


Website: <https://timesheet.shadcivil.com.au:4490/Account>

Login as per normal:




Welcome to the Shadforths Viewpoint Portal

Username or Employee Number:

Password:

[Sign in](#)

Once logged in, screen will look like below (wages):

 [Logout](#)

Full Name:

Number: #

Pay Period Ending:

Balance appears here once pay is processed on Thursday →

[Previous Timecards](#)

Total Weeks Hours: 0.00 Hours
Annual Leave Balance: Hours
Employee Savings Balance: \$0.00
Commencement Date:

Wed 15/05 Thu 16/05 Fri 17/05 Sat 18/05 Sun 19/05 Mon 20/05 **Tue 21/05**

Site Start Time **Site Stop Time** **Break (minutes)** **Total: 0 hours (0 Hrs.)**

Travel Job: **Travel Hours:**

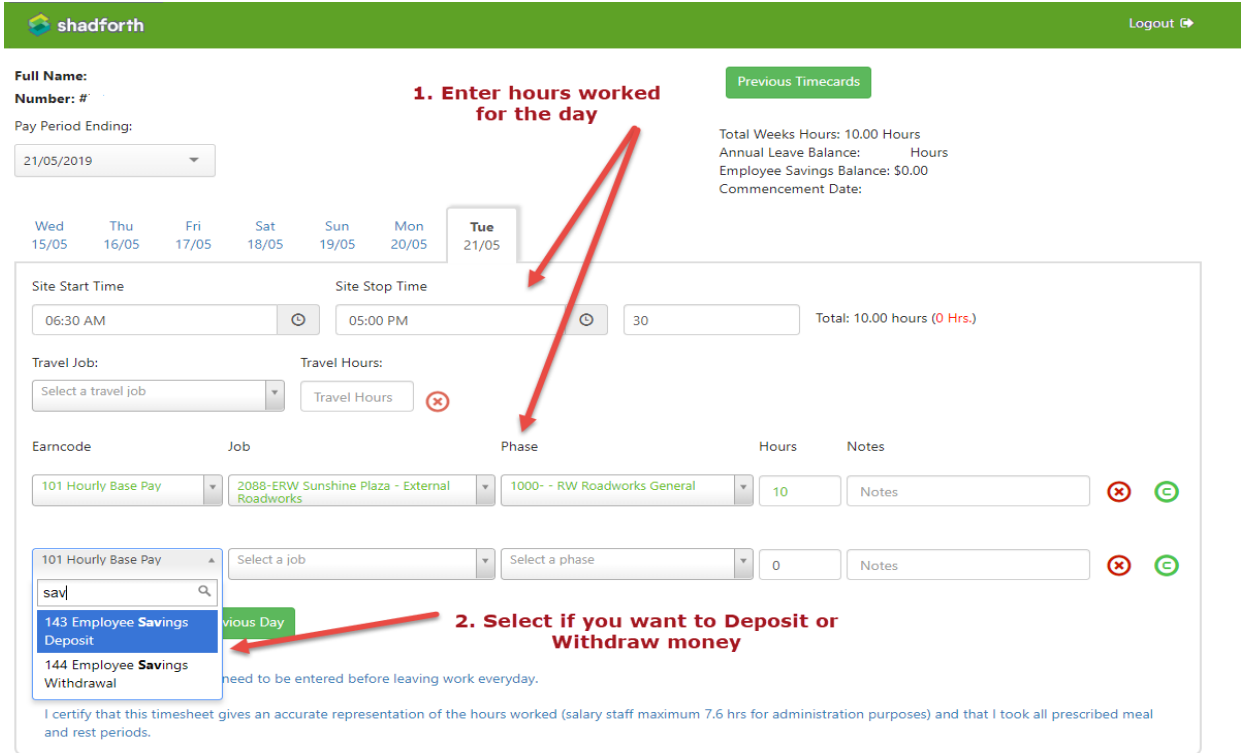
[Add](#) [Copy Previous Day](#)

[Save](#) All daily timesheets need to be entered before leaving work everyday.

I certify that this timesheet gives an accurate representation of the hours worked (salary staff maximum 7.6 hrs for administration purposes) and that I took all prescribed meal and rest periods.

To deposit or withdraw money from your savings:

1. Enter your hours worked as per normal including the job and phase codes
2. Add another line
3. Earncode Box – select “143 Employee Savings Deposit” or “144 Employee Savings Withdrawal”



