUISE, Tom	MET1G	7001600	7.6	0	7.6	0	7.6	0	
2	KIDNIC	Kidman, Nicole- Test only	MET4G	7001600	7.6	0	7.6	0	7.6	0	
3	TOTALS (click on the 'SAVE BATCH' button to generate)										

Hours Worked – Ordinary hours only

The “hours worked” will be automatically populated based on the ordinary hours in the Award or EBA. Most Awards have a 38 hour week and so the hours worked will default to 7.6 hours per day. If your organisation works a different roster (e.g.: four days at eight hours and one day at six, etc) please contact the support staff so we can alter your contract to suit your requirements. For details on capturing periods of leave or overtime please refer to section 2 of this manual.

Standard Allowances

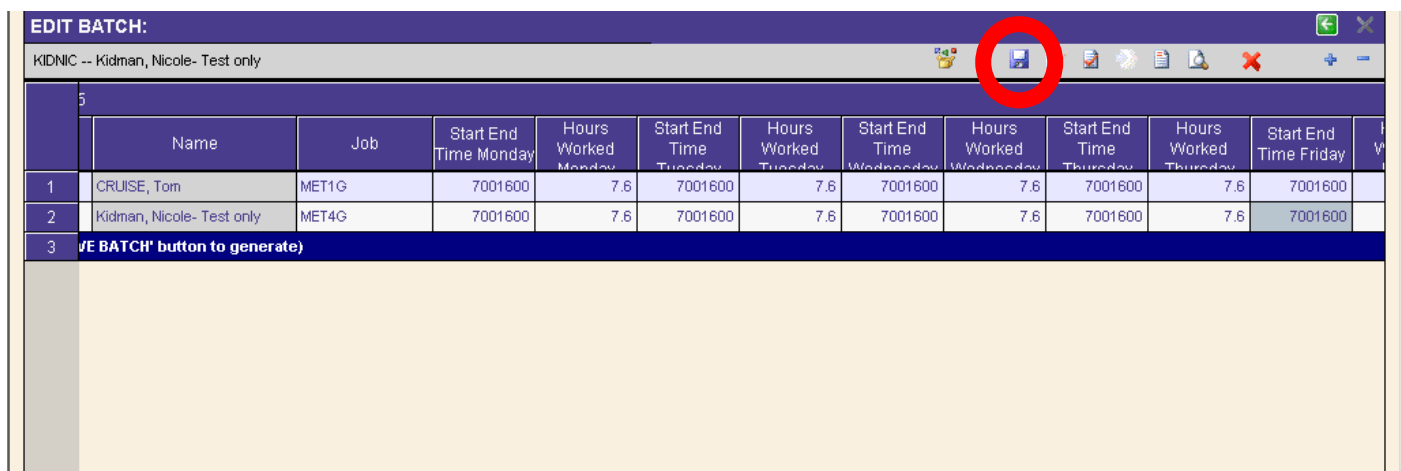
Standard allowances based on the number of days worked such as:

- Tool allowance
- Uniforms
- Laundry allowance

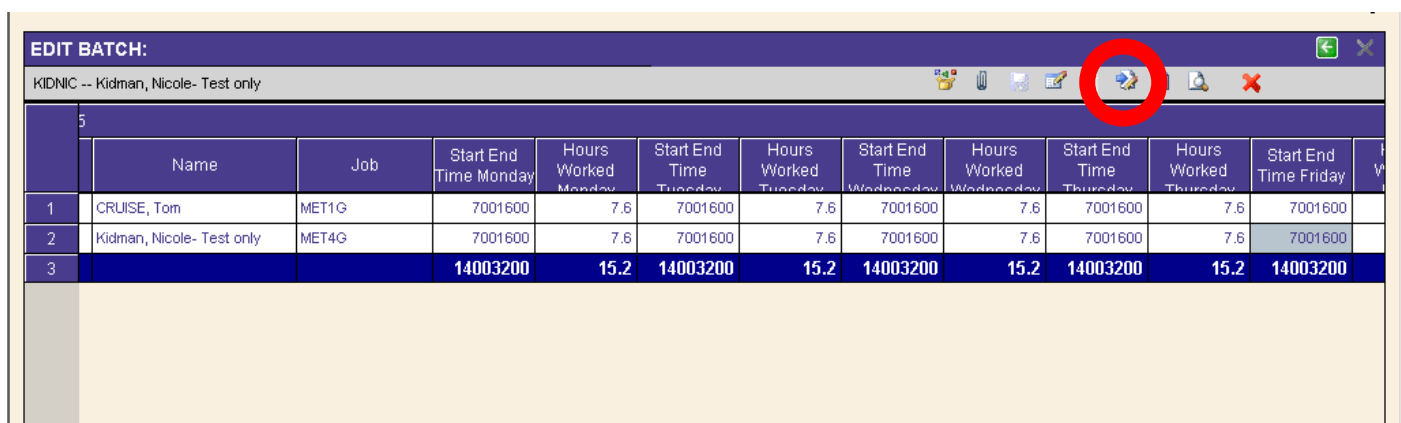
Are automatically calculated based on the numbers of days you have entered under “hours worked”. Therefore you do not need to enter any amounts for standard allowances. You will be able to see and check this payment in the next section.

1.5 Save Batch & Send.

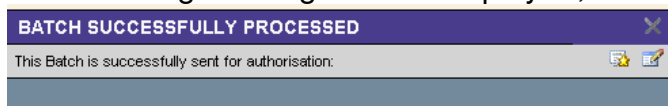
Once you have entered the required information in all the applicable cells for the Apprentice or Trainee, click on the “**Save Batch**” button.



Once you have saved the batch you can send it to the section where it can be authorised. You do this by clicking “**send**” as shown below.

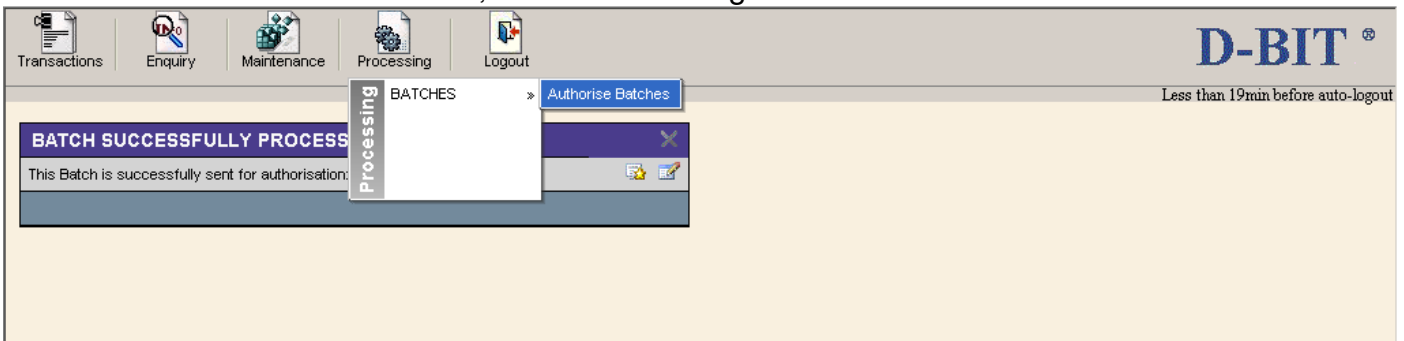


The following message will be displayed, indicating that the process was successful.

