



INTEPEOPLE
YOUR PEOPLE & CULTURE PARTNERS

Intepeople Time Tracker

Time Tracker



for



INTEPEOPLE™
YOUR PEOPLE & CULTURE PARTNERS

User Manual for Temp Users

Introduction

Intepeople use a **payroll** time recording system which enables you to record the time worked by logging into a website to record your time.

Once a time record has been submitted it is available for your assignment manager to login and approve your time records at the end of the week and for Intepeople to use for processing payroll.

Please inform your manager when your time records for the week are complete and ready for approval.

To record time using the Time Tracker website.

Go to: https://dftly.com/time_web/production/login.html?appkey=0d87c94c

(Note: Internet Explorer and Safari are **NOT** supported browsers and Time Tracker will not work through them).

Time Tracker is compatible with the following browsers.

- Chrome 
- Firefox 
- Microsoft Edge 

Please ensure you **do not** have a pop up blocker on or add the above web address as an exception to allow popups.

First time access

On the website login using:

- Your EmployeeID is your personal **Email address** (the one you have received the instructions from Intepeople to)
- Use **Password1** (Uppercase P) as your password and follow the reset Password instructions at the end of this manual should you wish to change it or email reception@intepeople.co.nz and ask us to change it for you.

Bookmark the page to your favorites for easy access to record your time each day

https://dftly.com/time_web/production/login.html?appkey=0d87c94c

If you are unable to access the website at your workplace after entering your email address and password and get an internal server error, please ask the IT department at your workplace to ensure a proxy server is not blocking this URL or web address.

You will have access to record time from when you start your temp assignment until 1 week following the end date of your assignment. Should you have trouble accessing the time recording system as your assignment has been extended or any other reason, please call reception at Intepeople. 03 5468649.

Options to Record Time

After you have logged in you are on the screen to enter multiple time records called “Multiline Time Entry”

Two methods are available to record time:

1. Multiline Time Entry (Similar to a Time Sheet) – *Intepeople recommend this option*

- a. Choose the **vacancy** you are working on by clicking on ‘none’ in the Vacancies column - if you do not select the vacancy, your approver will not be able to see your time record.
- b. Select the **work type** by clicking on ‘none’ in the Work Type column and choosing the appropriate option ie Ordinary Time, Annual Leave, Statutory holiday worked, Statutory holiday Taken, Sick Leave, LWOP (leave without pay).
- c. Click in the **Start date** box and a calendar will appear, click on the date you are recording time for
- d. Click into the start time box to enter when you started work ie 08:30, if you start in the PM you can just overwrite the am to pm or arrow up to change it.
- e. **Enter the total hours worked that day less any unpaid breaks**
 - o There are two different formats available for entering your daily hours, either as a decimal or as hours & minutes.
 - o The way to differentiate the methods is by choosing either a dot . for decimal entries or a colon : for hours & minutes entries.
 - o When wanting to log part hours worked using the dot . decimal method for 6½ hours worked you would enter 6.5
 - o When wanting to log part hours worked using the colon : hours & minutes method for 6½ hours worked you would enter 6:30

- o You can check what has been entered prior to submitting your time by hovering over the green tick and it will show your time log in words;

Start Date*	Start Time	Hours Worked*
Aug-16-2022	08:00 am	6.30
Aug-17-2022	08:00 am	6:30
Aug-18-2022	08:00 am	6.5
Aug-19-2022	08:00 am	6.50
	12:00 am	HH.mm/HH

- Enter additional time entries as required ensuring you select the Vacancy and Work Type for each entry to ensure you approver can see the entries.
- Please check your entries and **Submit** (wait until confirmation of the recorded times has appeared).
- You can check your time entries have submitted correctly by clicking on the “My Time” Tab on the LHS, notes on how to edit incorrect entries are on page 6.
- If you are entering the last time record for your assignment, please tick in the “Assignment Completed” box and we will pay out any accrued casual holiday pay.
- Logout
- At the end of the week please inform your client Manager that the time entries are ready for approval prior to Monday mid- morning to allow time for them to log in and approve your entries for payroll to be processed on Tuesday**

PLEASE NOTE: Should your client manager want to see the actual time unpaid breaks are taken for lunch two entries will need to be made ie: 8:30am – 12:30pm (4 hours) and 1:00 – 5:00pm (4 hours).

