

**WebBase Utilities**  
**Instruction Guide**

**Client Module**

## Logging In

1. Open Internet Explorer
2. Go to [www.clicksrecruit.com.au](http://www.clicksrecruit.com.au)
3. Select Electronic Timesheets
4. Enter your User ID (Client Number)
5. Enter your User Name
6. Enter your unique Password
7. Click Login

The screenshot shows a 'Client Login' form. On the left, three boxes labeled 'Step 4', 'Step 5', and 'Step 6' have arrows pointing to the 'User ID', 'User Name', and 'Password' input fields respectively. The form includes a 'Login' button and a padlock icon. A message above the fields reads: 'Forgot your password? Please call our Contractor Care Manager on 03 9953 4888.'

Step 4

Step 5

Step 6

**Client Login**

*Forgot your password? Please call our Contractor Care Manager on 03 9953 4888.*

User ID

User Name

Password

Login

## Timesheets

1. Click the Timesheet icon.
2. A list of submitted timesheets will appear. They are colour coded depending on current status.  
**Yellow** = Submitted and awaiting authorisation.  
**Red** = Rejected and awaiting re-submission from the contractor.
3. Click the Candidate's Name on the relevant timesheet for the weekending you wish to review / submit.
4. The submitted timesheet will appear.
5. There are 2 types of timesheets: Daily or Hourly (see below)



### Client timesheet list

SAVE

Print

Archived Timesheets

After accepting and / or rejecting timesheets please choose SAVE to submit the list.

| Rejected timesheets            |                         |                        |                |        |              |                          |                                     |
|--------------------------------|-------------------------|------------------------|----------------|--------|--------------|--------------------------|-------------------------------------|
| Name                           | Position<br>Job No      | Start Date<br>End Date | Week<br>Ending | Extras | Total<br>Hrs | Accept                   | Reject                              |
| <a href="#">Test Candidate</a> | Accountant<br>200056622 | 1/06/2005<br>1/06/2006 | 12/06/2005     |        | 39.00        | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

| Submitted timesheets           |                         |                        |                |        |              |                          |                          |
|--------------------------------|-------------------------|------------------------|----------------|--------|--------------|--------------------------|--------------------------|
| Name                           | Position<br>Job No      | Start Date<br>End Date | Week<br>Ending | Extras | Total<br>Hrs | Accept                   | Reject                   |
| <a href="#">Test Candidate</a> | Accountant<br>200056622 | 1/06/2005<br>1/06/2006 | 3/07/2005      |        | 37.50        | <input type="checkbox"/> | <input type="checkbox"/> |
| <a href="#">Test Candidate</a> | Accountant<br>200056622 | 1/06/2005<br>1/06/2006 | 26/06/2005     |        | 30.00        | <input type="checkbox"/> | <input type="checkbox"/> |

## Hourly Timesheet

The hourly timesheet allows candidate's to record their daily hours; attach supporting documentation for review; make claims for Additional Allowances (eg: On Call Allowances).

https://172.16.0.1 - Test Testing Timesheet - Microsoft Internet Explorer

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# CLICKS

Contractor Hourly Timesheet

Contractor Name: Test Testing

Status : **Submitted**

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|                    | Date<br>DD/MM/YYYY | Start | Finish | Less Meal Breaks | Daily Hours   |
|--------------------|--------------------|-------|--------|------------------|---------------|
| Monday             | 16/10/2006         | 09:00 | 17:00  | 30 Mins          | 7 Hrs 30 Mins |
| Tuesday            | 17/10/2006         |       |        |                  |               |
| Wednesday          | 18/10/2006         |       |        |                  |               |
| Thursday           | 19/10/2006         |       |        |                  |               |
| Friday             | 20/10/2006         |       |        |                  |               |
| Saturday           | 21/10/2006         |       |        |                  |               |
| Sunday             | 22/10/2006         |       |        |                  |               |
| <b>Total Hours</b> |                    |       |        |                  | 7 Hrs 30 Mins |

**Attachment:**

**Additional Allowances:** Are you eligible for other additional allowances? Yes  No

Please state the additional allowances due:

**Client's Certificate:** I hereby accept that the above hours are correct and the work was performed in a satisfactory manner. ALSO it is hereby agreed that if we, our associates or our subsidiaries engage the person mentioned on this time sheet, whether permanently or for a limited period, and whether the offer is made during, or at any time within 6 months after the termination of the engagement, we will notify you immediately.