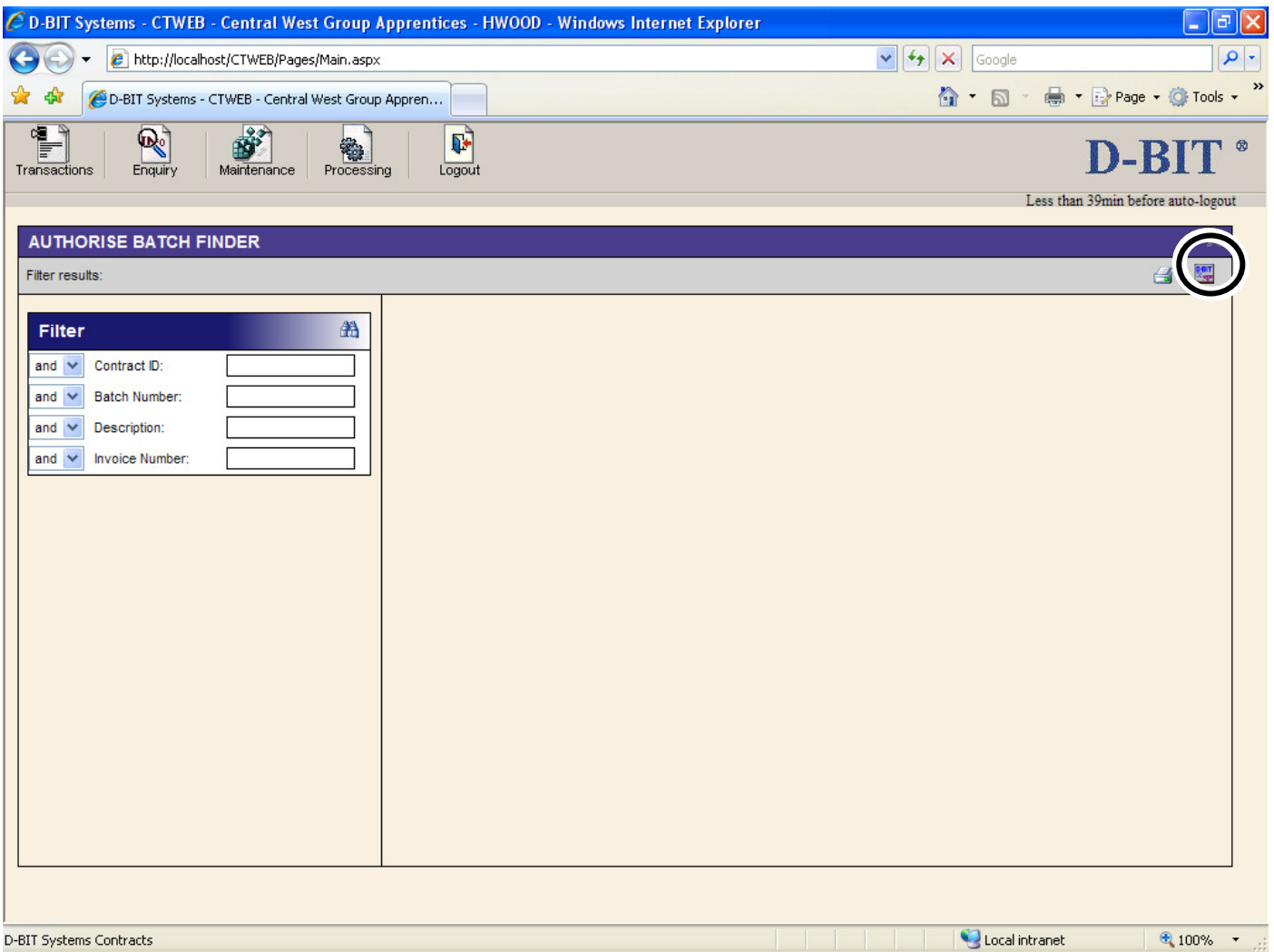


1.6 Authorise Batch

To enter the authorisation section, select Processing→Batches→Authorise Batches.



Click on “Filter Batches” to display the batches ready to be authorised.



For experienced users only:

You may post directly to payroll by checking the Invoice by clicking on the Invoice Number and then ticking the box next to the batch you want to authorise, and clicking the “Post to D-bit Payroll” button (circled below)

D-BIT Systems - CTWEB - Central West Group Apprentices - HWOOD - Windows Internet Explorer

http://localhost/CTWEB/Pages/Main.aspx

D-BIT Systems - CTWEB - Central West Group Appren...

Transactions Enquiry Maintenance Processing Logout

D-BIT

Less than 39min before auto-logout

AUTHORISE BATCH FINDER

Filter results:

Filter

and Contract ID:

and Batch Number:

and Description:

and Invoice Number:

RESULTS (20)				
ContractID	BatchNumber	Description	InvoiceNumber	Status
HWOOD-0000	00025711	test 2	PFI0023544	1.00
HWOOD-0000	00026403	test	PFI0024323	1.00
HWOOD-0000	00026479	test 33	PFI0024444	1.00
HWOOD-0000	00026542	w/e 77	PFI0024541	1.00
HWOOD-0000	00039567	test-mik-dns	PFI0038400	1.00
HWOOD-0000	00040147	test	PFI0039002	1.00
HWOOD-0000	00041848	dfhds	PFI0040951	1.00
HWOOD-0000	00042154	test	PFI0041187	1.00
HWOOD-0000	00042591	ethaeathue	PFI0041591	1.00
HWOOD-0000	00043395	test	PFI0042398	1.00
HWOOD-0000	00050662	test	PFI0049021	1.00
HWOOD-0000	00051303	test	PFI0049565	1.00
HWOOD-0000	00052072	test	PFI0050302	1.00
HWOOD-0000	00054006	17.02.06	PFI0052195	1.00
HWOOD-0000	00057919	test	PFI0055672	1.00
HWOOD-0000	00062123	test	PFI0057867	1.00
HWOOD-0000	00063246	TEST	PFI0058350	1.00
HWOOD-0000	00064602	test	PFI0059087	1.00
HWOOD-0000	00069974	week ending 11/8/06	PFI0062103	1.00
HWOOD-0002	00151552	Dummy	PFI0101766	1.00

D-BIT Systems Contracts Local intranet 100%

For new users:

Select the batch you want to authorise by clicking on the batch number.

