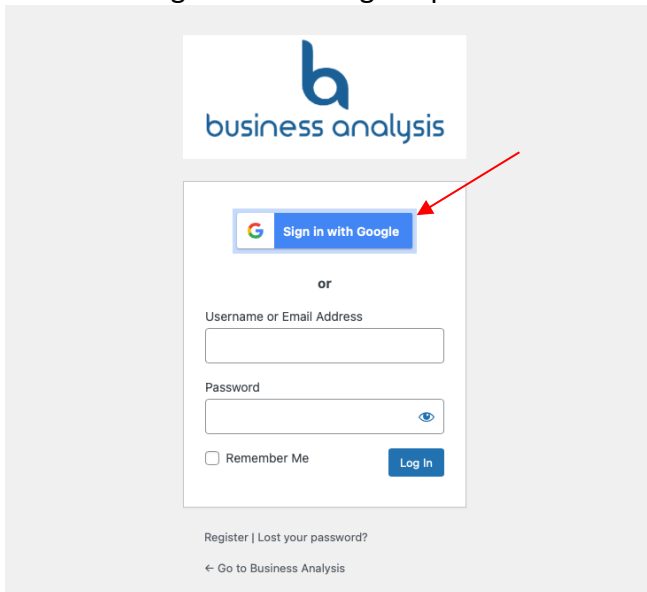


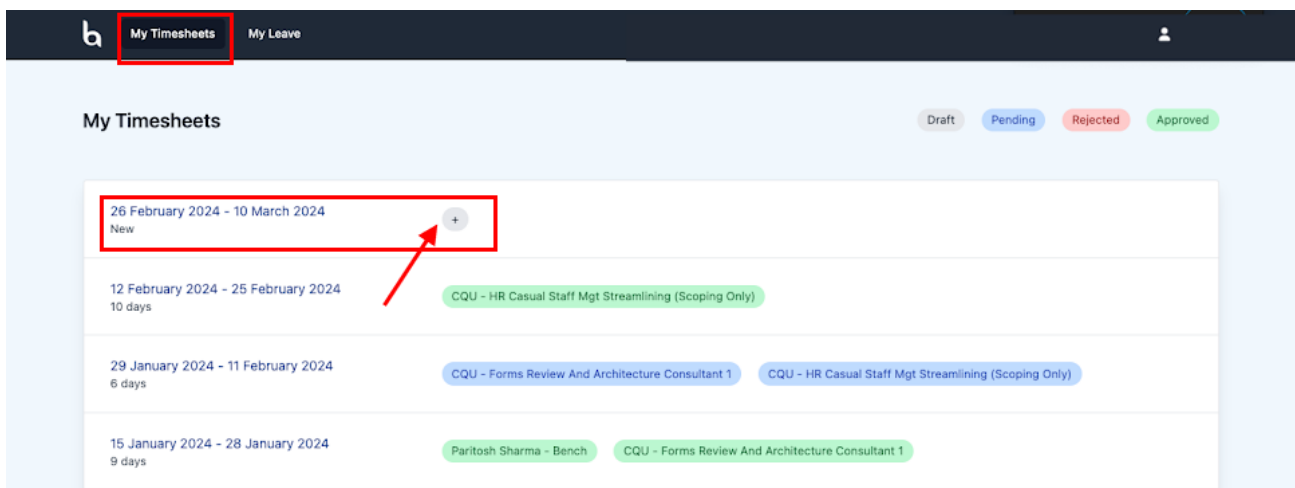
BAPL Timesheet Solution How-To-Guide (for consultants)

Submitting a Timesheet

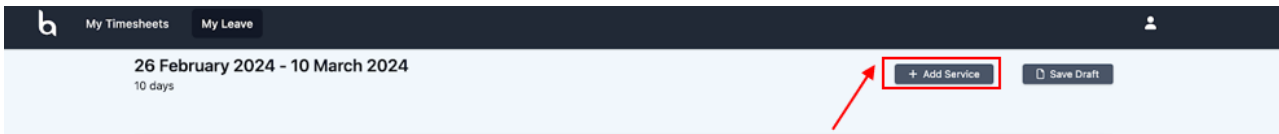
1. Visit: www.business-analysis.com.au/timesheet/login
Use the 'Sign in with Google' option



