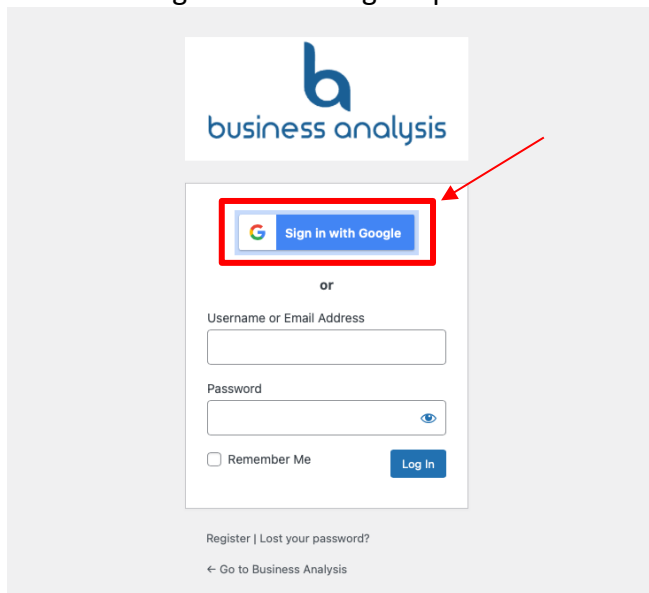


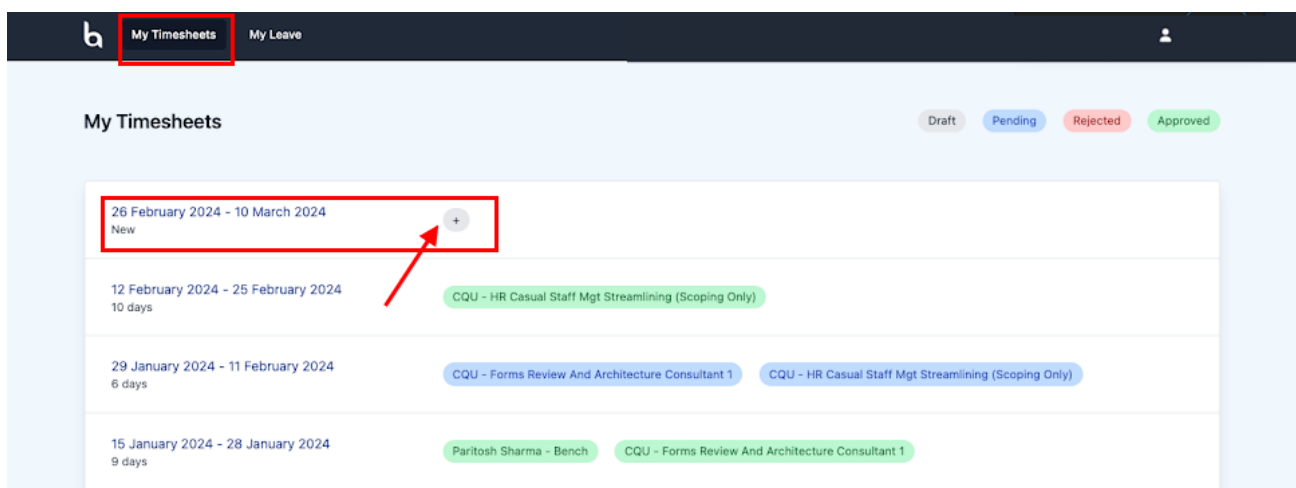
BAPL Timesheet Solution How-To-Guide (for consultants)

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'.



