Reviewing & Approving Timesheets

True Resources Digital Timesheets

This Guide Covers:

1. 🖥️ A brief introduction to Tanda
2. 📥 Your Invitation
3. ✅ How to Review & Approve Timesheets
4. ❓ Questions

🖥️ A Brief Introduction to Tanda

Tanda is an Australian software company that builds best in market workforce management and wage compliance software. True Resources has turned to Tanda to help move away from our printed timesheets to a more seamless digital solution.

How does this affect you?

Instead of flicking through a pile of handwritten timesheets for each day, we now ask you to:

1. 🖥️ login to our client portal,
2. 👀 review the weekly list of timesheets (each digitally submitted by our staff),
3. ✅ and just click one button to approve all of them.

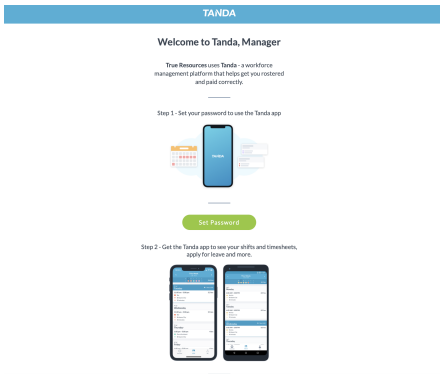
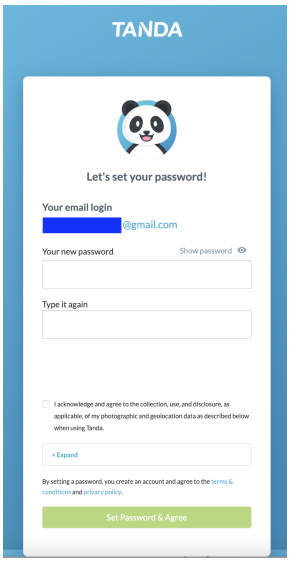
Here is a quick guide on how to login into the Tanda system and review the weekly timesheets.

>>> Next Step: Your Tanda Invitation

📥 Your Tanda Invitation

👩‍💻 1.1 Accept the Tanda Invitation

You will only have to do this set up process once.
We recommend you use a desktop or laptop for using Tanda as Site Manager.
To help during this process please follow the screengrabs below.

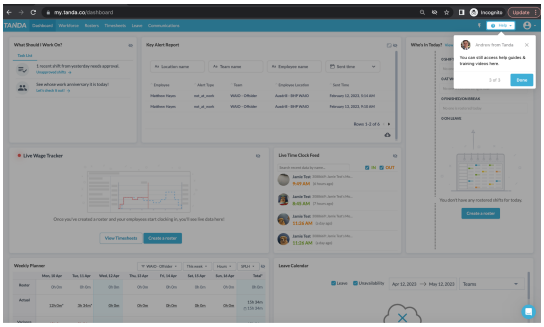
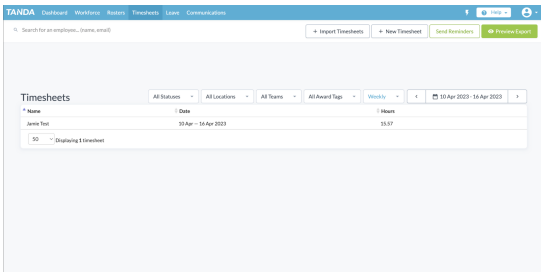
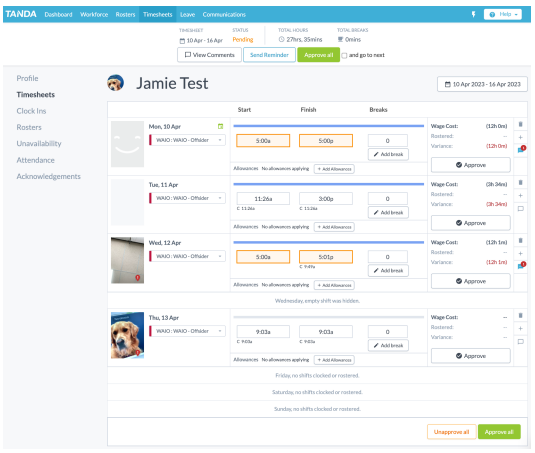
Instructions	Screengrab
1. Onboarding Confirmation Email	
What to do Check your email for an invitation from Tanda. Select the **green** "**Set Password**" button. *Please note you will not be using the Time Clock passcode tool.*	
2. Set Your Password	
What to do A new window should now open where you will be prompted to create a password for the account. Create a password, and don't forget to save it, as you will need to use it again in a moment.	