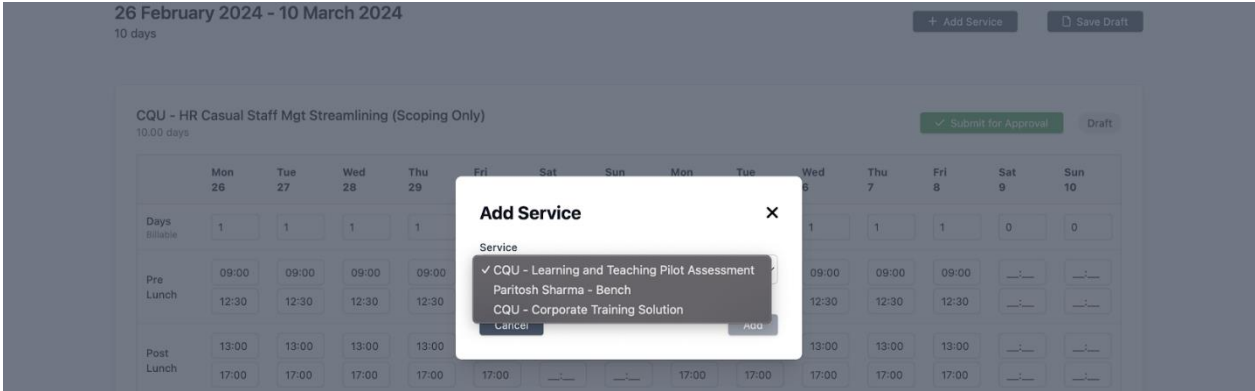
2. Select the appropriate period under the 'My Timesheets' tab by clicking on the '+' symbol.



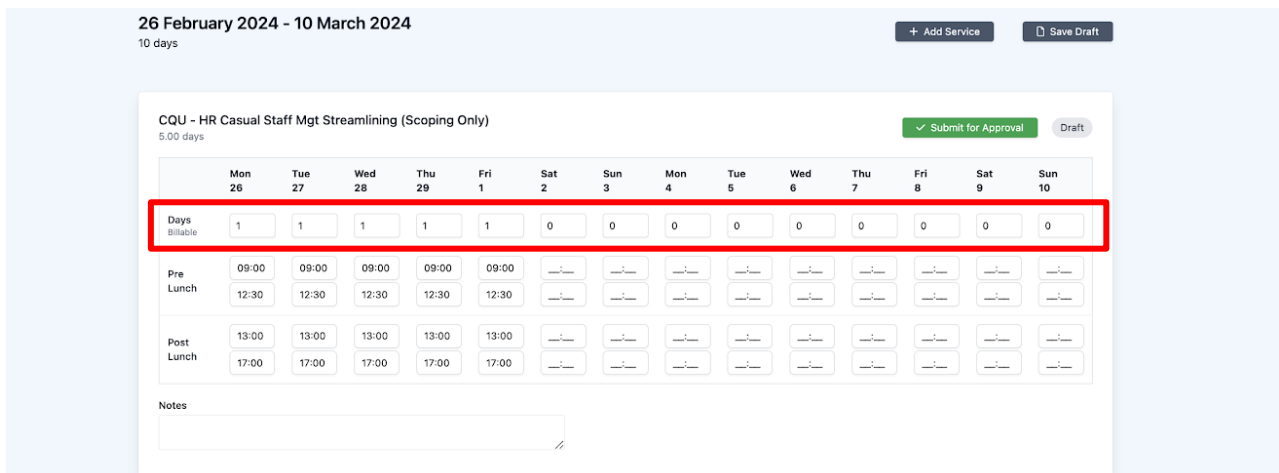
3. Select '+ Add Service'.