D-BIT Systems - CTWEB - Central West Group Apprentices - HWOOD - Windows Internet Explorer

http://localhost/CTWEB/Pages/Main.aspx

D-BIT Systems - CTWEB - Central West Group Appren...

Transactions Enquiry Maintenance Processing Logout

D-BIT

Less than 39min before auto-logout

AUTHORISE BATCH FINDER

Filter results:

Filter

and Contract ID:

and Batch Number:

and Description:

and Invoice Number:

ContractID	BatchNumber	Description	InvoiceNumber	Status
HWOOD-0000	00025711	test 2	PFI0023544	1.00
HWOOD-0000	00026402	test	PFI0024323	1.00
HWOOD-0000	00026479	test 33	PFI0024444	1.00
HWOOD-0000	00026542	w/e 77	PFI0024541	1.00
HWOOD-0000	00039567	test-mik-dns	PFI0038400	1.00
HWOOD-0000	00040147	test	PFI0039002	1.00
HWOOD-0000	00041848	dfhds	PFI0040951	1.00
HWOOD-0000	00042154	test	PFI0041187	1.00
HWOOD-0000	00042591	ethaeathue	PFI0041591	1.00
HWOOD-0000	00043395	test	PFI0042398	1.00
HWOOD-0000	00050662	test	PFI0049021	1.00
HWOOD-0000	00051303	test	PFI0049565	1.00
HWOOD-0000	00052072	test	PFI0050302	1.00
HWOOD-0000	00054006	17.02.06	PFI0052195	1.00
HWOOD-0000	00057919	test	PFI0055672	1.00
HWOOD-0000	00062123	test	PFI0057867	1.00
HWOOD-0000	00063246	TEST	PFI0058350	1.00
HWOOD-0000	00064602	test	PFI0059087	1.00
HWOOD-0000	00069974	week ending 11/8/06	PFI0062103	1.00
HWOOD-0002	00151552	Dummy	PFI0101766	1.00

D-BIT Systems Contracts Local intranet 100%

This will bring up the Authorise Batch summary screen. You can check all the details related to the batch using this screen.

AUTHORISE BATCH:

Contract: HOLLYWOOD -- HWOOD-0000 Batch Number: 00039045

Batch

Created By	kidnica
Date Created	23-02-2006
Time Created	12:56:30
Number of rows Created	2.00
Date Sent	00-00-0000
Date Posted	00-00-0000

Batch OK?

Proforma Invoice OK?

Pre Posting Journal OK?

NOTES

Attachments:

View Batch

AUTHORISE BATCH:
Contract: HOLLYWOOD -- HWOOD-0000 **Batch Number:** 00039045

Batch

Created By: kidnica
 Date Created: 23-02-2006
 Time Created: 12:56:30
 Number of rows Created: 2.00
 Date Sent: 00-00-0000
 Date Posted: 00-00-0000

Batch OK?
 Proforma Invoice OK?
 Pre Posting Journal OK?

NOTES

Attachments:

This is a summary of your contract specifics and is provided for your information. You are not able to change anything on this screen.

VIEW BATCH:
CONTRACT: HOLLYWOOD -- HWOOD-0000 **BATCH:** 00039045

HWOOD-0000 - 00039045

	Employee Number	Name	Job	Oncost Statutory	Constant 1	Oncost Penalties	Hours Per Day
1	CRUTOM	CRUISE T	MET1G	13.42	1	0	7.6
2	KIDNIC	Kidman N	MET4G	13.42	1	0	7.6
3	TOTAL			26.84	2	0	15.2

View Invoice

To view the invoice click the button circled below

AUTHORISE BATCH:

Contract: HOLLYWOOD -- HWOOD-0000 Batch Number: 00039045

Batch

Created By: kidnica
 Date Created: 23-02-2006
 Time Created: 12:56:30
 Number of rows Created: 2.00
 Date Sent: 00-00-0000
 Date Posted: 00-00-0000

Batch OK?
 Proforma Invoice OK?
 Pre Posting Journal OK?

NOTES

Attachments:

This allows you to preview the Proforma Tax Invoice created for this batch. It will look similar to this:

Central West Group Apprentices 203-209 Russell Street Bathurst NSW 2795	Date: 09-Nov-2004 Terms: CWO Pro Forma Tax Invoice no: PFI0003935 Reg No: 1986/015005/23 BSB:
Hollywood	Contract: HWOOD-0000 Batch Number: 00005776

Proforma Tax Invoice

Code	Emp Number	Name	Job	Description	Quantity	Unit Price	Total	
NT00	KIDNIC	Kidman N	MET1G	Normal Hours	38.00	7.77	295.26	
Tool Allowance	KIDNIC	Kidman N	MET1G	Tool Allowance	5.00	1.15	5.75	
Allowance	KIDNIC	Kidman N	MET1G	Uniform Allowance	5.00	0.00	0.00	
Special Allowanc	KIDNIC	Kidman N	MET1G	Special Allowance	5.00	0.00	0.00	
Allowance	KIDNIC	Kidman N	MET1G	Laundry Allowance	5.00	0.00	0.00	
I hereby acknowledge this internet purchase on behalf of my company, with due authority. (E&OE)							Sub Total	\$ 301.01
							Discount	\$ 0.00
							Sub Total	\$ 301.01
							GST 10.00 %	\$ 30.10
							TOTAL	\$ 331.11

Summary							
Allowance	---	---	---	Laundry Allowance	5.00	0.00	0.00
Allowance	---	---	---	Uniform Allowance	5.00	0.00	0.00
NT00	---	---	---	Normal Hours	38.00	7.77	295.26
Tool Allowance	---	---	---	Tool Allowance	5.00	1.15	5.75
Special Allowanc	---	---	---	Special Allowance	5.00	0.00	0.00

You can use this screen to double check that the timesheet you are about to authorise corresponds with the payment details in the Proforma Tax Invoice.

Please note, this is not the actual Tax Invoice. You will need to authorise the Timesheet first and then access the actual Tax Invoice from the History menu, detailed in section 1.7 below

View PPJ.