>>> Next Step: How to Review & Approve a Timesheet

✅ How to Review & Approve a Timesheet

👀 2.1 Checking And Approving Timesheets

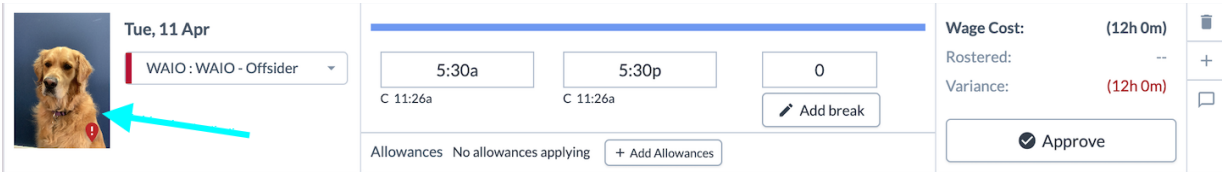
Reviewing and approving timesheets is a simple three click process. *To help during this process please follow the screengrabs below.*

Instructions	Screenshots
1. Navigate to the Timesheet page	
What to do A new dashboard will open showing a few widgets on the homescreen. These are just Tanda defaults, so feel free to ignore them. **The only page you will need to access is the "Timesheets".** *From the top menu hover your mouse over the "Timesheets & Attendance" option and choose "Timesheets (Weekly)" from the dropdown.*	
2. Login to Tanda!	
What to do Once the Timesheet page is open you will see a table detailing the following: • Name • Date Range Submitted • Total Hours This is the list of any staff who have submitted timesheets while working on your site for that week.	
3. Review Individual's Timesheets	
What to do From this page you can see the employee's submitted timesheets for the full week. You can manage a few functions here: • Edit their start or finish times (if there are any mistakes) • Individually approve their timesheets • Bulk approve their timesheets	

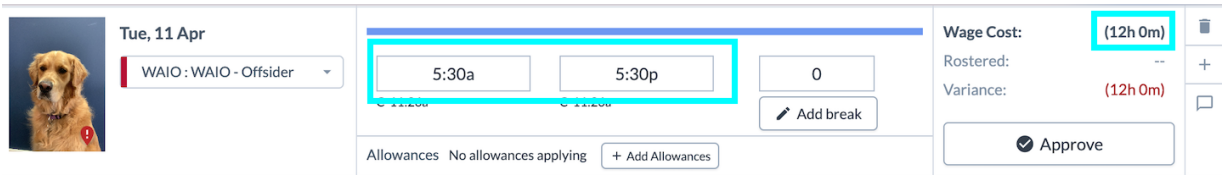
4. What To Check When Approving Timesheets

How to read the timesheet submissions:

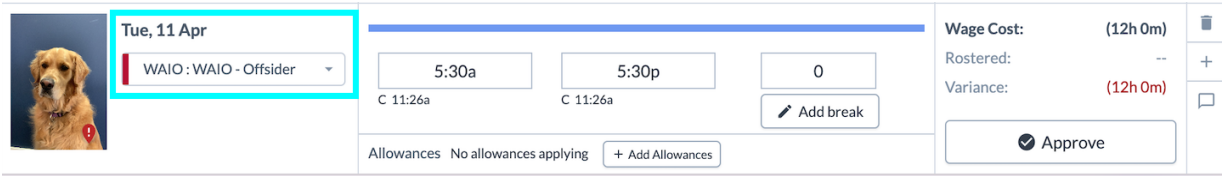
1. Check that it was the correct employee who clocked in. Hover over the clock in photo reveals both the clock in and clock out photo.



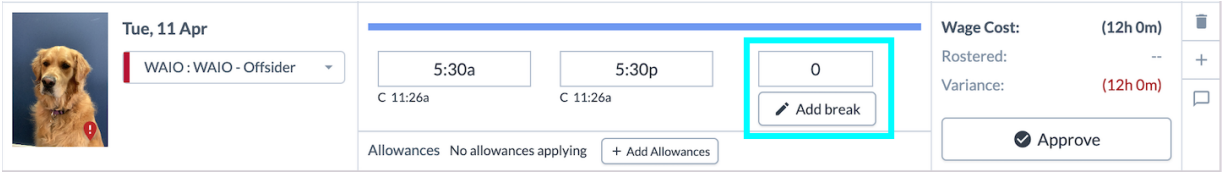
2. Check the timesheet contains start and finish times. A start and finish time is the minimum information required to approve a timesheet. *As a rule for our Offsiders they should all be on 12hr shifts.*