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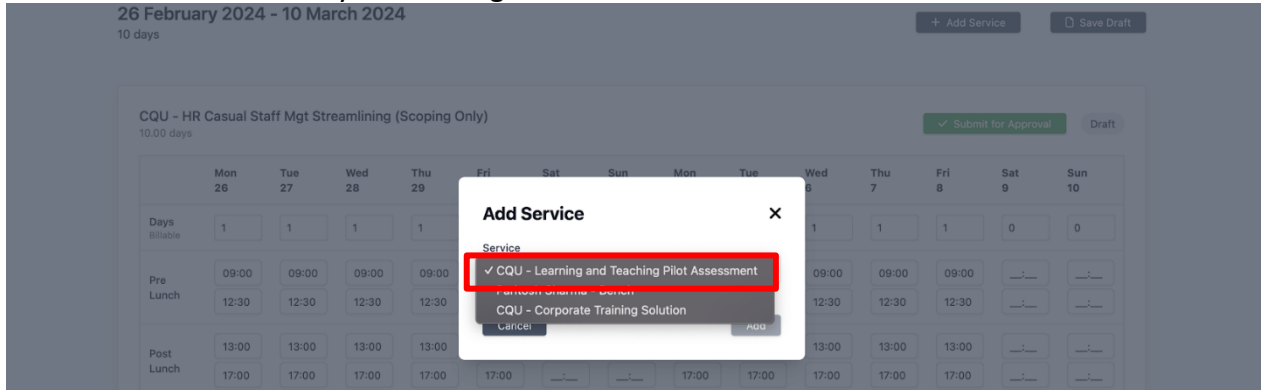
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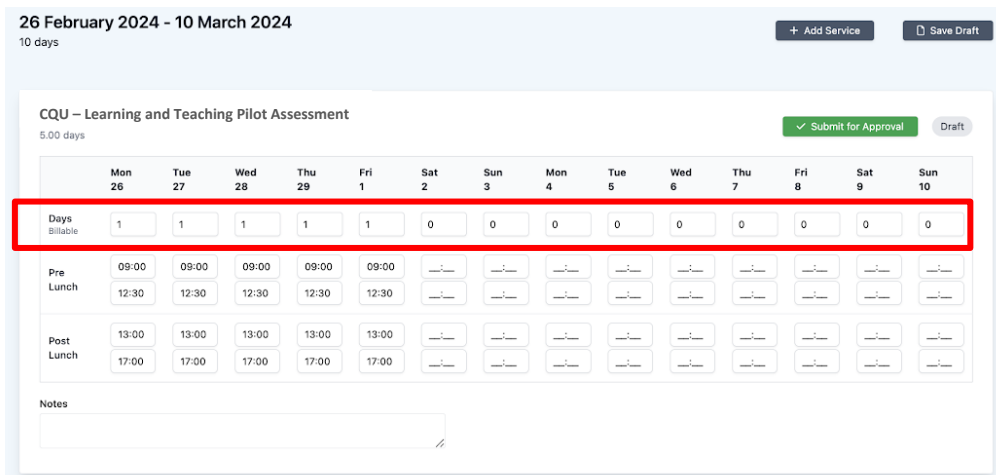
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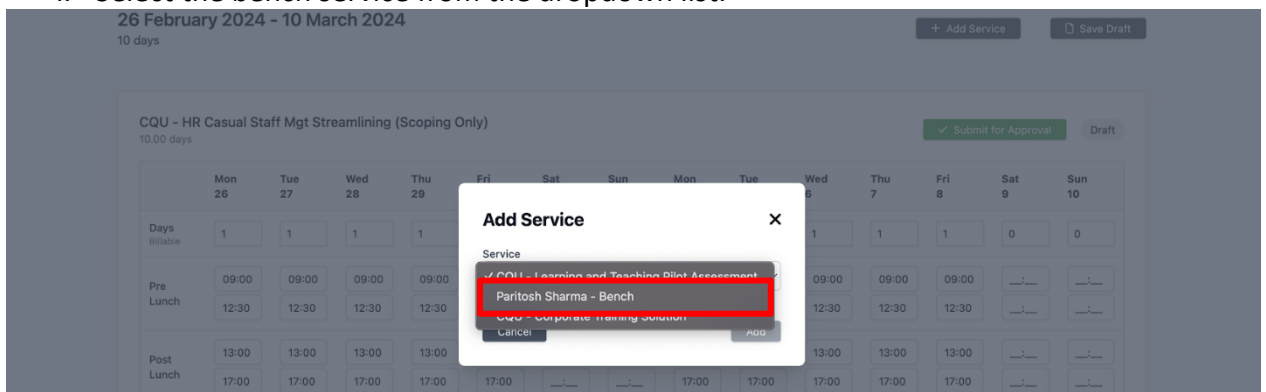
4. Select the client service (if you are billable to a client) or bench service (if you are on the bench).
 - a. If you are billable to a client:
 - i. Select the service you are assigned to.