To view the Pre Posting Journal, click the icon circled below

AUTHORISE BATCH:
Contract: HOLLYWOOD -- HWOOD-0000 Batch Number: 00039045

Batch

Created By: kidnica
Date Created: 23-02-2006
Time Created: 12:56:30
Number of rows Created: 2.00
Date Sent: 00-00-0000
Date Posted: 00-00-0000

Batch OK?
Proforma Invoice OK?
Pre Posting Journal OK?

NOTES

Attachments:

This allows you to see the Pre Posting Journal before you approve the transaction. It looks like this:

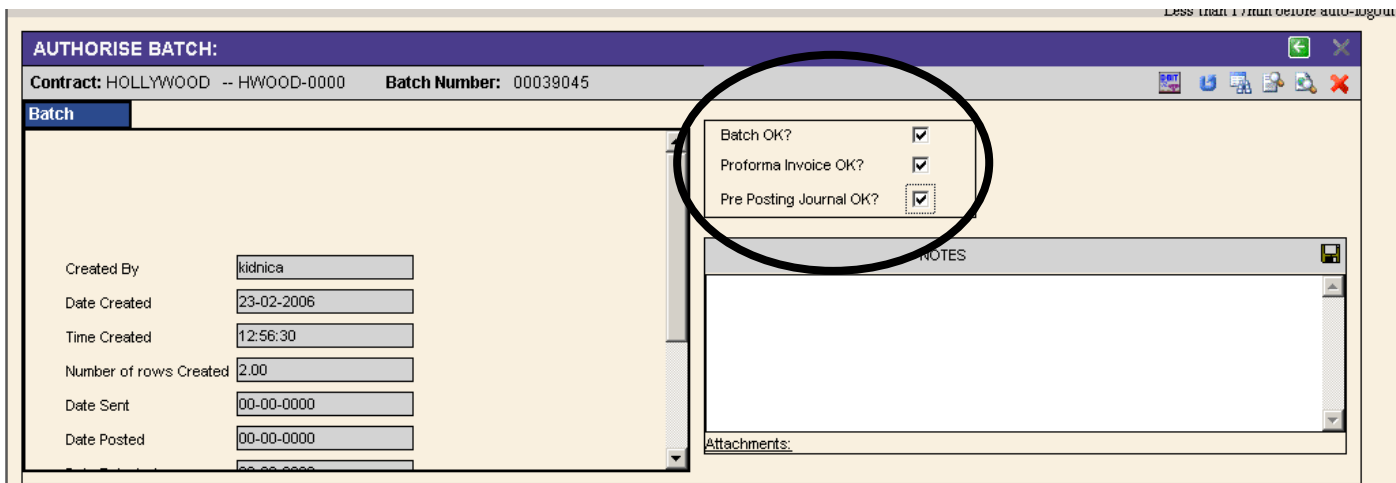
Close Window Print

Pre Posting Journal Report
Contract Number: HWOOD-0000 Batch Number: 00005776

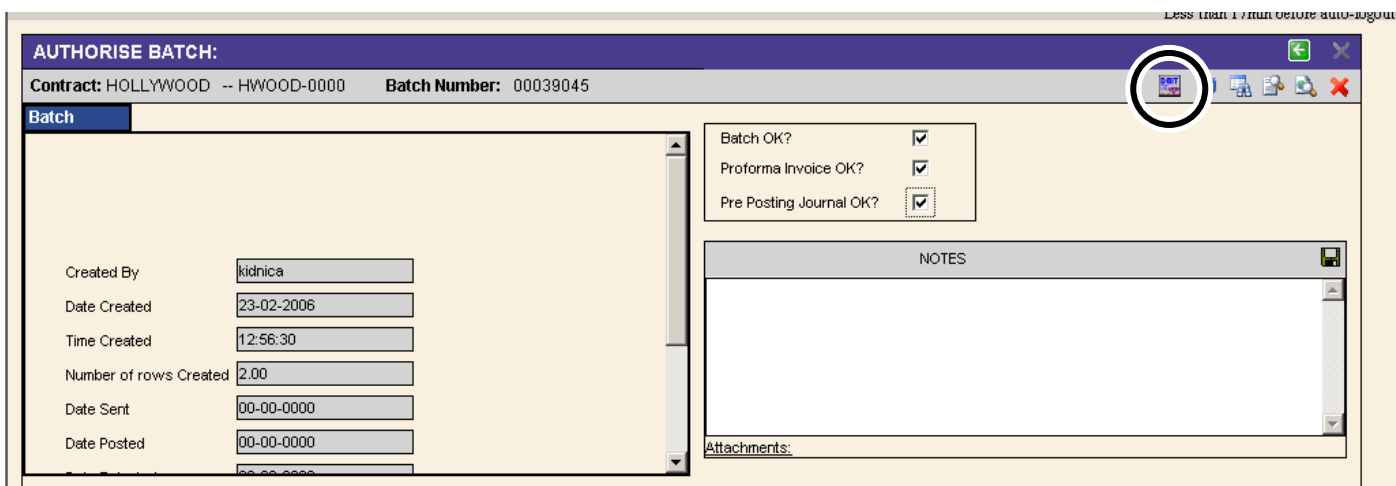
EMPLOYEE #	NAME	CONTRACT ACTION	PAYROLL ACTION	QUANTITY	RATE	VALUE
KIDNIC	Kidman N	Charge/Pay Normal	NORMAL	38.00	6.20	235.70
KIDNIC	Kidman N	Pay Tool Allowance	TOOLA	-	-	5.05
TOTALS						
Pay Tool Allowance				0.00	0.00	5.05
Charge/Pay Normal				38.00	6.20	235.70

This is a summary of what your Apprentice's gross earnings are this week. This is before their tax and other deductions have been made.

