

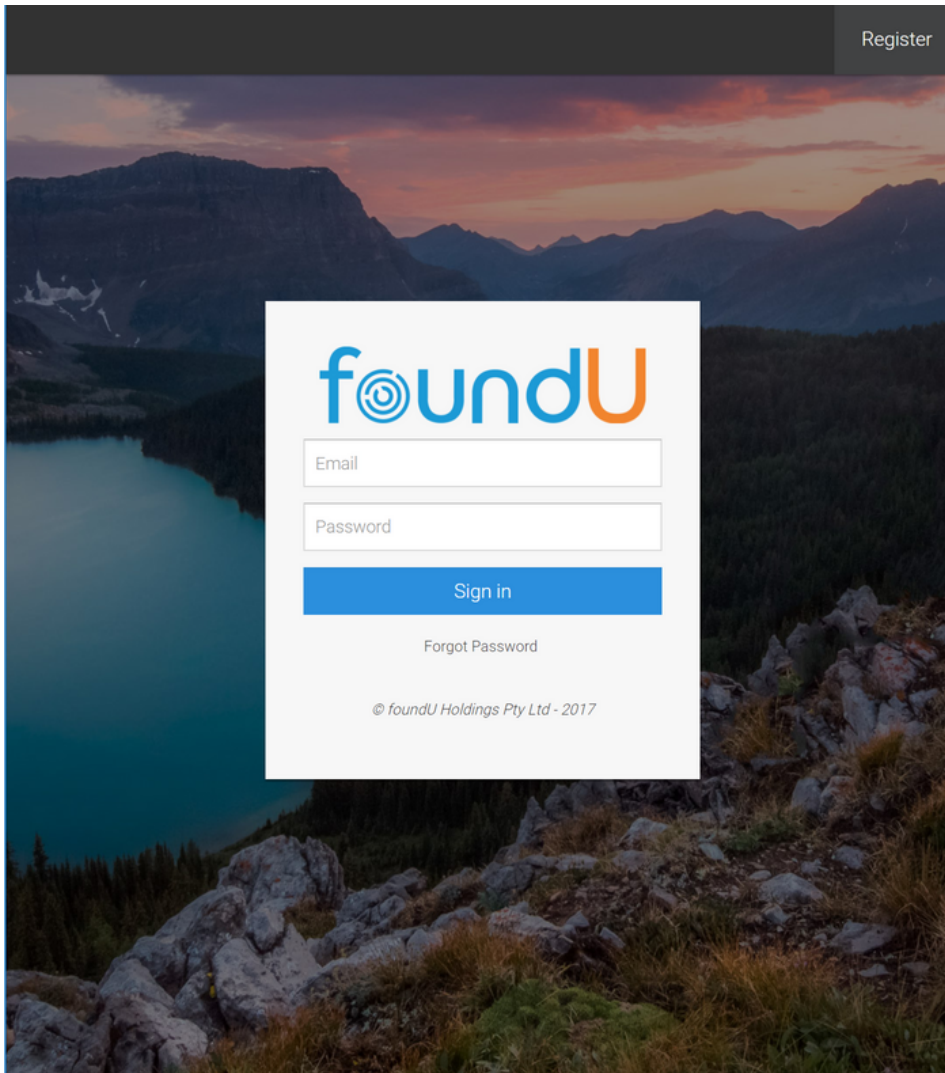


# How to Submit Timesheets

foundU

PEOPLE OPERATIONS PLATFORM

# Employee Login



Register

**foundU**

Email

Password

Sign in

[Forgot Password](#)

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1. Log in to your employee portal on any mobile device or computer:  
**[yourcompany.foundu.com.au](#)**
2. Enter your email address and password.
3. If you have forgotten or need to reset click **Forgot Password**. Check your inbox and follow the prompts to update your password.

# View Timesheets

Any timesheets waiting to be submitted will be flagged in red. To view & edit your timesheet:

1. Go to **Timesheets** from the menu and click **+Add**.  
(Alternatively, you can also click + Add Timesheet from Home page).

