

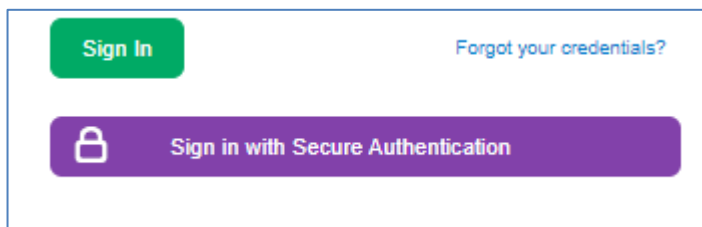
Temps - How to Create a Time Entry

Important Information

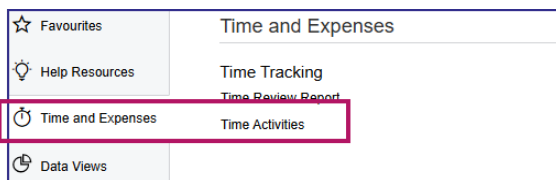
1. Time Entry: Timesheets are created and submitted in the MYOB Advanced system.
2. Timesheets cannot be submitted using a smart phone – A PC or Laptop must be used.
3. In the Timesheets application, click the large, **CLICK TO SAVE** button to save your work

1. **Log in** to begin creating a timesheet.

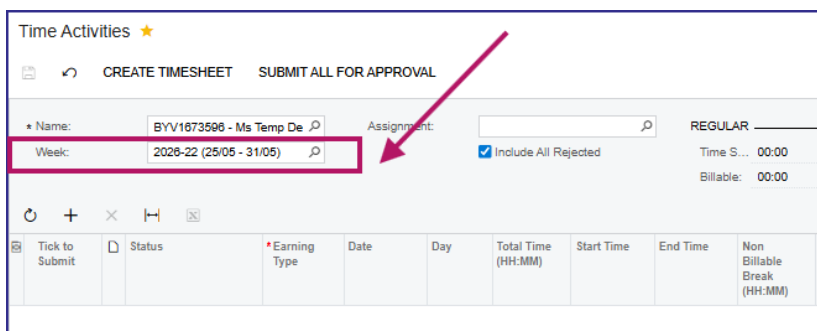
Click on this link <https://bhgroup.myobadvanced.com/> and then click the **green button**. You are not required to use the MYOB Secure Log on for timesheets (purple button).



2. Your log on will default to the Time Activities view below. If not - please select the **Time and Expenses > Time Activities**.



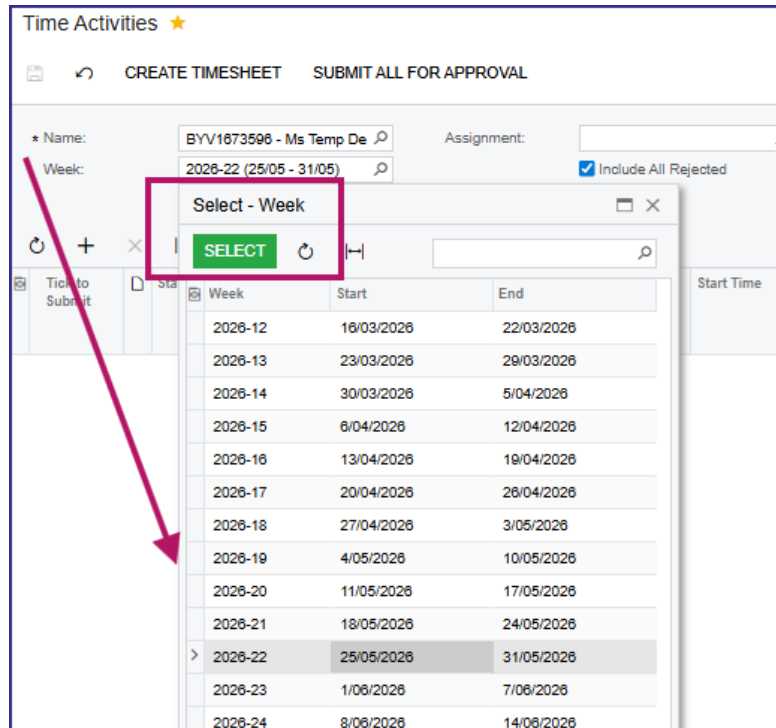
3. Your timesheet will default to the current week. If you wish to change the week date, click the drop-down and select a different week.



The timesheet week dates will default to the current week you are in.