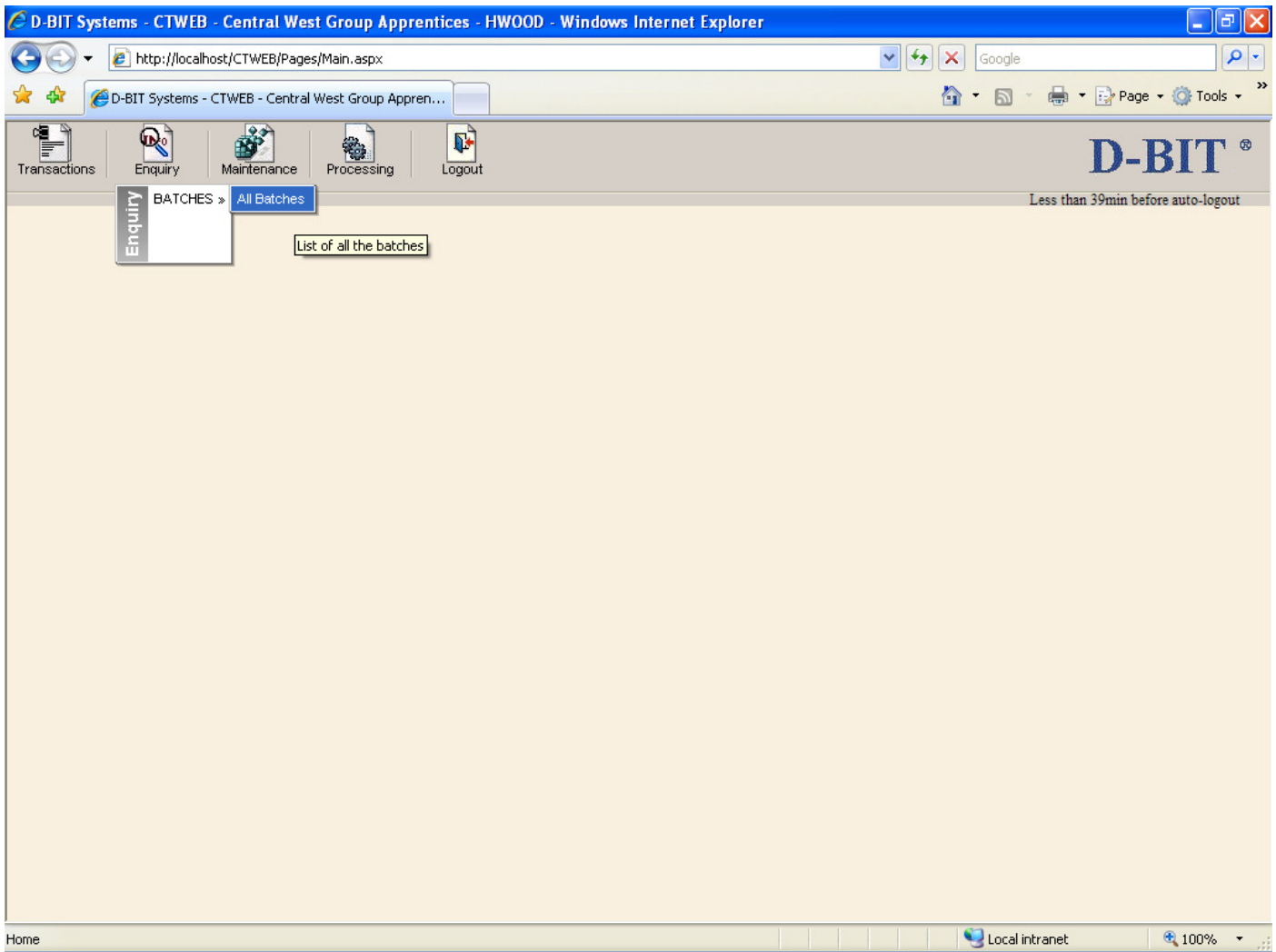
Once you have viewed the batch, invoice, journal information and you are satisfied that they are correct, please tick the boxes in the right hand corner of the screen as show below



The next step in this process is to select the “Post to Payroll” button that activates the payment to the Apprentice or Trainee and the invoicing process to you. You will be required to reconfirm your password at this point.

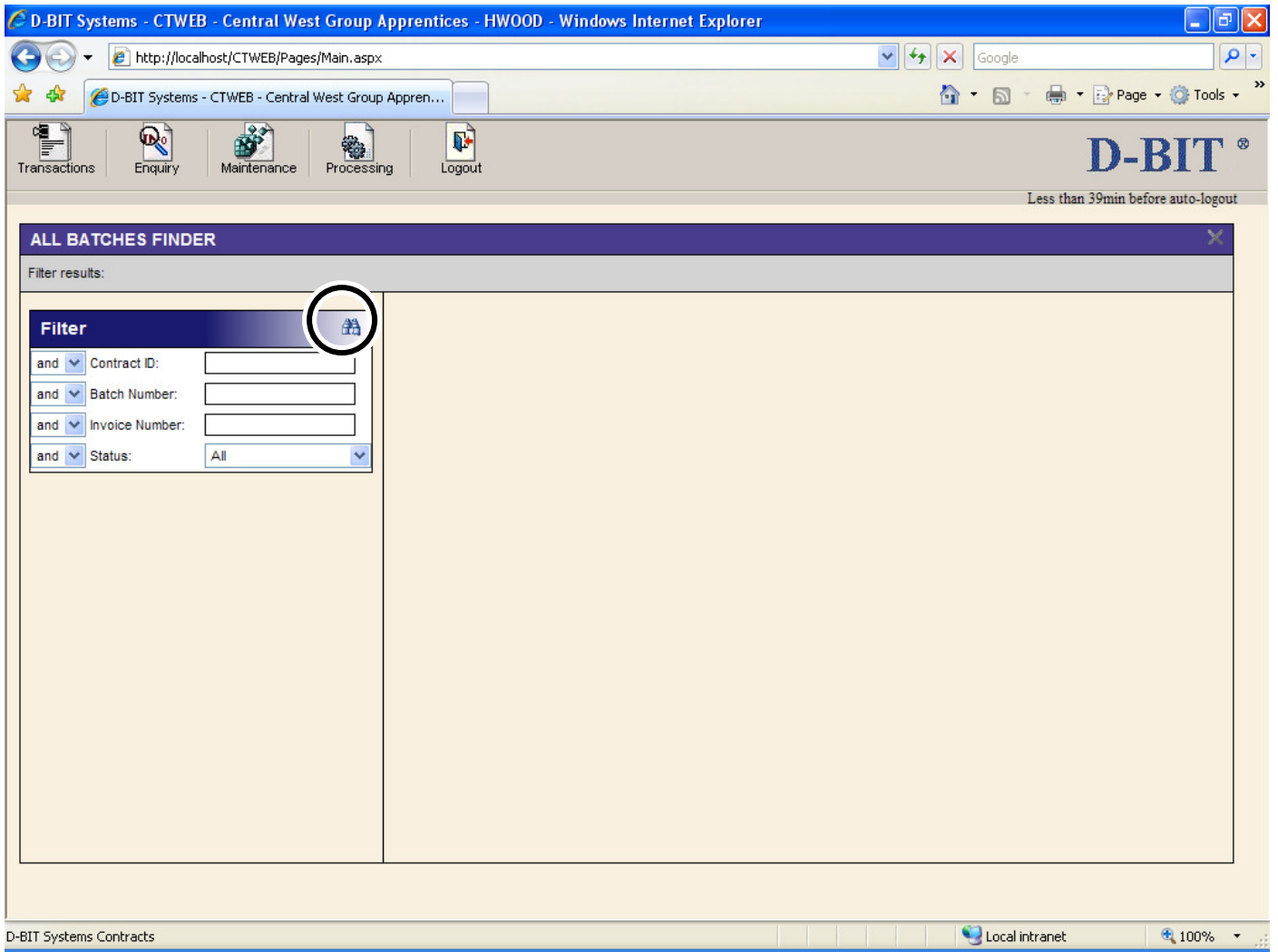


1.7 View your History and print your tax invoice



Select Enquiry→Batches→All Batches

Click on filter batches (circled) and a complete history of your batches including this week's authorised batch will appear.



