

### Timesheet User Guide

DIG PTS link to Mobile Timesheet App to enter your hours.

<https://digpersonnel.fasttrack360.com.au/fasttrack.mobiletimesheets>

DIG Personnel have issued you a link to the Mobile Timesheet application along with a username and password for logging in

### Logging In

Enter your username and password and click Log in

- **For first time users, you may be prompted to enter a new password, if so, once you have saved the new password you will be prompted to login again using the new password**



Username

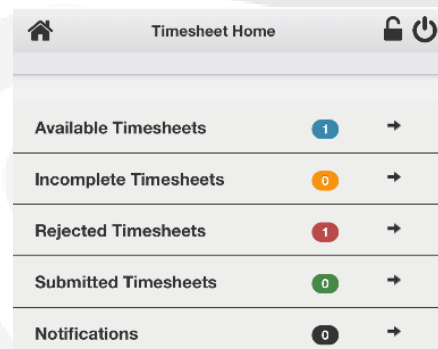
Password

Forgot Password Log in

### Home Screen

Once logged in you see the Timesheet Home Screen. This screen shows you how many timesheets you have in each of the Timesheet options;

- **Available Timesheets** – timesheets that you haven't yet entered yet
- **Incomplete Timesheets** – timesheets that you have entered and saved but not yet submitted for approval
- **Rejected Timesheets** – timesheets you submitted but have been rejected by the approver
- **Submitted Timesheets** – timesheets you submitted and have yet to be approved
- **Notifications** – messages you have been sent within the system



Timesheet Home		
Available Timesheets	1	→
Incomplete Timesheets	0	→
Rejected Timesheets	1	→
Submitted Timesheets	0	→
Notifications	0	→

Note: you will not see future dated timesheets, only the current week, and any that have yet to be completed for prior weeks.

## How to complete days, hours, breaks in an “Available Timesheet”

In timesheet home workspace, click the “**Available Timesheets**” line

- You will see a list of timesheets with the Client Name, Position title, and Start and End Date displayed (**Image below left**)
- The Start and End Date relate to the timesheet period
- Click on the relevant timesheet and the Timesheet will open
- Header of the timesheet (**image on right**) shows all the details of the timesheet, including the Client name, the Start and End date

Available Timesheets

Job Order Code:  Payee No.:

Week Ending Date: From Date:  07/12/2025

Search  Reset

T/S Type	Client	Job Position	Start Date	End Date
AR	Maddie Cosmetics	Labourer	01/12/2025	07/12/2025

## Entering your hours & break times

Sections of the timesheet are accessed by clicking the downward facing arrow to expand each section

- **Attendance** – this is where you will enter in your Start and End time for each day of the timesheet period you worked.

***You must enter your hours in 24 hour time***

Be sure to also add in the relevant break times in the Break Items drop down

**You should only be populating the Timesheet Code if you have been advised to do so**

Available Timesheets

Save  Submit

Agreement rates

Start Date : 27/11/2025 End Date : 30/11/2025

Job Order Code : 200000002

Cost Centre :

Order By Contact : SammiTest Smith

Timesheet Code :

Attendance Total Hours : 11.5000

Work Date: 27/11/2025 - Thu

Attendance Type: Hours Worked

Start Time: 07:00

End Time: 19:00

Break Items: (1)

Start Time: 10:00

End Time: 10:30

Project Items: (0)

Available Timesheets

Save  Submit

Agreement rates

Start Date : 27/11/2025 End Date : 30/11/2025

Job Order Code : 200000002

Cost Centre :

Order By Contact : SammiTest Smith

Timesheet Code :

Attendance Total Hours : 0.0000

Work Date: 27/11/2025 - Thu

Attendance Type: Hours Worked

Start Time: 07:00

End Time: 19:00

Break Items: (1)

07:00

Hours Minutes

06 00

07 00

08 01

Set  Cancel

Available Timesheets

Save  Submit

Agreement rates

Start Date : 27/11/2025 End Date : 30/11/2025

Job Order Code : 200000002

Cost Centre :

Order By Contact : SammiTest Smith

Timesheet Code :

Attendance Total Hours : 0.0000

Work Date: 27/11/2025 - Thu

Attendance Type: Hours Worked

Start Time: 07:00

End Time: 19:00

Break Items: (1)

19:00

Hours Minutes

18 00

19 00

20 01

Set  Cancel

### Additional Items –

This is where you will enter in relevant allowances **if applicable**. Generally, they are set up automatically, therefore you do not need to enter.