Intepeople are happy for you to enter the start time and total hours worked which will then calculate an end time being 30 minutes prior to your actual end time to show a 30 minute break was taken.



Screen shot 1: Multiline time Entry

Time Tracker | Intepeople | Check in ?

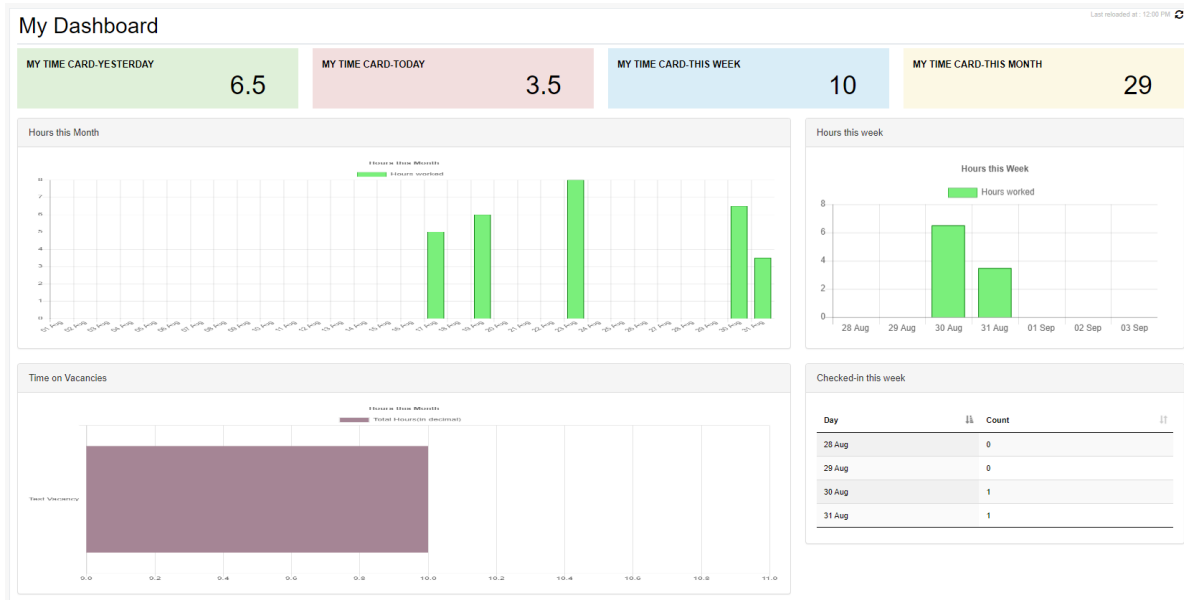
Multiline Time Entry Submit

New: You can enter your hours either in Hours and Minutes (use colon between hours and minutes) e.g. 1:30 OR you can use the decimal format e.g.1.5 (use the full stop in between). Note that 1.5 translates to 1 hour 30 minutes.

Vacancies	Work_Type	Assignment Completed	Start Date*	Start Time	Hours Worked*
V-Test Vacancy	Ordinary Time	<input type="checkbox"/>	Aug-23-2022	08:30 am	8 <input type="checkbox"/>
none	none	<input checked="" type="checkbox"/>		12:00 am	HH:mm\HH:mm
none	none	<input type="checkbox"/>		12:00 am	HH:mm\HH:mm
none	none	<input type="checkbox"/>		12:00 am	HH:mm\HH:mm

Screen Shot 2: Dashboard

See current and previous weeks hours. Refresh using the circle of arrows if recent times are not visible.

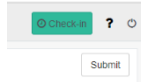


If you prefer a time clock scenario then you can use the following option.

2. Check-in (this can be used if you want to check in when you get to work in the morning and out for unpaid breaks then check in again and out at the end of the day)

Intepeople do not recommend this option

- Click on “Check in” at the top of the page
- From the pop-up screen be sure to select the vacancy and relevant work type at the top of the window and from when you click ‘check-in’ that is the time recorded as your start time
- Once you’ve checked in options for checking out become visible, see screenshot below.
- To **check out**, select the red Check-Out button and enter how many hours and minutes you have worked, add comment if required and select the blue “Check Out” button (NOTE: this cannot equate to an end time later than the current time) and the end time will be calculated. (Note : you can logout of Time Tracker and log back in when you wish to check-out)
- OR select the red “Check-out” button, then the green “Check-out Now” to record the end time as the current time and the hours and minutes will be calculated.

