



# CONFIRMATION OF HOURS

- WageLoch has changed the way you confirm and submit your timesheets to payroll.
- You can now roster, confirm and submit timesheets through **WageLoch Cloud Roster**
- To confirm hours, Open **WageLoch Cloud Roster**, and click on “Timesheets” on the bar at the top of the screen, and click on the Start Date of the Timesheet you wish to confirm

WageLoch (cloud) Rosters **Timesheets** Staff Reports

Logged in as Sys...

**Current Timesheet**

Start Date: 27/8/18 End Date: 9/9/18

- This will bring up the timesheet for the payroll cycle
- You can adjust the coloured shift bars to confirm the hours for each employee the same as you did before

WageLoch (cloud) Rosters Timesheets Staff Reports

Logged in as System Engineer Log O...

**Timesheet for the fortnight beginning August 27, 2018**

64.50 Hours paid for Monday \$1412.07 Total cost for shift

RESET > **FINALISE**

SORT BY ONLY SHOW EXCEPTIONS HIDE UNPAID SHOW ALL FLIP CLOCK TIMES

	Mon 27/8	Tue 28/8	Wed 29/8	Thu 30/8	Fri 31/8	Sat 1/9	Sun 2/9	Mon 3/9	Tue 4/9	Wed 5/9	Thu 6/9	Fri 7/9	Sat 8/9	Sun 9/9	Total Hours
Elaine Bennetts	8:45a-1:30p (Assistant)					2:00p-5:30p (Assistant)									8.25 \$191.14
Grace Jones	9:00a-1:00p (Assistant)					1:30p-5:15p (Assistant)									7.75 \$185.95
Jean Gray	9:00a-12:00p (Assistant)				12:30p-6:00p (Assistant)										8.50 \$154.12
Sam Smith	9:00a-12:00p (Assistant)				12:30p-4:00p (Assistant)										6.50 \$147.37
Selma Kyle	8:45a-1:00p (Assistant)					1:30p-7:30p (Assistant)									10.25 \$233.92
Steven Rogers		10:00a-12:30p (Assistant)			1:00p-5:30p (Assistant)										7.00 \$158.01
Fred Atare		9:00a-1:30p (Pharmacist)			12:00p-2:00p (Pharmacist)	2:30p-6:00p (Pharmacist)									9.00 \$172.84
Hary Styles		9:15a-4:30p (Pharmacist)													7.25 \$168.12

- Once you have completed a day, you can click the “Finalise” button to confirm the day has been completed, the day will then have a tick (✓) next to it. A Question Mark (?) means the day has been edited but not finalised

SORT BY ONLY SHOW EXCEPTIONS HIDE UNPAID SHOW ALL FLIP CLOCK TIMES

Mon 27/8 ? Tue 28/8 ? **Wed 29/8 ✓** Thu 30/8 ✓ Fri 31/8 ✓ Sat 1/9 ? Sun 2/9 ✓ Mon 3/9 ✓ Tue 4/9



# SUBMITTING TIMESHEETS

- To submit your timesheets – just click “Pre-Submit”
- A message box will advise you if any days have not been completed, if you click “YES” it will confirm them as blank – with no hours worked

## WageLoch Cloud Roster



The following days have not had hours confirmed:

- Saturday week 1
- Sunday week 1
- Saturday week 2
- Sunday week 2

Are you sure you don't want to pay anyone for these days?

YES

NO

CANCEL X

**WageLoch Cloud** Rosters Timesheets Staff Reports

Logged in as System Engineer Log Out

### Timesheet for the fortnight beginning August 27, 2018

**64.50** Hours paid for Monday **\$1412.07** Total cost for shift

RESET X FINALISE

SORT BY ONLY SHOW EXCEPTIONS HIDE UNPAID SHOW ALL FLIP CLOCK TIMES

Mon 27/8 Tue 28/8 Wed 29/8 Thu 30/8 Fri 31/8 Sat 1/9 Sun 2/9 Mon 3/9 Tue 4/9 Wed 5/9 Thu 6/9 Fri 7/9 Sat 8/9 Sun 9/9

	8am	9am	10am	11am	12pm	1pm	2pm	3pm	4pm	5pm	6pm	7pm	8pm	9pm	10pm	11pm	12am	Total Hours
Eiane Bennetts		8:45a-1:30p (Assistant)					2:00p-5:30p (Assistant)											8.25 \$191.14
Grace Jones		9:00a-1:00p (Assistant)					1:30p-5:15p (Assistant)											7.75 \$185.55
Jean Gray		9:00a-12:00p (Assistant)				12:30p-6:00p (Assistant)												8.50 \$154.12
Sam Smith		9:00a-12:00p (Assistant)				12:30p-4:00p (Assistant)												6.50 \$147.37
Selma Kyle		8:45a-1:00p (Assistant)					1:30p-7:30p (Assistant)											10.25 \$233.52
Steven Rogers			10:00a-12:30p (Assistant)			1:00p-5:30p (Assistant)												7.00 \$158.61
Fred Aitane		9:00a-1:30p (Pharmacist)				1:30p-5:00p (Pharmacist)	2:30p-6:00p (Pharmacist)											9.00 \$172.04
Hary Styles		9:15a-4:30p (Pharmacist)																7.25 \$168.12

Daily Notes: Please enter your daily notes here (optional)

Sales: Total

PRE-SUBMIT CLOSE



# SUBMITTING TIMESHEETS

- Once you have confirmed all days and clicked Pre-Submit – you will be taken to the usual Timesheet view, from there – you can click “Submit” to submit your Timesheet to payroll.

WageLoch (cloud) Rosters Timesheets Staff Reports

Logged in as System Engineer Log Out

### Timesheet for the fortnight beginning August 27, 2018

MARK AS ALREADY SENT [BACK](#) [SUBMIT](#)

ADJUSTMENTS

Name	Ord	Cas Ord	Ord 1.25	Ord 1.5	Ord 1.75	Ord 1.95	Ord 2.0	Ord 2.2	Ord 2.25	PH 2.25	PH 2.5	O/T 1.5	O/T 2.0	O/T 2.5	HEALBR 1.5	HEALBR 2.0	HEALBR 2.5	ANNUAL LVE	LEAVE LOAD	PERSONAL LVE	LSL	INFOR	TOIL	LWOP
Alice Bloggs																								
April O'Neill																								
Arthur Weasley																								
Barbara Gordon																								
Dwight Howard																								
Elaine Bennetts		15.25																					2.00	
Fred Astaire	9.00																						1.00	
George Costanza																								
Grace Jones		16.50																					2.00	
Grace Kelly																								
Hal Jordan																								
Harry Styles		7.25																					1.00	
Jane Jetson																								
Jean Gray	15.00																						2.00	
Joel Selwood	8.00																						5.00	
Kenny Loggins																								
Kevin Owens																								
Lance Franklin																								
Margaret Atwood																								
Mark Taylor																								
Matt Hardy	8.50																						5.00	
Max Powers																								
Nick Carter																								
Olivia Munn																								
Peter Parker																								
Ronda Rousey	6.50																						5.00	
Rory Sloane																								
Sally Fields																								
Sam Smith		6.50																					1.00	
Sandra Sully																								
Selina Kyle		9.75		0.50																			1.00	
Steffi Craff	9.00																						5.00	