

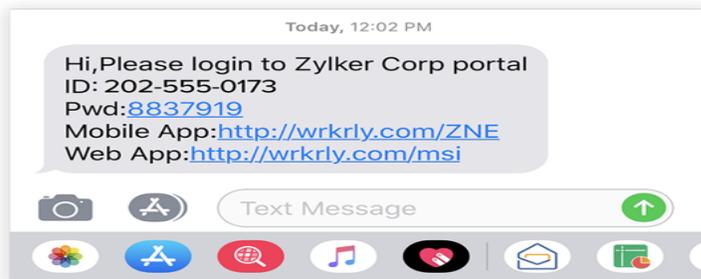


# Timesheets

Tracking the work hours of your temps is a significant part of workforce management. Accurate tracking of work hours spent by each worker will ensure that there is harmony between all the important stakeholders involved -- Your agents, temps and the clients. It is vital that the process for entering the number of hours spent by each of you — from across any vertical, irrespective of their nature of work—is simple and easy. Temps can submit their timesheet from their **mobile app** or by logging in to their **temp portal**.

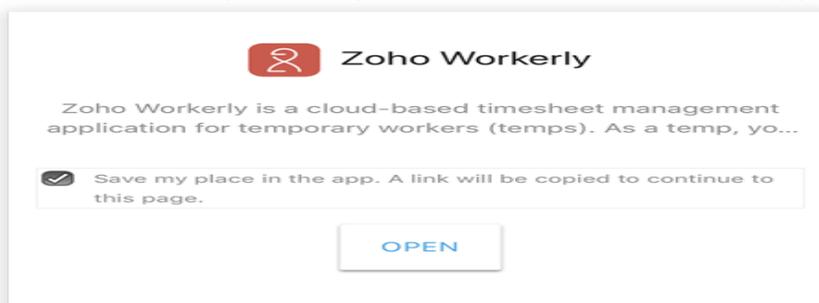
## Temp Portal login

When you click on **Invite Temp**, the notification send will be in the form of SMS. It will have login credentials and links to login (both for mobile app and web portal).



By clicking on the Mobile App link:

1. Temp will be taken to a new page where it asks for permission to open it in App Store. Click on **Open** and you will be redirected to the App Store.



2. After downloading the app, temp can login using the credentials shared via SMS.



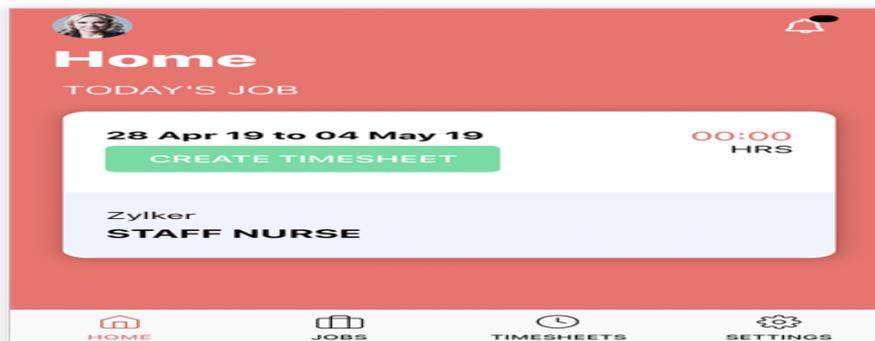
Zylker Corp  
Sign in to continue

202-555-0173

.....

Sign In

3. Once logged in, temp can view the assigned job in home page. They can create timesheet and also view their profile.



 **Note:** it is better to install the app with the link shared via SMS. It takes the temp directly to app installation page and then to Temp Login.

By clicking on Web Portal link:



1. Temp will be taken to a new page where they will be asked to login with the credentials shared via SMS.

Zylker Corp

## Login

Enter your mobile number and password provided by your Admin to continue.

202-555-0173

\*\*\*\*\*

[Forgot Password?](#)

Login

2. Temp Portal opens and they can view their assigned jobs and profile in dashboard.

Zylker Corp

Amelia Burrows

### JOBS

Today's Schedule

Staff Nurse - Zylker

Oct 1, 2018 to Sep 30 10:00 AM to 06:00 PM Sample Street Name, Austin, Texas, United States, 560047

Create Timesheet

Current(1)	Upcoming(0)	Completed(0)	Pending for Acceptance(0)	Job Name	Enter Job Name	
JOB NAME	CLIENT NAME	APPROVER NAME	DATE	TIME	WORKDAYS	WORKING HOURS PER DAY
Staff Nurse	Zylker	Terrence Boyle	Oct 1, 2018 to Sep 3...	10:00 AM to 06:00 PM		8.0

1 to 1 Out of 1

## Mobile App Video Demo

- Apple: [https://youtu.be/B2BLHL9\\_zTU](https://youtu.be/B2BLHL9_zTU)
- Android: <https://youtu.be/Vso9JICBFFI>



## Understanding Timesheet Status

When a timesheet is submitted by a temp or agent, it must be approved by the person who is assigned to approve for that particular worker. The approver will receive an email where they can either accept or reject the timesheet submitted by the temp or agent. Timesheets can have the following statuses:

**Yet-to-submit:** The timesheet is yet to be submitted by the temp.

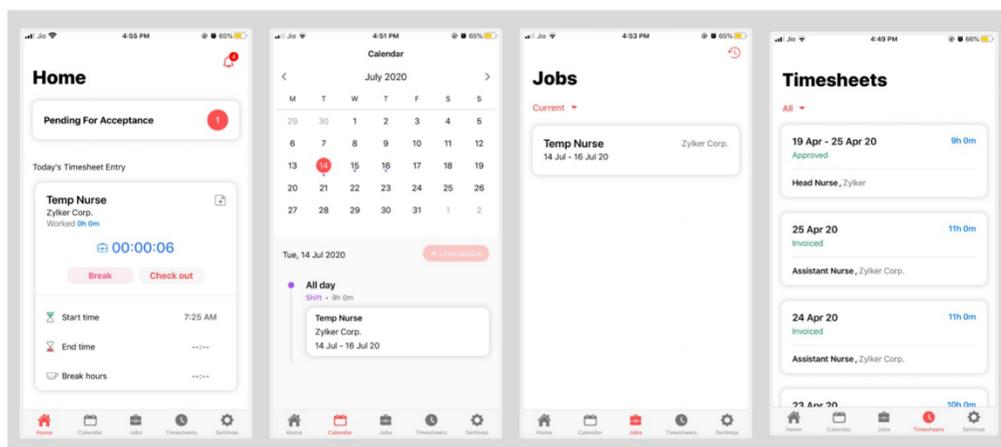
**Submitted:** The timesheet has been submitted, but not yet approved.

**Approved:** The timesheet has been approved by the approver

**Rejected:** The timesheet has been rejected by the approver.

**Request for cancellation:** When a timesheet has been Approved, an agent can send a request to cancel the timesheet.

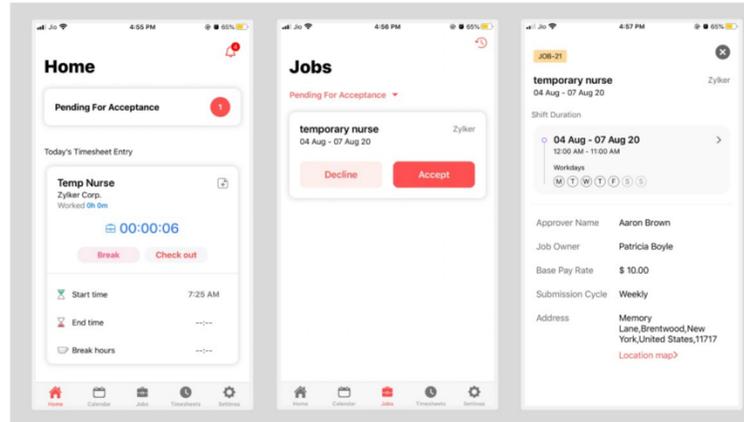
### 1. Temps get notified on scheduling a new shift





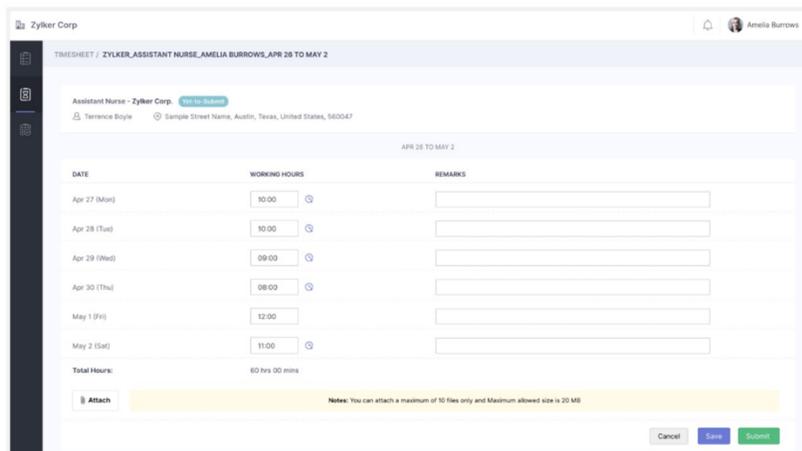
## 2. Accept or Reject a shift

Only if Temp Acceptance is enabled by the agent in Zoho Workerly



## 3. Clock Working Hours

Temps can clock working hours through temp portal and generate timesheets instantly!

