

# Adecco WebBase.

## Online Timesheet Management for Clients

A guide on how to use WebBase, the Adecco Group's online time management system.

If you have any queries please contact your consultant or local branch.

1. Visit the Adecco website at [www.adecco.co.nz](http://www.adecco.co.nz)
2. Select the tab "WebBase" and click the link "Client login"
3. Log in using details supplied by your branch consultant. This will consist of a user id (a 9 digit number), your user name (first letter of your first name and first three letters of your surname), and the password 'Adecco'. Your password can be changed the first time you log in to use the system.
4. Select the Timesheet icon at the top right hand side of your screen.

5. You will be presented with a range of timesheets, all colour coded as follows.
  - a. Yellow. These are timesheets that have been populated by the associate and are waiting for your approval. The extras column will (shown above with a \$ sign) highlight any additional claims the associate is making. ie bonus payments.
  - b. Orange. These are timesheets that the associate has started to populate but hasn't yet finished or submitted.
  - c. Green. These are timesheets that are available for either the associate to complete, or for you to complete on their behalf. Should you choose to manage the timesheet submission for the associate and have a query, you can raise this with them by emailing them directly from the timesheet line.
6. Select the associates name to open the timesheet

**Joe Bloggs timesheet**

Company: Adecco Personnel  
Position: Call Centre - Outbound  
Status: **Submitted**

To reject this timesheet requires a comment to Joe Bloggs.  
The rejected timesheet will be returned to Joe Bloggs for review.

Week Ending : 11/2/2008

Date	Start	Stop	Start	Stop	Start	Stop	Total
Mon 10/27/2008	08:30	12:00	12:30	17:30			08:30
Tue 10/28/2008	08:30	12:00	12:30	17:30			08:30
Wed 10/29/2008	08:30	12:00	12:30	17:30			08:30
Thu 10/30/2008	08:30	12:00	12:30	17:30			08:30
Fri 10/31/2008	08:30	12:00	12:30	17:30			08:30
Sat 11/1/2008							
Sun 11/2/2008							
<b>Total</b>							42:30

Level 2 Approver:

Additional Claim: Attendance Bonus please of \$42.30

Comment from Joe Bloggs:  
Comment to Joe Bloggs:

Comment to Adecco Personnel Ltd:

7. Check that the hours entered are correct and any additional claims are entitled to be paid. Any comments you wish to make can be entered in the first field to the associate and in the second field to the Adecco Group.
8. If you don't agree with any of the detail on the timesheet please make comments to the associate as to why you don't agree and select the Reject button. This will push the timesheet back to the associate who will re-enter detail and re-submit. If the timesheet is correct please select the Accept button.



[Invoice History](#)   [Work In Progress Report](#)   [Spend Report](#)   [Timesheets](#)   [Change Password](#)   [Log Out](#)

---

Client timesheet list

[SAVE](#)   [Instructions](#)   [Print](#)   [Archived Timesheets](#)

After accepting and / or rejecting timesheets please choose SAVE to submit the list.

Submitted timesheets							
Name	Position Job No (Type)	Start Date End Date	Week Ending	Extras	Total Hrs	Accept	Reject
<a href="#">Joe Bloggs</a>	Call Centre - Outbound 200144348 (Temp)	9/8/2008 2/1/2009	11/2/2008	\$	42.50	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Page 1 of 1

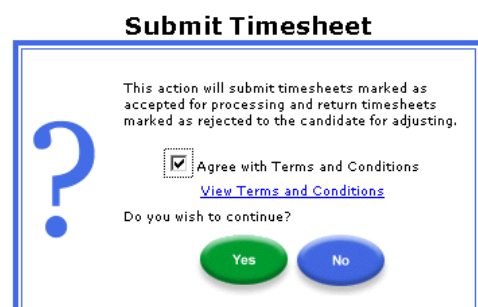
9. Select the Return to List button.

10. Select the Save button to approve/reject the timesheet.

11. You will be presented with a timesheet submission screen. You must agree to our terms and conditions to proceed via the selection of the check box.

12. Click on Yes.

13. If your organisation requires two levels of approval your timesheet will automatically be sent to the Level 2 Approver in your organisation. If there is only one level of approval required or you are the Level 2 Approver, your timesheet will be submitted to our payroll team for processing.



We hope you find our online time management service efficient and effective. We never take your business for granted and are always seeking new ways to improve our service and add value for our clients.

**Thank You!**