



Timesheet Process

The Hive Timesheet Process, using Astute

Here at the Hive, we use the Astute timesheet for the following options. Please follow the steps outlined, so you always get paid on-time!

1. If your host client maintains their own timesheet system:

- Select timesheets on the top of the Portal and select the current week
- Enter hours for each day worked including breaks into the blocks on the timesheet page
- Attach your approved timesheets in the top right of the timesheet using JPG, GIF, PNG, PDF, XLS, XLSX or CSV file formats
- Click 'Save' if you are not ready to submit otherwise click 'Submit' for reviewing
- If you did not work for that period, please select 'Did not work'
- Recruitment Hive will receive the timesheet for review and approval.

2. If your host Client doesn't maintain their own timesheet system:

- Select timesheets on the top of the Portal and select the current week.
- Enter hours for each day worked including breaks in the blocks on the timesheet page
- Click 'Save' if you are not ready to submit otherwise click 'Submit' for reviewing.
- If you did not work for that period, please select 'Did not work'
- An approval email will be sent to your nominated host client approver to (approve / reject) (no login required for them)

IMPORTANT: If you do not enter your completed hours for the day and only upload your timesheet file, **Astute will populate your timesheet as 'Did not work'**. For this reason, you **MUST** enter your completed hours in addition to attaching your approved timesheet.

Submitting your timesheet on time is critical to ensure accurate payroll processing and to help us plan and manage our resources effectively.

Weekly Pay Run is processed each Thursday with monies appearing in bank accounts on Friday - Please note the cut off time for submitting timesheets is COB each Wednesday.

Monthly Pay Run is the 5th of each Month – with monies appearing in bank accounts on the 6th. Please note the cut off time for submitting timesheets is COB 4th of each month, unless communicated otherwise.



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IMPORTANT: what could stop your pays being processed?

- You work more than the contractually stipulated maximum hours in a day or week;
- You work on a weekend; or
- You work on an **official Public Holiday** (for remote workers this refers to the state your Host-Client operates in, not the state you are working (if different)).
- **Recruitment Hive will not be able to process your pay** unless your timesheet is accompanied by prior written approval from the contractually specified person within the Host-Client.

Written approval is a contractual obligation between yourself, Recruitment Hive, and the Host-Client.

We will be unable to process your pay if you are not able to provide your Host-Client the pre-authorisation evidence for working over a weekend, Public Holiday or additional hours stipulated in your contract.

So - in simple terms, never work over and above the terms in your contract without written approval between yourself, Recruitment Hive, and the Host-Client.

But if you follow the Timesheet Process we've run through above, the ICT world is your oyster!

Like to know more?

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