

# WebReq Timesheets

## Timesheet Entry screen – Users view

Start Day	Start Date	Start Time	End Time	Hours	1/4 Hr Tea Breaks	1/2 Hr Lunch Breaks	1/2 Hr Dinner Breaks	Allowances	Payable Hours	Hours Since Previous Shift	Per EBA Code	Applied EBA	Ord	T X 1.5	T X 2	Leave
Mon	15-Sep	08:00	14:00	6.00	1	1		Living Away from Home	1	✓						
Mon	15-Sep	14:00	21:00	7.00	1			Living Away from Home	1	✓						
Tue	16-Sep	08:00	18:00	10.00	1			Living Away from Home			11					
Wed	17-Sep							Living Away from Home								
Thu	18-Sep							Living Away from Home								
Fri	19-Sep							Living Away from Home								
Sat	20-Sep							Living Away from Home								
Sun	21-Sep							Living Away from Home								
				23	3	1										

On the Timesheet Entry screen, only the areas in green are visible to the person entering a timesheet.

WebReq supports an infinite number of client-defined allowances which, if required, can be selected as appropriate by the person entering the timesheet.

An EBA is assigned to each person who enters a timesheet (via WebReq Person Record).

Once a timesheet has been marked as Complete by the person entering it, the Administrator can use the "Calculate" button to convert hours via the payroll interpreter (see screen shot below).

WebReq uses the relevant EBA to arrive at the split of hours per person (eg taking into account State-specific Public Holidays; award rates appropriate for the relevant trade, line of business, location etc)

## Timesheet Entry screen – Administrator's view

Start Day	Start Date	Start Time	End Time	Hours	1/4 Hr Tea Breaks	1/2 Hr Lunch Breaks	1/2 Hr Dinner Breaks	Allowances	Payable Hours	Hours Since Previous Shift	Per EBA Code	Applied EBA	Ord	T X 1.5	T X 2	Leave
Mon	15-Sep	08:00	14:00	6.00	1	1		Living Away from Home	5.25	✓	Weekday SHPT		5.25			
Mon	15-Sep	14:00	21:00	7.00	1			Living Away from Home	6.75	✓	10 10 Hour gap		8.00	0.00	6.75	
Tue	16-Sep	08:00	18:00	10.00	1			Living Away from Home	9.75		Weekday SHPT		8.00	1.75		
Wed	17-Sep							Living Away from Home								
Thu	18-Sep							Living Away from Home								
Fri	19-Sep							Living Away from Home								
Sat	20-Sep							Living Away from Home								
Sun	21-Sep							Living Away from Home								
				23	3	1			21.75				13.25	1.75	6.75	

The List Timesheet screen provides a wide range of selection criteria to allow easy location of timesheets for review and/or approval.

WebReq's security groups determine whose timesheets can be viewed by each Administrator.

My Menu
List Timesheets
Select Report 
Print

Person

EBA Group

Completed

Not Completed

Week Ending

Timesheet Group

Approved

Not Approved

Calculated

Not Calculated

Records to display

Person	Week Ending	Completed	Approved	Calculated	Exported	Payable Hours	Ordinary Time	Time X 1.5	Time X 2
<a href="#">HR Payroll</a>	08/12/2013	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	31.00	16.00	4.00	11.00
<a href="#">HR Payroll</a>	01/12/2013	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0.00	0.00	0.00	0.00
<a href="#">HR Payroll</a>	14/09/2014	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	8.25	8.00	0.25	0.00
<a href="#">HR Payroll</a>	07/09/2014	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	12.00	8.00	2.00	2.00
<a href="#">HR Payroll</a>	21/09/2014	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	21.75	13.25	1.75	6.75

## Key Features of WebReq's Timesheets:

- Quick and easy to learn
- Built in Work Flow and Communication management
- Can be used anywhere, any time
- Eliminates paperwork
- Allows supporting documentation to be attached electronically to any part of the Timesheet entry
- Detailed and summary reports via industry standard Microsoft Reporting Services.

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