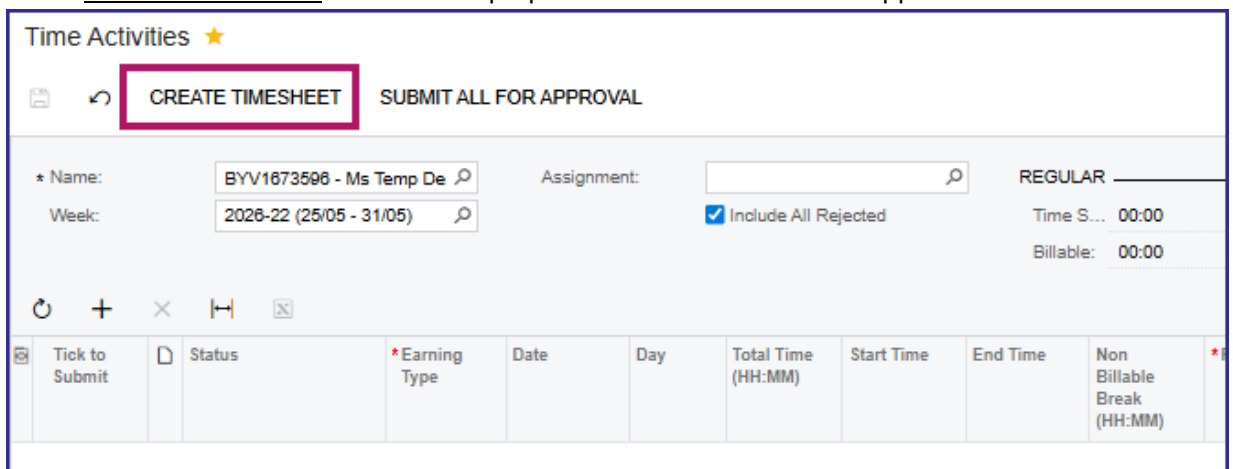
- a. It is a good tip to create and submit your timesheets on **Friday each week-end**, because then your timesheets open to the current week.
- b. If you create your timesheets on a Monday, you will need to select "last week" to enter your hours.

- If you need to change the week dates, click the **search** button in the Week box, then navigate the list with the arrows at the bottom.

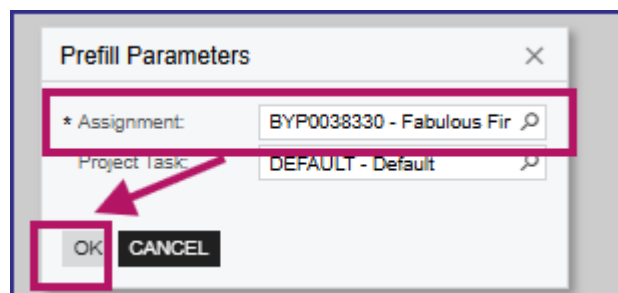


5. To create your timesheet –

- Select **CREATE TIMESHEET** and a new Pop-up Prefill Parameters box will appear.

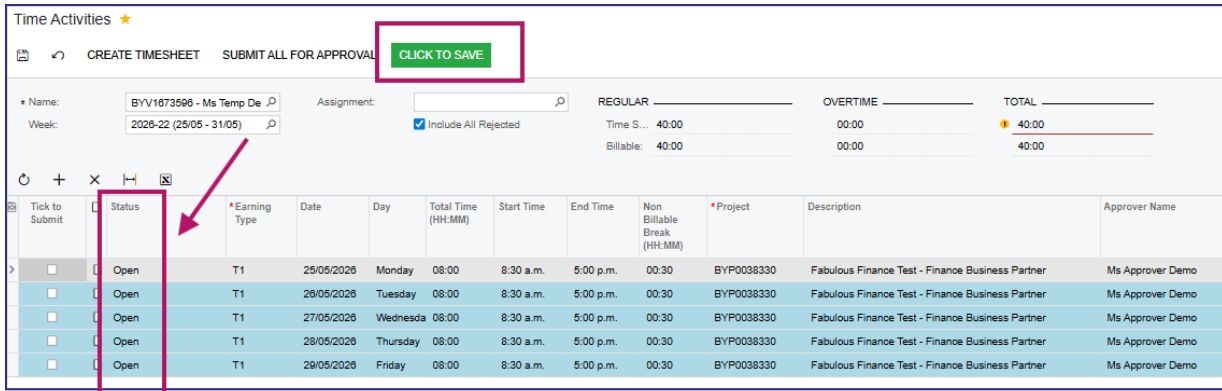


- Click on the **Magnified Glass Icon** to select your assignment. Please do not leave as **X** or blank as this will cause errors then **Press OK**