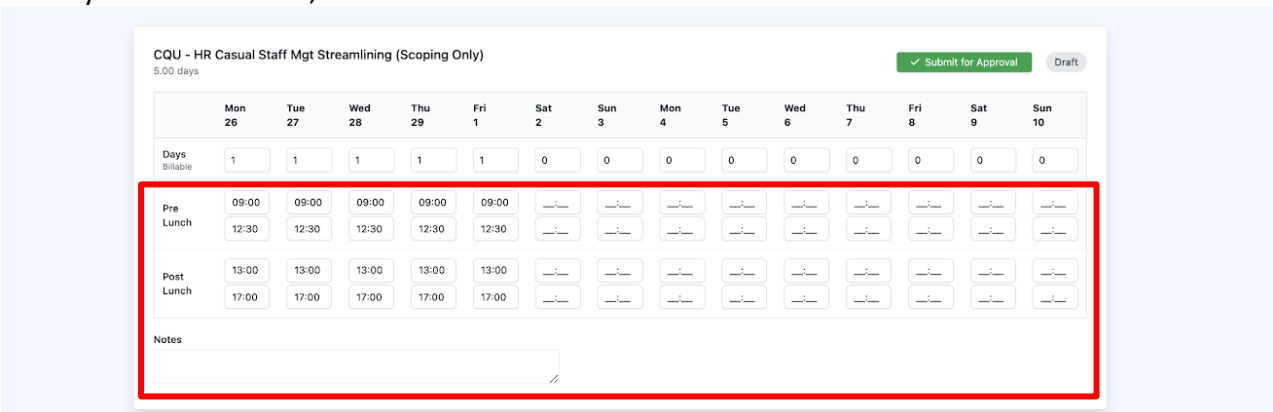
4. Select the client service (if you are billable to a client) or bench service (if you are on the bench).



a. If you are billable to a client, select the appropriate service(s) and apply '1' in the 'billable' row for each billable day you have worked.



5. Enter the worked hours for all days whether client service or bench service excluding any days of leave. Indicate any sick leave or public holidays during the fortnight period in the 'Notes' section e.g., 'Public holiday – 25 December', or 'Sick Leave – 9 December'.



