

How to enter Job Costed Timesheet - App

This user guide outlines how to enter your job costed Timesheet via the Dayforce App.

Step 1	Step 2	Step 3	Step 4
Click More.	Click Timesheet from the menu.	Add shift for required day.	Fill in the required details. Click Add and then click Authorise .

9:21 .41 🕈 💽	9:22 all 🕈 💭	8:20 .ul 📚 🍋	9:20
S 🖸	Done Menu Edit	Timesheet ····	C Timesheet Add a shift Add
ole: Employee with WFM	FAVOURTE TARS	< 30 Oct - 5 Nov 2023 > Total hours: 0.0000 >	3 NOV 2023
No unread messages	û Home >	30 Not scheduled	Authorise
	🔀 Availability		Location Shared Services VIC
(12) Next pay date Thu, 9 Nov 2023	Calendar >	TUE Not scheduled	Job assignment Learning and Development Manager
	Directory	01 Not scheduled	Pay code
Next scheduled shift No upcoming shifts in the next 7 days	FEATURES	TRU Not sched Add shift	[None]
	fip Earnings	Add pay adjustment (2)	Symal Cost code/Activity code [None]
No time away requests in the price of the pr	A Schedules		Start 7:00 am
	Time Away	SAT Not scheduled	End 3:30 pm
	🔄 Timesheet	SUN 05 Not scheduled	Add a meal
			Add a transfer
			EMPLOYEE COMMENT
			Tap to add a comment
Austability Calindar Directory Nore		fan Die E E	Home Availability Calendar Directory More