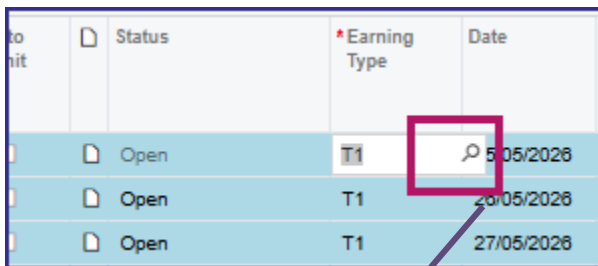


You should now see a populated work week (In open status) that excludes weekends. From here you can adjust your hours, breaks, and dates by double clicking in the cell.

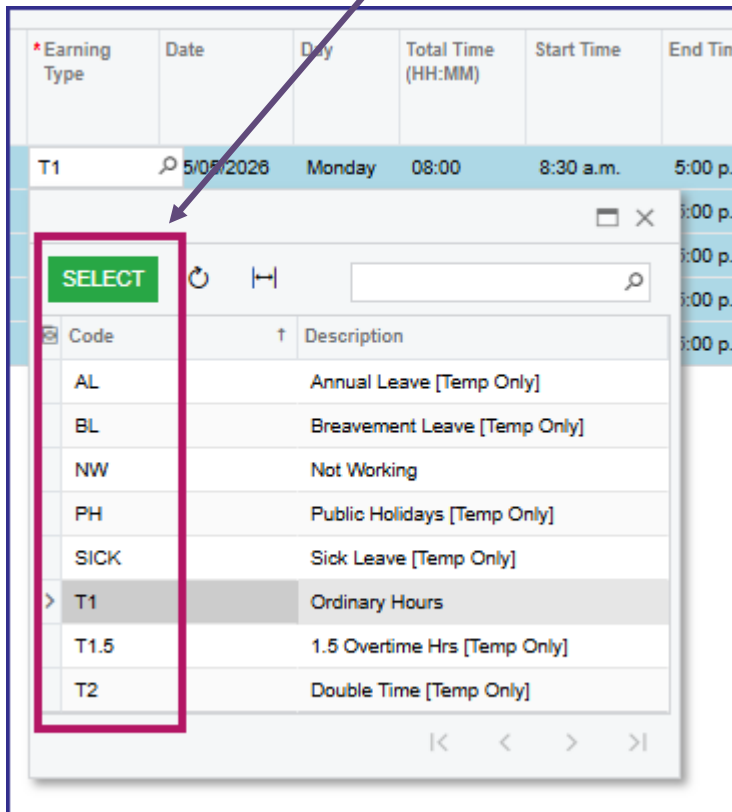
If you want to save the timesheet so you can work on it later **CLICK TO SAVE** to save an Open Timesheet. The Green button will disappear when you save



- The timesheet defaults to T1 – for ordinary Time. T1 hours are your hours worked that are billed to the Client.
- You may wish to show other Earning Types for hours submitted. Move your mouse to the Earning Type on that day, and click twice to activate the Magnifying Glass



Click on Magnifying Glass for Earning Types to appear



Please note the default earning type:

- **T1** = Ordinary time (standard rate hour billed to Client)

Please note other earning types that you may apply:

- **NW** = Not Worked - Use if you didn't work or Leave without Pay – always use with Zero Hours
- **PH** = Public Holiday - Only if you would normally have worked
- **SICK** = Sick Leave – You will only be paid if you have Sick Leave owing
- **AL** = Annual Leave - You will only be paid if you have Annual Leave owing
- **BL** = Bereavement Leave – You will need to talk to your Client Manager about BL
- **T1.5 or T2** = Time and a Half or Double Time – These are rare, and you will need to have T1.5 or T2 hours pre-approved by your Client Manager and Manager.

Please also note that a Leave form must be completed and signed by you, and your Beyond Client Manager for leave to be paid

Public Holidays

The earning type **PH** (Public holiday) will auto populate in your timesheet when the day is a Public Holiday.

If you **did not work** on a public holiday, and you **normally would have** worked that day, please check the hours shown are the hours you would have worked. Adjust if needed to show hours you would normally work.

