TIMESHEETS

EMPLOYEE'S MINI GUIDE

dragon
LABOUR HIRE

Employees’
Mini-Help Guide

Contents

Overview

Welcome to the Dragon Labour Hire Employee Help Guide.

If you are reading this Mini-Help Guide: you are working for Dragon Labour Hire on a temporary or contract basis and will be required to submit Timesheets for the hours you work.

The function of “Employee” on the system manages both employees of Dragon Labour Hire (PAYG) and employees of another entity (ABN Subcontractor) who are working through Dragon Labour Hire.

As an Employee, the system is a key interface that enables you to manage the administrative tasks required of you by both Dragon Labour Hire and the Approver at your workplace.

This Mini-Help Guide is designed to give Employees a quick overview of the key functions on the system. For more details please refer to the relevant full Help Guide.

Getting Started

Dragon Labour Hire will set up access for you on the system when you start your first job. This will automatically send you an email with your login details. If you have not received this email please contact Dragon Labour Hire.

The new user email will provide you with your username and password. It will also direct you to the relevant URL to login. www.dsrgroup.astutepayroll.com

Logging In

1. You will see a login screen that looks like this image.
    a. If you forget your Username or Password, select ‘Forgot password’.
    b. You can then enter your username or email address and your details will be sent to your registered email address.
2. When logging in you may be presented with Terms and Conditions that you need to review and acknowledge.
3. Once logged in, you can change your password in the profile section. You are not able to change your username.

System Overview

The Employee System supports the following functions:

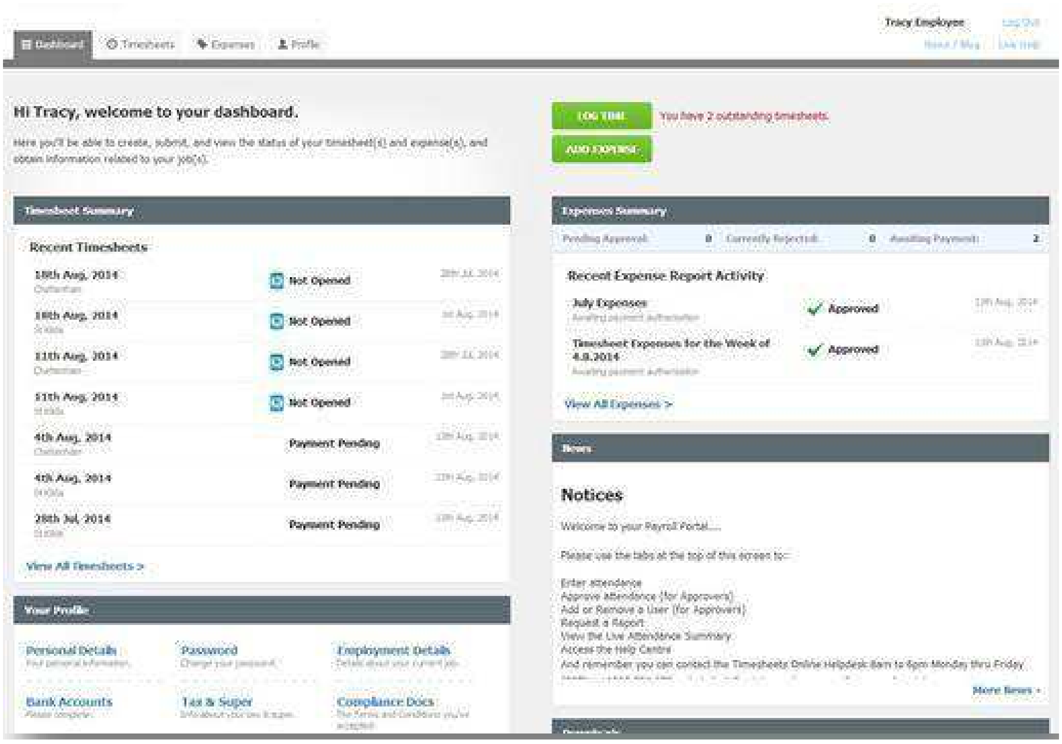
Menu	Description	Location of Function
Compliance	Enables you to sign off on all documentation – such as employment agreements.	Compliance Documents will be presented to you when you login. You must agree to the terms before you will be able to proceed into the system. If you disagree with any terms, you will need to speak with the recruitment firm. You can view all compliance documents that you have signed in the Profile Tab.
Induction	Enables you to provide your personal and banking details so that you can get paid.	Managed through the Profile Tab If any information is missing you will be taken to this section when your login and missing information will be highlighted.
Employee Self-Service	Enables you to update your details on an ongoing basis, to review information about your job(s), and to access documents and news from the recruitment firm.	Range of places on the system: Dashboard: News; Downloads Profile Tab: personal/banking details; job history Timesheet Tab: historic Timesheets
Timesheets	Enables you to submit Timesheets for approval and payment.	On the Dashboard: click on “Log Time” or the relevant Timesheet in the Timesheet Summary You can also access all Timesheets, including future and archived Timesheets, via the Timesheet Tab
Expenses	Enables you to submit Expense reports with attached receipts. NOTE: this function will only be available if the job you are on allows/requires you to submit Expenses.	On the Dashboard: click on “Log Expense” or the relevant Expense in the Expense Summary You can also access all Expenses via the Expenses Tab

