OUR PROOF YOUR SECURITY
FASTTRACK 360 CANDIDATE PORTAL

Fasttrack 360 (FT360) is Robert Walters online Self-Service Portal. FT360 gives you access to update your personal details, view your payslip, complete your timesheet and submit expenses.

ACCESS

FT360 can be accessed on any device using the following links:

PC Site: https://robertwalters.fasttrack360.com.au/RecruitmentManager/candidatelogin
Make sure your Internet browser allows pop-ups

Mobile Site: https://robertwalters.fasttrack360.com.au/FastTrack.MobileTimesheets
Please Note: The mobile site does not have full functionality; access is limited to timesheet entry only.
Make sure your Internet browser allows cookies.
You can save this mobile link onto your mobile device home page through your devices setting options.

LOGIN
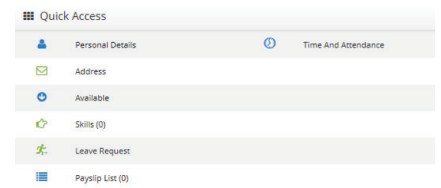
You will be notified by the Payroll team of your user name and password

NAVIGATION

Either scroll down the screen to the relevant section or navigate using the Quick Access icons

PERSONAL DETAILS/ADDRESS

You can ensure Robert Walters has your up to date contact information by entering your current personal details and address, and updating them when your circumstances change.

AVAILABLE/SKILLS

At this time Robert Walters is not using the Available and Skills sections of FT360.

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LEAVE REQUEST

Will only be available if applicable to your current placement.

Leave Request List

To search for the status of leave already applied for, enter the start and end date of your search range. You can either narrow down your search by selecting the Absence Type and Leave Request Status or leave these as *Any*.

Select Search Q Icon.

Leave Balance

Select Leave Balance

Step 1. Payee: From the drop down select the option available to you

Step 2. Select Search Q icon and a balance will be shown for each leave type as accrued up until the last processed payrun

Applying for Leave

Select Add +

Step 1. Payee: From the drop down select the option available to you

Step 2. Select the appropriate Absence Type from the drop down

Step 3. Enter the Start Date and Time of the leave you are taking. Eg 01/07/2017 8:30

Step 4. Enter the End Date and Time of the leave you are taking Eg 01/07/2017 17:30

Step 5. Select Populate Dates 📅
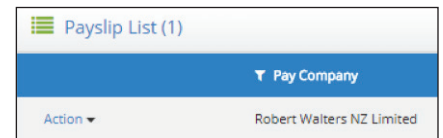
Step 6. Select Submit 📄

PAYSLIP LIST

Your full history of payslips will be listed for you to view and print at any time.

Select the down arrow to open up your payslip list. ▼

Select Action/Preview to view. You can then print or email if you require.

☰ Payslip List (1)	
	▼ Pay Company
Action ▼	Robert Walters NZ Limited

TIME AND ATTENDANCE

This section holds all of your current and past timesheets. Once you have submitted a timesheet your timesheet approver will receive notification that they can now login and approve your timesheet for you. Once approved your timesheet will automatically be submitted for the next pay run.

Timesheet Entry

Select the 🕐 Time And Attendance icon from the Quick List, to access a number of different timesheet list options.

14 Available	1 Incomplete	0 Rejected	1 Submitted	0 Bulk	Historical	Expired

Available	Timesheets that are available to be keyed, that have not previously been used.
Incomplete	You can enter and save your work times onto the timesheet each day but wait until the end of the week to submit it to your timesheet approver. These are the timesheets that have been used and saved but are yet to be submitted to the timesheet approver.
Rejected	Are timesheets that have been submitted for approval but have been rejected by the timesheet approver due to errors.
Submitted	Are timesheets that have been submitted for approval and are waiting to be approved by the timesheet approver.
Bulk	Not an option used by Robert Walters, please ignore.
Historical	Once the timesheet is approved it will move into this list.
Expired	Deleted unused timesheets will move into this list.