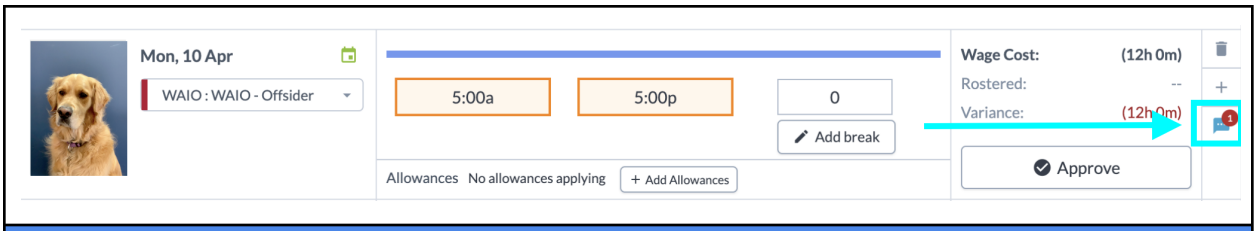
3. Our staff are required to assign sites / locations to each of their timesheets. If you operate more than 1 site, make sure the staff member has clocked into the correct one by checking the dropdown below. We have already built the sites that you manage to the system.



4. We don't record breaks as part of our timesheets for standard Offsider staff, so the break section should always remain 0.



5. Our staff may also leave comments if they were late or clocked off early. If there are any comments a small red circle will appear over the message icon. Just click on the icon to see the note. You can also leave comments on a shift by selecting this button.

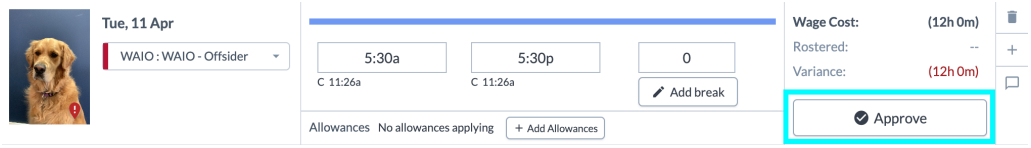


4. Approving Timesheets

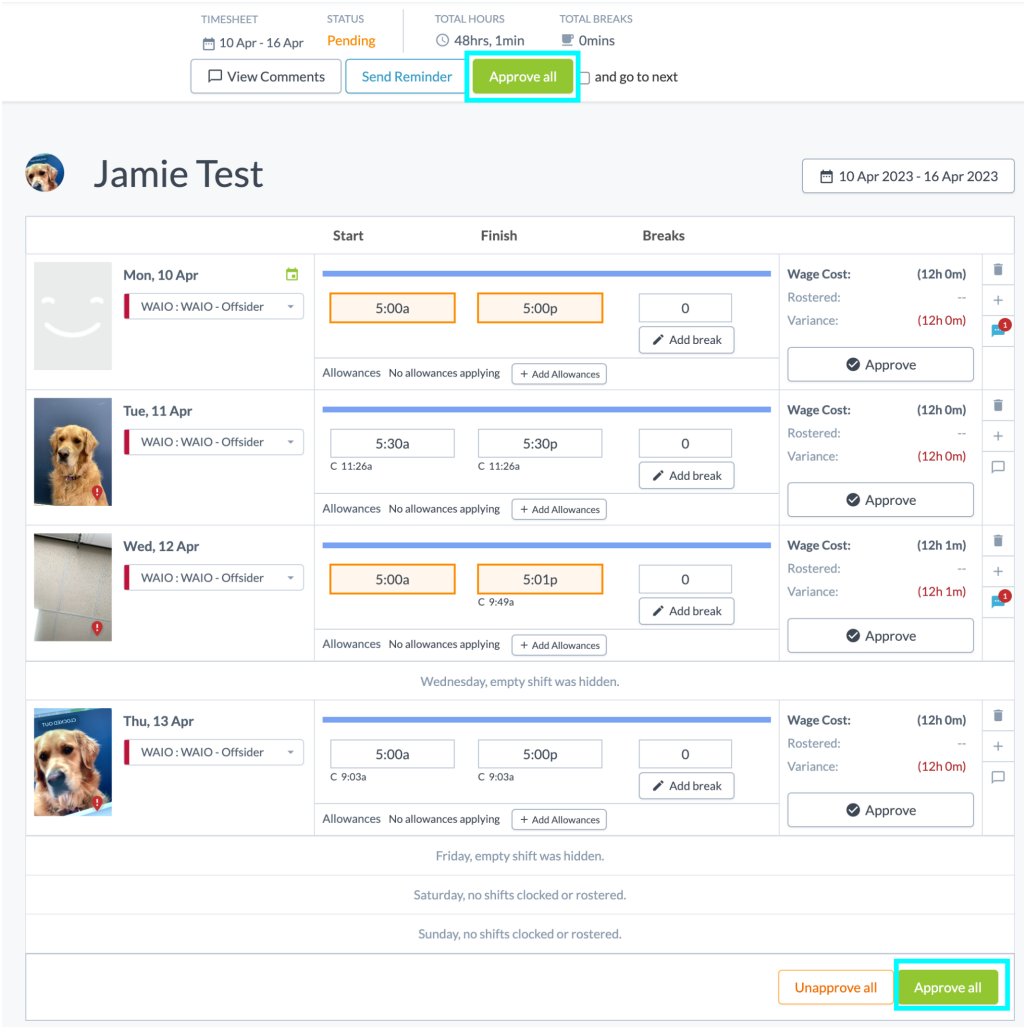
What to do:

