



TIMESHEETS

Below are some common questions in relation to submitting your timesheets for timely payment. Any further questions or help you need, please contact us at contractorexperience@keane.com.au

- 1. I am currently using manual timesheets and want to switch to online timesheets, how can I do that?**
Please send us an email at contractorexperience@keane.com.au and we will get you set up.
- 2. Can I enter and submit my online timesheets in my secure environment on my client site?**
Yes, the site is permissible and accessible. The timesheet portal address is <https://portal.propayroll.com.au>. In some circumstances you may need to copy and paste the URL into your browser.
- 3. Can I enter my online timesheets each day or do I need to do it all at once at the end of the period?**
You can log into the portal daily and enter your start and end times, as well as any breaks taken through the day. Save your entries as a draft initially. Once all hours for the period are complete, submit your timesheet for approval.
- 4. I am using my online timesheets but my supervisor is away, how can I change my supervisor?**
Please contact us at payroll@keane.com.au for a change of supervisor.
- 5. I submitted by online timesheet for my supervisor to approve and then found out they are away, what do I do?**
Please contact us at payroll@keane.com.au with details of an alternative supervisor and we will manually redirect your timesheet to them.
- 6. I have registered for online timesheets, can I still use manual timesheets from time to time?**
No. If you are registered for online timesheets you will need to complete the timesheets online every time. If you submit manual timesheets and are registered for online timesheets, you will be asked to resubmit your timesheets online.
- 7. How do I submit on call and overtime for online timesheets?**
Where you have approval for overtime or on call, these additional hours are entered within your regular online timesheet.
- 8. Where do I access a copy of the timesheet template if I am submitting manual timesheets?**
These are found on our resources page under timesheets
- 9. What is the process for submitting my manual timesheets?**
The instructions for submitting your timesheet are found within the template. Please download a copy of the template on our resources page under timesheets.
- 10. How do I submit for on call or overtime for manual timesheets?**
The instructions for submitting your timesheet are found within the template. Please download a copy of the template on our resources page under timesheets.

Thank you for continuing to choose Keane for your contracting support. You can contact us with questions or support at any time on contractorexperience@keane.com.au.