Dashboard

The Dashboard is the home page of the system, and provides a snapshot of what is happening on the system and a way to quickly access commonly used tasks.

The table below describes the functions of the Dashboard.

Function	Description
Timesheet Summary	Provides a summary of recent Timesheet activity. Click on the link to be taken to the relevant Timesheet.
Your Profile	Displays the more commonly used functions in your profile – click on a function to view or edit these details.
News	Displays notices and news items. This is designed to be a regularly updated snapshot of your firm's news.
Downloads	This is a document library compiled by Dragon Labour Hire for your reference.



Profile

The Profile Tab is the section where your personal and employment details are kept. When you first log in, you will be taken to your Profile page if there is any outstanding data to be completed. Please complete all fields that are flagged to help ensure your profile is complete and you can be paid correctly.

For ease of reference, your profile is separated into the following Tabs:

Menu	Description
Personal details	Name, birth date, address and contact details as well as Emergency Contact information.
Password	You can change your password from here.
Employment details	Details your employment status with Dragon Labour Hire, eg PAYG or subcontractor.
Bank accounts	Please ensure your account details are correct to receive your salary.
Tax and super	Insert details of your Tax File Number and superannuation fund.
Pay slips	Displays your pays lips for you to download. Note: if your recruitment company is using an external payroll program (e.g. MYOB), your pay slips may not display here.
Compliance docs	Details any compliance documentation which you have read and acknowledged.
Active Jobs	Lists each of your active jobs and provides details, including: • Start/finish dates • Pay rates • Designated Approvers; and • Timesheets and Expenses submitted.
Inactive Jobs	Lists each of your inactive (previous or future) jobs and provides details, including: • Start/finish dates • Pay rates • Designated Approvers; and • Timesheets and Expenses submitted.

TAX FILE NUMBER (DON'T FORGET TO FILL IT)

How to submit electronic Tax File Number Declarations

When a new employee is added to the portal, you will be prompted to submit a TFN Dec when you login.

The portal will flag this as 'Incomplete' until the TFN Dec is submitted. A 'Due Date' will also appear on the profile to indicate when the TFN Dec must be submitted. For working Holiday Visa please make sure that you select **"Working Holiday Maker"**

Step 1. In the employee's profile, go to the Tax & Super menu item. This is accessible by both the employee and the Portal Administrator.