Improve | Innovate | Digitise

Melbourne Sydney Brisbane Canberra Adelaide Perth

T 1300 33 11 64

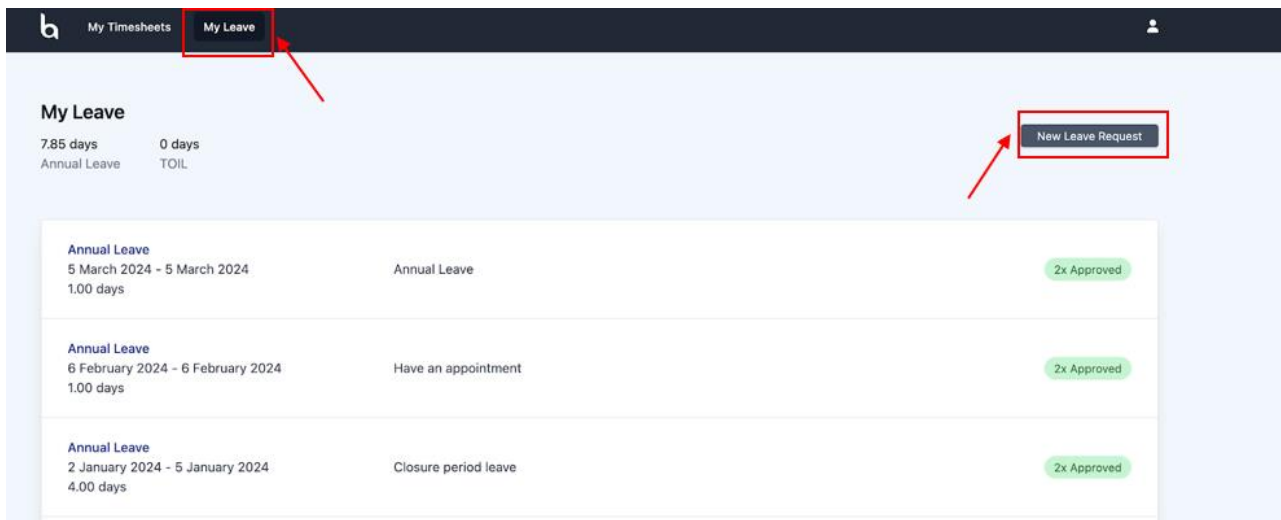
info@business-analysis.com.au

www.business-analysis.com.au

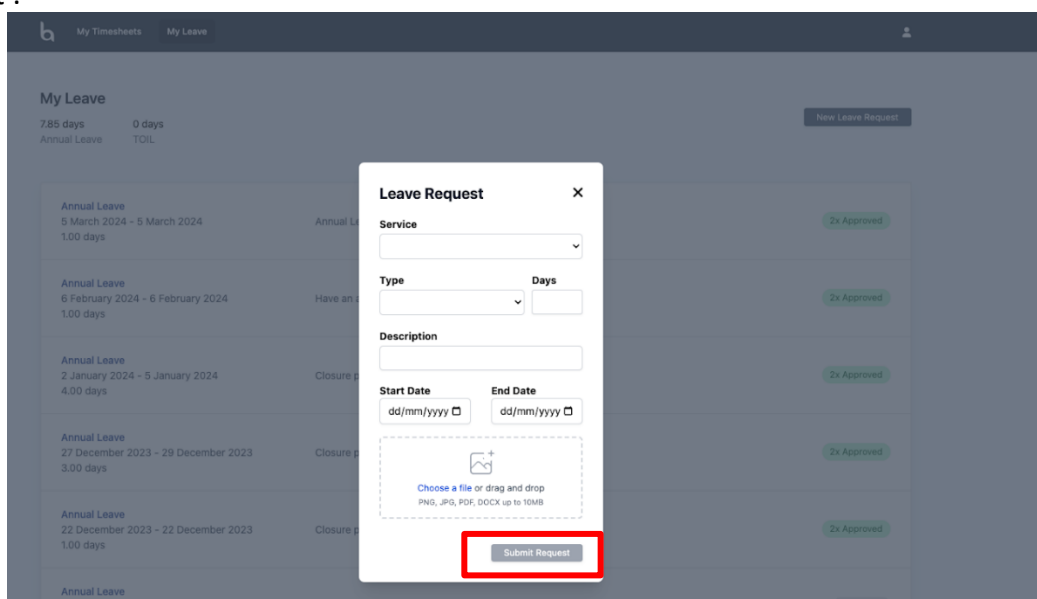
6. Ensure you have applied for any applicable leave and that it has been approved prior to submitting your timesheet and make sure all leave days are left blank.
7. Select 'Submit for Approval' once you are confident that your timesheet for that service is **accurate**. Otherwise, you can save it as a draft.

Applying for a leave

1. From your homepage, select 'My Leave', then 'New Leave Request'.



2. Complete the Leave Request form. Ensure that in the 'Days' field, you only apply for the days leave, excluding public holidays, weekends etc. For instance, if you plan to take a leave the day before and after easter - whilst it is March 28 to April 2, you should only put '2' in the 'Days' field. Once done, click 'Submit Request'.



Note: As part of the sick leave notification process, you need to submit your application on the day of your sick leave.