Select the invoice you want to print by clicking on Invoice Number.

The screenshot shows the 'ALL BATCHES FINDER' interface in a web browser. The browser title is 'D-BIT Systems - CTWEB - Central West Group Apprentices - HWOOD - Windows Internet Explorer'. The address bar shows 'http://localhost/CTWEB/Pages/Main.aspx'. The page has a navigation menu with icons for Transactions, Enquiry, Maintenance, Processing, and Logout. The 'D-BIT' logo is in the top right corner, with a 'Less than 39min before auto-logout' warning below it.

The 'ALL BATCHES FINDER' window has a 'Filter results:' section on the left with a 'Filter' panel containing the following fields:

- and Contract ID:
- and Batch Number:
- and Invoice Number:
- and Status:

The main area displays a list of batch records categorized into several groups:

- Saved (61)**
- Sent For Authorisation (20)**
- Posted (9)** (Expanded to show a table):

ContractID	BatchNumber	InvoiceNumber	Status
HWOOD-0002	00149000	PFI0100375	Posted
HWOOD-0002	00148998	PFI0100372	Posted
HWOOD-0001	00109172	PFI0080919	Posted
HWOOD-0001	00097520	PFI0076373	Posted
HWOOD-0000	00073146	PFI0063673	Posted
HWOOD-0000	00072347	PFI0063063	Posted
HWOOD-0000	00072330	PFI0063042	Posted
HWOOD-0000	00072003	PFI0062936	Posted
HWOOD-0000	00070694	PFI0062293	Posted
- Rejected (21)**
- Reversed (17)**
- Temporary (136)**

The bottom status bar shows 'D-BIT Systems Contracts', 'Local intranet', and '100%' zoom level.

Once the invoice is open you can print your tax invoice by, Clicking on “File” and then “Print”

2. Processing a Pay with Fares, Overtime or Leave

- 1) Type in the internet address <http://timesheets.skillset.com.au>
- 2) Logon.
- 3) Create a new timesheet batch Time Sheets - New.
- 4) Enter employees, job & start and finish times.
- 5) Enter the dollar component for Fares.**
- 6) Enter overtime hours**
- 7) Enter Annual leave hours**
- 8) Enter Sick Leave hours**
- 9) Enter Public Holidays hours**
- 10) Save Batch & Send.

11) Authorise Batch.

12) View History and print Tax Invoice

13) Log Off.

For Steps 1 – 4 & 10 – 13 please follow the sets outlined in section 1 for processing a standard pay.

2.1 Enter Fares

To enter fares firstly refer to the relevant rates that have been provided with the kit. An updated list is available to you at <http://forums.skillset.com.au>

In the example below the Apprentice in row 1 is entitled to fares for two days at \$13.30 per day.

This is captured by entering \$26.60 in the “Travel Fares” column.

	Hours Worked	Penalty 1.25	Penalty 1.5	Annual Leave	Sick Leave	Overtime 1.5	Overtime 2.0	Travel Fares	Bonus Payment	Split Shift Days	Other Leave	Meal Allowance Days	Works Comp Hours
1	0	0	0	0	0	0	0	26.60	0	0	0	0	0
2	0	0	0	0	0	0	0	0	0	0	0	0	0
3													

The fares are grossed up to include Workers Compensation and Superannuation components on the employer’s invoice, and so \$26.60 in fares paid to the Apprentice is billed at \$31.17 in this example.

Tax Invoice

Code	Emp Number	Name	Job	Description	Quantity	Unit Price	Total
NT00	KIDNIC	Kidman N	MET1G	Normal Hours	38.00	7.77	295.26
Reimbursement	KIDNIC	Kidman N	MET1G	Travel Fares	30.17	1.00	30.17

2.2 Enter overtime

To enter overtime refer to the guidelines on the forum site <http://forums.skillset.com.au> about whether it is paid at time and a half or double time. Then enter the appropriate hours worked in the “overtime 1.5” and “overtime 2” columns as shown below.

	Penalty 1.25	Penalty 1.5	Annual Leave	Sick Leave	Overtime 1.5	Overtime 2.0	Travel Fares	Bonus Payment	Split Shift Days	Other Leave	Meal Allowance Days	Works Comp Hours	CWGA Paid
1	0	0	0	0	2	1	0	0	0	0	0	0	0
2	0	0	0	0	0	0	0	0	0	0	0	0	0
3													

In this example the Apprentice has worked 2 hours overtime at time and a half and 1 hour at double time.

The guidelines for overtime payments are in your kit or can be found at <http://forums.skillset.com.au>

The invoice in this example will reflect overtime payments as follows:

Proforma Tax Invoice

Code	Emp Number	Name	Job	Description	Quantity	Unit Price	Total
NT00	KIDNIC	Kidman N	MET1G	Normal Hours	38.00	7.77	295.26
OT15	KIDNIC	Kidman N	MET1G	Overtime at 1.5	2.00	10.23	20.46
OT20	KIDNIC	Kidman N	MET1G	Overtime at double time	1.00	13.64	13.64
Tool Allowance	KIDNIC	Kidman N	MET1G	Tool Allowance	5.00	1.15	5.75
Allowance	KIDNIC	Kidman N	MET1G	Uniform Allowance	5.00	0.00	0.00
Special Allowanc	KIDNIC	Kidman N	MET1G	Special Allowance	5.00	0.00	0.00

Overtime is billed according to the contractual arrangements we have with your organisation. A lower service fee applies to overtime which is why for example double time is billed at less than ordinary time multiplied by 2. In the example above Ordinary time is billed at \$7.77 but double time is only billed at \$13.64. This is a result of the lower service fee on Overtime.

