Entering timesheets and client approvals via the mobile app.

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1- Open your TRN mobile app,

2 - Click on Assignment & Timesheets (look at Finished Assignments if not in there),
 3 - Click on the assignment you want to enter your timesheet for then click Timesheet Records at the bottom.

≡ Home			← Brand Ambassadors - Collecting Phones
Image: construction Image: construction	Kia Ora! Your current confirmed work assignments will be shown on this screen. Click into any assignment to see schedules, locations, pay rates and other details. Click the ≡ icon to view the app menu.	Vour previous work assignments will be shown on this screen. Brand Ambassadors - Collecting Phones CHRIS ROCK Gl Over Yondr - Christchurch From Aug 8 2022 to Aug 8 2022	Updated 7 Aug 2022 Over Yondr - Christchurch Brand Ambassadors - Collecting Phones CHRIS ROCK GIG Address: Christchurch Arena 55 Jack Hinton Drive, Addington, Christchurch 8024, New Zealand Shift type: Afternoon Date and time: Mon 8 Aug 2022, 5:30 pm - 11:00 pm Pay rate: \$ (Hour) Address: Christchurch Arena - 55 Jack Hinton Drive, Addington, Christchurch 8024, New Zealand Map: https://goo.gl/maps/RuZxcmKG8acoF3hj7 Staff Guidelines: https://www.trn.org.nz/assets/Site-Information/Over-Yondr-Staff- Training-Guidelines.pdf Uniform: Black dress pants, black shoes and socks, a long sleeve black dress shirt. Please hair tied up and be well groomed. NO sneakers or jandals. If you don't have uniform please let us know so we can lend you some. Uniform guide: https://www.trn.org.nz/assets/Uniform-Guide/FOH.jpg
Tap = to see all features			TIMESHEET RECORDS

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4 - Click on OPEN for the shift you want to enter, Click the edit button on the right and then add you start time, finish time, and unpaid breaks (no need to enter paid breaks)

Week starting 8 August 2022 Working as Brand Ambassadors - Collecting Phones CHRIS ROCK GIG At Over Yondr - Christchurch			Working as Brand Ambassadors - Collecting Phones CHRIS ROCK GIG At Over Yondr - Christchurch Total Hours Without Breaks: Standard: 5 hours 30 min			At Rate St	Working as Brand Ambassadors - Collecting Phones CHRIS ROCK GIG At Over Yondr - Christchurch Rate Standard			
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- 5 Once your timesheet has been entered and saved, click Client Approval.
- 6 Get the supervisor on site to select their name from the timesheet approver list or Other if they are not listed.
 - 7 The approver will add their signature then click Approve at the bottom of the page.

Working as Checkout Operator At The Recruitment Network Christchurch Total Hours Standard: 2 hours Without Breaks: At Rate From To Standard 8:00 am 10:00 am Time Entered Approved	yee name Rob Alexander Ig as Checkout Operator The Recruitment Network Christchurch Ver* Baxter - use this one Holly Baxter - use this one		At The Recruitment Network Christchurch Approver* Holly Baxter - use this one Time worked Approve? Wed 19, Jun 2024	h
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8 - Your approved timesheet will then be submitted through the app to the TRN system for

- 9 The client and TRN will be sent an email listing the shift times and hours that have been approved for the previous day and including who from the site has approved them.
- 10 If you look after multiple sites, you will receive a separate email for each of the sites that have timesheets approved the previous day.

11 – If there is an issue with an approved timesheet this can be fixed – please contact your consultant or reply to the email and we will be able to make any required adjustments.

Kia ora Holly,

Firstly, we trust you're having a great morning and thank you for choosing The Recruitment Network for your staffing needs.

Please find following a summary of timesheets approved for The Recruitment Network in the past 24 hours.

Date	Assignment	Placement	Timesheet	Worker	Started	Finished	Hours	Approved By	Approved On	Query
Mon 10 Jun 2024	Front of House	278244	484917	Liane Manuel TEST	9:00 am	5:30 pm	8 hours	Rob - Kitchen Manager	Mon 10 Jun 2024 9:28 am	Query

Please don't hesitate to reply to this email if you have any questions, or would like to make a further booking.

Thank you again for choosing The Recruitment Network, we appreciate your support.

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the recruitment network