If you **did work** on a public holiday, select **T1.5** for Time & a Half, under **earning type** and adjust your total time to reflect the correct number of hours you have worked. You will need prior approval to work on a Public Holiday, and if so, you will be paid Time and Half and be entitled to an alternative day leave.

Tick to Submit	Status	* Earning Type	Date	Day	Total Time (HH:MM)	Start Time	End Time	Non Billable Break (HH:MM)	* Project	Description
<input type="checkbox"/>	Open	T1	30/03/2026	Monday	07:30	8:30 a.m.	4:30 p.m.	00:30	BYP0028957	Beyond Recruitment Gael Demo Fabulous Finance
<input type="checkbox"/>	Open	T1	31/03/2026	Tuesday	07:30	8:30 a.m.	4:30 p.m.	00:30	BYP0028957	Beyond Recruitment Gael Demo Fabulous Finance
<input type="checkbox"/>	Open	T1	1/04/2026	Wednesda	08:00	8:30 a.m.	5:00 p.m.	00:30	BYP0038330	Fabulous Finance Test - Finance Business Partner
<input type="checkbox"/>	Open	T1	2/04/2026	Thursday	08:00	8:30 a.m.	5:00 p.m.	00:30	BYP0038330	Fabulous Finance Test - Finance Business Partner
<input type="checkbox"/>	Open	PH	3/04/2026	Friday	08:00	8:30 a.m.	5:00 p.m.	00:30	BYP0038330	Fabulous Finance Test - Finance Business Partner

Important to Note

- Your **total hours** each day are the correct hours worked.
- If you are **not required to track your start/end times** or breaks – we recommend you only adjust your hours worked in the **Total Time HH:MM** columns.
- If you are required to track your start/end times & breaks, you can click in the cell to change the populated timesheets. The total hours will automatically be calculated.

5. Adding or deleting days

- The default template is a good starting point, but you may want to add or delete extra days.
- To add an extra day, click the **+** icon
- To delete a day, be sure the row is highlighted in grey, and click the **X** icon.
- Remember to **ADD your assignment [Project]** to the days you have added. Do not leave it blank or you will see error messages.

The screenshot shows the 'Time Activities' interface. At the top, there are buttons for 'CREATE TIMESHEET', 'SUBMIT ALL FOR APPROVAL', and a green 'CLICK TO SAVE' button. Below these are fields for Name, Week, Assignment, and a 'Include All Rejected' checkbox. A summary table shows 'REGULAR' (39:00), 'OVERTIME' (00:00), and 'TOTAL' (39:00). Below the summary is a table with columns: Tick to Submit, Status, Earning Type, Date, Day, Total Time (HH:MM), Start Time, End Time, Non Billable Break (HH:MM), Project, and Description. The table contains five rows of data. The first row is highlighted in grey, and a red box highlights the '+' and 'X' icons in the top-left corner of the table. A red arrow points from the '+' icon to the 'CLICK TO SAVE' button. Another red arrow points from the 'X' icon to the 'Project' column of the last row in the table.

Tick to Submit	Status	Earning Type	Date	Day	Total Time (HH:MM)	Start Time	End Time	Non Billable Break (HH:MM)	Project	Description
<input type="checkbox"/>	Open	T1	30/03/2026	Monday	07:30	8:30 a.m.	4:30 p.m.	00:30	BYP0028957	Beyond Recruitment Gael Demo Fabulous Finance
<input type="checkbox"/>	Open	T1	31/03/2026	Tuesday	07:30	8:30 a.m.	4:30 p.m.	00:30	BYP0028957	Beyond Recruitment Gael Demo Fabulous Finance
<input type="checkbox"/>	Open	T1	1/04/2026	Wednesda	08:00	8:30 a.m.	5:00 p.m.	00:30	BYP0038330	Fabulous Finance Test - Finance Business Partner
<input type="checkbox"/>	Open	T1	2/04/2026	Thursday	08:00	8:30 a.m.	5:00 p.m.	00:30	BYP0038330	Fabulous Finance Test - Finance Business Partner
<input type="checkbox"/>	Open	PH	3/04/2026	Friday	08:00	8:30 a.m.	5:00 p.m.	00:30	BYP0038330	Fabulous Finance Test - Finance Business Partner

6. Saving your Work.

When you are happy with your hours and the total hours are correct, click on the **large green CLICK TO SAVE** button.

