

# OUR PROOF YOUR SECURITY

## FASTTRACK 360 CANDIDATE PORTAL

Fasttrack 360 (FT360) is Robert Walters online Self-Service Portal. FT360 gives you access to update your personal details, view your payslip, complete your timesheet and submit expenses.



### ACCESS

FT360 can be accessed on any device using the following links:

**PC Site:** <https://robertwalters.fasttrack360.com.au/RecruitmentManager/candidatelogin>

Make sure your Internet browser allows pop-ups

**Mobile Site:** <https://robertwalters.fasttrack360.com.au/FastTrack.MobileTimesheets>

Please Note: The mobile site does not have full functionality; access is limited to timesheet entry only.

Make sure your Internet browser allows cookies.

You can save this mobile link onto your mobile device home page through your devices setting options.

Microsoft Edge is not a supported browser.



### LOGIN

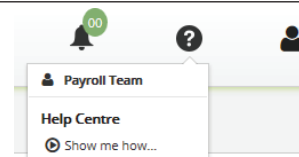
You will be notified by the Payroll team of your user name and password.

By selecting the ☒ Remember Me icon on the login page, the next time you login your user name will load automatically.



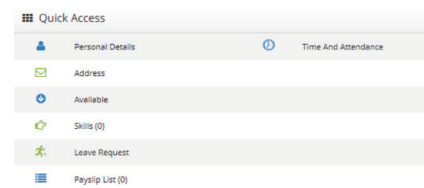
### HELP CENTRE

Select the Show me how... icon and the activity you wish to learn and the Show Me How will walk you through step by step.



### NAVIGATION

Either scroll down the screen to the relevant section or navigate using the Quick Access icons.



### PERSONAL DETAILS/ADDRESS

You can ensure Robert Walters has your up to date contact information by entering your current personal details and address, and updating them when your circumstances change.



### AVAILABLE/SKILLS

At this time Robert Walters is not using the Available and Skills sections of FT360.



## PAYSLIP LIST

Your full history of payslips will be listed for you to view and print at any time.

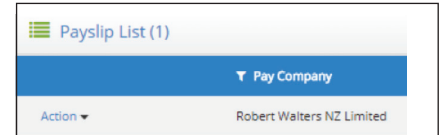
Select the down arrow on the far right-hand side to open up your payslip list. ▼

Select Action on the far left hand side of the screen to preview your payslips in PDF format.

You can also download a summary of your pays in excel format by selecting

Export 

on the right hand side of the screen.

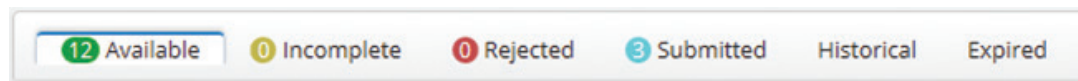


## TIME AND ATTENDANCE

This section holds all of your current and past timesheets. Once you have submitted a timesheet your timesheet approver will receive notification that they can now login and approve your timesheet for you. Once approved your timesheet will automatically be submitted for the next pay run.

### Timesheet Entry

Select the  Time And Attendance icon from the Quick List, to access a number of different timesheet list options.



**Available** Timesheets that are available to be keyed, that have not previously been used, including one week in advance.








**Incomplete** You can enter and save your work times onto the timesheet each day but wait until the end of the week to submit it to your timesheet approver. These are the timesheets that have been used and saved but are yet to be submitted to the timesheet approver.

**Rejected** Are timesheets that have been submitted for approval but have been rejected by the timesheet approver due to errors.

**Submitted** Are timesheets that have been submitted for approval and are waiting to be approved by the timesheet approver.

**Historical** Once the timesheet is approved it will move into this list.


**Expired** Deleted unused timesheets will move into this list.

The  icon is available within each section to change the columns and display order to suit your personal requirements. You can use this to delete (  ), add columns (  ) and change the order (    ) of the columns you have available in each section, just make your changes and select .



## TO ENTER A TIMESHEET

**Step 1.** Select **12 Available** Available timesheets will only be for the current or prior week. You will not be able to access future timesheets.






