weploy

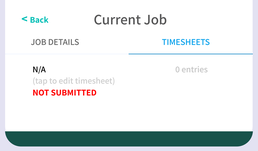
READY TO GET PAID?

Weployee TimeSheet Instructions

- **After every shift:** Enter your hours worked & break time
- **At the end of every week:** Review & submit your hours **by 11:59 PM Sunday weekly**

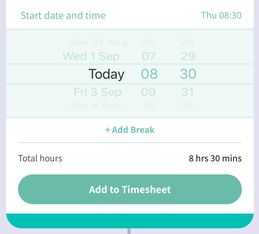
01 — OPEN WEPLOY APP

Select the job on your home page. Go to **Timesheets** tab and choose the **"NOT SUBMITTED"** timesheet.



02 — ENTER YOUR HOURS

Submit your hours **after every shifts.**



03 — REVIEW TOTAL HOURS

Check your total hours **at the end of your last shift/end of the week.**

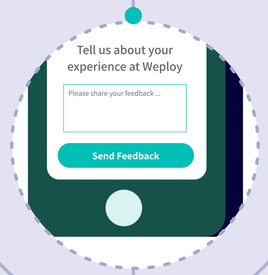
IMPORTANT

SUBMISSION DEADLINE IS 11:59 PM SUNDAY WEEKLY

04 — RATE YOUR WEPLOYER

Please share your feedback about your week of work.

NOTE: Your timesheet **will not be submitted** until you finished this step and click 'Send Feedback'.



05 — WAITING FOR APPROVAL

The client will approve your timesheet on a **Monday or Tuesday.**

TIP: While waiting, best practice is to write down your hours & breaks to back date later.

06 — GET PAID!

Once your hours are approved, Weploy will pay you on a **Thursday fortnightly** (this excludes any days worked on payment week).

Pay slips will be emailed to you the following day.

Messed up?

Made a mistake on your timesheet? Unfortunately once submitted, you can't change them, but we can!

In the app, click on **Support > Chat to our friendly staff.** Let us know the error, including the correct details, and we can get this fixed for you!

SUPPORT

Contact

Chat to our friendly staff >