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TO ENTER A TIMESHEET

Step 1. Select **14 Available** Available timesheets will only be for the current or prior week. You will not be able to access future timesheets.

Step 2. You can either select the timesheet you require or search for one if needed. To search select ▲ the icon and enter the relevant criteria.

[Search Q] [Reset C] [Timesheet Reports +] [▲]

Step 3. Complete your timesheet, referring to the following table.

TIMESHEET FIELDS EXPLAINED		
Field	**Description**	**Integrated from Profile**
Timesheet Header	Displays start and end date, and other additional information related to the job order – see tabs to the right for client, payee, timesheet and agreement information	
Timesheet Code	Not required	
Attendance/Absence	Captures the type of shift worked or, if you were absent that day, the type of absence that applied	
Action	**Delete** will delete the entire row **Copy** will copy the data from the above row **Copy All** will copy the data in the 'Copy All' row to all other weekday rows **Add** will add an additional row, work date can be changed	
Work Date	The date of the shift, can be changed	
Start Time	Start time of the shift. Enter hours using the 24 hours clock i.e. 4pm is 16:00. When entering start and stop times you are not required to use a full stop or colon, example 16:00 enter 1600 without the colon.	
End Time	End time of the shift. Enter hours using the 24 hours clock i.e. 4pm is 16:00. When entering start and stop times you are not required to use a full stop or colon, example 16:00 enter 1600 without the colon.	
Attendance/Absence Type	Captures the type of shift, e.g. day, afternoon or personal/carers leave. Make selection from drop down list.	
Breaks	To enter break times click '0 Breaks', this will open the Attendance dialogue box, enter Start Time and End Time. Additional breaks can be added by clicking [⊕] Breaks can be deleted by clicking the button [🗑] To finish click [Save]	
Project Items	Only required if the client requires you to track your time worked per project code click '0 Project Items' or '0 Breaks', this will open the Attendance dialogue box, select the Project Code tab enter Start Time, End Time and Project Code. Additional Project Codes can be added by clicking [⊕] Project codes can be deleted by clicking [🗑] To finish click [Save]	

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Additional Items	Records information about allowance items that you are claiming.	
Action	**Delete** will delete the entire row **Copy** will copy the data from the above row **Copy All** will copy the data in the 'Copy All' row to all other weekday rows **Add** will add an additional row, work date can be changed	
Item Date	Work date to which the item corresponds	
Item	Select allowance type from drop down	
Quantity	Enter quantity	
Rate	This will automatically default to your Contract rate upon your pay being processed	
Project Items	Enter Project Code if applicable	
Reimbursements	Captures the payee's reimbursement claims	
Action	**Delete** will delete the entire row **Copy** will copy the data from the above row **Copy All** will copy the data in the 'Copy All' row to all other weekday rows **Add** will add an additional row, work date can be changed	
Item Date	Date on which the expense was incurred	
Net	Enter the tax exclusive portion of the expense	
GST	Enter the GST portion of the expense	
Total	Will auto populate	
Project Items	Enter Project Code if applicable	
Attachment Tab	Attach any electronic copies of manual timesheets, expense claim forms and receipts.	

Step 4. Decide what action you want to take

Send Message [Send Message ✉]
You can send an email directly to Payroll or your timesheet approver.
Holiday/backup coverage: If your timesheet approver is unavailable to authorise your timesheets, please notify Robert Walters Payroll team.

Save Timesheet [Save 💾]
If you save the timesheet it has not been submitted to your manager for approval. This allows you to come back into it and add more hours. You can locate it under the incomplete timesheet category list

Submit [Submit 💾]
Once submitted a notification is automatically sent to your timesheet approver that your timesheet is awaiting approval. Once approved it will automatically be submitted to the payroll team.

CONTACT

Should you require assistance, please contact:

Australia Payroll team: 1800 248 118
New Zealand Payroll team: 0800 400 828

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