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



- b. If you are on the bench or an unbillable SLBA service:
 - i. Select the bench service from the dropdown list.



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ii. Indicate '1' in the 'Days Unbillable' row for each day you were on the bench.

Paritosh Sharma - Bench
10.00 days

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	Mon 8	Tue 9	Wed 10	Thu 11	Fri 12	Sat 13	Sun 14	Mon 15	Tue 16	Wed 17	Thu 18	Fri 19	Sat 20	Sun 21
Days Unbillable	1	1	1	1	1	0	0	1	1	1	1	1	0	0
Pre Lunch	08:30 12:30	08:30 12:30	08:30 12:30	08:30 12:30	09:00 12:30	---	---	09:00 12:30	09:00 12:30	09:00 12:30	09:00 12:30	09:00 12:30	---	---
Post Lunch	13:00 16:30	13:00 16:30	13:00 16:30	13:00 16:30	13:00 17:00	---	---	13:00 17:00	13:00 17:00	13:00 17:00	13:00 17:00	13:00 17:00	---	---

Notes

5. Enter the worked hours for all days whether client service or bench service excluding any days of leave. Always make sure to **remove the start and finish times on days that are not relevant.**

CQU - HR Casual Staff Mgt Streamlining (Scoping Only)
5.00 days

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	Mon 26	Tue 27	Wed 28	Thu 29	Fri 1	Sat 2	Sun 3	Mon 4	Tue 5	Wed 6	Thu 7	Fri 8	Sat 9	Sun 10
Days Billable	1	1	1	1	1	0	0	0	0	0	0	0	0	0
Pre Lunch	09:00 12:30	09:00 12:30	09:00 12:30	09:00 12:30	09:00 12:30	---	---	---	---	---	---	---	---	---
Post Lunch	13:00 17:00	13:00 17:00	13:00 17:00	13:00 17:00	13:00 17:00	---	---	---	---	---	---	---	---	---

Notes

6. Make sure to **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'.

CQU - HR Casual Staff Mgt Streamlining (Scoping Only)
5.00 days

[✓ Submit for Approval](#) [Draft](#)

	Mon 26	Tue 27	Wed 28	Thu 29	Fri 1	Sat 2	Sun 3	Mon 4	Tue 5	Wed 6	Thu 7	Fri 8	Sat 9	Sun 10
Days Billable	1	1	1	1	1	0	0	0	0	0	0	0	0	0
Pre Lunch	09:00 12:30	09:00 12:30	09:00 12:30	09:00 12:30	09:00 12:30	---	---	---	---	---	---	---	---	---
Post Lunch	13:00 17:00	13:00 17:00	13:00 17:00	13:00 17:00	13:00 17:00	---	---	---	---	---	---	---	---	---

Notes

7. 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.
8. Select 'Submit for Approval' once you are confident that your timesheet for that service is accurate. Otherwise, you can save it as a draft.