Ready to approve the timesheets? You can either **approve the timesheets individually** or **approve all the employee's timesheets at once**.

Individually:
Just select the "Approve" button next to the timesheet you'd like to approve.

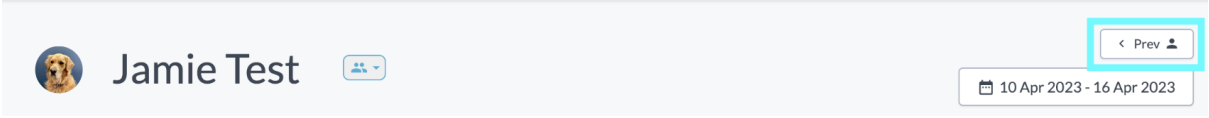


Bulk Approval
The more efficient, and recommended, way to approve timesheets would be to bulk approve them. There are two green "Approve all" buttons you can select to approve the staff member's submitted time. Simply select either button and progress to the next employee.



(Once approved the individual timesheet submissions "Approved" buttons will turn all green.)

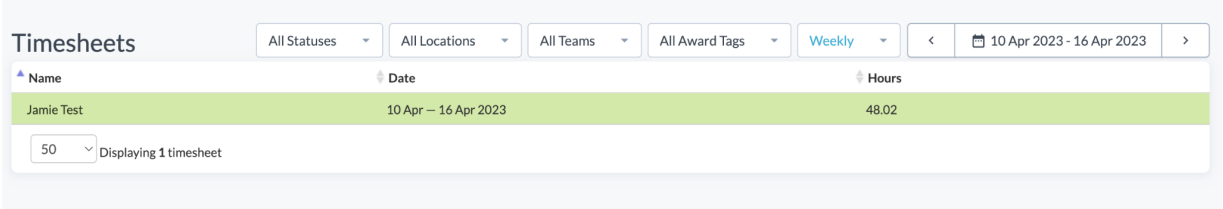
Quick You can quickly progress to the next staff member by selecting this button at the top of the page:



4. And Done!

What to do:

Once you've approved all your staff's timesheets, you can see the full list by selecting "Timesheet" from the menu navigation. Each staff member's row will now be green, signifying their week's worth of timesheets have been approved.



That's it.

⚠️ 2.2 Incorrect Timesheets

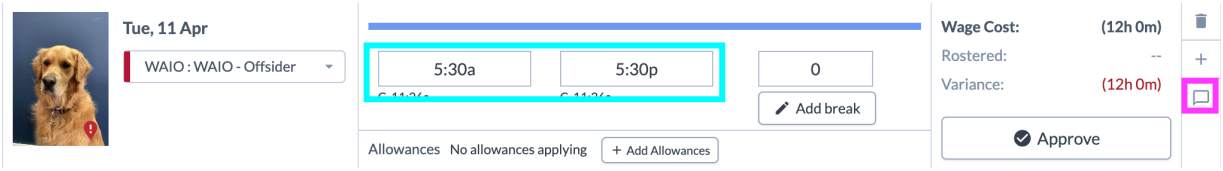
Found an error on a staff member's timesheet? No problem, you can quickly edit and update the submission. Follow the steps below or reach out to our team who can also fix any issues.