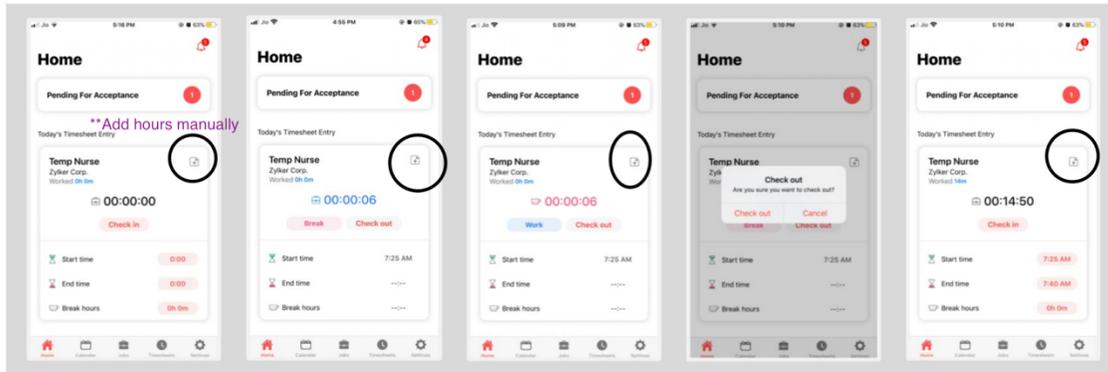


Or



## 4. Clock Working Hours

Temps can clock working hours using the app and generate timesheets instantly!



\*\* you could add shift hours manually in case check in and out does not work with you. Please add all the hours for the assigned work before submitting time sheets.

Temp portal log in: <https://staffingbymiguel.zohoworkerly.com/templogin>

## Invoicing Us

Please go to our website at <http://staffingbymiguel.ca/contractors/> and download a copy of the “staff invoice template”, save yourself a copy and then fill it out including your full name and address in the designated areas at top.

If you have filled total hours correctly and have right rates it should add up your hours and total pay before and after HST. If you don't have HST. I would recommend deleting the formula in your personal copy by inputting “0” in the HST. Column and save the template.

Sample invoice template

Here are some key points to complete your invoice before sending.

- Name Full legal name. (Same as on your government issue id)
- Address: Present residential or business address.
- Contact Info: Phone/mobile number or email address
- Company: Your Business name and number on the 2nd line



- Location: Event or kitchen address.
- Contracted by: Catering company/client you were working for that day.
- Bus/GST. no.: Will need your company Hat. Number to collect 13% tax.

We have a 5-hour minimum for all shifts, so if you are on a shift that lasts less than 5hrs, please do invoice us for 5 hours (unless you are late, at which point the 5-hour minimum would not apply to that shift). Send us a copy of your invoice as an attachment in an email by the 3rd and 18th of the month. We pay semi-monthly, in which case all hours worked from 1 - 15th of the month must be sent in via invoice by 18th of the same month and all hours worked from 16th - 31st of the month must be sent in via invoice by 3rd of the following month.

**Payments: Direct deposits** they are the most secure and get direct deposited in your account. As well you will get an online payment account to track your SBM income and get a T4A. These transfers are processed dates from **1st - 15th** payment date: **30<sup>th</sup>/31<sup>st</sup> of the month** and **16th - 31st** payment date **15<sup>th</sup> of the following month**

Late invoices will be rolled over into the next month's payroll and invoices submitted more than 1 year past the event date will not be considered valid. The last date to invoice us for the year ending is by Jan 3rd of the following year for any pending payments for that year.

## Hours

1. Start time: Please place your start time in this column.
2. End time: Please place your end time in the column.
3. Total Hours Calculations: An hour divides into 4 parts: -
  - ◆ 15minutes worked is expressed as 0.25hrs
  - ◆ 30 minutes work = 0.50hrs
  - ◆ 45minutes work = 0.75hrs
  - ◆ 60minutes work = 1hrs

As per minutes between these parts get converted to closed 5 denominators: -

- ◆ 0 - 15minutes we have been denominator 8 =  $0.25 \times 8 = 2$
- ◆ 15 - 30 minutes =  $0.25 \times 2 = 0.50$
- ◆ 30 - 45minutes =  $0.50 \times 1.5 = 0.75$
- ◆ 45 - 60 minutes =  $0.75 \times 1.33 = 1$

Example:

A. Chef A start time 7.15am and end time 11.45am @ \$20 an hr pay rate

We convert the time is 24 hr clock:



Start time = 7.25 hrs.                      End time = 11.75hrs  
Total hours = 11.75 - 7.25 = 4.5hrs. i.e Total pay= \$20 X 4.5 = \$90

B. Chef B Start time 8.30am and end time 4.15pm @ \$22 an hr pay rate

Start time: 8 am .50hrs                      End time: 4pm .25hr

When we have start time in am and end time pm or vice versa the best way is to convert the time in 24 hr clock. So basically after 12 pm in the afternoon we could 13-1pm, 14-2pm, ....24-12am.

Start time: 8.50hrs.                      End time: 16.25hrs  
Total hours: 16.25hrs - 8.50hrs= 8.25hrs. I.e Total pay: \$22 X 8.25hrs= \$181.5

C. Chef C Start time 7.07am and end time 3.54pm @ \$20 an hrs

We will convert the time in hours.

Start time: 7.07am= 7hrs    07 = 0<8>15= 0minute

7hrs total

End time: 3.54pm: 3 = 15hrs.    .54 = 45<53>60 = 1hrs

15 + 1= 16hrs total

Total hours= 16 - 7= 9hrs. I.e total pay= \$20 X 9= \$180