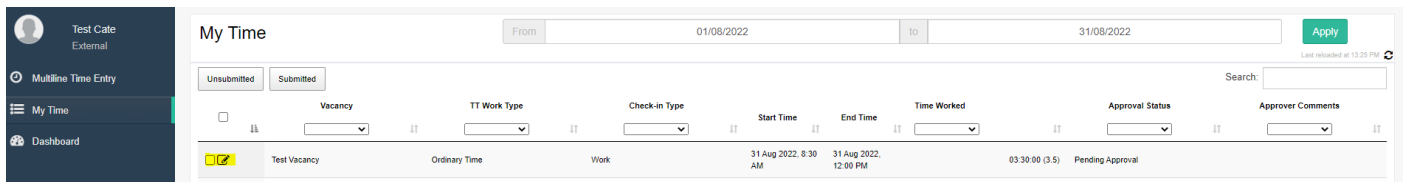


After checking out, the detail of time worked can be seen after refreshing the “My Time” page. (Note the minutes entered on the ‘multi check-in’ page have converted to a decimal on the “My Time” details page)

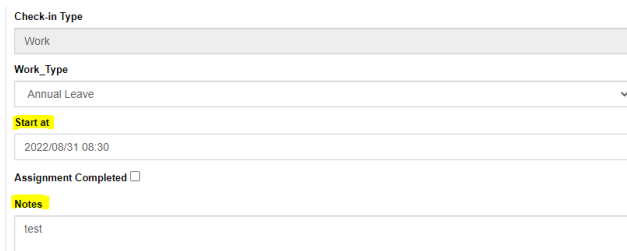
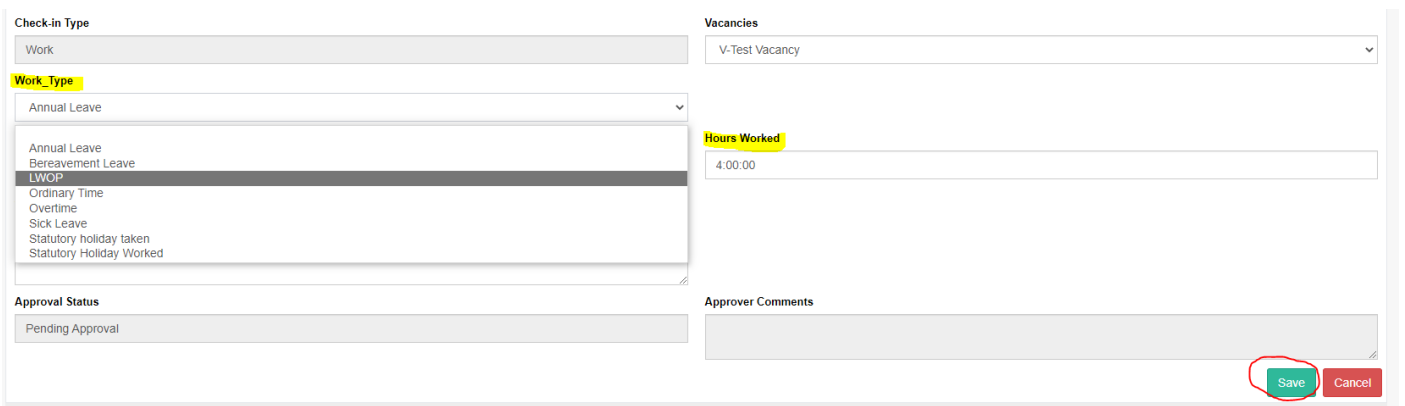
3. To edit time records

There are two options:

1. Go to the “My Time” tab and select the edit icon on the LHS of the entry you wish to edit or to add a notation to.



Edit the required fields or add a notation to the entry and save.



Refresh the “My Time “page by clicking on the circle of arrows to view the changes.

2. Call or email Intepeople and let them know what change is required, or request to have the entry **deleted**. (Please ensure you let us know which client vacancy the time record is for).

Using Forgot Password function to reset your password:

Please note you will be emailed a verification code to the email address used to access Time Tracker.

To re-access you will need the Intepeople App Key: **Od87c94c**

(This is the number on the end of the URL you have been given to access the web app.)

https://dftly.com/time_web/production/login.html?appkey=Od87c94c



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