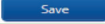
**Step 2.** You can either select the timesheet you require or search for one if needed. To search select  the icon and enter the relevant criteria.







**Step 3.** Complete your timesheet, referring to the following table.

TIMESHEET FIELDS EXPLAINED		
Field	Description	Integrated from Profile
<b>Timesheet Header</b>	Displays start and end date, and other additional information related to the job order – see tabs to the right for client, payee, timesheet and agreement information	
<b>Timesheet Code</b>	Not required	
<b>Attendance/Absence</b>	Captures the type of shift worked or, if you were absent that day, the type of absence that applied	
<b>Action</b>	<b>Delete</b> will delete the entire row <b>Copy</b> will copy the data from the above row <b>Copy All</b> will copy the data in the 'Copy All' row to all other weekday rows <b>Add</b> will add an additional row, work date can be changed	
<b>Work Date</b>	The date of the shift, can be changed	
<b>Start Time</b>	Start time of the shift. Enter hours using the 24 hours clock i.e. 4pm is 16:00. When entering start and stop times you are not required to use a full stop or colon, example 16:00 enter 1600 without the colon.	
<b>End Time</b>	End time of the shift. Enter hours using the 24 hours clock i.e. 4pm is 16:00. When entering start and stop times you are not required to use a full stop or colon, example 16:00 enter 1600 without the colon.	
<b>Attendance/Absence Type</b>	Captures the type of shift, e.g. day, afternoon or personal/carers leave. Make selection from drop down list.	
<b>Breaks</b>	To enter break times click '0 Breaks', this will open the Attendance dialogue box, enter Start Time and End Time. Additional breaks can be added by clicking  Breaks can be deleted by clicking the button  To finish click 	
<b>Project Items</b>	Only required if the client requires you to track your time worked per project code click '0 Project Items' or '0 Breaks', this will open the Attendance dialogue box, select the Project Code tab enter Start Time, End Time and Project Code. Additional Project Codes can be added by clicking  Project codes can be deleted by clicking  To finish click 	



<b>Additional Items</b>	Records information about allowance items that you are claiming.	
<b>Action</b>	<b>Delete</b> will delete the entire row <b>Copy</b> will copy the data from the above row <b>Copy All</b> will copy the data in the 'Copy All' row to all other weekday rows <b>Add</b> will add an additional row, work date can be changed	
<b>Item Date</b>	Work date to which the item corresponds	
<b>Item</b>	Select allowance type from drop down	
<b>Quantity</b>	Enter quantity	
<b>Rate</b>	This will automatically default to your Contract rate upon your pay being processed	
<b>Project Items</b>	Enter Project Code if applicable	
<b>Reimbursements</b>	Captures the payee's reimbursement claims	
<b>Action</b>	<b>Delete</b> will delete the entire row <b>Copy</b> will copy the data from the above row <b>Copy All</b> will copy the data in the 'Copy All' row to all other weekday rows <b>Add</b> will add an additional row, work date can be changed	
<b>Item Date</b>	Date on which the expense was incurred	
<b>Net</b>	Enter the tax exclusive portion of the expense	
<b>GST</b>	Enter the GST portion of the expense	
<b>Total</b>	Will auto populate	
<b>Project Items</b>	Enter Project Code if applicable	
<b>Attachment Tab</b>	Attach any electronic copies of manual timesheets, expense claim forms and receipts.	

Step 4. Decide what action you want to take

#### Send Message

You can send an email directly to Payroll or your timesheet approver.

**Holiday/backup coverage:** If your timesheet approver is unavailable to authorise your timesheets, please notify Robert Walters Payroll team.

#### Save Timesheet

If you save the timesheet it has not been submitted to your manager for approval. This allows you to come back into it and add more hours. You can locate it under the incomplete timesheet category list.

#### Submit

Once submitted a notification is automatically sent to your timesheet approver that your timesheet is awaiting approval. Once approved it will automatically be submitted to the payroll team.



## CONTACT

Should you require assistance, please contact:

**Australia Payroll team:** 1800 054 630

**New Zealand Payroll team:** 0800 400 828