The Labourpower Portal.

Your guidebook to using Labourpower's Time & Attendance

LABOUR POWER

All your labour hire data in one place!

The Labourpower portal is a customised workforce management tool that gives our clients access to all their labour hire data.

This key, real-time data will help you drive your business forward!

All your labour hire data in one place!

The **Labourpower portal** now allows users to set up Two-Factor Authentication (2FA), helping them log in securely and reset their password anytime.

You don't need to wait for an email with a unique code for each login; set up 2FA now to make logging in easy and secure!

Hire the right people, right now!
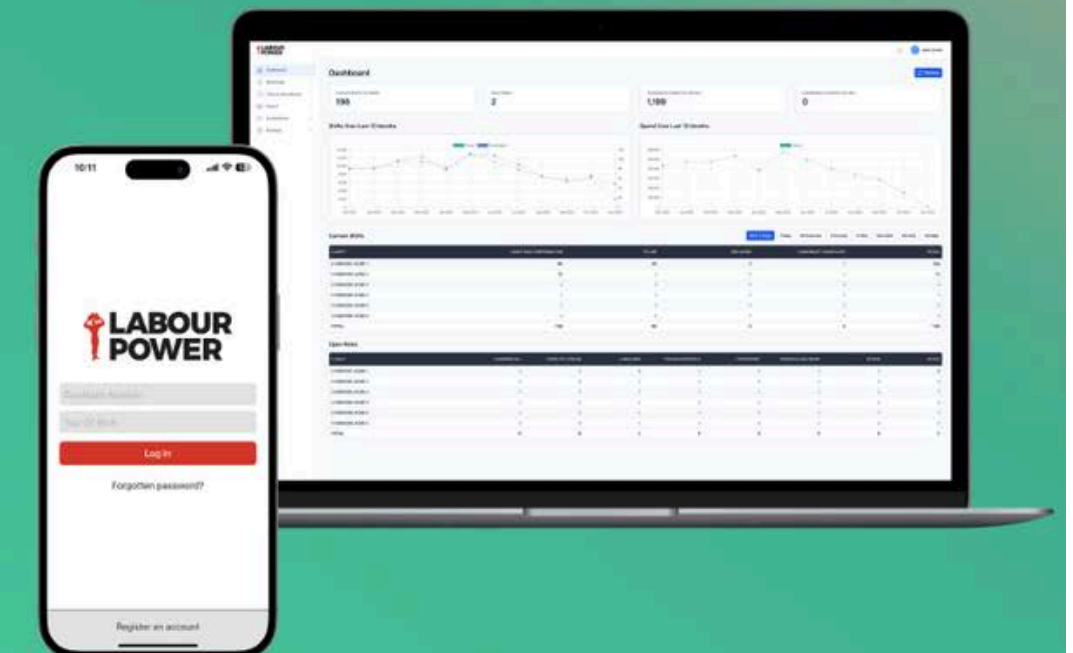
How does Labourpower T&A work?

Time & Attendance (T&A) data is created by candidates signing into their shifts or an authorised Labourpower recruiter or client contact creating a manual timesheet for review.