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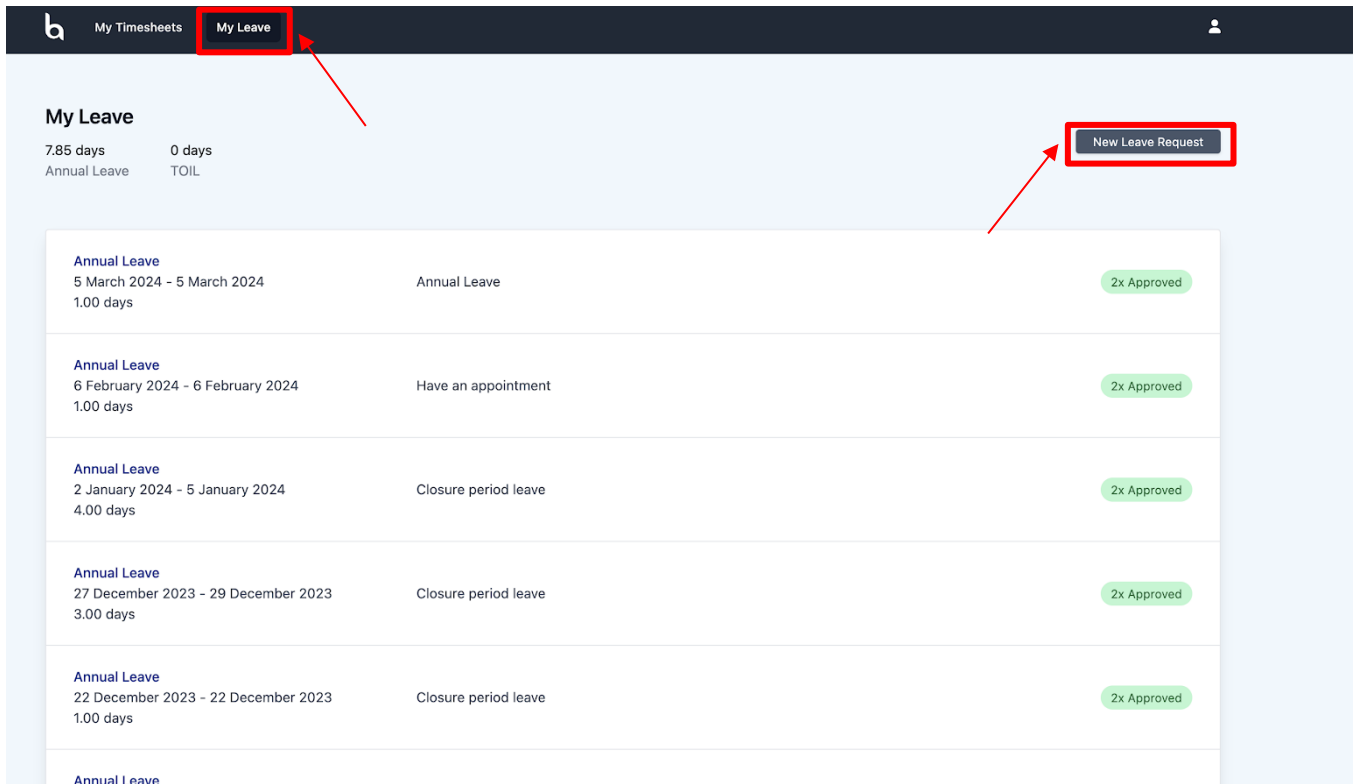
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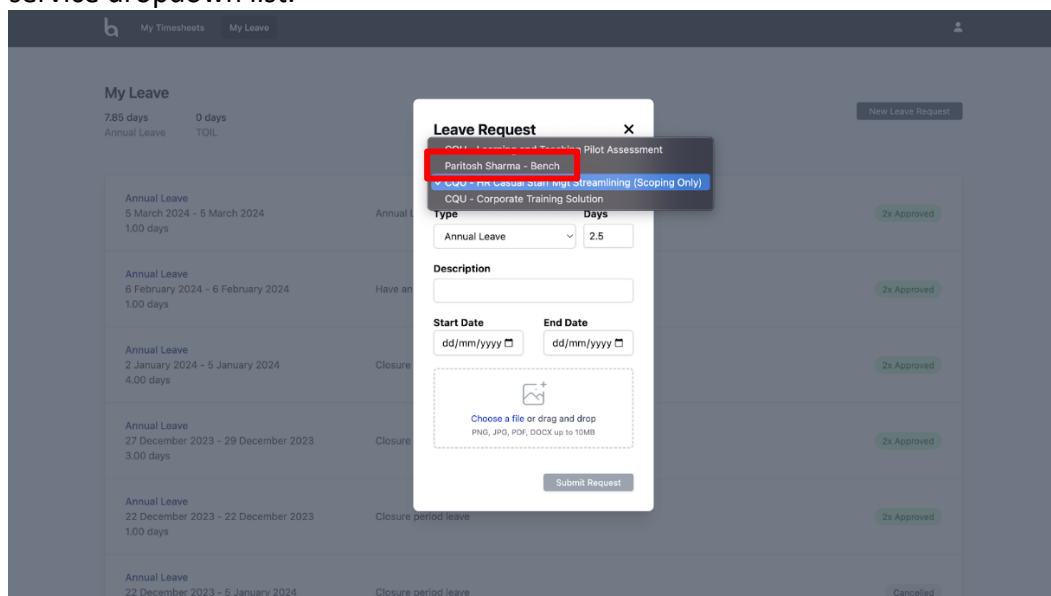
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Applying for a leave