2.3 Enter Annual Leave

To record Annual Leave enter the number of hours of the leave taken in the “Annual Leave” column.

In this example the Apprentice in row 1 is taking a full week’s leave.

End	Hours Worked	Start End Time	Hours Worked	Penalty 1.25	Penalty 1.5	Annual Leave	Sick Leave	Overtime 1.5	Overtime 2.0	Travel Fares	Bonus Payment	Split Shift Days	Other
1	0	0	0	0	0	38	0	0	0	0	0	0	0
2	0	0	0	0	0	0	0	0	0	0	0	0	0
3													

So the start and finish times and the hours worked are entered as 0. Please note that you will need to remove the 7.6 hours that automatically populates the “hours worked” columns for the days that they are on annual leave.

In this example the invoice will reflect annual leave payments as follows:

Proforma Tax Invoice								
Code	Emp Number	Name	Job	Description	Quantity	Unit Price	Total	
NT00	KIDNIC	Kidman N	MET1G	Annual Leave Pay	38.00	7.77	295.26	
I hereby acknowledge this internet purchase on behalf of my company, with due authority.							Sub Total	\$ 295.26
(E&OE)							Discount	\$ 0.00
							Sub Total	\$ 295.26
							GST 10.00 %	\$ 29.53
							TOTAL	\$ 324.79

2.3.1 Entering annual leave in advance

If your business has a shut down period (for example over the Christmas break) you may wish to record the annual leave in advance. To do this firstly call us on 1300 793 554 to let us know because we will authorise the payments on your behalf during the shut down period.

We will then ask you to pre complete a new batch (as in section 1.3) and in the batch description field enter the words “Annual leave in advance week ending” This will alert us to authorise the batch on your behalf in the week it falls due.

You will be invoiced in the normal way, and when you return from the shut down you will be able to check your invoices by looking at the “History menu” as detailed in section 1.7

2.4 Enter Sick Leave

To record Sick Leave enter the value of the sick leave taken in the “Sick Leave” column. In this example the Apprentice was sick on a Friday.

	End	Hours	Start End	Hours	Penalty 1.25	Penalty 1.5	Annual	Sick Leave	Overtime 1.5	Overtime 2.0	Travel Fares	Bonus	Split Shift	Other
	Time	Worked	Time	Worked			Leave					Payment	Days	
	Sunday	Sunday	Sunday	Sunday										
1	0	0	0	0	0	0	0	7.6	0	0	0	0	0	0
2	0	0	0	0	0	0	0	0	0	0	0	0	0	0
3														

It is also important for us to know which day they were off sick for workers compensation records.

To do this you need to remove the default 7.6 hours worked from the relevant day (in this case Friday) and do not enter any start and finish times for that day. Like this:

	Start End	Hours	Start End	Hours	Start End	Hours	Start End	Hours	Penalty 1.25	Penalty 1.5	Annual	Sick Leave	Ove
	Time	Worked	Time	Worked	Time	Worked	Time	Worked			Leave		
	Thursday	Thursday	Friday	Friday	Saturday	Saturday	Sunday	Sunday					
1	07001600	7.6	0	0	0	0	0	0	0	0	0	7.6	
2	07001600	7.6	07001600	7.6	0	0	0	0	0	0	0	0	
3													

The invoice will reflect sick leave in the following way:

Proforma Tax Invoice

Code	Emp Number	Name	Job	Description	Quantity	Unit Price	Total
NT00	KIDNIC	Kidman N	MET1G	Normal Hours	30.40	7.77	236.21
NT00	KIDNIC	Kidman N	MET1G	Sick Leave Pay	7.60	7.77	59.05
Tool Allowance	KIDNIC	Kidman N	MET1G	Tool Allowance	5.00	1.15	5.75
Allowance	KIDNIC	Kidman N	MET1G	Uniform Allowance	5.00	0.00	0.00
Special Allowanc	KIDNIC	Kidman N	MET1G	Special Allowance	5.00	0.00	0.00

2.5 Public Holidays

Public Holidays are not entered as annual leave but are considered to be hours worked. You do not need to enter start and finish times for Public Holidays.

The screenshot shows the D-BIT software interface. At the top, there are navigation buttons: Transactions, Enquiry, Maintenance, Processing, and Logout. The user is logged in as CRUTOM -- CRUISE, Tom. The main window displays an 'EDIT BATCH:' screen with a table of work entries. The table has columns for Job, Start End Time, and Hours Worked for each day of the week. Entry 1 shows 7.6 hours worked on Monday, Tuesday, Wednesday, and Friday, but 0 hours worked on Thursday, indicating a public holiday. Entry 2 shows 7.6 hours worked on Monday, Tuesday, Wednesday, and Friday, but 0 hours worked on Thursday. Entry 3 is currently empty.

Job	Start End Time Monday	Hours Worked Monday	Start End Time Tuesday	Hours Worked Tuesday	Start End Time Wednesday	Hours Worked Wednesday	Start End Time Thursday	Hours Worked Thursday	Start End Time Friday	Hours Worked Friday	Start End Time Saturday	Hours Worked Saturday
1		7.6		7.6	7001600	7.6		0	07001600	7.6		0
2		7.6		7.6	7001600	7.6		0	07001600	7.6		0
3												

In this case the Thursday was a public holiday, so we put 0 in "Start End time" and 7.6 in hours worked.

3. Processing a pay with other exceptions

Processing a pay with other exceptions is highly Award specific and a separate supplement is available for the following Awards:

- Hospitality
- Local government
- Hairdressing

The process of capturing exceptions follows the same logic as capturing overtime or fares, with the different types of exception being recorded as a number of hours or total dollar value

- 1) Type in the internet address <http://timesheets.skillset.com.au>
- 2) Logon.
- 3) Create a new timesheet batch.
- 4) Enter employees, job & start/finish times.
- 5) Enter Exception following instructions from relevant supplement.
- 6) Save Batch & Send.
- 7) Authorise Batch.
- 8) View History and print tax invoice.
- 9) Log Off

Types of exceptions include:

- Bonuses
- Split Shift Days
- Enter Enterprise Specific arrangements

Example of how these are entered

Hours Worked Thursday	Start End Time Friday	Hours Worked Friday	Overtime 1.5	Overtime 2.0	Travel Fares	Bonus Payment	Split Shift Days	On Call Days	Sewer Days
7.6	07001500	7.6	5	3	30	50	2	1	2
7.6	0	7.6	0	0	0	0	0	0	0
7.6	0	7.6	0	0	0	0	0	0	0
7.6	0	7.6	0	0	0	0	0	0	0
7.6	0	7.6	0	0	0	0	0	0	0

Split shift days: For this we put the hours worked as the time they arrived in the morning and the time they left at the end of the day. You do not need to include when they went home during the day or when they came back. For instance on Tuesday this apprentice started work at 6:30am and worked through to 10:30am. She came back at 4pm and worked until 7:30pm. In start end time on this day we put 06301930, and in hours worked we put 7.6, and in split shift days we put 1

id	Hours Worked	Start End Time	Hours Worked	Start End Time	W
0	7.6	06301930	7.6	8001600	

Split Shift Days	
0	1

Meal Allowance: For meal allowances this is either a dollar amount or a quantity depending on the award the apprentice falls under, if you don't know which award they fall under please call us on [1300 973 554](tel:1300973554) or e-mail us at wbt@skillset.com.au.

