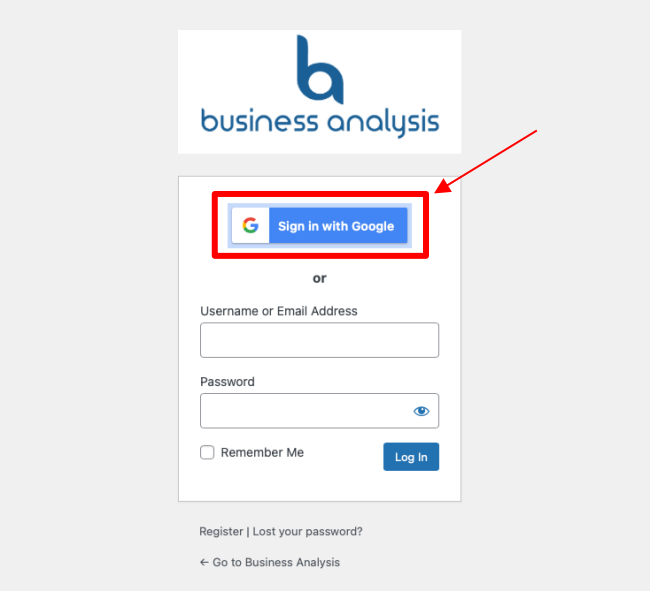
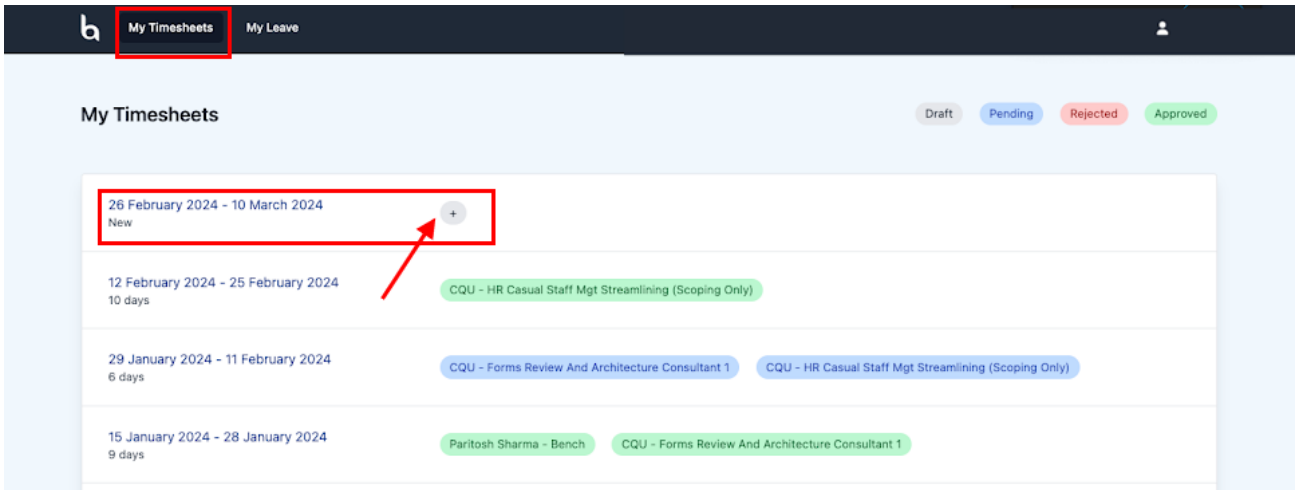
BAPL Timesheet Solution How-To-Guide (for consultants)

Submitting a Timesheet

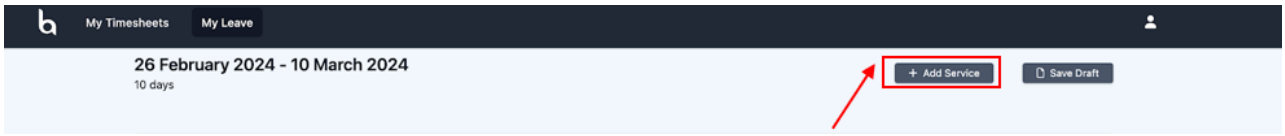
1. Visit: www.business-analysis.com.au/timesheet/login
   Use the 'Sign in with Google' option



