



JobAdder

# TimeAdder for Employees





## Overview

With TimeAdder you can quickly create or edit timesheets from any web-enabled device!

Have you already received a welcome email with login credentials? If so, navigate to: <https://new.timeadder.com/> to get started.

## Browser Support

We recommend accessing the TimeAdder portal with the latest version of:

Google Chrome (Windows and macOS)

Firefox (Windows and macOS)

Internet Explorer 11 (Windows)

Safari (macOS)

Please note: Microsoft Edge is not currently supported

To check that you're running the latest version, please visit: <http://whatbrowser.org/>



## Logging In

When it's time to create your first timesheet you will receive an automated email with login credentials for the TimeAdder portal.

If you don't receive the email, be sure to check your spam email folder!

Don't forget to bookmark <https://new.timeadder.com/> so you can lodge or edit timesheets faster in the future.

## TimeAdder

The screenshot shows the TimeAdder login interface. It features two input fields: the top one contains the email address 'jford@jobadder.com' and the bottom one contains a masked password '.....'. Below these fields is a prominent green 'LOGIN' button.

[Forgot password](#)

**Important!** If you're unable to log in, make sure there are no blank spaces before the email address in the username field. This issue is especially prevalent in the Internet Explorer browser but can occur elsewhere as well.



## Create or Edit Timesheets

You can create or edit timesheets in just a couple of clicks!

To create a timesheet:

1. Click '+ New Timesheet'
2. Complete the timesheet as required
3. Submit your timesheet (or save it as a draft for later)

Submitted (2)

Timesheet	Submitted	Notes
26 Dec 2016 - 01 Jan 2017	04 May 2017	Timesheet Submitted
19 Dec 2016 - 25 Dec 2016	04 May 2017	Timesheet Submitted

TimeAdder

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To edit a timesheet:

1. Click the 'Submitted' tab
2. Click on the timesheet you wish to edit
3. Click the 'Edit' button
4. Make the necessary alterations then click 'Resubmit'

26 Dec 2016 - 01 Jan 2017 🕒 pending approval

	Start time	End time	Break	Total: <b>35.00 hours</b>
✓ Mon 26 Dec 2016	9:00 AM	5:00 PM	1:00	7.00 hours
✓ Tue 27 Dec 2016	9:00 AM	5:00 PM	1:00	7.00 hours
✓ Wed 28 Dec 2016	9:00 AM	5:00 PM	1:00	7.00 hours
✓ Thu 29 Dec 2016	9:00 AM	5:00 PM	1:00	7.00 hours
✓ Fri 30 Dec 2016	9:00 AM	5:00 PM	1:00	7.00 hours
Sat 31 Dec 2016				non-working day
Sun 01 Jan 2017				non-working day

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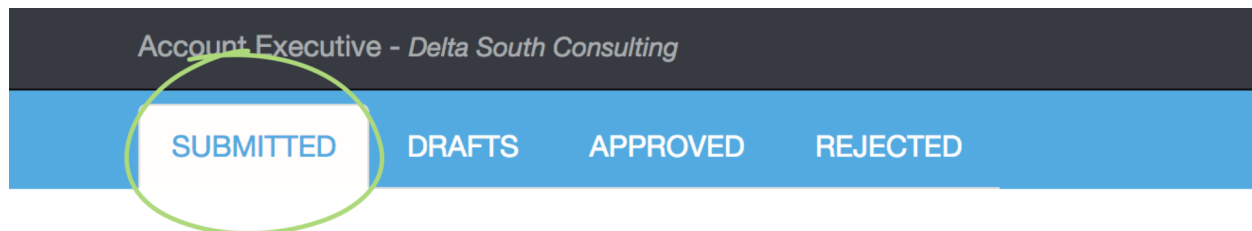
**Important!** You can edit or submit draft timesheets by clicking on the 'Drafts' tab.



## View Timesheets

Timesheets are listed by their categories: Submitted, Draft, Approved & Rejected.

To view a timesheet, make sure you select the correct category then click into the timesheet to view it.



### Submitted (2)

Timesheet	Submitted	Notes
26 Dec 2016 - 01 Jan 2017	04 May 2017	Timesheet Submitted
19 Dec 2016 - 25 Dec 2016	04 May 2017	Timesheet Submitted

*Important!* TimeAdder displays the 'Submitted' tab by default.



## Add a Note to a Timesheet

You may wish to add a note to a timesheet to communicate with the person that approves your lodged time. Adding a note is carried out from the timesheet details page.