Candidates can sign in using a Labourpower iPad located at their job site or via the Labourpower app, which is secure thanks to geofence and AI facial recognition technology.
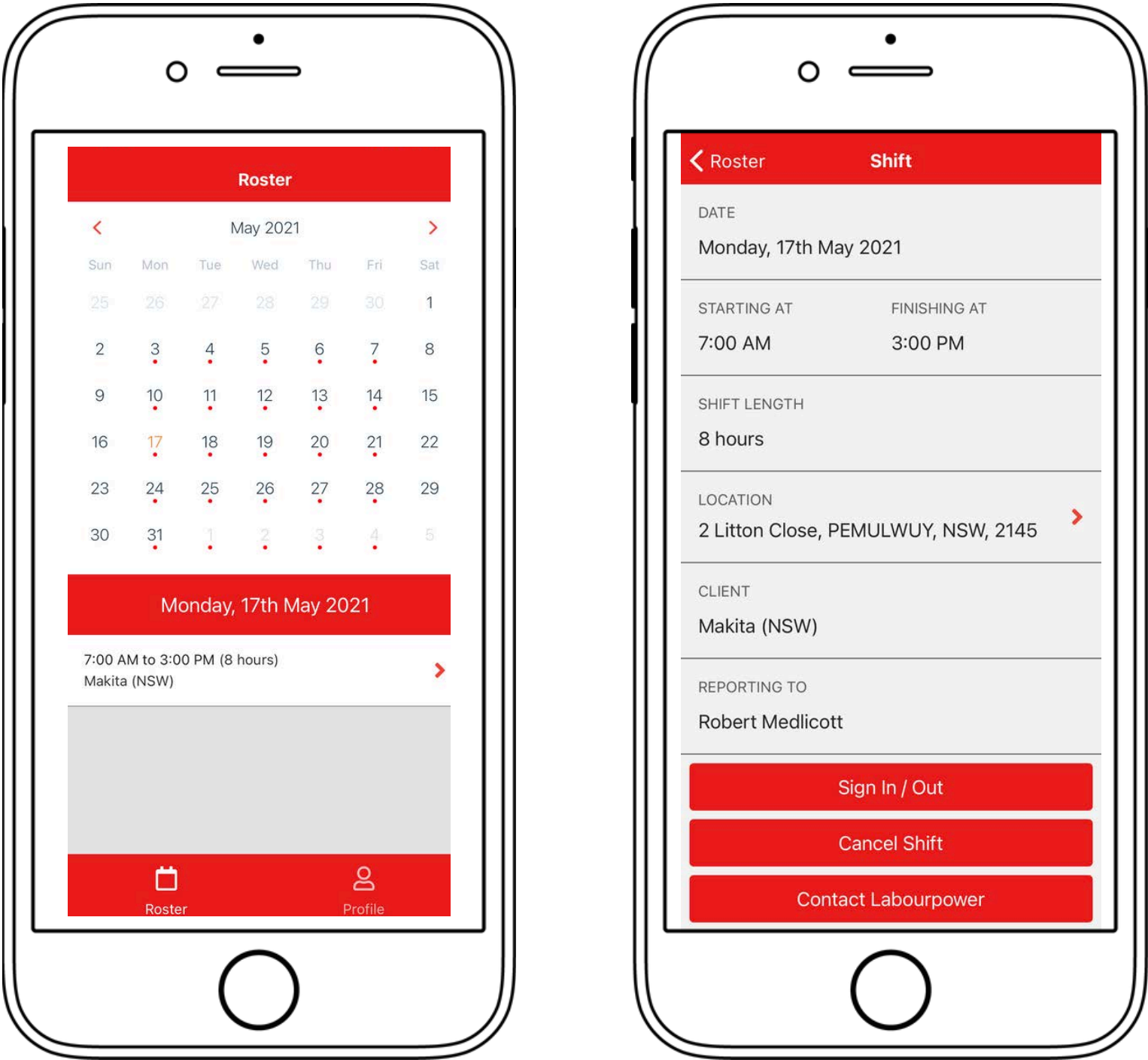
What information do you have access to?

All of your Time & Attendance data can be found in its own secure web-based portal, which is located in the applications bar upon logging into the Labourpower portal.

Please select the Time & Attendance icon to access your site(s) data.