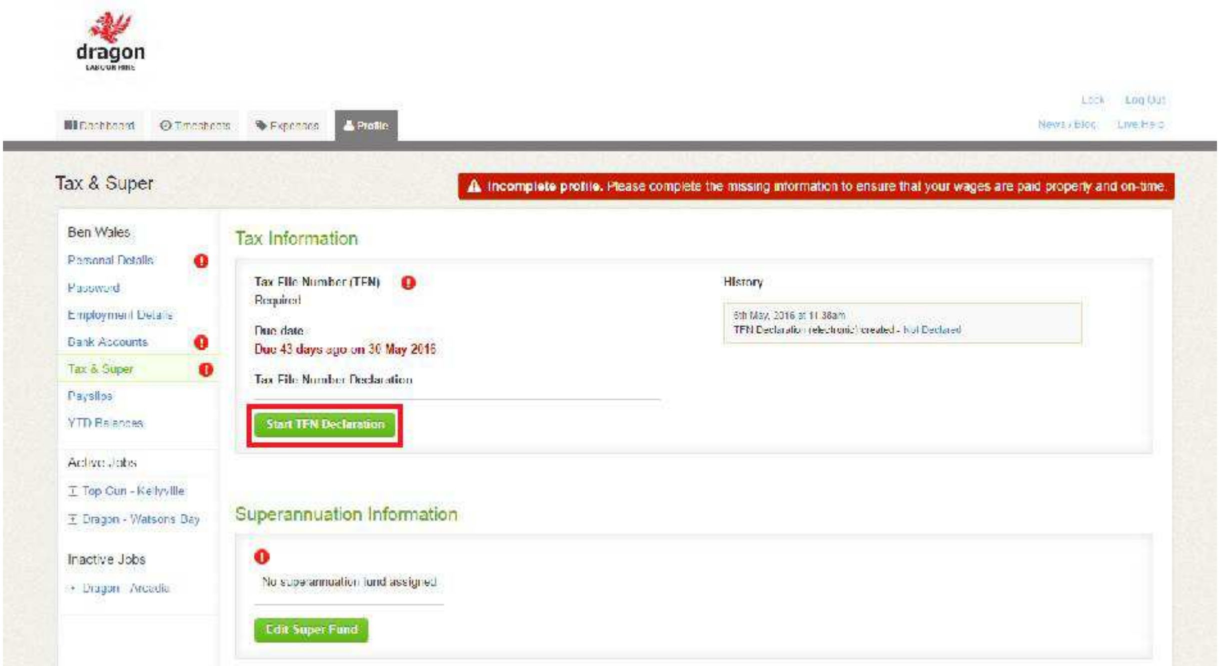
Step 2. Note the 'Due Date' that appears - this is the date by which the TFN Dec must be submitted to avoid tax being withheld at the top marginal rate.

Step 3. Click 'Submit TFN Declaration' to begin the submission process.

Page 1 requires the employee's personal information. (please see this link (https://www.ato.gov.au/Calculators-and-tools/Are-you-a-resident/)
'Am I an Australian Resident for Tax Purposes?' to complete the last question on the page 1). Once the first page has been completed, click 'Next' to proceed.

Page 2 contains information about the employee's specific tax circumstances.

Page 3 contains the final submission to the ATO. Please enter your full name and confirm the declaration is accurate before submitting.



Timesheets

You will be required to submit Timesheets on a frequency set by Dragon Labour Hire.

Typically this will be a "Monday to Sunday" Timesheet, you can fill it every day and save, but just press submit on the deadline **Friday**. Once you press submit you cannot change anything, for any changes contact us. **Please submit your hours on time otherwise your payment can be late**.

*Just if you work on weekend you can submit your timesheet on Sunday.

If you have any kind of issue filling in your timesheet, for example: login, timesheet is not showing, wrong address on timesheet etc. Please send an e-mail to admin@thedragongroup.com.au and we will fix it, then you can fill it on Monday morning Maximum.

Timesheet Status

Function	Description	Action Required
Not Opened	You have yet to enter any information into the Timesheet	Fill in and submit your Timesheet by the deadline
Pending Submission	You have yet to submit the Timesheet for approval	Fill in and submit your Timesheet by the deadline
Pending Approval	Your submitted Timesheet is awaiting approval	Need to wait until approve it
Rejected	Your Timesheet has been queried and not approved	Dragon Labour Hire will review reason provided for rejection, update Timesheet and resubmit
Approved	Your Timesheet has been approved and is awaiting payroll processing	No action required
Payment Authorised	Your Timesheet has been processed through payroll and is ready to be paid	No action required

Submitting Timesheets

There are three ways in which you can submit Timesheets on the system:

- Dashboard: click on "Log Time"
- Dashboard: click on the relevant Timesheet in the Timesheet Summary
- Timesheets Tab: provides you with access to all Timesheets, including future and archived Timesheets.

Multiple Jobs

Multiple Jobs

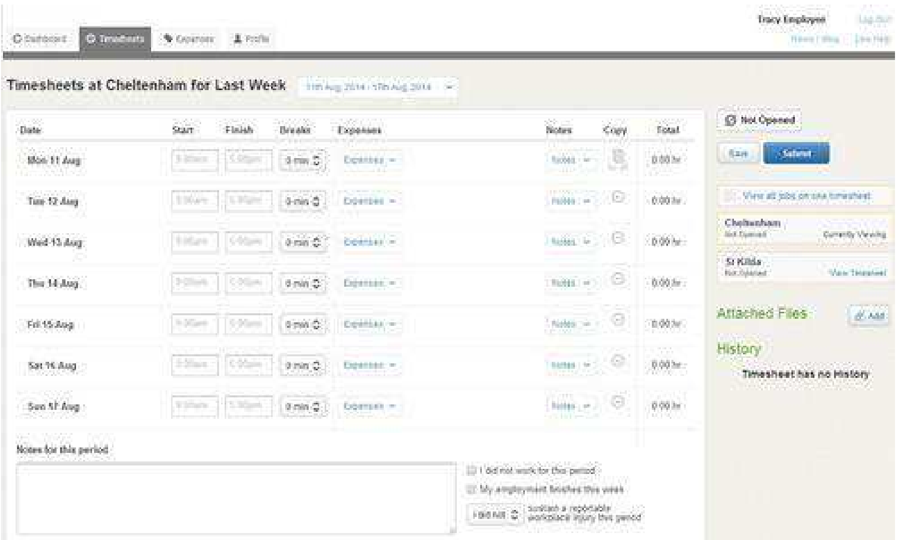
The Timesheet Tab provides you with access to Timesheets for different jobs that you may be working.

If you are working at multiple sites, the various jobs will appear as separate options on the screen.

***Please fill your timesheet for each job. If the address is wrong don't fill it and let us know.**

A Timesheet is very simple to complete and submit:

1. Select the relevant Timesheet
2. Insert hours worked on the Timesheet:
    - You will be required to insert your **start** and **finish** times and any **breaks** you took during that work.
3. If you did not work during the Timesheet period, tick the 'I did not work this period' checkbox.
4. Click 'Save' if your Timesheet is incomplete or you don't yet wish to submit it.
5. Click 'Submit Timesheet' to submit your Timesheet for approval.



6. Once Submitted, your Approver will automatically receive an email notification
7. Once a Timesheet is approved, it will be ready for payroll. If a Timesheet is rejected, it will be returned to the contractor for correction and resubmission.

Missing Timesheet

If you are unable to see a Timesheet for your current week, it is likely that the finish date for your job has lapsed and Timesheets will no longer be presented.

Please contact Dragon Labour Hire to extend the finish date of your job.

Once a job has finished and all Timesheets completed, the Timesheet tab for the job will be removed. You can access information and the Timesheet archive for the job in your Profile > Job Profiles > Inactive Jobs.

Resetting a Timesheet

Once you have submitted a Timesheet you will no longer be able to edit it.

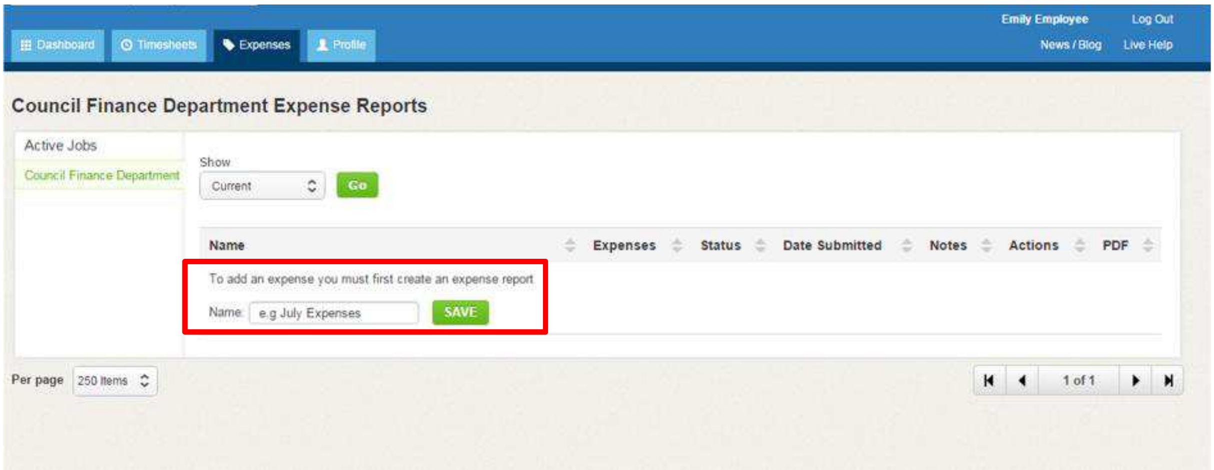
Once the Timesheet has been approved, it can only be reset by a Portal Administrator at Dragon Labour hire.