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



2. Fill out the Leave Request form. Note that all fields are mandatory except for the attachment.
 - a. Select the service from the dropdown list:
 - i. If you are on the bench during the day/s you'll be on leave, select the bench service from the service dropdown list.



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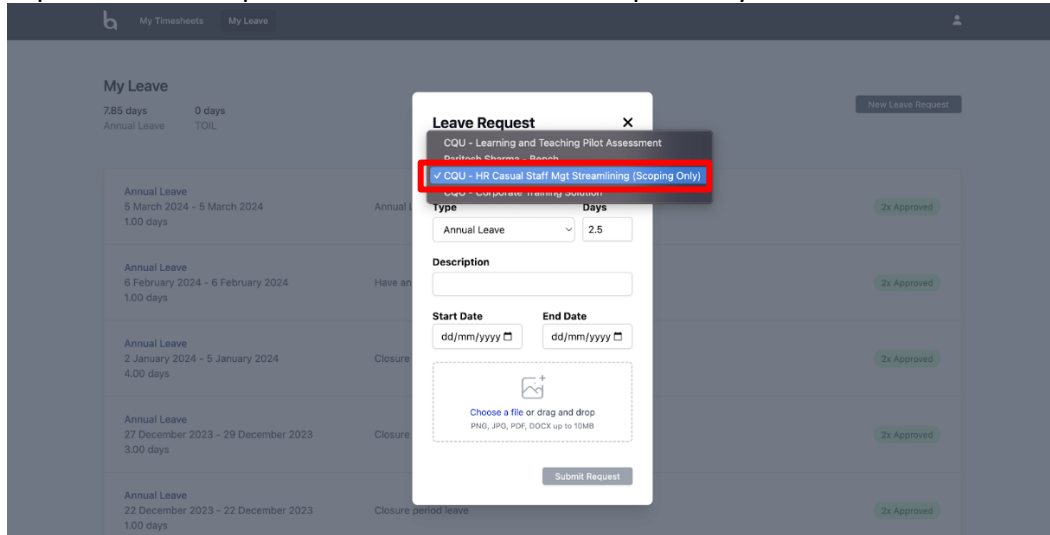
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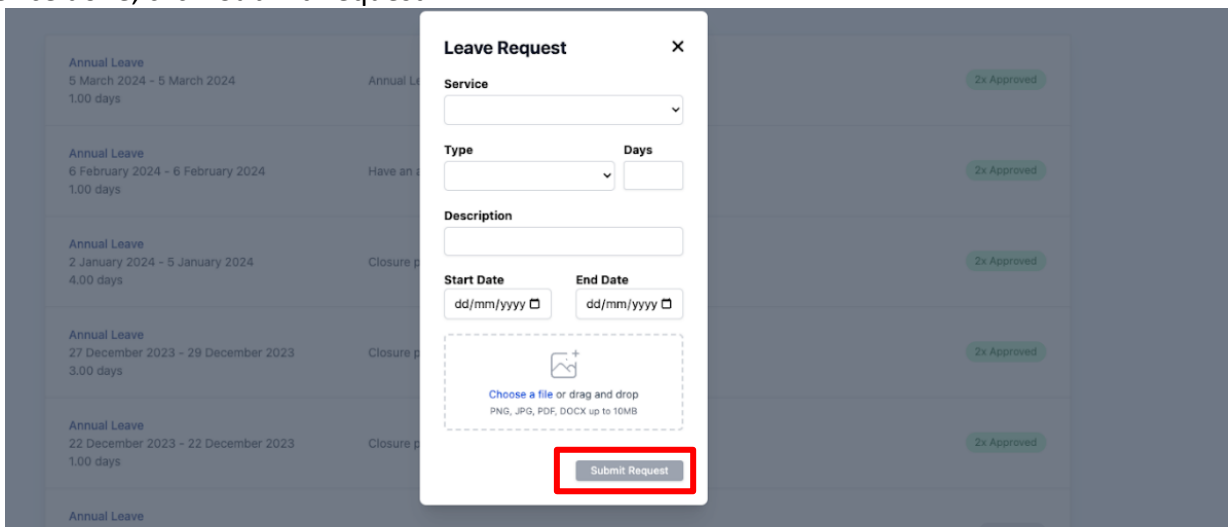
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- ii. If the day/s you'll be on leave affect(s) a service you're currently assigned to, select the client service from the dropdown list. **Make sure to select the service that will be affected on the day/s you'll be on leave.** Moreover, if you are assigned in two services, you need to file separate leave requests for each service for the portion you won't be in that service.