The following information is included in your T&A data set:

1. Sign-in and out data
2. Reviewing of all timesheets
3. Approved timesheet data
4. Rating and performance reviews
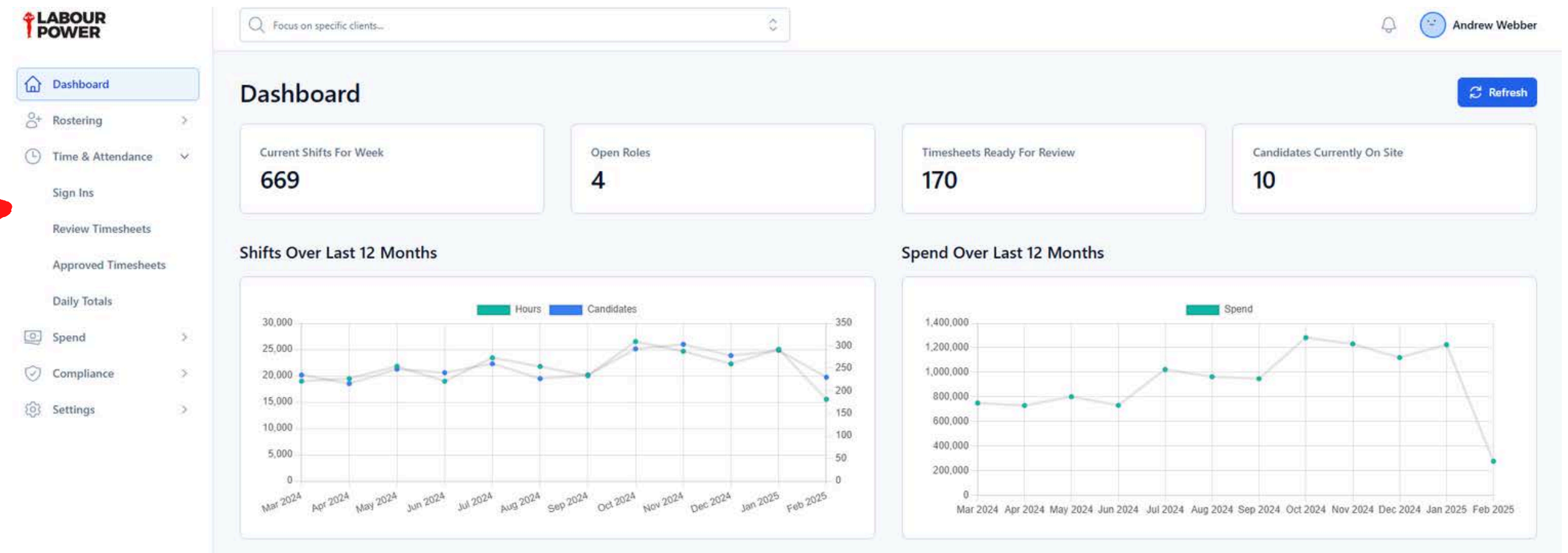
Methods of signing into a shift

Labourpower's T&A system gives clients and casuals various ways to register attendance data through sign-in and out methods.

The following methods are available through our iPad system or app:

1. Sign in with a unique UN and PW
2. Sign in using a dynamic QR code available via our iPad application
3. Facial recognition via our AI biometrics platform
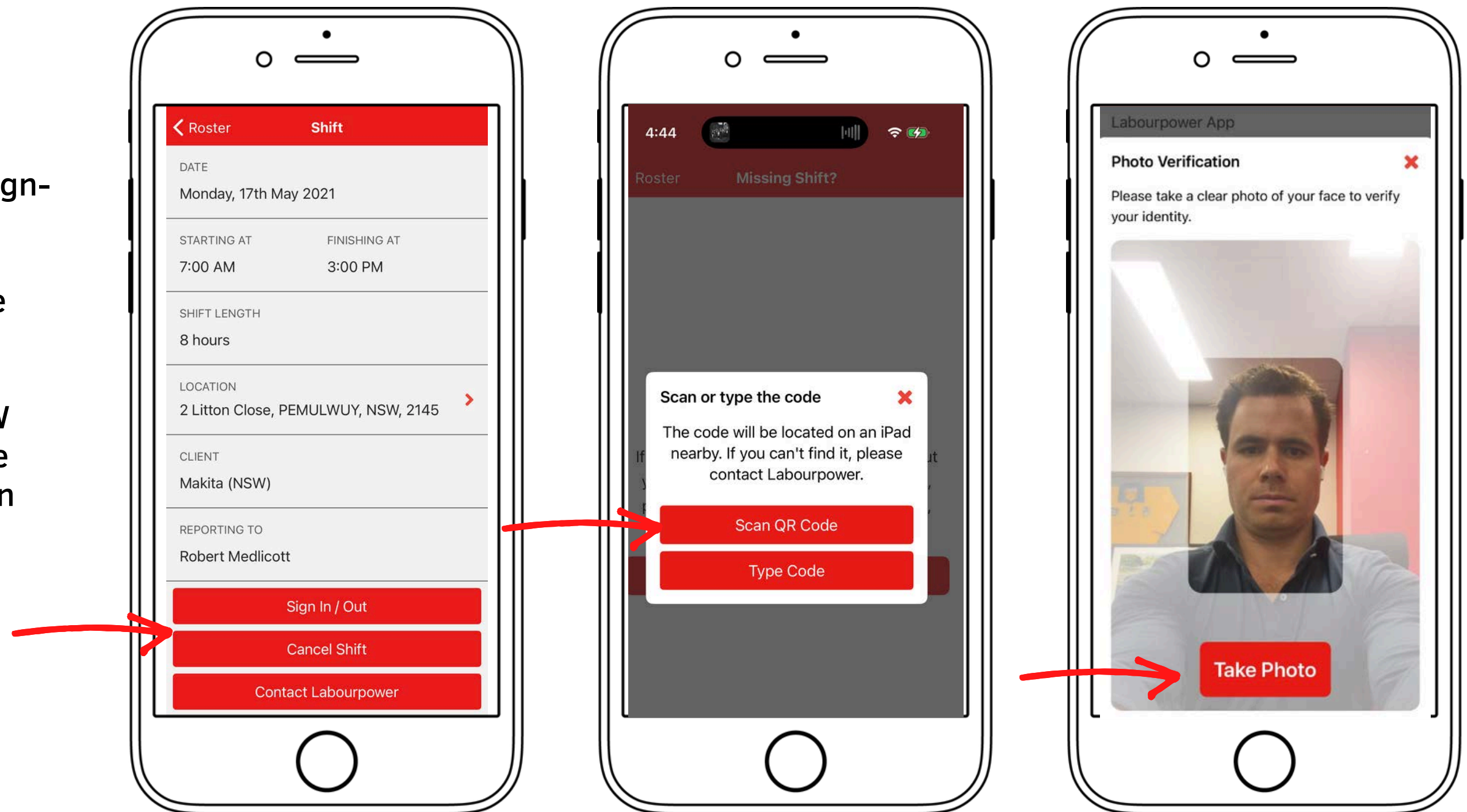
Time & Attendance - sign in report

As soon as a **candidate** signs into their shift across any of the approved methods, their start time, candidate information and cost centre (if allocated one) will be displayed in real-time and linked to your unique client site.

Once the candidate signs out of their shift, their shift time will appear, showing all sign-in and sign-out information in a raw form for auditing purposes.

This report will show who is signed into their shift and how many candidates are signed in at any given stage during a date range and time period.

Important: *If a candidate does not sign out of their shift, our system will automatically sign them out as per the desired auto clock-out time set within your settings tab.*

The timesheet will identify if our system automatically signed out this shift and is ready for the review process.

Time & Attendance - review & approve your timesheets

When a **candidate** signs out of their shift, a timesheet will be created for you to review.

This timesheet will have all the key information you need to approve a candidate's hours, or if required, edit the timesheet before approval.

The information captured in the sign-in and sign-out report is used to create an individual candidate timesheet for your approval.

Important: All timesheets will have rounding rules in place to help with a fast approval process. The option to set or view your rounding rules for each site can be found in the settings area.