Expenses

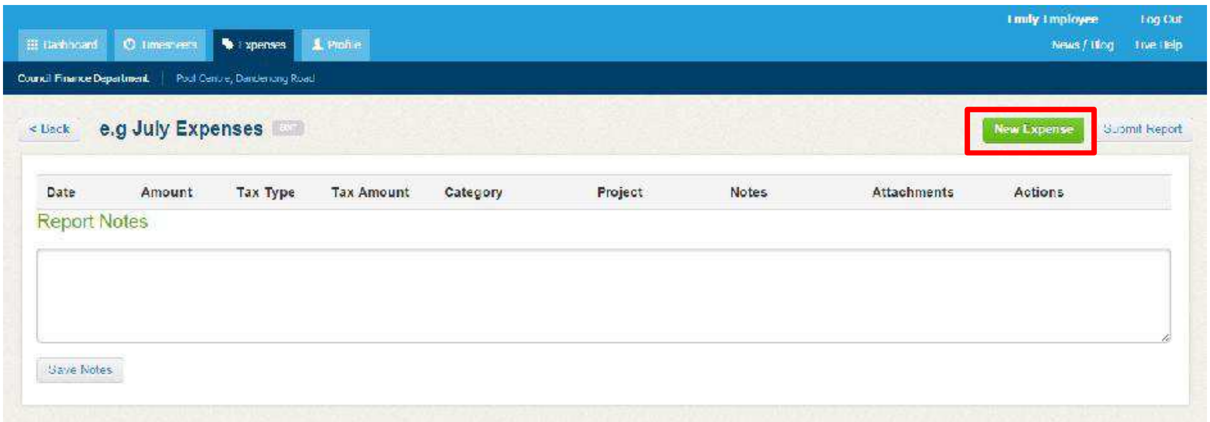
The Expenses tab is an optional feature that must be activated through your recruitment firm for it to appear as a menu option.

An Expense claim is very simple to complete and submit:

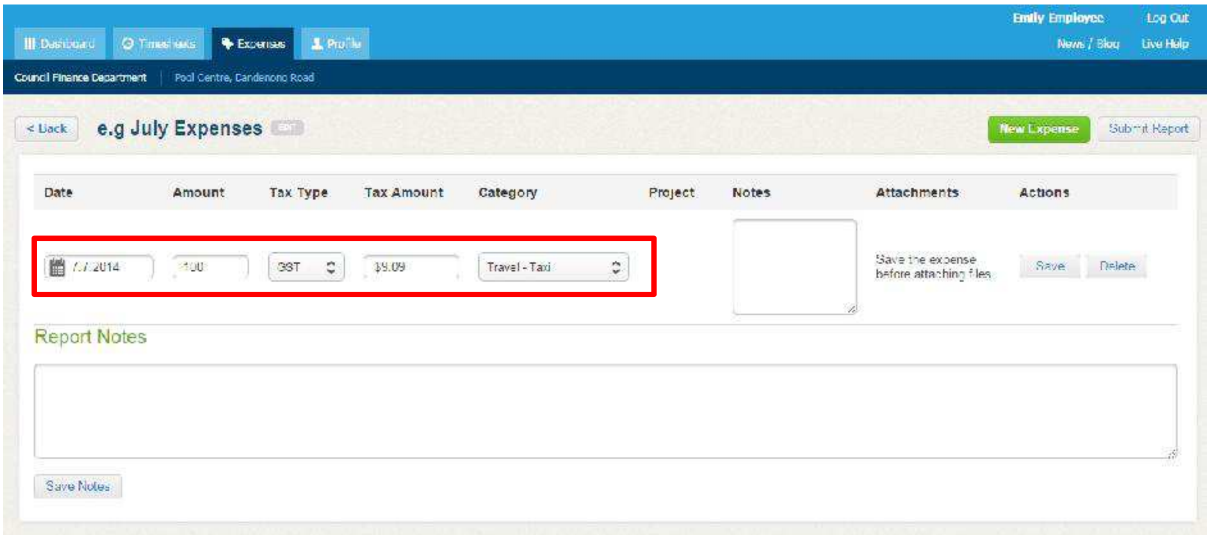
1. Select ‘New Expense Report’ – a box will appear requesting a name for your Expense Report (eg January 2012)
2. Insert the name for your Expense Report (eg July Expenses) and click Save.



3. Select the Expense Report name to open it and select ‘New Expense’ to add your Expenses.



4. Complete the details in each field and click ‘Save’. You can then:
   - Attach a copy of your invoice or receipt
   - Add additional Expenses by selecting ‘New Expense’ and click ‘Save’
   - Click ‘<Back’ if your Expense Report is incomplete or you don’t yet wish to submit for approval
   - Click ‘Submit Report’ to submit your Expense claim for approval.
   - Add any notes relating to the expense claim.



Once an Expense is approved, it will be ready for payroll. If an Expense is rejected, it will be returned to you for correction and resubmission.