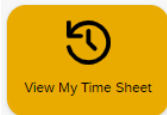


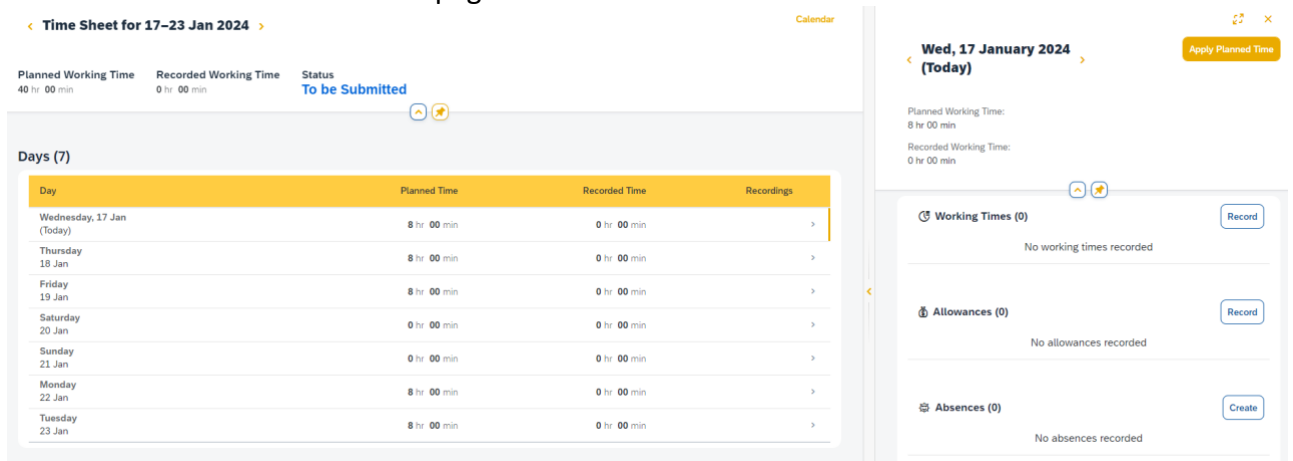
MYHUB – HOW DO I ENTER MY TIMESHEET VIA DESKTOP

1. Open the SAP SuccessFactors Desktop app on your computer and log in to your account using your credentials.




2. Click on the **View My Time Sheet** tile or alternatively via **Go To Time Sheet** in “Time Management” in your My Employee Files.

3. You will now see the Time Sheet page.



Day	Planned Time	Recorded Time	Recordings
Wednesday, 17 Jan (Today)	8 hr 00 min	0 hr 00 min	>
Thursday 18 Jan	8 hr 00 min	0 hr 00 min	>
Friday 19 Jan	8 hr 00 min	0 hr 00 min	>
Saturday 20 Jan	0 hr 00 min	0 hr 00 min	>
Sunday 21 Jan	0 hr 00 min	0 hr 00 min	>
Monday 22 Jan	8 hr 00 min	0 hr 00 min	>
Tuesday 23 Jan	8 hr 00 min	0 hr 00 min	>

NOTE: If you have the sunshine icon in the recordings column this indicates that there is a planned absence entered for this date.

8 hr 00 min 0 hr 00 min  1


4. In the right-hand panel select the day for which the time relates (Top right).

5. If you have worked your planned number of hours for that date, then simply click on

Apply Planned Time

in the top right corner of the screen.

6. The Time Sheet screen will indicate that the time has been recorded.

Day	Planned Time	Recorded Time	Recordings
Wednesday, 17 Jan (Today)	8 hr 00 min	8 hr 00 min	 1 >


7. By clicking on the right arrow next to **Wed, 17 January 2024 (Today)** this will move you to the next day.


< **Thu, 18 January 2024** >


Continued next page...



W I N S L O W

8. Click on the  tab to apply to that date.
9. Repeat the process for all dates where the “Recorded Time” is to match the “Planned Time”.

10. Once all times have been entered against all relevant days click  at bottom centre of page.

11. You will then get an option to add a comment before clicking  and it will be sent for approval.

12. The screen will update the change in status.

< **Time Sheet for 17–23 Jan 2024** >



Planned Working Time
40 hr 00 min


Recorded Working Time
38 hr 30 min


Status
To be Approved


Entering a “Recorded Time” that is different to the “Planned Time”

1. Select the day for which the time relates. < **Fri, 19 January 2024** >

2. Click on the  button against working times.  No working times recorded

3. Against “Duration”, under “Ordinary Hours” key in the number of hours worked on that day ie 6hrs and 30 minutes and click  at the bottom right of the page.

4. Once all times have been entered against all relevant days click  at bottom centre of page.

5. You will then get an option to add a comment before clicking  and it will be sent for approval.

6. The screen will update the change in status.



< **Time Sheet for 17–23 Jan 2024** >

Planned Working Time
40 hr 00 min

Recorded Working Time
38 hr 30 min

Status
To be Approved

Continued next page....

Correcting an Error in Submitted “Recorded Time”.

If your submitted timesheet has not been approved then locate the impacted time sheet, withdraw it, make changes, and then resubmit.

If your time sheet has already been approved, or you have any concerns regarding the appropriate approach to correcting an error in your submitted time sheet, then contact HR at people@winslow.com.au.

Viewing Past Time Sheets

See instruction in MyHub Information Page: “MyHub – View Past Time Sheets via Desktop”.

Entering Absences including Annual Leave and Personal Carer’s Leave

See separate instructions in the MyHub Information Page for the entry of leave.

- MyHub – Manage My Leave Via Desktop”.