Instructions

1. Editing Existing Entries

What to do

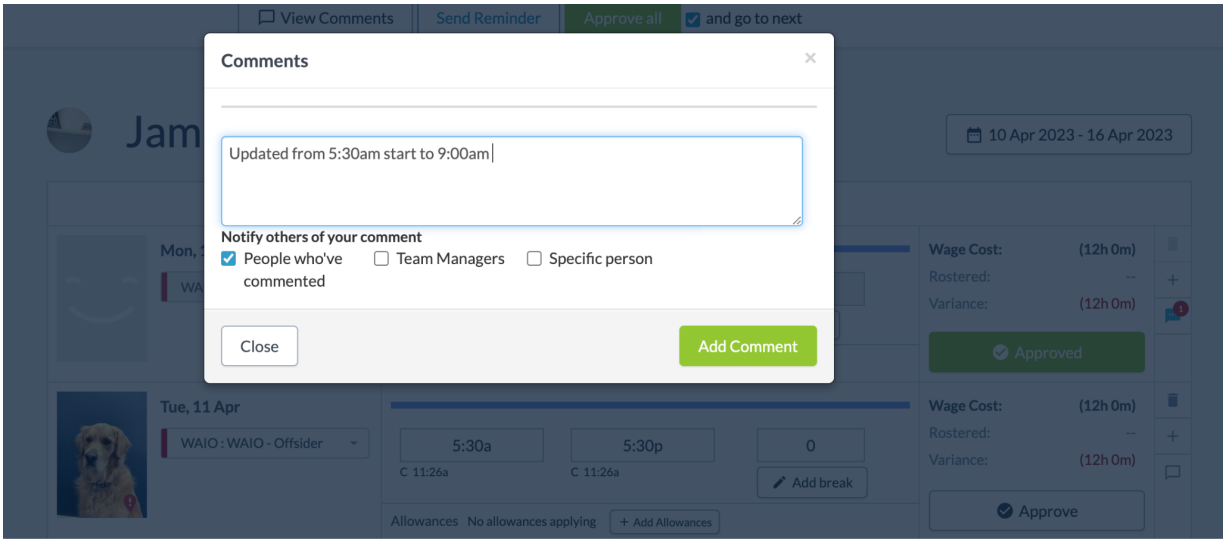
If you've found an issue with one of the timesheets during the review process, you can edit the staff member's submission directly. Just click on either the clock in or clock out time (whichever is incorrect) and type in the correct time. *Times need to be added as "10:00am" as 10am or "4:00pm" as 4pm.*



2. Adding Notes to Shifts

Want to add a note about the shift?

If you want you can also add in a comment referencing why the change was made, you can do this by selecting the comment icon - see the pink box in the step above- and then writing in your note and pressing the green "Add Comment" button.



>>> Next Step: Automatic Reminders

✏️ 2.3 Creating Timesheets for Staff

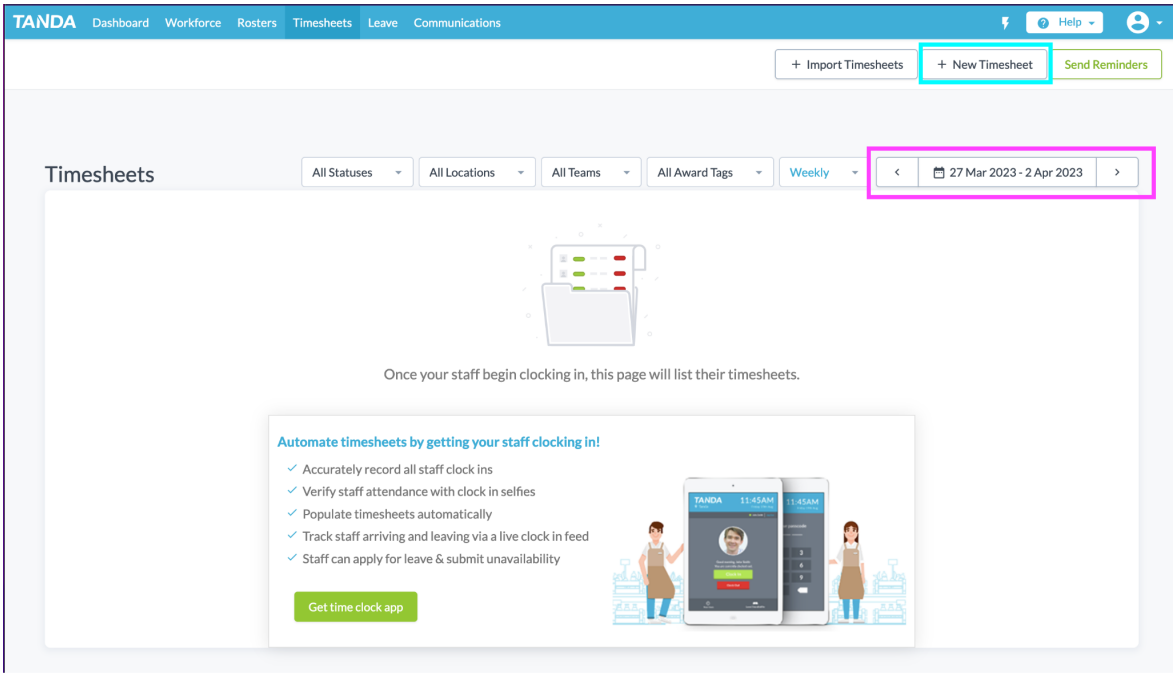
Need to create timesheets for staff members? You can quickly create timesheets for any date-range. Follow the steps below or reach out to our team who can also fix any issues.

