User Guide - Completing a Timesheet in PlantHire

Time Sheets

Time Sheet can be completed by PlantHire Admin, Manager, Supervisor and Foreman Users.

To enter the Time Sheet details, follow the steps below (please note: Not all fields in the screenshots below will necessarily be available in your account; it depends on the options selected in the **Time sheet line fields** in System Settings (please see User Guide on Setting up a PlantHire Account)

Once the Job Line item is completed, the next step is to enter Time Sheet information:

1. Click on the Job Management tab
2. Click Timesheets
3. Select Job from drop-down
4. Select Job Line Item from drop-down
5. Click Add

- After you click Add, the equipment for that Job Line Item will automatically populate

6. Enter Start/End date Start/End time
7. Time Used and then select from the Units drop-down
8. Enter in the Floatage, Fuel, and Other amounts (if applicable) and click ‘Applies’ for the cost to be included in the Expected Invoice area
9. The Expected Invoice area will automatically multiply the Rates by the Time Used and will add any costs entered at step 8.
10. Upload files / add comments.
11. Check the box if Hire is Complete

- Page 3 talks about the next steps in Completing an Assessment via the Time Sheet view

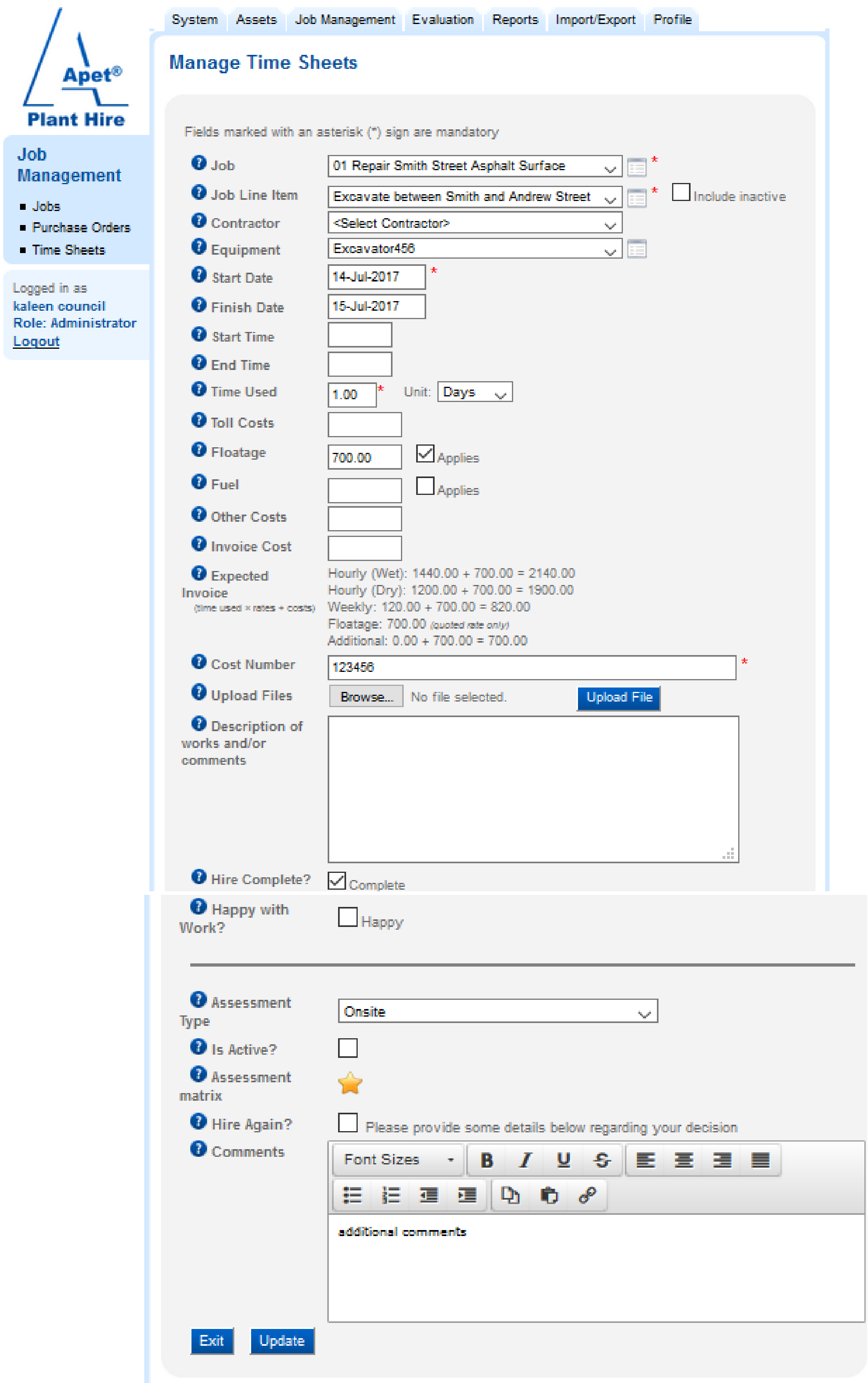

Figure 1 Entering Time Sheet details

Completing an Assessment via the Timesheet view

12. Select if Happy with Work?
    - If User selects 'Is Happy' and clicks 'Add' = the Assessment steps below (13-18) can be by-passed.
    - If User selects 'Is Happy' and they want to do an Assessment Click 'Save & Assess' = Complete Assessment steps below
    - If they don't select 'Is Happy' and click 'Add' = Complete an Assessment steps below (mandatory)

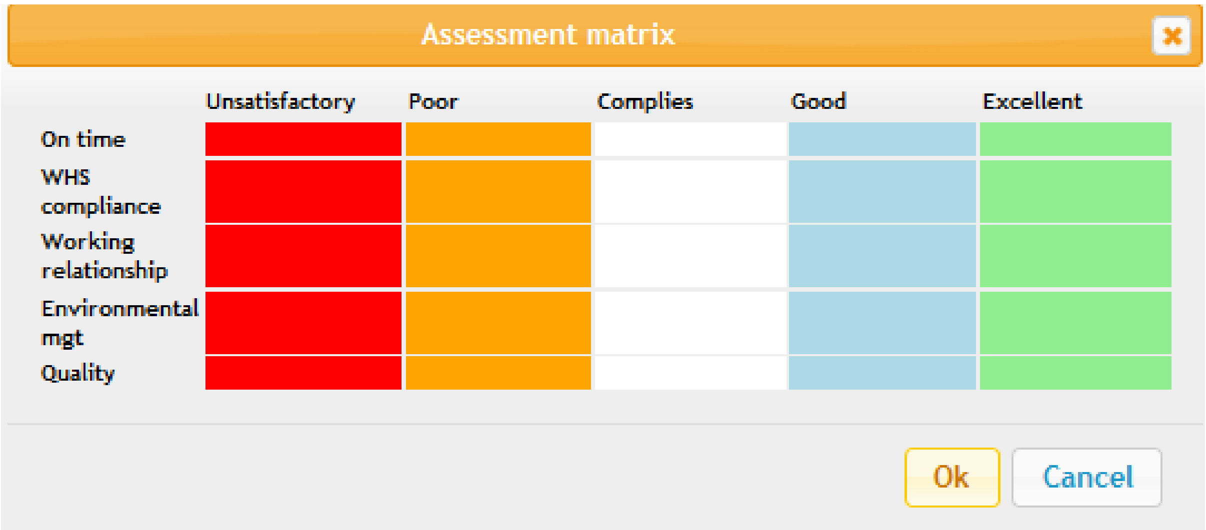

Figure 2 Assessment Matrix (Assessment Class down the left hand side) and Rating options across the top

13. Select Type (the default assessment type can be set in the Reference Data set up for Assessment Types)
14. Is Active = Include in Report
15. Complete the Assessment Matrix (this matrix is (dependent upon the Assessment type chosen in step 13) Type) by selecting the relevant coloured box
16. Would you hire them again?
17. Enter any Comments
18. Click 'Update'
19. The Timesheet Submitted email will be sent to the Administrator.