Improve | Innovate | Digitise

Melbourne Sydney Brisbane Canberra Adelaide Perth

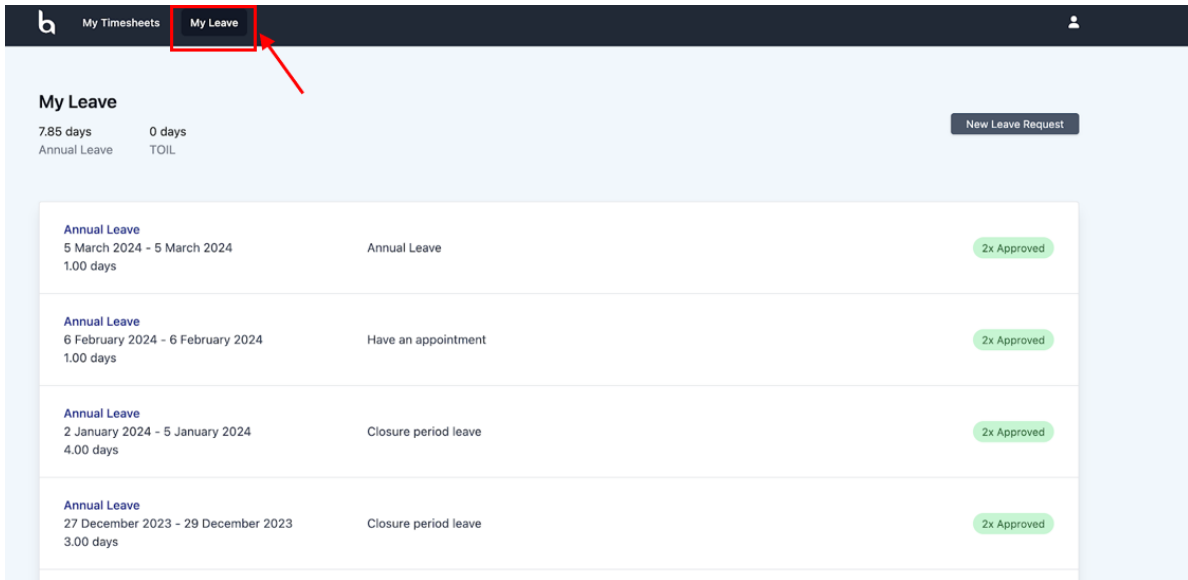
T 1300 33 11 64

info@business-analysis.com.au

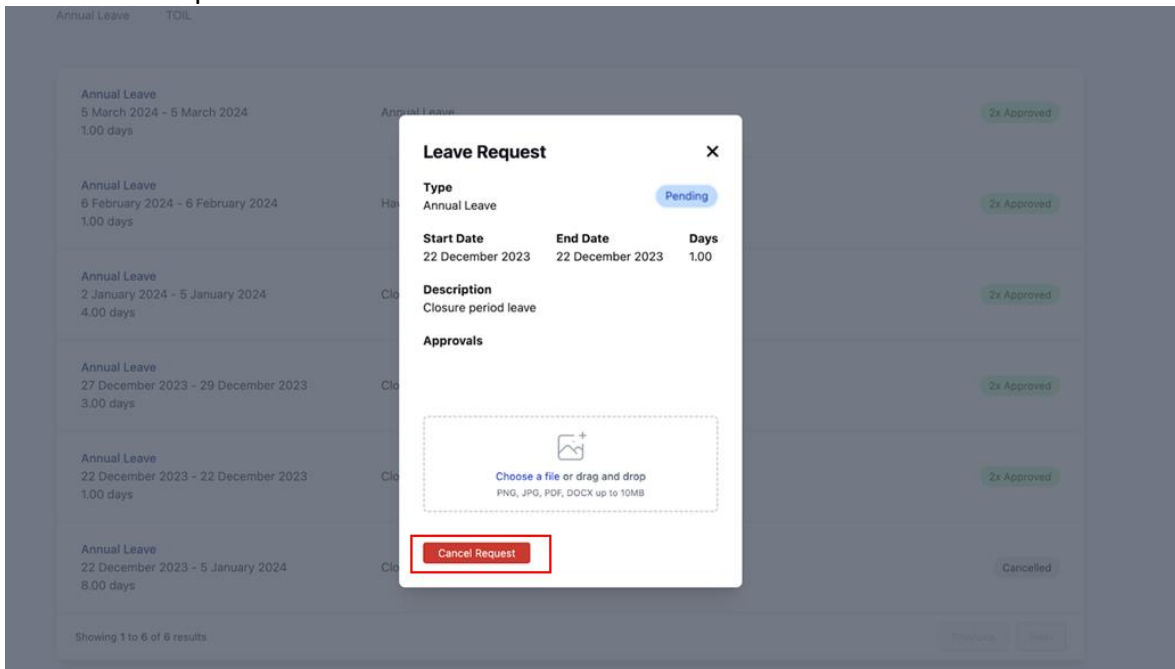
www.business-analysis.com.au

cancelling a leave request

1. From your homepage, select 'My Leave', then 'New Leave Request' and select a request from the list that you want to cancel. Note: Only requests tagged as 'Pending' can be cancelled.



2. Select 'Cancel Request'.



Timesheet Cheat Sheet

Daily/Hourly Increments

- Quarter increments
 - 0 = 0 hours
 - 0.25 day = 2 hours
 - 0.5 day = 4 hours
 - 0.75 = 6 hours
 - 1 day = 8 hours

Annual Leave

- Apply for your leave prior to submitting your timesheet.
- Leave days should be listed as '0' in the billable row.

Sick Leave

- Apply for your leave prior to submitting your timesheet.
- Leave days should be listed as '0' in the billable row.

Public Holidays

- Public holidays should be listed as '0' in the billable row.
- Please note the public holiday in the 'notes' section. E.g. 'Public holiday – 25 December'

BAPL Professional Days / Training Days

- Training days should be filed under bench service and should be listed as '0' in the billable row.
- Please note the training day in the 'notes' section. E.g. 'BAPL Professional Day – 13 October'

Induction Days (for new starters)

- Induction days should be filed under bench service and should be listed as '0' in the billable row.
- Please note the induction day in the 'notes' section. E.g. 'BAPL Induction'

TOIL

- Needs to be applied for in advance by discussing with your Service Manager.
- Should be listed as '0' in the billable row
- Please note the TOIL day in the 'notes' section. E.g. 'TOIL – 1 November'

Compassionate Leave, Parental Leave and Community Service Leave

- These types of leave need to be applied for in advance by discussing with your Service Manager and these will be managed directly in Xero
- Should be listed as '0' in the billable row
- Please note the type of leave in the 'notes' section. E.g. 'Compassionate leave – 1 November'