Instructions

1. Select Date Range

What to do

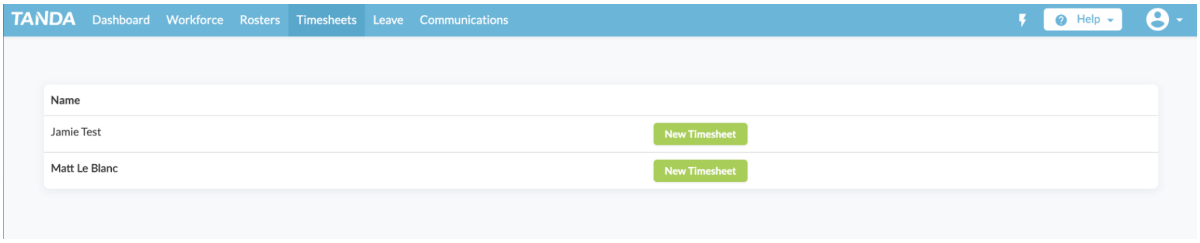
Once you navigate to the timesheet page, select the week you'd like to create timesheets for, to do this use the two arrows on either side of the rate range - see pink box. Once on the correct date select the "New Timesheet" button on the top right.



2. Choose Staff Member

What to do:

Select the staff member you'd like to create a timesheet for. *If their name doesn't appear on the list like below, it may be because they've already submitted part of a timesheet for that period.*



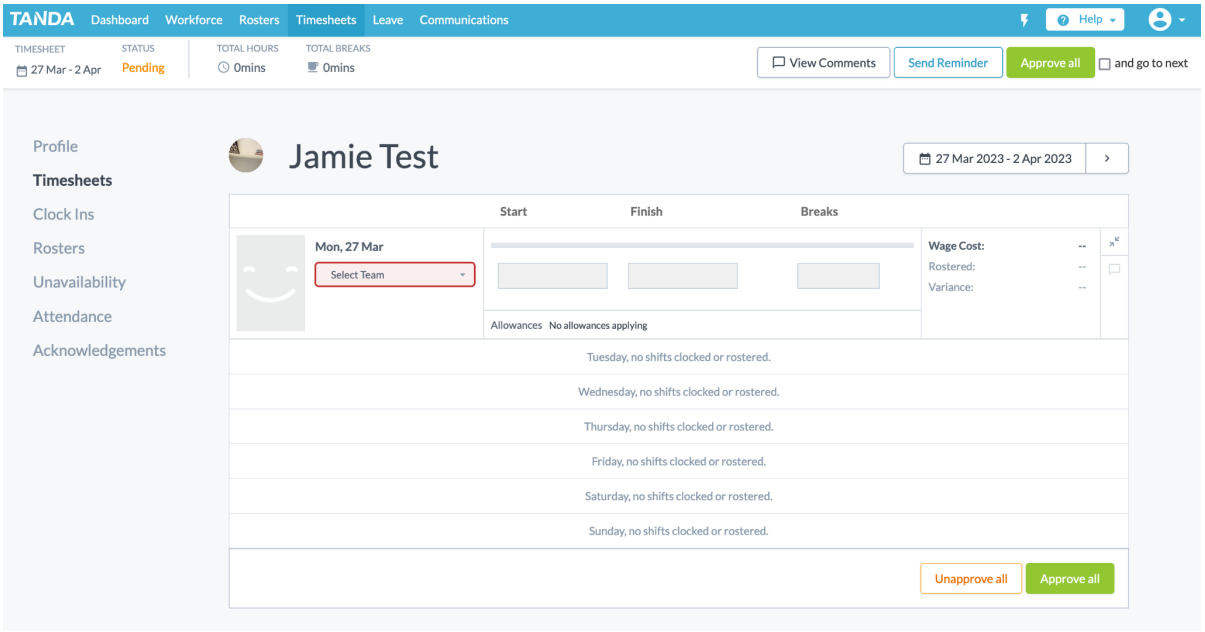
3. Add Clock In / Clock Out Entry

What to do:

The new page will show a table with rows for each day of the week. The first row is expanded by default, so all the fields will be clearly visible. *As the staff member isn't clocking in and out with their phone there won't be an allocated photo for the shifts.*