The screenshot shows the 'Time Activities' interface. At the top, there are buttons for 'CREATE TIMESHEET', 'SUBMIT ALL FOR APPROVAL', and a green 'CLICK TO SAVE' button. Below these are fields for Name, Week, Assignment, and a 'Include All Rejected' checkbox. A summary table shows 'REGULAR' (40:00), 'OVERTIME' (00:00), and 'TOTAL' (40:00). Below the summary is a table with columns: Tick to Submit, Status, Date, Day, Total Time (HH:MM), Start Time, End Time, Non Billable Break (HH:MM), Assignment, Description, Earning Type, and Approver Name. A black arrow points to the 'CLICK TO SAVE' button.

Tick to Submit	Status	Date	Day	Total Time (HH:MM)	Start Time	End Time	Non Billable Break (HH:MM)	Assignment	Description	Earning Type	Approver Name
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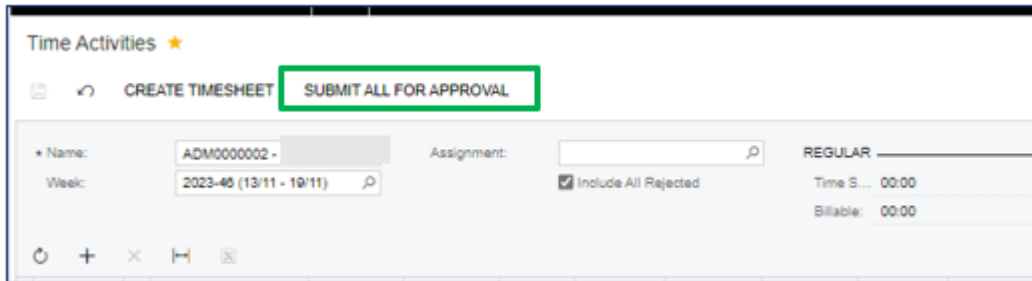
When your timesheets are saved, you will notice the **CLICK TO SAVE** button will have disappeared, which confirms you have saved your work.

If you save your work and the status of your timesheet is Open, you have not yet submitted your timesheets for approval – as they are still open.

7. Submit to your Approver.

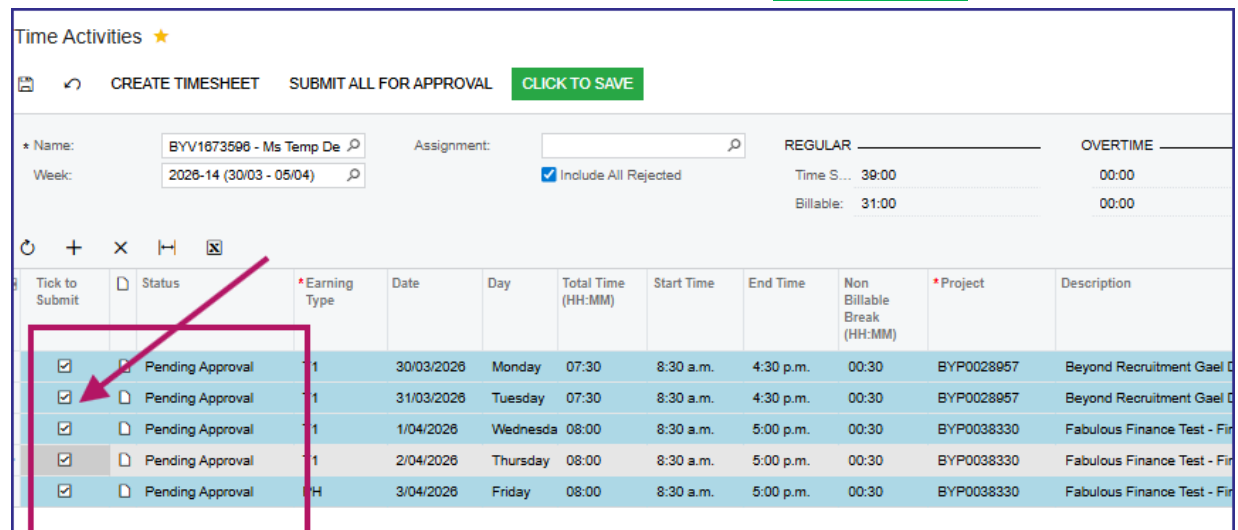
After saving, you can now submit your hours for approval by selecting/clicking on

- **SUBMIT ALL FOR APPROVAL**, which will **automatically send and save** all – you will see the status change from Open to Pending Approval



The screenshot shows the 'Time Activities' form. At the top, there are two buttons: 'CREATE TIMESHEET' and 'SUBMIT ALL FOR APPROVAL'. The 'SUBMIT ALL FOR APPROVAL' button is highlighted with a green box. Below the buttons, there are input fields for Name (ADM0000002), Week (2023-45 (13/11 - 19/11)), Assignment, and a checkbox for 'Include All Rejected'. There are also fields for 'REGULAR' and 'OVERTIME' with 'Time S...' and 'Billable' values.