Click the + symbol to add days if needed, then select the item and enter the quantity. Project codes are not needed unless told otherwise.

### Reimbursements – N/A

### Attachments –

Enables you to attach photos or documents to your timesheet

### Comments –

Allows for you to add a comment to the timesheet

### The Timesheet is made up of different sections and buttons;



- Left pointing arrow – takes you back to the previous screen
- Message icon – opens a message screen allowing for you to send a message to the approver
- Save button – will save your changes and move your timesheet from Available into Incomplete
  - Use this if you want to complete your timesheet day by day and then submit at end of week
- Submit button – submits the timesheet through ready for approval

### Submitting your timesheet

Once the timesheet is complete, click **Submit**. If there is information missing or incorrect, you will be presented with an error message - fix the issue and then click Submit again.

If, after submitting your timesheet, you realise there is more to add, you can navigate to the **Submitted** status to access the timesheet and **Recall** it

- Doing this moves the timesheet from **Submitted** to **Incomplete**
- From within Incomplete, you can update the timesheet and Submit again

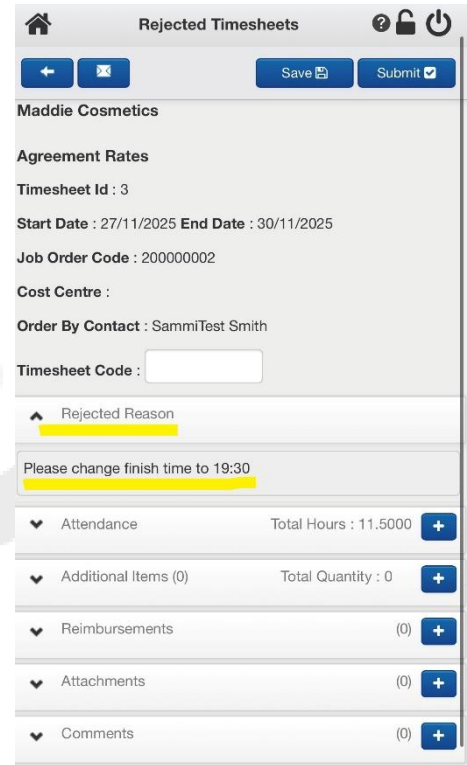
## Next steps

After submitting your timesheet, the approver will be responsible for approving the timesheet.

If the approver finds an issue with your timesheet, they may reject it, and you will receive a message stating that the timesheet has been rejected

- You will find the timesheet in the Rejected status
- Go to the Rejected status and open timesheet
- The Rejected Reason is displayed as a section
  - Expand the section to see the reason why it was rejected.
- Make relevant changes to the timesheet and click Submit again

If the approver finds no issues with the timesheet, they will approve it, and it will no longer be displayed in the Submitted status.



The screenshot shows a mobile application interface for 'Rejected Timesheets'. At the top, there is a navigation bar with a home icon, a search icon, and a power icon. Below the navigation bar, there are two buttons: 'Save' and 'Submit'. The main content area displays the following information:

- Maddie Cosmetics**
- Agreement Rates**
- Timesheet Id : 3**
- Start Date : 27/11/2025 End Date : 30/11/2025**
- Job Order Code : 200000002**
- Cost Centre :**
- Order By Contact : SammiTest Smith**
- Timesheet Code :**

Below this information, there is a section titled 'Rejected Reason' with a yellow highlight. The reason is: 'Please change finish time to 19:30'. Below the reason, there are several expandable sections, each with a dropdown arrow and a plus sign:

- Attendance** Total Hours : 11.5000
- Additional Items (0)** Total Quantity : 0
- Reimbursements** (0)
- Attachments** (0)
- Comments** (0)