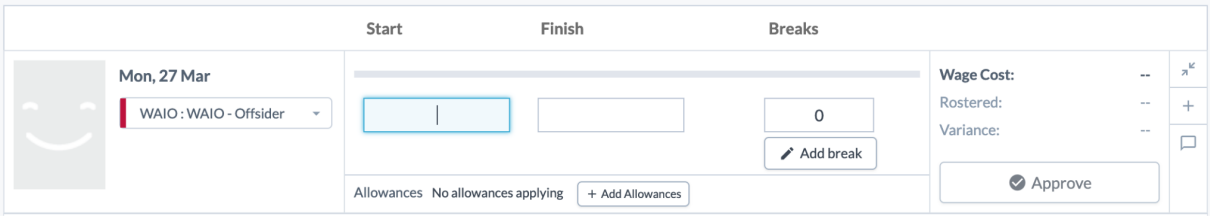
Add Location

Click the "Select Team" dropdown to choose the site the staff member was working on for this shift.



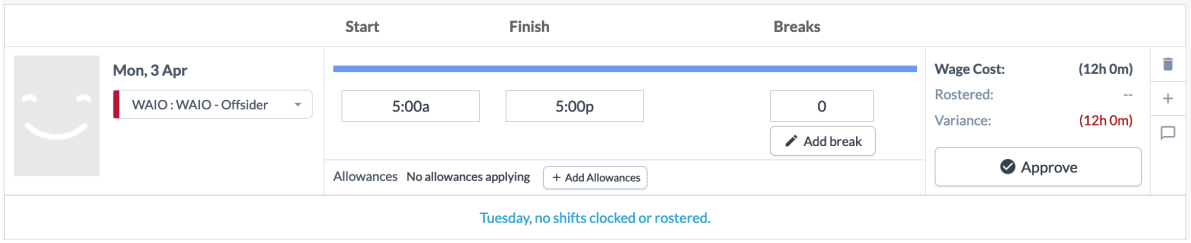
Add Start & Finish Time

Click the text box fields beneath the "Start" and "Finish" titles to enter their start and finish times. *Times need to be added as "10:00am" as 10am or "4:00pm" as 4pm.*