- **MANUALLY TICK EACH LINE** to submit. Please remember to **CLICK TO SAVE**



The screenshot shows the 'Time Activities' form with a table of time entries. The 'CLICK TO SAVE' button is highlighted in green. A red box highlights the 'Tick to Submit' column, and a red arrow points to the first row's checkbox. The table has the following columns: Tick to Submit, Status, Earning Type, Date, Day, Total Time (HH:MM), Start Time, End Time, Non Billable Break (HH:MM), Project, and Description.

Tick to Submit	Status	Earning Type	Date	Day	Total Time (HH:MM)	Start Time	End Time	Non Billable Break (HH:MM)	Project	Description
<input checked="" type="checkbox"/>	Pending Approval	1	30/03/2026	Monday	07:30	8:30 a.m.	4:30 p.m.	00:30	BYP0028957	Beyond Recruitment Gael T
<input checked="" type="checkbox"/>	Pending Approval	1	31/03/2026	Tuesday	07:30	8:30 a.m.	4:30 p.m.	00:30	BYP0028957	Beyond Recruitment Gael T
<input checked="" type="checkbox"/>	Pending Approval	1	1/04/2026	Wednesda	08:00	8:30 a.m.	5:00 p.m.	00:30	BYP0038330	Fabulous Finance Test - Fir
<input checked="" type="checkbox"/>	Pending Approval	1	2/04/2026	Thursday	08:00	8:30 a.m.	5:00 p.m.	00:30	BYP0038330	Fabulous Finance Test - Fir
<input checked="" type="checkbox"/>	Pending Approval	1	3/04/2026	Friday	08:00	8:30 a.m.	5:00 p.m.	00:30	BYP0038330	Fabulous Finance Test - Fir

TIPS:

- Use the **Submit All for Approval**, each Friday at the end of the week before you leave
- If you choose to Manually **Submit for Approval** a few days, then after ticking the day, you will need to click the **CLICK TO SAVE** button again.
- By submitting your timesheet, you will see your timesheet status change from **Open to Pending Approval**. An email is automatically sent to your approver each time you SAVE your status to Pending Approval.

8. Making Amendments

You can make changes at any time whilst your timesheet is in **Pending Approval** Status.

- Simply untick the day you wish to change and see the status change to **OPEN**.
- Once open, click to save before editing. You can edit the row to make the required changes by selecting the cell you wish to edit before resubmitting, and then clicking the **CLICK TO SAVE** icon again.
- The status of the row should change back to **Pending Approval**, after resubmitting your

timesheet again, at which point your approver will receive another email notification and must again approve the row.

9. Making Amendments

You can make changes at any time whilst your timesheet is **Open** or in **Pending Approval Status**.

- a. If your day is Open, just make the change and **CLICK TO SAVE**. This will save your change but your status will remain Open.
- b. If your day is Pending Approval, simply untick the day you wish to change and you will see the status change to **OPEN**. Then make the change and **CLICK TO SAVE**.
- c. To resubmit for approval, tick the day to change the status to **Pending Approval**, then **CLICK TO SAVE**. – This action will resubmit your timesheet again, and your approver will receive another email notification and must again approve the row.

10. Timesheet Approval

NOTE: Approvals must be actioned by **Midday each Monday** for your hours to be included in the Wednesday pay run. Please submit your hours early to your approver to allow sufficient time to approve

- a. When you **SUBMIT ALL FOR APPROVAL** or change the status of each line to **Pending Approval**, an email is automatically sent to your approver to notify them that they have timesheets to approve. On that email they have an option of either approving your timesheets or logging to the Timesheet system to review what you have submitted.
- b. You will receive an email when the timesheet has been approved by your manager. That email confirms the hours approved.
- c. If you accidentally press **SUBMIT ALL FOR APPROVAL** when you are only wanting to submit a few days, just untick the dates that have been submitted by accident and they will return to being Open. You can make your changes and when you see the green **CLICK TO SAVE** appears, you will need to press it to save your work.

If you have any further questions, please email payroll@bhgroup.co.nz