Time & Attendance - creating a manual timesheet

A manual timesheet can be created for review if a candidate does not sign into their shift for any reason.

Any client contact can create a manual timesheet, which is located within the review timesheet page.

Create your manual timesheet by selecting the candidate, adding the start and finish time, and either "save for review" or "save and approve".

A Labourpower recruiter also has access to creating a manual timesheet; however, they can only "save for review" for the client to approve during the review stage.

Review Timesheets for 310014876 Labourpower App

All Cost Centres ⌄   📅 Start Date

+ Create Manual Timesheet

Timesheets Awaiting Review

11

Create Manual Timesheet for 310014876 Labourpower App ✕

ℹ️ You can fill in the form below to manually create a timesheet, or select the shift on your roster, and then in the Actions menu select Create Manual Timesheet

Candidate ID

Total Duration
7.50 hour(s)

Start Time
🕐 09:00   📅 17/02/2025

Finish Time
🕐 17:00   📅 17/02/2025

Breaks Duration
30 minutes ⌄

Cost Centre
No cost centre ⌄

Job Template
No job template ⌄

Cancel   Create Manual Timesheet

Time & Attendance - rate your worker!

When reviewing timesheets, our clients can rate the candidate's work and performance.

Each time a worker has a timesheet for review, the rating can be updated based on the last work assignment or shift performed.

Once rated and the timesheet has been approved, the rating will be shown within other areas of the portal, such as our rostering system when selecting workers for new shifts and our compliance platform where candidate performance can be tracked and managed.

Important: Candidates are not able to see and view these ratings, and this information is only visible to Labourpower client contacts and recruiters.

Time & Attendance - your approved timesheets

Once you have reviewed, made any changes, and approved your timesheets, they will move to your "approved timesheet" report.

This report lets you see all your approved timesheets and run and download them for any date range. It can also be used to reconcile invoices for hours charged.

The timesheet will show who approved the hours and when for audit purposes. A full audit trail is always shown for total transparency.

Important: Once a timesheet is approved, it cannot be changed, and will require the Labourpower payroll team to make any relevant changes before payroll is executed. Please get in touch with your account manager to discuss this process to meet your operational requirements best.

Approved Timesheets — 10/02/2025 → 17/02/2025 — Time — Time — Clients (2/2 selected) — All Cost Centres — Update

Search... — Columns — Download

Client Number	Client Name	Client Department	Candidate Number	Candidate Name	Cost Centre Name	Cost Centre Code	Timesheet Number	Approved By	Approved Date	Approved Time	Job Order Number	Position	Recorded Start Date	Recorded Start Time
310014876	Labourpower App		110004628	Andrew Webber	Work Area A		1047139	Andrew Webber	14/02/2025	08:48	210487907	Labourer	14/02/2025	08:47

Client Number	Client Name	Client Department	Candidate Number	Candidate Name	Cost Centre Name	Cost Centre Code	Timesheet Number
310014876	Labourpower App		110004628	Andrew Webber	Work Area A		1047139

Approved By	Approved Date	Approved Time	Job Order Number	Position	Recorded Start Date	Recorded Start Time	Recorded Finish Date
Andrew Webber	14/02/2025	08:48	210487907	Labourer	14/02/2025	08:47	14/02/2025

Recorded Working Duration	Recorded Breaks Duration	Approved Start Date	Approved Start Time	Approved Finish Date	Approved Finish Time	Approved Working Duration	Approved Breaks Duration
0.00	0.00	14/02/2025	09:00	14/02/2025	08:47	0.22	0.00

Customisation - settings & security

Your Time & Attendance portal can be customised to meet your requirements with the understanding that everyone has different needs across their sites.

To see how to turn on and off specific settings or control how your timesheets are managed, please review all settings before candidates sign into your shifts.

Once saved, these settings will function across all devices until settings are changed again.

Please note: Settings are established per client site and cannot be set per device or candidate.