

people2people online timesheet system

Where to find the online timesheets:

www.people2people.com.au and click on **employer services**. On the right hand side of the screen will be **approve timesheets**

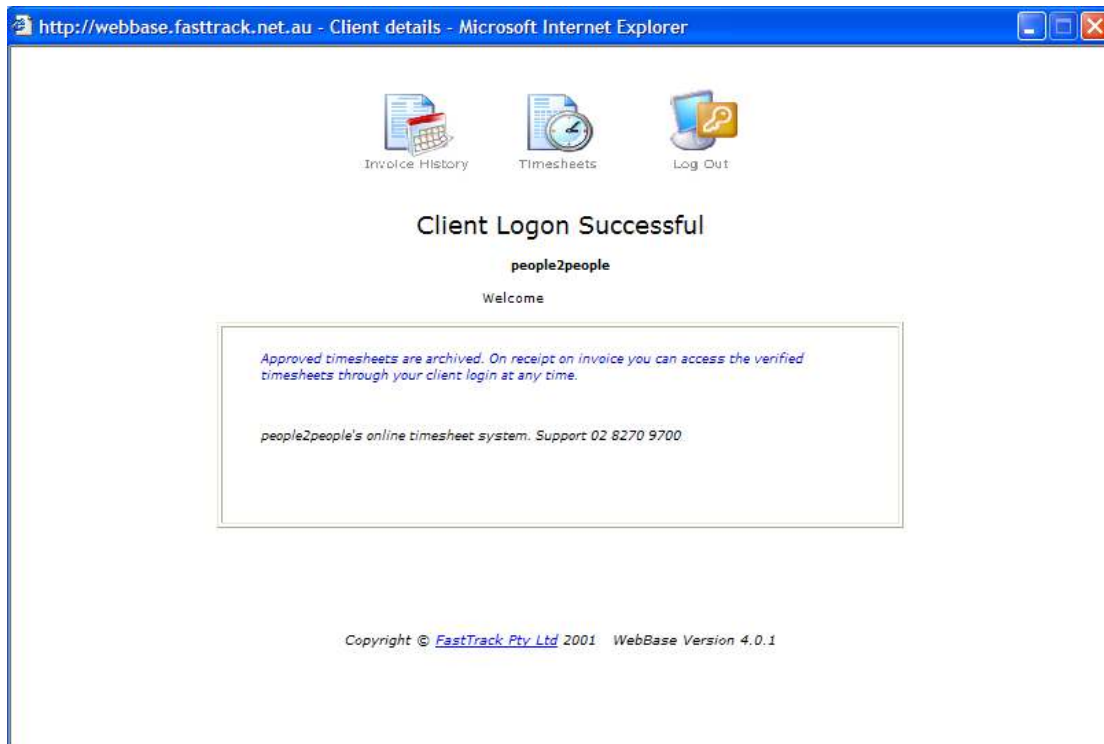
When you click on this a log in screen will appear asking you for:

User ID	
User Name	
Password	

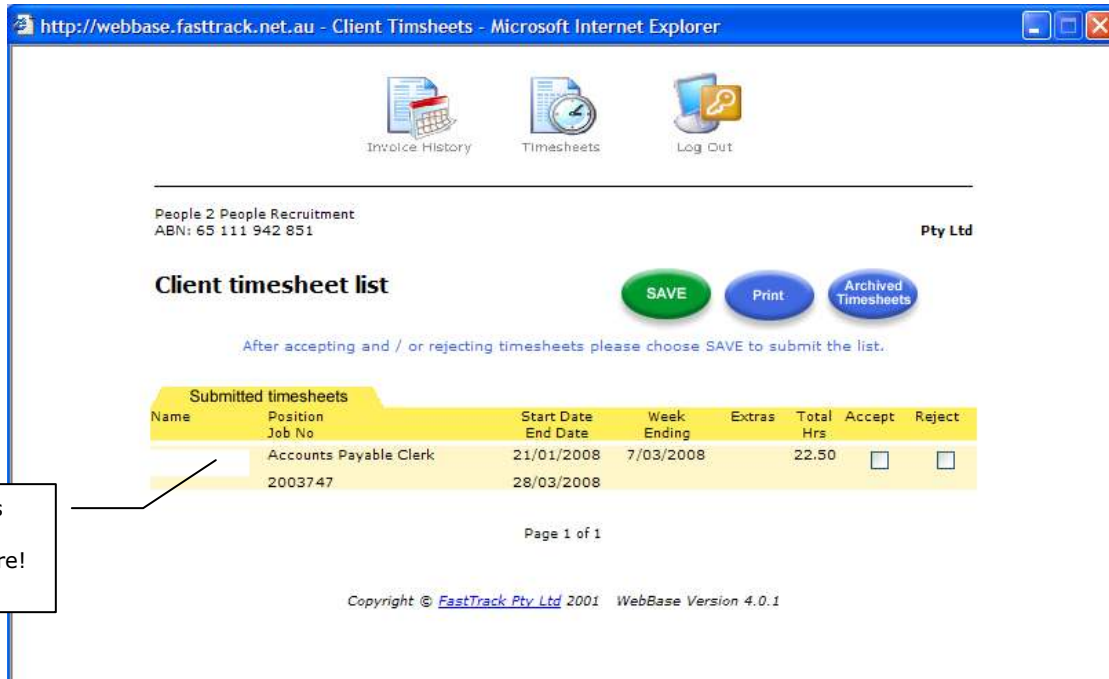
Your User ID and name / password details will be sent to you via email and/or letter from your consultant when you accept a temporary vacancy.