An example of how this is entered is:

Meal Allowance	
0	1

For the day that the apprentice required a meal allowance you just put 1. If the apprentice required a meal allowance on two days you would put 2. If you require a dollar amount please call us to find out how to do it.

Bonuses: Bonuses are entered as a dollar amount. i.e. \$33.00 is entered as 33

el	Bonus Payment	Sp
0	33	

4. Frequently Asked Questions

- What is the web address?

timesheets.skillset.com.au

- What is my log on and password?

You have been allocated a user name and password with your kit. If you have misplaced this contact the help desk on 1300 793 554

- How long will it take me to complete a timesheet?

Once you are used to the system it should take about 5 minutes to enter the timesheet for 3 employees.

When entering a standard timesheet why do I have to...?

- Select the "job" or award rate:

Because employees may work different jobs/pay rates in one day. When you select the job this will select the corresponding award rate for the employee.

- Put in the start and finish times:

Employees may work different hours and we need to capture the times that they were at work for workers compensation purposes.

What do these definitions mean...?

Contract:

Select relevant contract for company.

Number of Rows:

Number of employees you will be entering in the batch.

Batch Description:

Name of Batch eg. Weekly pay

Batch Date:

Date you are paying employees.

Order Number:

Enter in order number if the invoice has a job number assigned to it. You may leave this field blank.

Batch:

Timesheet

Job:

Award Rates & Rules applicable to Apprentice.

Posted Batch:

The timesheet has been sent to the payroll system.

Filter:

To show all the relevant contracts/information/employees.

On my tax invoice what do the following refer to...?

□□□□□Code:

Is the Action that the employee is getting paid through eg. Tool Allowance.

□□□□□

□□□□□Employee Number:

The Employee Number within the Payroll system. A unique code is attributed to each employee within a company to identify all of their current and historical information.

□□□□□

□□□□□Job:

This is the award rate and rules that the employees rate of pay/allowances/deductions have to follow.

Other Common Questions

□□□□□How will I know when the Apprentice progresses to the next year?

We will automatically update your apprentices award when they progress to the next year. You will also be advised of the progression date from your local branch office.

□□□□□What happens if they progress mid week?

You will need to add an additional row so that both rates of pay are represented. For example: if an apprentice progresses on the Wednesday from 1st to 2nd year, enter details for the 1st year grade on Monday and Tuesday and add an additional row (by pressing the + button at the top of your batch) You may then enter the employee code and grade for the 2nd year and hours can be entered for Wednesday to the remainder of the week. It is important that only 38 hours are entered in total between the two rows.

If you would like Skillset to enter progressions this for you, a faxed timesheet can be sent for this week.

□□□□□How will you contact me to let me know of any Award changes?

We will automatically update the system when award changes are present. These changes will take affect immediately.

□□□□□How will I know when I've completed my timesheet transaction appropriately?

When you click on "authorise" the status of the batch will say Posted to Payroll.

□□□□□What happens if I make a mistake?

If you have not yet authorised the batch then you can go into Time Sheets – Edit. If you have already posted the batch to payroll you will have to contact Central West Group Apprentices on 1300 793 554

□□□□□Can I delete a batch?

You cannot delete a batch. You are able to Edit & Create New Batches but not delete them. If you do not wish to continue editing a current batch, Create a New batch and start again.

□□□□□ When would I use the "Edit" function?

To amend and make changes to the timesheet.

□□□□□ When would I use the "Authorise" function?

To authorise and post a batch to the payroll

If you have any questions or queries please contact us on 1300 793 554

Alternatively you can write us an email to wbt@skillset.com.au

Common error messages

□□□ "This column must be numeric"

Only numeric values are allowed to be entered in this field.

"Object Reference not set to an instance of an object"

This means that you have entered incorrect information. Press the back button on your internet explorer browser to try again.

I can't connect to the website:

Please check that you have an internet connection

□□□ I can't log into the website:

Please check that you have entered the correct username and password

□ I authorised & posted a batch to payroll and found that I made a mistake:

You will need to contact us to reverse the changes.

Why is there no contract when i login?

Click on the  button (filter batches). If no contract appears please contact us so we can fix this.

My apprentice is not on the timesheet.

You will need to contact us so we can fix this.

"Error user not found"

Please make sure you typed in the correct username.

"No companies are linked to this user. Please update your security."

You will need to contact us so we can fix this.

"Error: The selected job for row 1 (0) does not exist in the database."

You must enter a job for every apprentice/trainee, even if they are not getting paid on that batch.

Common errors and frequently asked questions can be viewed on our knowledge base. The knowledge base will continually be updated with updated information.

You can visit our knowledge base on [http:// forums.skillset.com.au](http://forums.skillset.com.au). Contact details: wbt@skillset.com.au

How Do I... - Quick Reference

- Enter a standard timesheet:

Click on Time Sheet - New. Select the contract. Enter the number of rows (Number of employees). Enter Batch Description. Batch Date & Order Number. Click Submit. Enter the employee number as appears in Payroll. Enter valid information for hours worked and other exceptions. See section 1.

- Enter a tafe day

Enter the start/finish times for that day as the time they start and the time they finish. The Hours Worked stays at 7.6.

- Record annual leave:

Enter annual leave hour amount underneath Annual Leave on the timesheet. See section 2

- Record start/finish times:

Enter time on the timesheet. See section 1

- Record sick leave:

Enter Sick Leave value underneath Sick Leave on the timesheet. See section 2.

- Record travel allowances:

Enter travel allowance amount under travel allowance on the timesheet. See section 2

- Record other leave types:

Enter leave values on the timesheet. See section 2.

- Enter overtime:

Enter overtime amount underneath Overtime on the timesheet. See section 2.

- Enter Public Holidays:

Enter hours worked as a standard day and leave the "start/finish times" as 0. See section 2

- Record split shifts:

