

### people2people online timesheet system

Where to find the online timesheets:

[www.people2people.com.au](http://www.people2people.com.au) and click on **candidate services**. On the right hand side of the screen will be **online timesheets**

When you click on this a log in screen will appear asking you for:

User ID	
User Name	
Password	

Your User ID and name / password details will be sent to you via email and letter from your consultant when you accept a temporary vacancy.

**Note:** you will need to ensure that the security setting on your computer allows you to download cookies

Once you log in, a new screen will appear:



### Candidate Logon Successful

Welcome

Hi      Welcome to the p2p online timesheet system. If you have any problems, please call your consultant or our offices on 02 8270 9700  
Welcome to people2people's online timesheet system

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Click on **Timesheets**



Last Payslip



Payslip History



YTD Details



Timesheets



Log Out

People 2 People Recruitment ABN: 65 111 942 851

## Candidate jobs / timesheets

Print Blank Timesheet

Instructions

Archived Timesheets

Jobs			
Client	Position	Contact	Start/End Date
people2people	Accountant 2000387	MarkSmith	22/08/2005

[Add](#)

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Click on the job you want to submit hours for by clicking on the **Add** button on the right hand side of the screen (in green)

### Adding timesheet for


People 2 People Recruitment ABN: 65 111 942 851

[Back](#)
[View Job Details](#)
[Save](#)

Week Ending :

Please enter time in 24hr format hh:mm ie. 18:30 means 6:30pm

Date	Start Time	End Time	Break (Mins)	Total Hrs
<input type="text"/>	<input type="text" value="00:00"/>	<input type="text" value="00:00"/>	<input type="text" value="0"/>	<input type="text" value="0 Hrs 0 Min"/>
<input type="text"/>	<input type="text" value="00:00"/>	<input type="text" value="00:00"/>	<input type="text" value="0"/>	<input type="text" value="0 Hrs 0 Min"/>
<input type="text"/>	<input type="text" value="00:00"/>	<input type="text" value="00:00"/>	<input type="text" value="0"/>	<input type="text" value="0 Hrs 0 Min"/>
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<input type="text"/>	<input type="text" value="00:00"/>	<input type="text" value="00:00"/>	<input type="text" value="0"/>	<input type="text" value="0 Hrs 0 Min"/>
<b>Total</b>				<input type="text" value="0 Hrs 0 Min"/>



Status : **Add**

Week Ending is the Friday of the week you have worked

**Additional Claims**

**Comment to people2people**

When the screen above appears, select the **Week Ending** and the timesheet will populate itself with days of the week and date

**Click** on the start time field of the day you want to enter and type in your start time  
**Click** on the end time field and enter your finishing time – remembering it's a **24 hour clock**

**Enter** your **break** minutes in the next column and your hours will automatically be calculated!

Select **Save**

The following should pop up:



If you have recorded all hours for the week – select the green **Yes submit timesheets**.  
If you have only recorded today's hours and you have more hours to record for the week select the blue **No save for later use**

**Remember to submit your timesheet(s) before close of business on the Friday of the week you have worked!**

**Please note:** you should aim to submit your hours as soon as you can on Friday so that the client has a chance to approve them ☺

Should you have any problems or questions, please call your consultant, or our office on 02 8270 9700.

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***Problems logging in? See help at the bottom of this document***

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Click on **Timesheets**



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**Comment to people2people**



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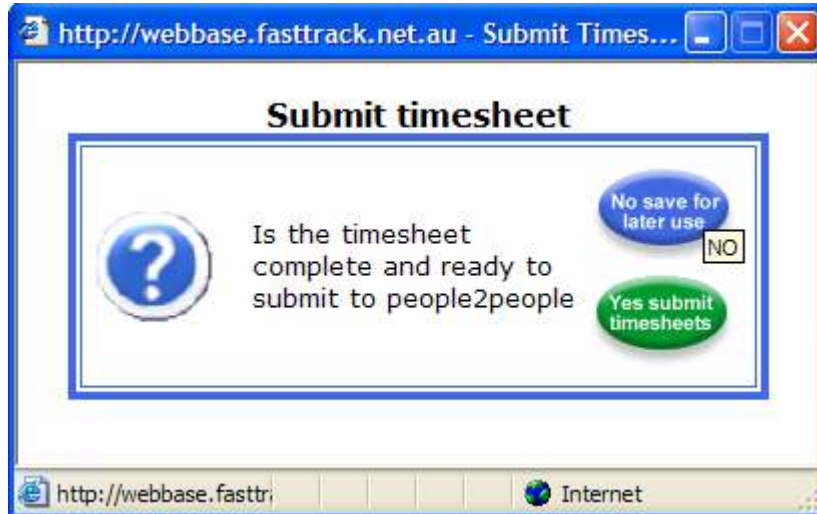
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Should you have any problems or questions, please call your consultant, or our office on 02 8270 9700.

## Help! I cant log in....

The most common error that people have is actually related to the privacy setting on their internet browser. To overcome this, try doing this:

1. Open your internet browser
2. Click on **Tools** and then select **Internet Options**
3. Click on the **Privacy** tab and then change the privacy setting to **Low**



You should find the log in to online timesheets working