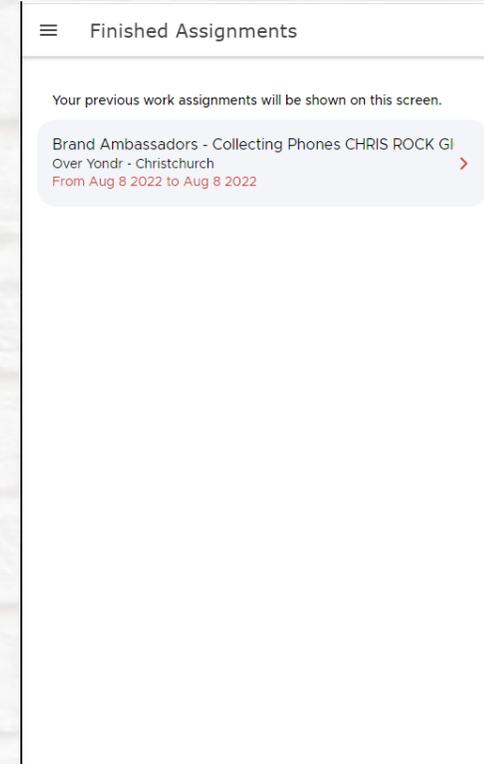
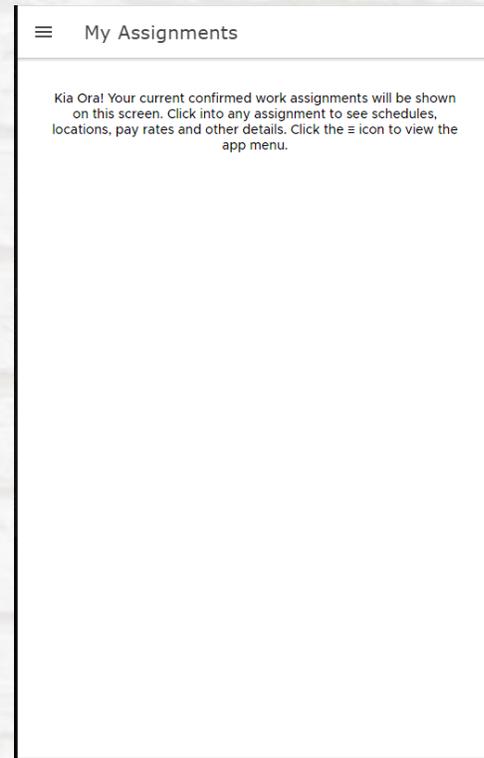
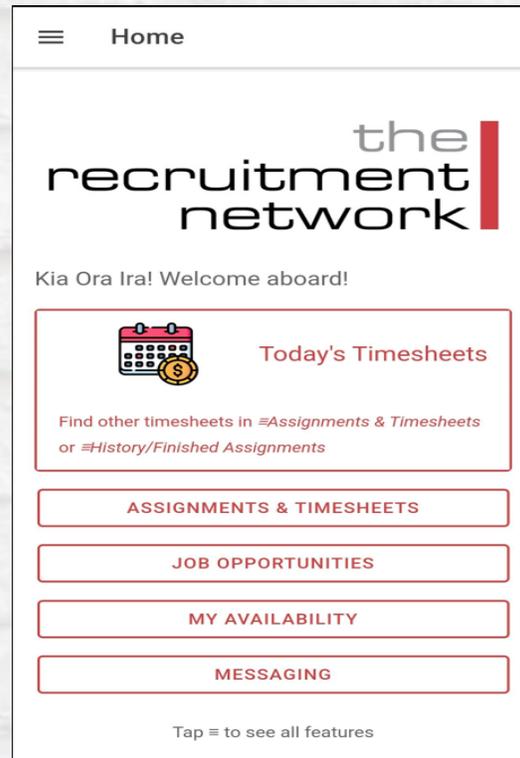


**Entering timesheets and
client approvals via the
mobile app.**

- 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.