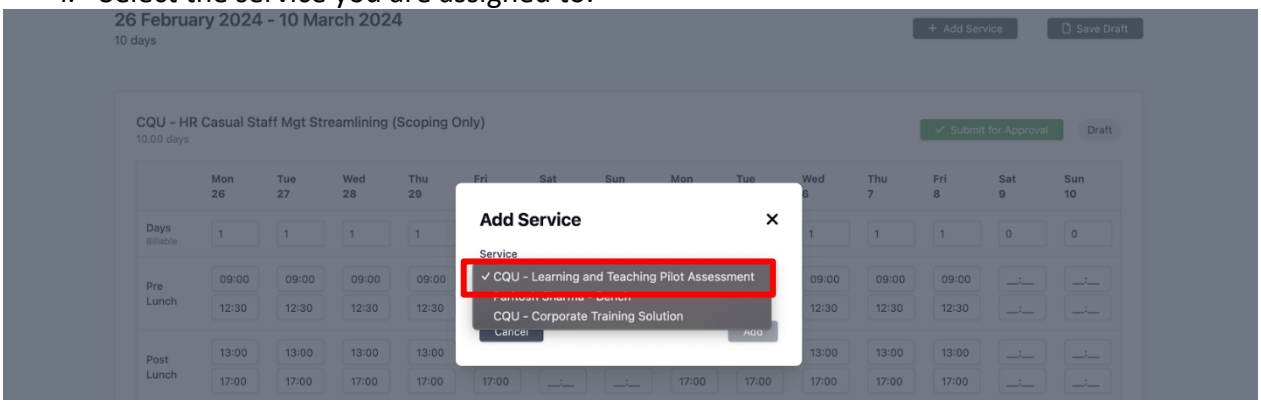
2. Select the appropriate period under the 'My Timesheets' tab by clicking on the '+' symbol.



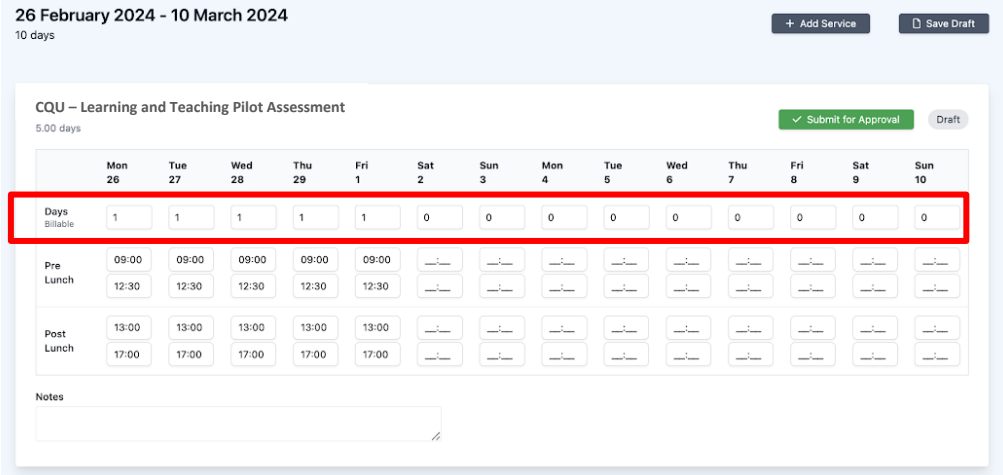
3. Select '+ Add Service'.



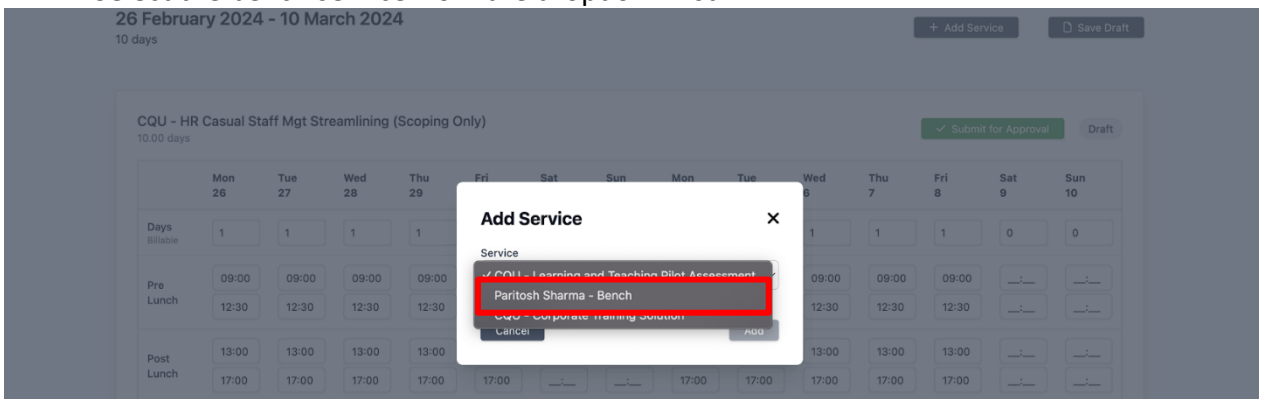
4. Select the client service (if you are billable to a client) or bench service (if you are on the bench).
    a. If you are billable to a client:
        i. Select the service you are assigned to.



