

## How will employee do timesheet?

Explanation of drop-down list for options on question “How will employee complete timesheets?” in the Job Order Form (ALL Recruitment Field Staff & Pem):

*Please select N/A for Rail Shuttle Services & McDonald Survey.*

Drop-Down selection	Humanforce use from employee perspective	Example of using this option
<b>Corp &amp; Other</b>	<ul style="list-style-type: none"> <li>- Do not submit timesheets</li> <li>- Do not use roster</li> <li>- Submit leave requests</li> <li>- Update personal details</li> </ul>	Corp & Training - Full time WA Trainee Train Drivers WA Port Headland Trades TC West
<b>Casual Learner to LMS</b>	<ul style="list-style-type: none"> <li>- Do not submit timesheets</li> <li>- Do not use roster</li> <li>- Do not submit leave requests</li> <li>- Update personal details</li> </ul>	Learners PN LMS Employee
<b>Permanent Learner to LMS</b>	<ul style="list-style-type: none"> <li>- Do not submit timesheets</li> <li>- Do not use roster</li> <li>- Submit leave requests</li> <li>- Update personal details</li> </ul>	Learners PN LMS Employee
<b>Casual Timesheet</b>	<ul style="list-style-type: none"> <li>- Submit timesheets using app/web (no time capture)</li> <li>- May / may not use roster</li> <li>- Do not submit leave requests</li> <li>- Update personal details</li> </ul>	Trainers Corp & Training Casual Field employees who are assigned to client contracts where hours are standard. e.g. 12 hours a day invoicing
<b>Permanent Timesheet</b>	<ul style="list-style-type: none"> <li>- Submit timesheets using app/web (no time capture)</li> <li>- May / may not use roster</li> <li>- Submit leave requests</li> <li>- Update personal details</li> </ul>	Trainers Field employees who are assigned to client contracts where hours are standard. e.g. 12 hours a day invoicing
<b>Casual Tim Capture</b>	<ul style="list-style-type: none"> <li>- Submit timesheets using time capture</li> <li>- May / may not use roster</li> <li>- Do not submit leave requests</li> <li>- Update personal details</li> </ul>	TPS West, TPS East, TC East, S&E
<b>Permanent Time Capture</b>	<ul style="list-style-type: none"> <li>- Submit timesheets using app/web (no time capture)</li> <li>- May / may not use roster</li> <li>- Submit leave requests</li> <li>- Update personal details</li> </ul>	TPS West, TPS East, TC East, S&E