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)

← Weekly Summary

Week starting 8 August 2022

Working as Brand Ambassadors - Collecting Phones CHRIS ROCK GIG

At Over Yondr - Christchurch

TIMESHEET EXPENSES

Total Hours Without Breaks: Standard: 5 hours 30 min

Date	Hours	
Mon 8 Aug 2022	5 hours 30 min	OPEN

CLOSE

← Mon 08 Aug 2022

Working as Brand Ambassadors - Collecting Phones CHRIS ROCK GIG

At Over Yondr - Christchurch

Total Hours Without Breaks: Standard: 5 hours 30 min

Rate	From	To	
Standard	5:30 pm	11:00 pm	

CLOSE

← Mon 08 Aug 2022

Working as Brand Ambassadors - Collecting Phones CHRIS ROCK GIG

At Over Yondr - Christchurch

Rate Standard

Rate Description: Standard basic rate

Start 05:30 pm End 11:00 pm

Break Start Select Time Break End Select Time

Breaks Taken

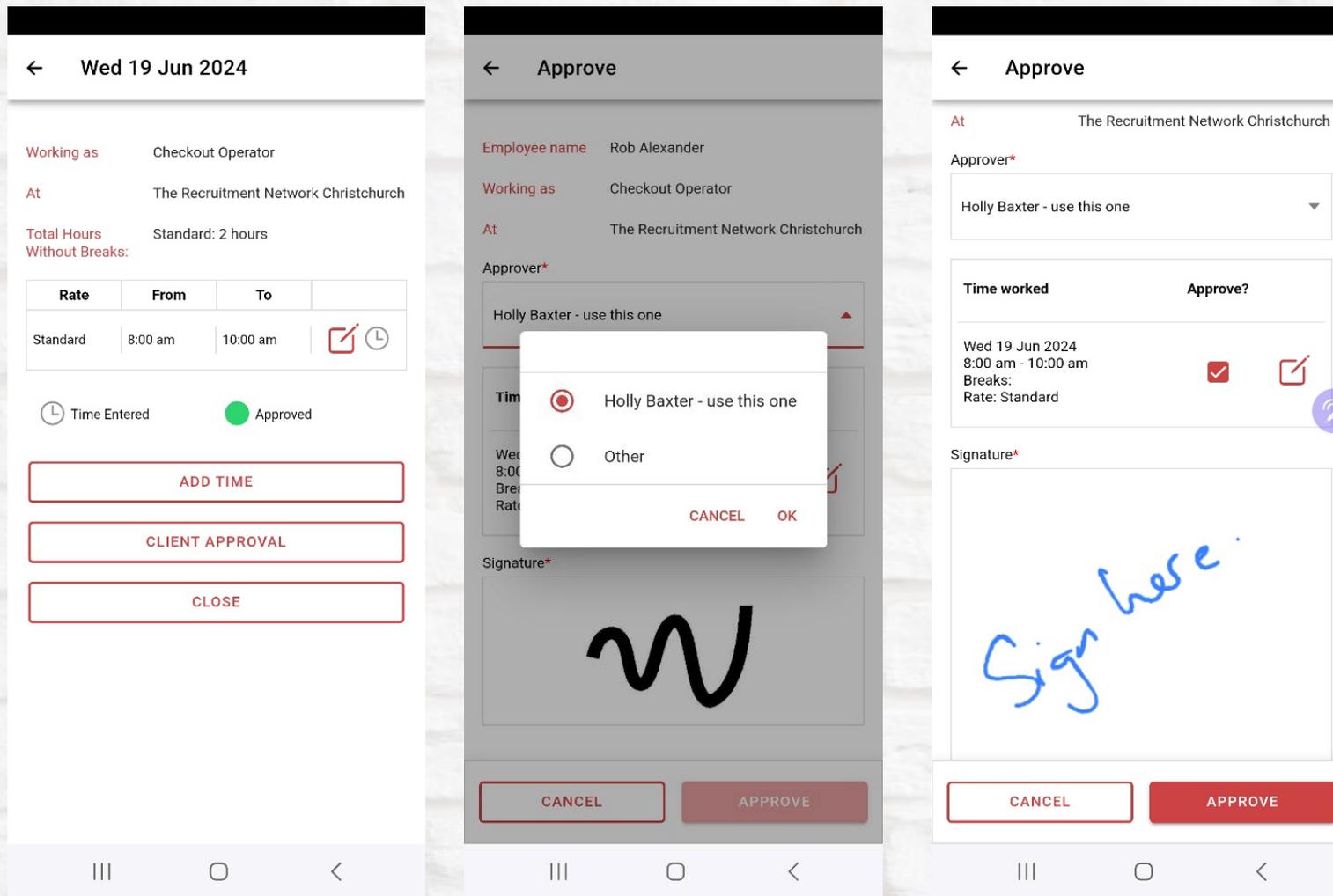
Total Time Worked: 5 hours 30 min

DELETE **CANCEL** **SAVE**

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.



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.

Nga mihi