

BAPL Timesheet Solution FAQs (for consultants)

Submitting Timesheets

1. Should I submit my timesheets every week?
No, submission of timesheets will be fortnightly. However, you may update your timesheets daily or every week and save it as a draft.
2. Will my clients be reminded that they have a timesheet request for approval in the timesheet system?
Yes, aside from the automated email reminders sent to all consultants every Friday, approvers, including clients, will also receive an email reminder regarding approval of requests every Monday morning. You may need to chase the client for approval depending on how they responsive they are to these notifications.
3. Do I need to send an email to my BAPL service manager every time I submit a timesheet?
No, once you submit your timesheet, the system will notify your approvers via email.
4. How should public holidays be filed in the timesheet?
Public holidays are greyed out in the form to indicate that it is a public holiday. If you have worked (insert discussion from the recording). Additionally, kindly include a brief description in the notes field e.g., 'Public Holiday – April 1'.
5. Do we need to let our leads review our timesheet drafts prior to submission?
During the initial stage of deployment, all leads are required to review the timesheets of their consultants prior to submitting it in the timesheet system. This is to make sure that all details inputted in the system are correct before a client approves it. This, however, will be temporary and may no longer be necessary later.
6. What happens if I work on multiple services in a week.
You have to file separate timesheets for each service and send these for approval. All services where you are assigned to will be included in your dropdown list when you click the 'Add Service' button.
7. How do I file my timesheet if I am on the bench for the whole fortnight?
All employees will have a Bench service included in the service list dropdown. If you are on the bench, select the Bench service when filing your timesheet.
8. How do I file my timesheet if my service has not been added in the dropdown list?
Reach out to your lead so the service list can be updated.

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Submitting Leaves

1. What if I selected wrong dates which resulted in my leave duration not the same to the 'Days' field?
Selecting the wrong dates in the Leave Request form will not have an impact on the number of days you want to leave. No validation rules are implemented in the 'Start Date' and 'End Date' fields. However, this can be rejected by your BAPL service manager, which can then be rectified.
2. If I am assigned in two services, do I need to file two separate leave requests?
If you are assigned in two services, you may file separate leave requests for each service for the portion you won't be in that service.
3. How will I manage leaves when I file for timesheet?
Sick leave and Annual leaves have to be left 0 in the billable row. Further, you need to indicate in the notes section the details of your leave e.g., 'Sick Leave – 5 April'. For more information, you can refer to the Timesheet Cheat Sheet section of our How-to-Guide.
4. Who should approve my sick leaves?
Sick leaves filed in the system will not undergo approval workflow as these are automatically approved in the system. You are sick, rest up.
5. What happens when I file more than my leave balance?
Filing for leaves that will result in a negative balance after should be discussed with their BAPL service manager prior to filing it in the system.
6. What type of leaves can I file in the system?
Only sick leave and annual leave can be filed in the system. Other type of leaves will be managed directly in Xero on a case-to-case basis.

Others

1. Who should I reach out to if I have problems accessing the Timesheet system?
If you have any problems accessing the timesheet system, you may reach out to Gareth Jones (gareth.jones@business-analysis.com.au).