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

Once you log in, a new screen will appear:



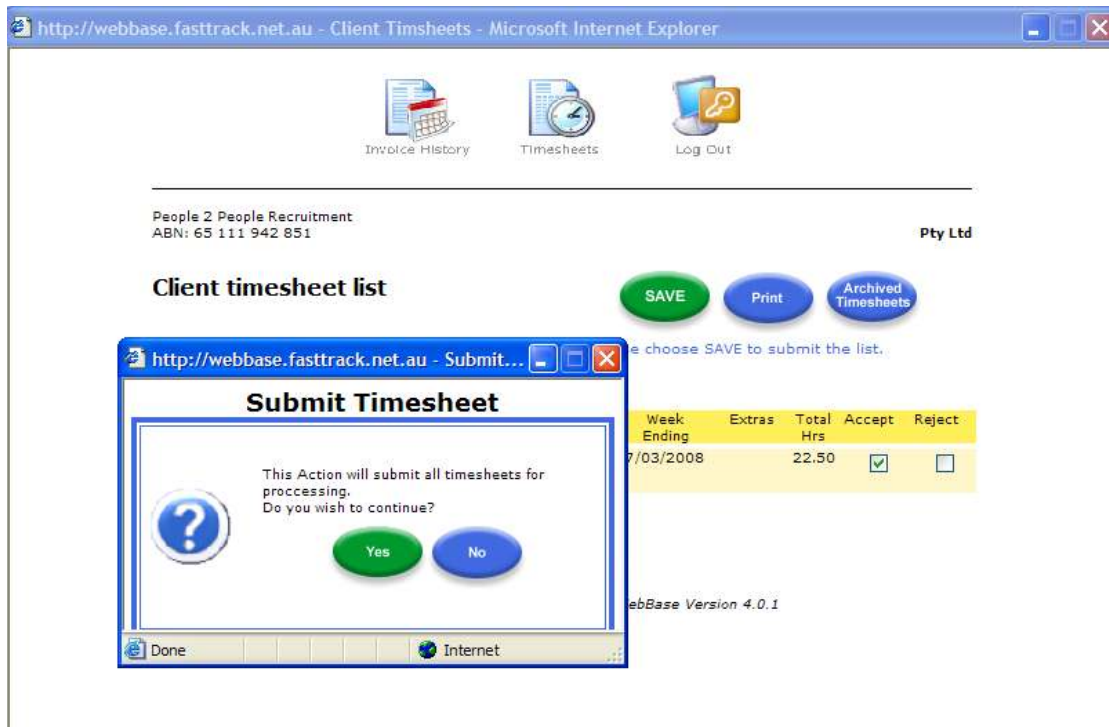
Click on **Timesheets**



Candidates Name will Appear Here!

You can now **Accept** or **Reject** the hours that are submitted. To see the timesheet in detail, click on the candidates name.

Once you have selected to accept or reject the timesheet, you will see a box that asks you to submit the timesheet for processing.

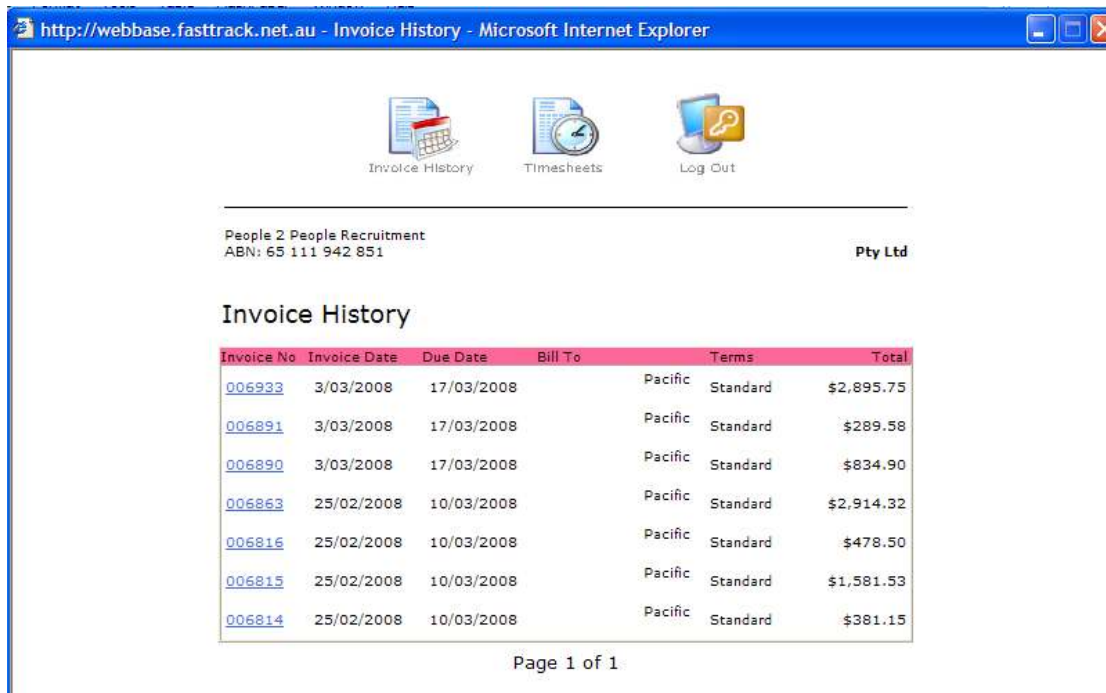


This is all that is required to approve and submit the timesheet!

Please approve timesheets before 9AM Monday Morning

Other things that you may find useful...

When you first logged in and had the option to select Timesheets (see below) there was also an option to access **Invoice History**



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