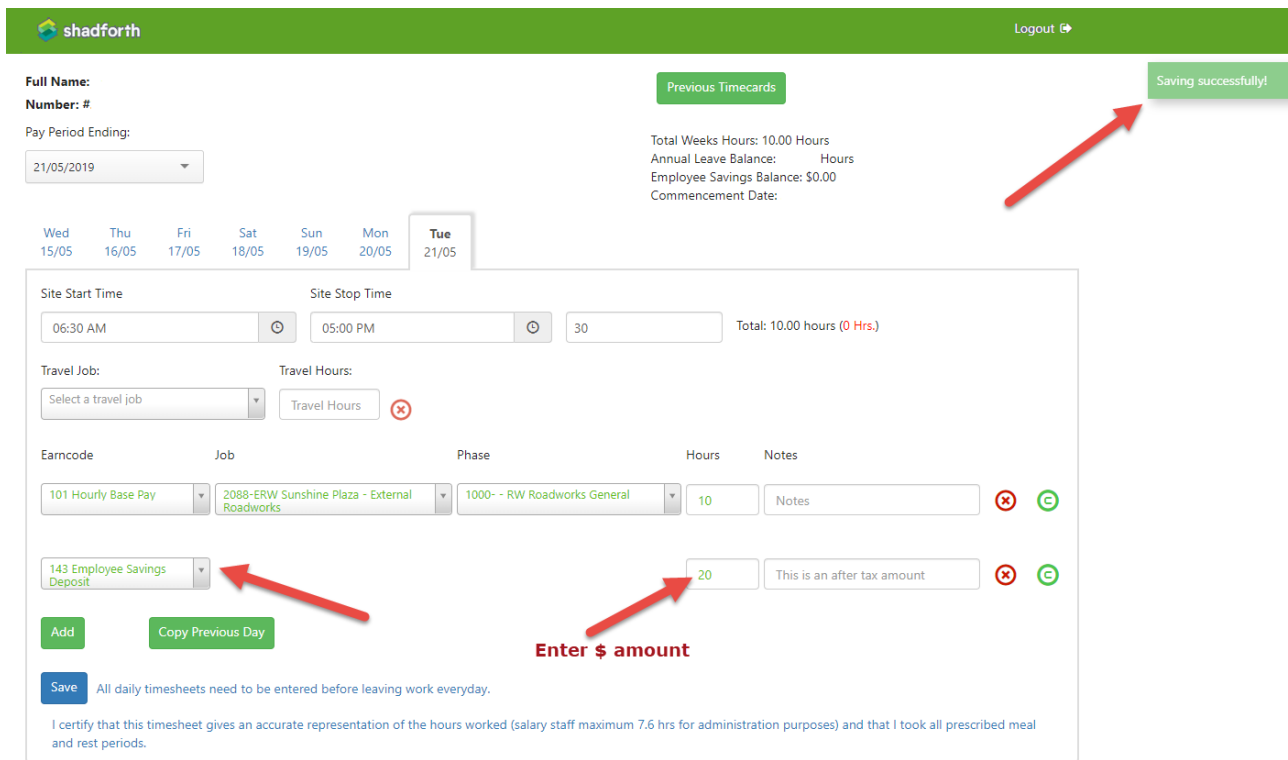
The screenshot shows the shadforth timesheet interface. At the top, there's a green header with the shadforth logo and a 'Logout' link. Below the header, the 'Full Name:' and 'Number: #' fields are visible. A 'Pay Period Ending:' dropdown shows '21/05/2019'. A calendar view shows the week of May 15th to 21st, with 'Tue 21/05' selected. A red arrow points to the 'Tue 21/05' date, labeled '1. Enter hours worked for the day'. On the right, a 'Previous Timecards' button and summary statistics are shown: 'Total Weeks Hours: 10.00 Hours', 'Annual Leave Balance: Hours', 'Employee Savings Balance: \$0.00', and 'Commencement Date:'. The main form area has 'Site Start Time' (06:30 AM) and 'Site Stop Time' (05:00 PM) fields, with a '30' in a box and 'Total: 10.00 hours (0 Hrs.)'. Below this is a 'Travel Job:' dropdown and 'Travel Hours:' field. The 'Earncode' section shows a table with columns: Earncode, Job, Phase, Hours, and Notes. The first row has '101 Hourly Base Pay', '2088-ERW Sunshine Plaza - External Roadworks', '1000- - RW Roadworks General', '10', and 'Notes'. A red arrow points to the 'Phase' dropdown, labeled '2. Select if you want to Deposit or Withdraw money'. Below the table, there's a search bar with 'sav' entered, showing a dropdown with '143 Employee Savings Deposit' and '144 Employee Savings Withdrawal'. A red arrow points to the '143 Employee Savings Deposit' option. At the bottom, there's a certification statement: 'I certify that this timesheet gives an accurate representation of the hours worked (salary staff maximum 7.6 hrs for administration purposes) and that I took all prescribed meal and rest periods.'

4. Once selected there will be the below error that comes up, you can ignore this

Dollars must be greater than 0 for all timesheets!

5. In the next box, type in the \$ amount of money you want withheld from your pay, or released from your savings (this is an after-tax amount)

6. In the top right-hand corner, it will come up 'Saving Successfully'



Things to Know:

- We recommend you enter the amount you would like withheld from your pay or released from your savings account in your Tuesday timesheet of each week (you can do it on other timesheet entry days, but these get locked at midnight each day and no changes will be able to be made after this time)
- If your timesheet is locked, you will need to contact payroll before they process that week's pay if it needs to be changed
- Amounts requested to be released from an employee's savings account will be paid on the Thursday of that week's pay run i.e. next pay run
- This could assist Shadforth employees with saving for special events, meeting unplanned expenditure or as a way of increasing their weekly pay in weeks when their pay is lower (i.e. saving for additional Christmas costs or holidays, unexpected car repairs or increasing their pay in wet weeks)

Payroll Contact Details

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