

OUR PROOF YOUR SECURITY

FASTTRACK 360 CLIENT PORTAL

Fasttrack 360 (FT360) is Robert Walters online Time and Attendance Portal. FT360 gives you access to view your invoices and review and approve your candidate's timesheets and expenses.



ACCESS

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

PC Site: <https://robertwalters.fasttrack360.com.au/RecruitmentManager/clientlogin>

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

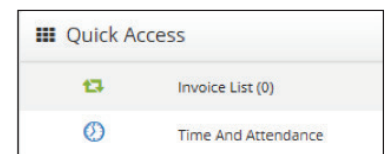
You will be notified by the Invoicing team of your user name and password.

A screenshot of the login interface. It features a text input field for the username, a password input field with a toggle for visibility, a checkbox for 'Remember Me', and a 'Forgot Password?' link. A blue 'Login' button is positioned at the bottom.



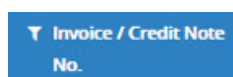
NAVIGATION


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

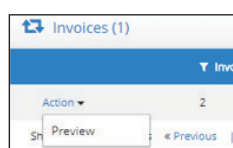


INVOICE LIST

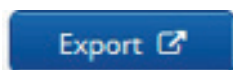
Although invoices will be emailed directly to you, you can also access the full history of invoices to view and print at any time through this portal.



You can search your list by clicking the  icon against the column name you want to run a search on.



To view invoices select Action/Preview against the invoice you want to view. You can then print or email as you require.



You can also export the invoice list as seen on your screen; this report will include all the columns you can see on the screen.



TIME AND ATTENDANCE

This section holds all of your candidate's current and past timesheets. Once you approve a timesheet it will automatically be submitted for the next pay run.

Timesheet Approval

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



- Available** Timesheets that are available for the candidate to key, these have not previously been used.
- Incomplete** Timesheets that have been partially entered and saved by the candidate, so they can continue to complete it later before submitting it for your approval.
- Rejected** Are timesheets that have been submitted for approval but you have rejected due to errors.
- Submitted** Are timesheets that have been submitted for your approval and are waiting to be approved.
- 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.

Step 1. Open Timesheet list. To approve timesheets go into the Submitted timesheet category. All those timesheets that have been completed and are waiting for your approval will be listed. You can either select the timesheet you require or search for one if needed. To search, select the icon and enter the relevant criteria before selecting the Search icon.

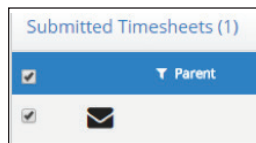


Step 2. View Timesheet information. There are a number of columns detailing timesheet information that can be viewed in a list format on screen by scrolling across the screen. Or you can view each individual timesheet by double clicking on it. By viewing each individual timesheet you have the ability to review the time claimed for each appropriate shift and or absence on each work day.

Step 3. Rejecting an incorrect timesheet. If there is something wrong with the timesheet you can it when in the individual timesheet view. You will be required to enter a reason as to why you have rejected it. The candidate will automatically receive notification of the timesheet being rejected. You can also to either to the candidate if required.

Step 4. Approving the timesheet. There are three ways to approve a timesheet.

1. On an individual basis; when in the timesheet view select the icon.
2. On an individual basis; in the timesheet list view tick the box on the timesheet line required and select
3. You can approve in bulk by ticking a number of boxes on a group of timesheets or the box at the top of the list to select all of them, then clicking



Once the timesheet is approved an email notification will automatically be sent to the candidate and the timesheet will be sent through to the Robert Walters Payroll team for processing in the next pay run.

Step 5. If required you can produce a report of the timesheets through

- There are two report options
- Timesheet Summary Report
 - Timesheet Detail Report

Enter your applicable report criteria and

You can also open the report in a number of file options or email as required.



Holiday/ Backup Coverage

Please Note: If you are unavailable to authorise your candidates timesheets please notify Robert Walters Payroll Team. You have two Options in these circumstances:

Option 1 – Candidate emails a screenshot of their entered timesheet to your selected Backup Approver. Your Backup Approver can then approve the timesheet via email and forward this email onto the Robert Walters Payroll Tea

Option 2 – RW to setup new approver of your choice to cover online approval

CONTACT

Should you require assistance, please contact:
Australia Invoicing team: 1800 248 118
New Zealand Invoicing team: 0800 401 273