*Important!* Note history is also displayed at the bottom of a timesheet detail page.

To add a note to a timesheet:

1. When viewing a timesheet click '+ Add a note' at the bottom
2. Type your note then click 'Add note'

Account Executive - Delta South Consulting Ryan Shiba

SUBMITTED DRAFTS APPROVED **REJECTED** + NEW TIMESHEET

21 Nov 2016 - 27 Nov 2016 ✗ rejected

Total: **3 days**

<input checked="" type="checkbox"/> Monday 21 November	Full day
<input type="checkbox"/> Tuesday 22 November	Full day
<input checked="" type="checkbox"/> Wednesday 23 November	Full day
<input type="checkbox"/> Thursday 24 November	Full day
<input checked="" type="checkbox"/> Friday 25 November	Full day
<input type="checkbox"/> Saturday 26 November	Full day
<input type="checkbox"/> Sunday 27 November	Full day

Resubmit Cancel

Note history

+ Add a note

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## Resubmit a Rejected Timesheet

If a timesheet you've lodged is rejected, your approver is obliged to leave a note explaining the reason it was rejected so you can make adjustments and resubmit.

To resubmit a rejected timesheet:

1. Click on the 'Rejected' tab
2. Click on the timesheet you wish to resubmit. Remember to review the notes explaining the rejection!
3. Click 'Edit'
4. Make the necessary changes then click 'Resubmit'

SUBMITTED DRAFTS APPROVED **REJECTED** + NEW TIMESHEET

21 Nov 2016 - 27 Nov 2016 ✗ rejected

Total: **3 days**

<input checked="" type="checkbox"/> Monday 21 November	Full day
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<input type="checkbox"/> Thursday 24 November	Full day
<input checked="" type="checkbox"/> Friday 25 November	Full day
<input type="checkbox"/> Saturday 26 November	Full day
<input type="checkbox"/> Sunday 27 November	Full day

**Resubmit** Cancel

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## Edit your Timezone

Do you move between time zones? If so, you can change your time zone in TimeAdder to reflect your current location!

To change your time zone:

1. Click on your name in the top right-hand corner of TimeAdder
2. Click 'My Profile'
3. Click 'Edit time zone'
4. Select your new time zone
5. Click 'Save changes'

The screenshot displays the TimeAdder web application interface. At the top, a dark grey header shows the user's name 'Ryan Shiba' with a dropdown arrow. Below this is a blue navigation bar with tabs for 'SUBMITTED', 'DRAFTS', 'APPROVED', and 'REJECTED'. A green plus sign icon is visible on the right side of this bar. A dropdown menu is open, showing 'My Profile' and 'Log out' options. On the left, the 'My Profile' section displays the user's details: Name: Ryan Shiba, Email: rshiba@jobadder.com, and Time Zone: Pacific/Honolulu. Two buttons are present: 'Change password' (green) and 'Edit time zone' (grey), with the latter circled in green. Three green arrows point from the 'Edit time zone' button back to the plus sign icon in the navigation bar. The footer contains the 'TimeAdder' logo, copyright information for Job Adder Operations Pty Ltd, and a date/time stamp of 24/10/2017 21:45:41.



## Change your Password

You can quickly change your password from the profile page.

To change your password:

1. Click your name in the top right-hand corner of TimeAdder
2. Click 'My Profile'
3. Click 'Change password'
4. Enter your current password then enter your new one twice
5. Click 'Change Password'

The screenshot shows the TimeAdder user interface. At the top, there is a navigation bar with 'Delta South Consulting' on the left and a user menu on the right. The user menu is open, showing 'Patrick Chen' with a dropdown arrow, 'My Profile' with a person icon, and 'Log out' with a power icon. Below the navigation bar, there are two tabs: 'TIMESHEETS' and 'EMPLOYEES'. The 'My Profile' page is displayed, showing the following information: Name: Patrick Chen, Email: patrick@dsc.com, and Time Zone: America/Denver. A green circle highlights the 'Change password' button. A green arrow points from the 'My Profile' option in the user menu to the 'Change password' button.

Delta South Consulting

TIMESHEETS EMPLOYEES

Patrick Chen

My Profile

Log out

My Profile

Name: Patrick Chen

Email: patrick@dsc.com

Time Zone: America/Denver

Change password

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**Important!** If you can't remember your current password, navigate to:

<https://new.timeadder.com/> and click 'Forgot password' at the bottom of the page to receive a password reset email.



# JobAdder

# Thank You



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