**Client Company Name:** Testing Pty Ltd

**Authorised Client Contact Name:** John Smith

**beddison**  
A BEDDISON GROUP COMPANY

**Comment to Test Testing**

Done Internet

## Daily Timesheet

The Daily timesheet is used by candidates who are paid a daily rate. It allows candidates to attach supporting documentation for review;

**CLICKS**  
Contractor Daily Timesheet

Contractor Name: test testing  
Status : **Submitted**

Close Print Accept Reject

|                              | Date<br>DD/MM/YYYY | Start | Finish | Less Meal Breaks | Daily Hours   |
|------------------------------|--------------------|-------|--------|------------------|---------------|
| Friday                       | 30/09/2005         | 09:00 | 17:30  | 30 Mins          | 8 Hrs 0 Mins  |
| Saturday                     | 1/10/2005          | 09:00 | 17:30  | 30 Mins          | 8 Hrs 0 Mins  |
| Sunday                       | 2/10/2005          | 09:00 | 17:30  | 30 Mins          | 8 Hrs 0 Mins  |
| Monday                       | 3/10/2005          |       |        |                  |               |
| Tuesday                      | 4/10/2005          |       |        |                  |               |
| Wednesday                    | 5/10/2005          |       |        |                  |               |
| Thursday                     | 6/10/2005          |       |        |                  |               |
| <b>Total Hours</b>           |                    |       |        |                  | 24 Hrs 0 Mins |
| <b>TOTAL DAYS TO BE PAID</b> |                    |       |        |                  | 3 DAYS        |

**Attachment:**

**Overtime:** Has overtime been authorized by your manager? Yes  No

How many overtime hours are to be paid?  Hours &  Minutes

**Additional Allowances:** Are you eligible for other additional allowances? Yes  No

Please state the additional allowances due:

**Client's Certificate:** I hereby accept that the above hours are correct and the work was performed in a satisfactory manner. ALSO it is hereby agreed that if we, our associates or our subsidiaries engage the person mentioned on this time sheet, whether permanently or for a limited period, and whether the offer is made during, or at any time within 6 months after the termination of the engagement, we will notify you immediately.

**Client Company Name:** Testing Pty Ltd  
**Authorised Client Contact Name:** John Smith

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**Comment to test testing**

Internet

# CLICKS

I.T. Recruitment

6. Review the details of the timesheet and any attachments (hyperlinked under "Attachment" heading).

7. If you wish to **Accept** the timesheet, click Accept. If you wish to **Reject** the timesheet, enter the reason for the rejection in the "Comment to (Candidate Name)" field and click Reject.

https://172.16.0.1 - Test Testing Timesheet - Microsoft Internet Explorer

## CLICKS

### Contractor Hourly Timesheet

**Contractor Name:** Test Testing  
**Status:** Submitted

Close Print Accept Reject

|                    | Date<br>DD/MM/YYYY | Start | Finish | Less Meal Breaks | Daily Hours   |
|--------------------|--------------------|-------|--------|------------------|---------------|
| Monday             | 16/10/2006         | 09:00 | 17:00  | 30 Mins          | 7 Hrs 30 Mins |
| Tuesday            | 17/10/2006         |       |        |                  |               |
| Wednesday          | 18/10/2006         |       |        |                  |               |
| Thursday           | 19/10/2006         |       |        |                  |               |
| Friday             | 20/10/2006         |       |        |                  |               |
| Saturday           | 21/10/2006         |       |        |                  |               |
| Sunday             | 22/10/2006         |       |        |                  |               |
| <b>Total Hours</b> |                    |       |        |                  | 7 Hrs 30 Mins |

**Attachment:**

**Additional Allowances:** Are you eligible for other additional allowances? Yes  No

Please state the additional allowances due:

**Client's Certificate:** I hereby accept that the above hours are correct and the work was performed in a satisfactory manner. ALSO it is hereby agreed that if we, our associates or our subsidiaries engage the person mentioned on this time sheet, whether permanently or for a limited period, and whether the offer is made during, or at any time within 6 months after the termination of the engagement, we will notify you immediately.

**Client Company Name:** Testing Pty Ltd

**Authorised Client Contact Name:** John Smith

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A BEDDISON GROUP COMPANY

Comment to Test Testing

Done Internet

Step 7

# CLICKS

I.T. Recruitment

8. You will be returned to the Timesheet List screen and will note there are green ticks in the relevant Accept or Reject boxes.
9. Click Save.
10. You will receive the following message:



11. Click Yes
12. You will receive the following message:



All Accepted timesheets will be sent to the CLICKS Payroll department for automatic processing. All Rejected timesheets will be flagged with the candidate and it is their responsibility to amend and re-submit the relevant timesheet.