- Select the type of leave you're applying. Note that you can only apply for sick leave and annual leave in the system.
 - Fill out the 'Days' field. 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.
 - In the 'Description' field, indicate the details of your leave e.g., 'Annual Leave – 5 days' or 'Appointment'.
 - Select the start date and end date of your leave.
 - If you are applying for a sick leave of 2 or more consecutive days of work, **BAPL reserves the right to request evidence for leave taken** i.e., medical certificate. Supporting documents can be attached if requested.
3. 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.

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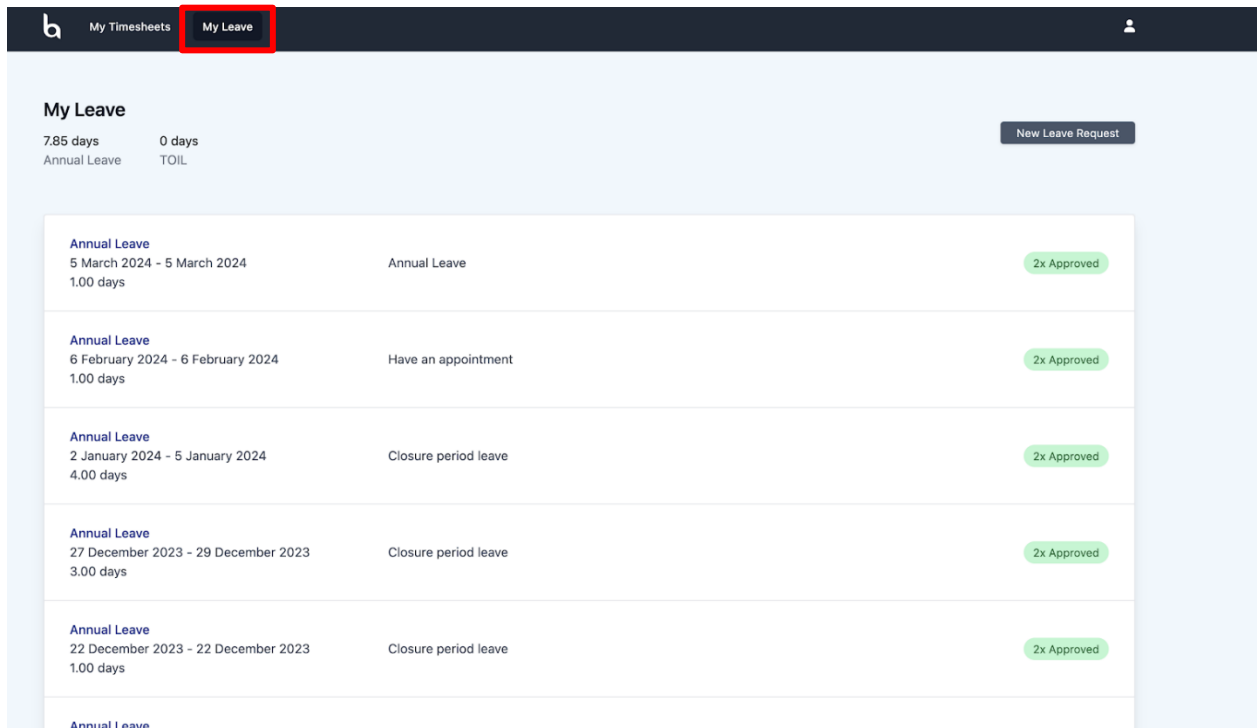
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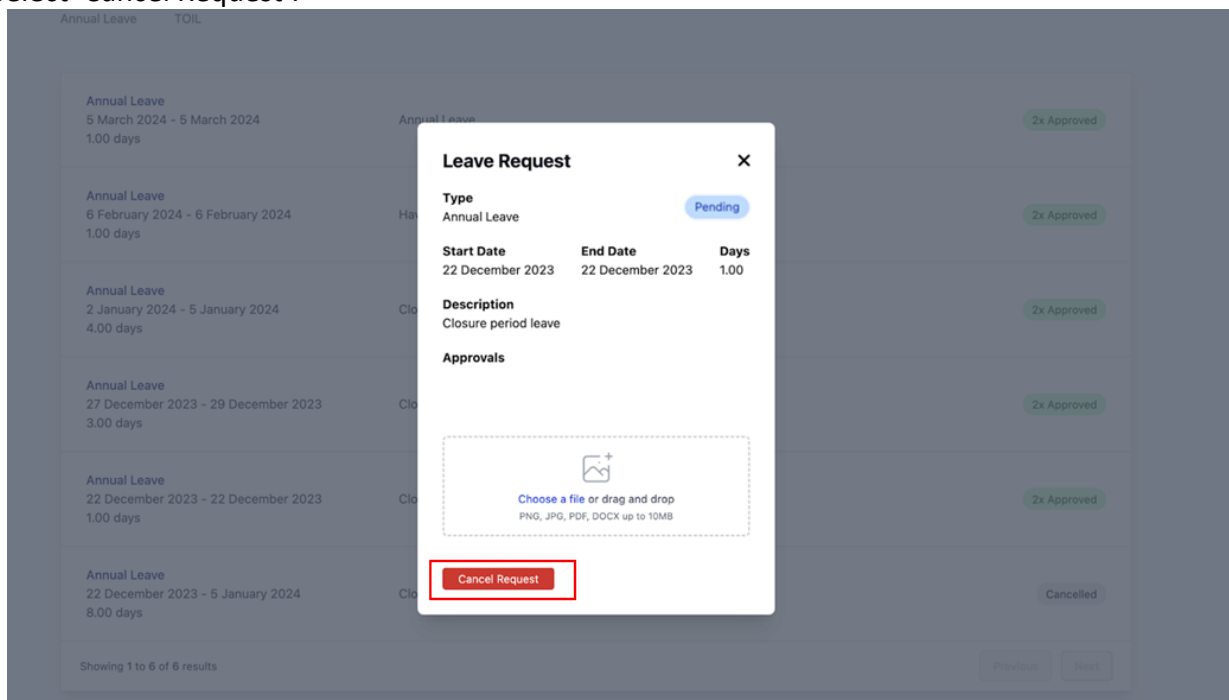
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Cancelling a leave request

- From your homepage, select 'My Leave' then select a request from the list that you want to cancel.
Note: You cannot cancel sick leave requests and annual leave requests that have already been spent.



- Select 'Cancel Request'.



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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'