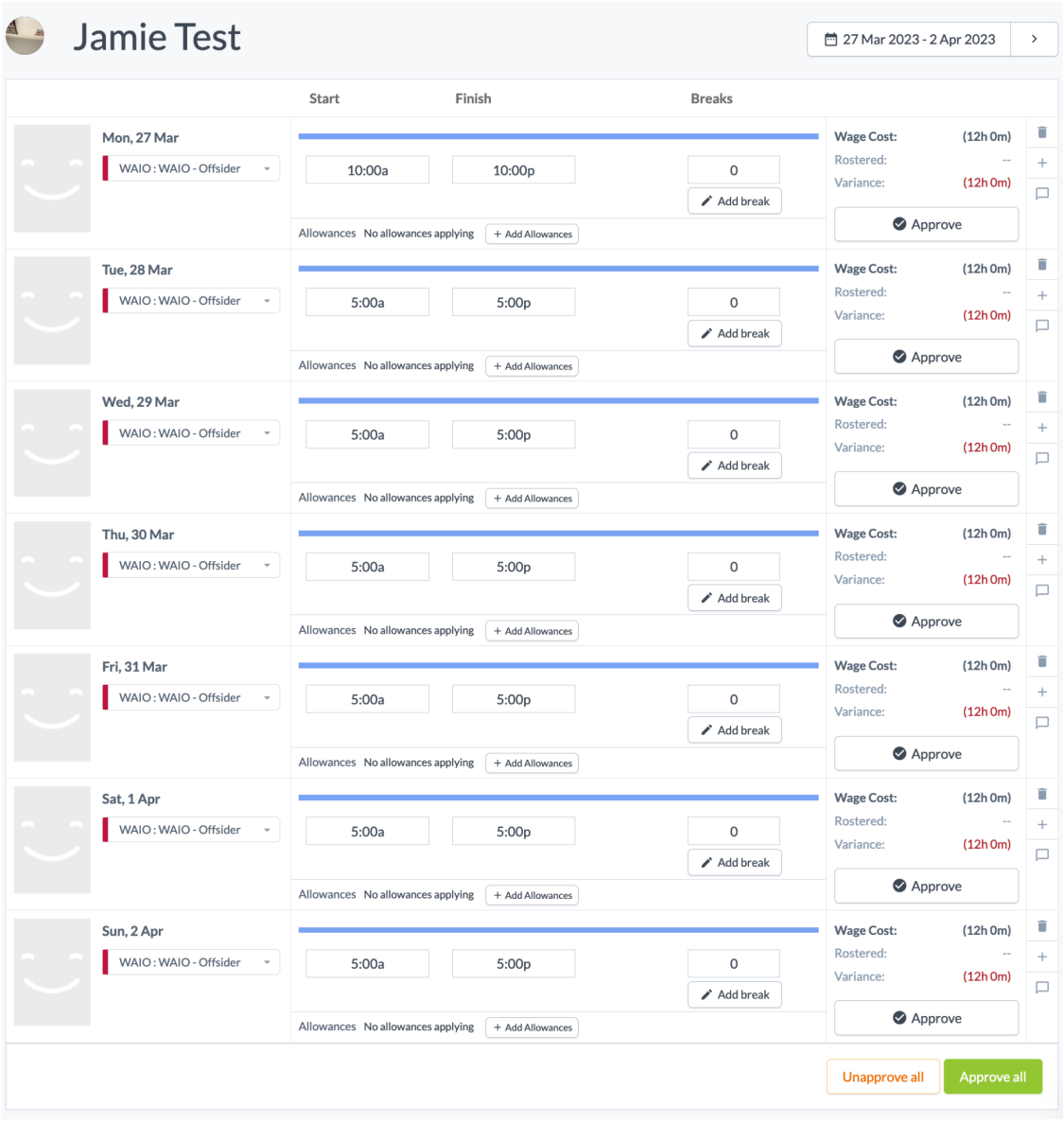


Add In Rest of Week

If you hover your mouse over the text in the centre of each row *("Day-of the week, no shifts clocked or rostered")* the text will turn blue, and expand when selected.



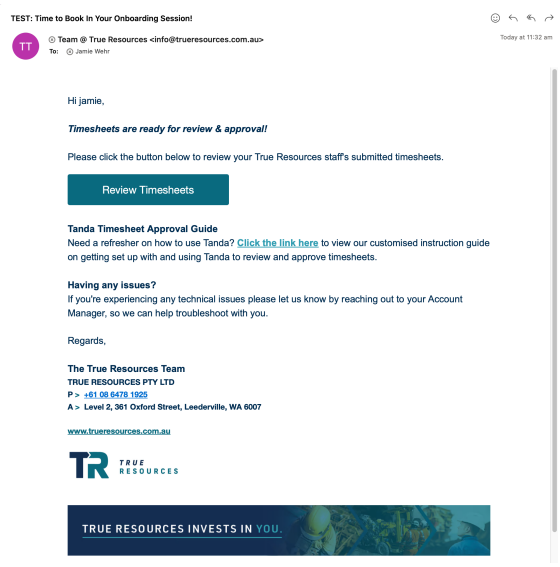
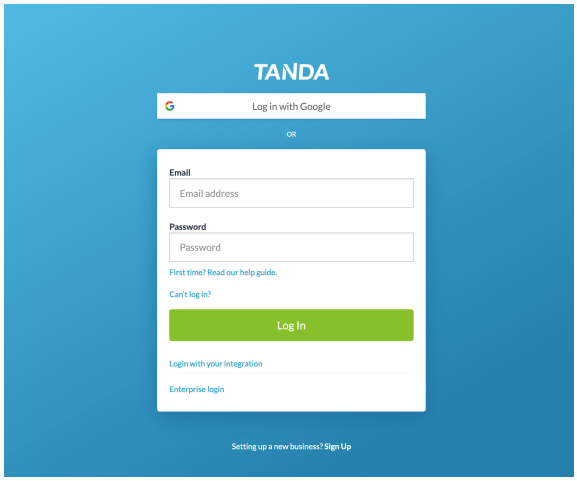
Repeat the same process as the last step for the remaining days.



>>> Next Step: Automatic Reminders

🔔 2.4 Automatic Reminder

We will send automatic weekly emails through to you with a link directly to your Tanda Timesheet page, as a reminder to approve the submitted timesheets.

Instructions	Screenshot
1. Check your email	
What to do On Monday at 9am you will be sent an email from True Resources with a link to your Timesheet page. You may be required to login, so remember to save the password you set up in step one. Just click the button to head to the login page. *If it doesn't come through to your inbox, please check your junk email.* **Important:** You can also find this login link on our website in the top menu navigation.	
2. Login to the Portal	
What to do Using the details you used in the first step login into the portal. The next window should now open up to the Timesheet page where you can see the full list of submitted timesheets requiring your approval.	

❓ Tanda FAQ

🙋 I’m having issues with Tanda, who do I go to?

If you’re having technical issues with Tanda, please let your Account Manager know so we can help troubleshoot and resolve it.