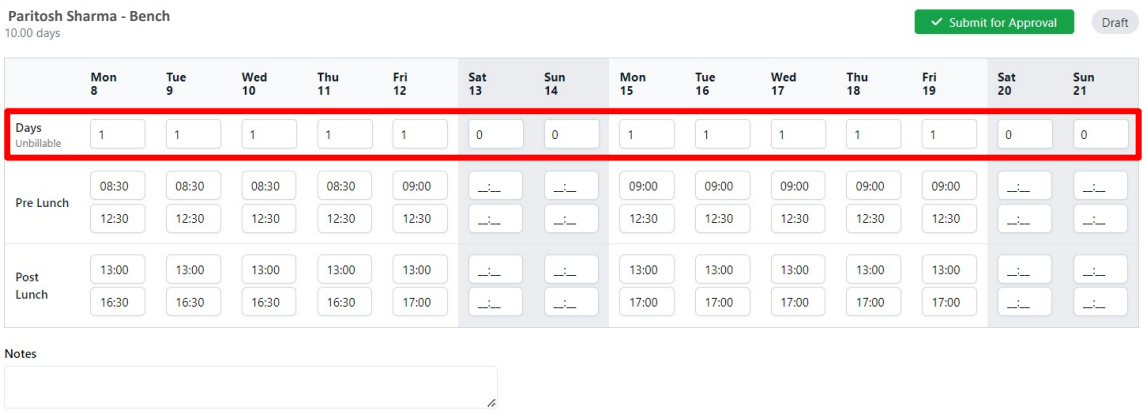
        ii. If you are billable to a client, select the appropriate service(s) and apply '1' in the 'Days Billable' row for each billable day you have worked.



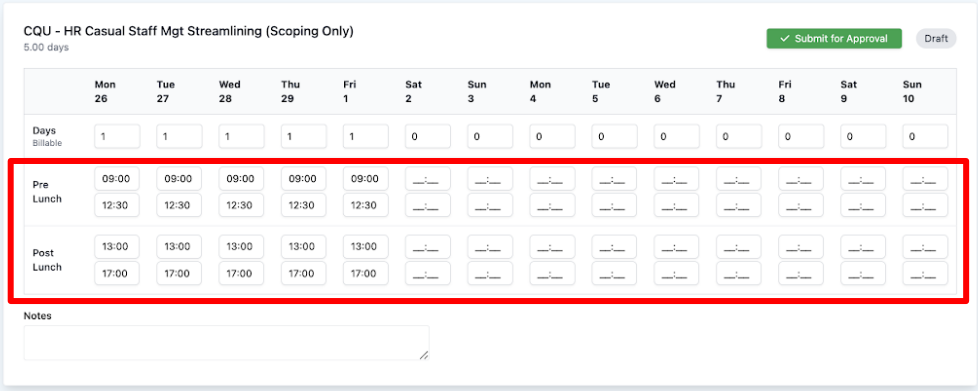
    b. If you are on the bench or an unbillable SLBA service:
        i. Select the bench service from the dropdown list.



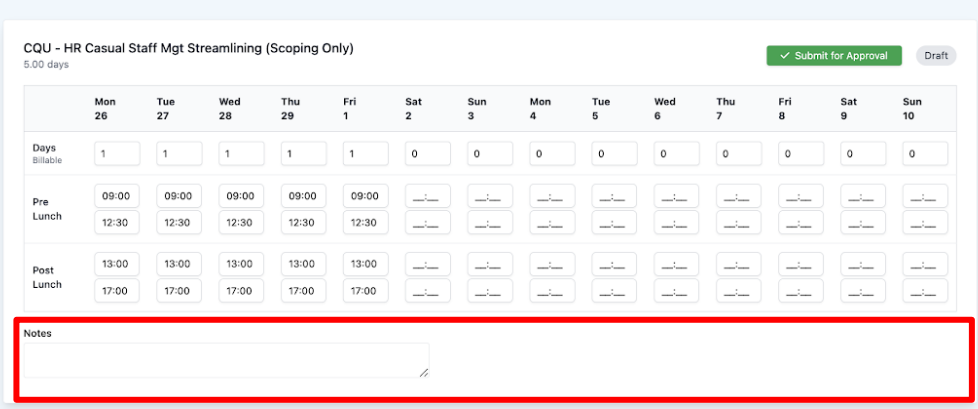
ii. Indicate '1' in the 'Days Unbillable' row for each day you were on the bench.



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**.



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'.



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.

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 solution?
   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 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. Additionally, make sure to 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 solution. 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' dropdown list. 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.

Others

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