**foundU**

Home

06/08/2018 To 12/08/2018

< PREVIOUS WEEK

NEXT WEEK >

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
<b>Front Counter</b>	<b>Front Counter</b>	<b>Front Counter</b>	<b>Front Counter</b>	<b>Front Counter</b>		
Start time: 8:00 AM 2 Mayneview St, Milton QLD 4064, Australia	Start time: 8:00 AM 2 Mayneview St, Milton QLD 4064, Australia	Start time: 8:00 AM 2 Mayneview St, Milton QLD 4064, Australia	Start time: 8:00 AM 2 Mayneview St, Milton QLD 4064, Australia	Start time: 8:00 AM 2 Mayneview St, Milton QLD 4064, Australia		

**Timesheets** **Add** **View PDF** **View All** **Payslips**

**Front Counter**

Start time: 8:00 AM  
Days: Monday,Tuesday,Wednesday,Thursday,Friday  
2 Mayneview St, Milton QLD 4064, Australia

**Timesheets**

Pending	Kitchen	Southport	14th January 2018
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**+ ADD TIMESHEET** **DOWNLOAD PDF** **VIEW ALL**

# Choose Time Period

1. Select the relevant **week ending date** to view and edit your timesheet.
2. Click **Submit Timesheet**.

The screenshot shows a web application interface with a sidebar on the left containing icons for Home, Profile, Availability, Timesheets (with a red badge showing '12'), Work, and Logout. The main content area displays a modal titled 'Available Timesheets' with a close button (X) in the top right corner. Inside the modal, it shows 'Period ending: 12th August 2018' with a calendar icon. Below this, the job details for 'Southport - Front Counter' are listed: 'Job Start: 6th February 2018 08:00 End: Ongoing', 'Position : CW 1', 'Address : 2 Mayneview St, Milton QLD 4064, Australia', and 'Supervisor: Matthew Horton'. To the right of these details are three buttons: 'SUBMIT TIMESHEET' (highlighted with a red border), 'SUBMIT SINGLE SHIFT', and 'ALREADY SUBMITTED'. Below the buttons is a grid of dates for selection, with '5th August 2018' highlighted with a red border. The dates are arranged in two rows: the first row contains 27th May 2018, 3rd June 2018, 10th June 2018, 17th June 2018, and 24th June 2018; the second row contains 1st July 2018, 8th July 2018, 15th July 2018, 22nd July 2018, and 29th July 2018. At the bottom right of the modal is a 'Close' button. The background of the application shows a partial view of a calendar for Sunday.

Available Timesheets

Period ending: 12th August 2018

**Southport - Front Counter**  
Job Start: 6th February 2018 08:00 End: Ongoing  
Position : CW 1  
Address : 2 Mayneview St, Milton QLD 4064, Australia  
Supervisor: Matthew Horton

SUBMIT TIMESHEET

SUBMIT SINGLE SHIFT

ALREADY SUBMITTED

27th May 2018	3rd June 2018	10th June 2018	17th June 2018	24th June 2018
1st July 2018	8th July 2018	15th July 2018	22nd July 2018	29th July 2018
5th August 2018				

Close

+ ADD TIMESHEET    DOWNLOAD PDF    VIEW ALL

# Edit & Submit Timesheets

Submit Timesheet: Front Counter 12th August 2018 ×

Upload Timesheet

Upload Timesheet (No file selected)

Add Shifts

Shift 1 Copy Remove

Day Monday Start 8:00 AM End 4:00 PM Break 30 minute

☐ Did not work

-- Height Work --

-- First Aid Allowance --

-- Industry Allowance --

-- Special Allowance --

Shift 2 Copy Remove

Day Tuesday Start 8:00 AM End 4:00 PM Break No Break

+ Add Shift

Add Reimbursements +

Submit Timesheet

Close

1. If you have a paper timesheet you can upload it by clicking **Upload Timesheet**. Otherwise;


2. Check and enter the **Day**, **Start** and **End** times + **Break** length for each shift.

3. Click + **Add Shift** or **Copy** an existing shift to add extra shifts you worked.

4. + **Add Reimbursements** at the bottom & upload any document/receipts if required.

5. Check '**Did not work**' where applicable.

6. Click **Submit Timesheet** when complete. This will be automatically sent to your manager for approval.

 It's important to submit your timesheet at the end of each working week to make sure you get paid.