If you have rejected a timesheet, you can, at anytime accept an unchanged timesheet by following Steps 2 to 11 above.

When the candidate re-submits the timesheet, it will appear on the Timesheet List in Yellow.

## Retrieving Archived Timesheets

To retrieve an archived timesheet (all accepted and/or invoiced timesheets):

1. Click the Timesheets icon
2. Click the Archived Timesheets button
3. Select the relevant period (eg: 01/07/2005 to 30/08/2005)
4. Enter the candidate's first name and/or surname (optional; leave blank for all records). Use the % sign as a wildcard to replace missing characters.
5. Select the status (optional; Accepted have not been invoiced; Completed have been invoices.)
6. Click Report button

The screenshot shows a web form titled "Client Timesheet History" with a "Search Criteria" section. The form contains the following fields and a button:

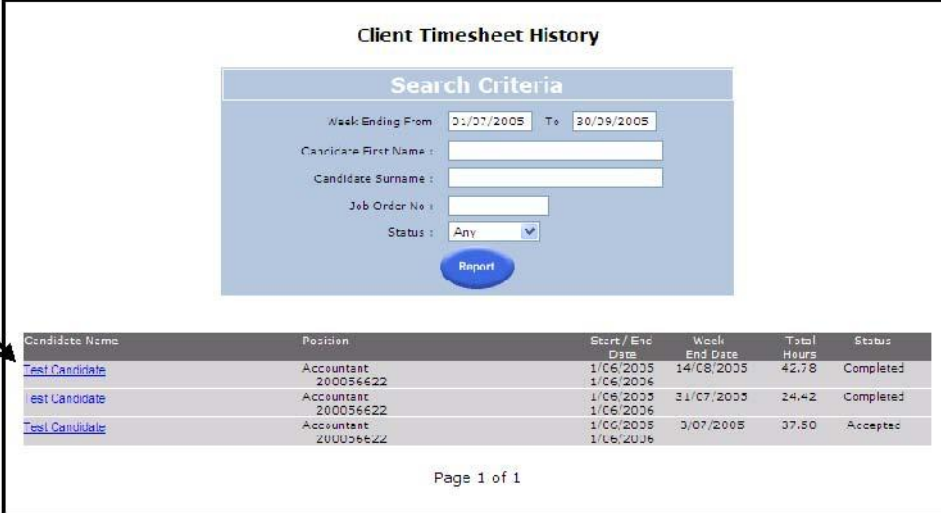
- Week Ending From:** 01/09/2005
- To:** 30/09/2005
- Candidate First Name:** [Text input field]
- Candidate Surname:** [Text input field]
- Job Order No.:** [Text input field]
- Status:** Any (dropdown menu)
- Report:** [Blue button]

Four callout boxes on the left side of the form indicate the following steps:

- Step 3:** Points to the "Week Ending From" and "To" date fields.
- Step 4:** Points to the "Candidate First Name" and "Candidate Surname" input fields.
- Step 5:** Points to the "Status" dropdown menu.
- Step 6:** Points to the "Report" button.

7. Locate the required week.
8. Click the hyperlinked candidate's name
9. The timesheet will appear. This timesheet can be printed only.

**Step 8**



**Client Timesheet History**

**Search Criteria**

Week Ending From:  To:

Candidate First Name:

Candidate Surname:

Job Order No:

Status:

[Report](#)

| Candidate Name                 | Position                | Start / End Date       | Week End Date | Total Hours | Status    |
|--------------------------------|-------------------------|------------------------|---------------|-------------|-----------|
| <a href="#">Test Candidate</a> | Accountant<br>200056622 | 1/06/2005<br>1/06/2006 | 14/08/2005    | 42.78       | Completed |
| <a href="#">Test Candidate</a> | Accountant<br>200056622 | 1/08/2005<br>1/06/2006 | 31/07/2005    | 24.42       | Completed |
| <a href="#">Test Candidate</a> | Accountant<br>200056622 | 1/06/2005<br>1/06/2006 | 0/07/2005     | 07.50       | Accepted  |

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## Further Assistance

For further assistance please contact our Contractor Care Manager on 03 9963 4806