

GUIDEBOOK FOR LABOURPOWER CLIENTS.

The Labourpower Portal.

Your guidebook to using Labourpower's Time & Attendance



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!



Sign in to your account

Email address

awebber@labourpower.com

Password

.....

☐ Remember me

[Forgot password?](#)

Sign in

You have been logged out.

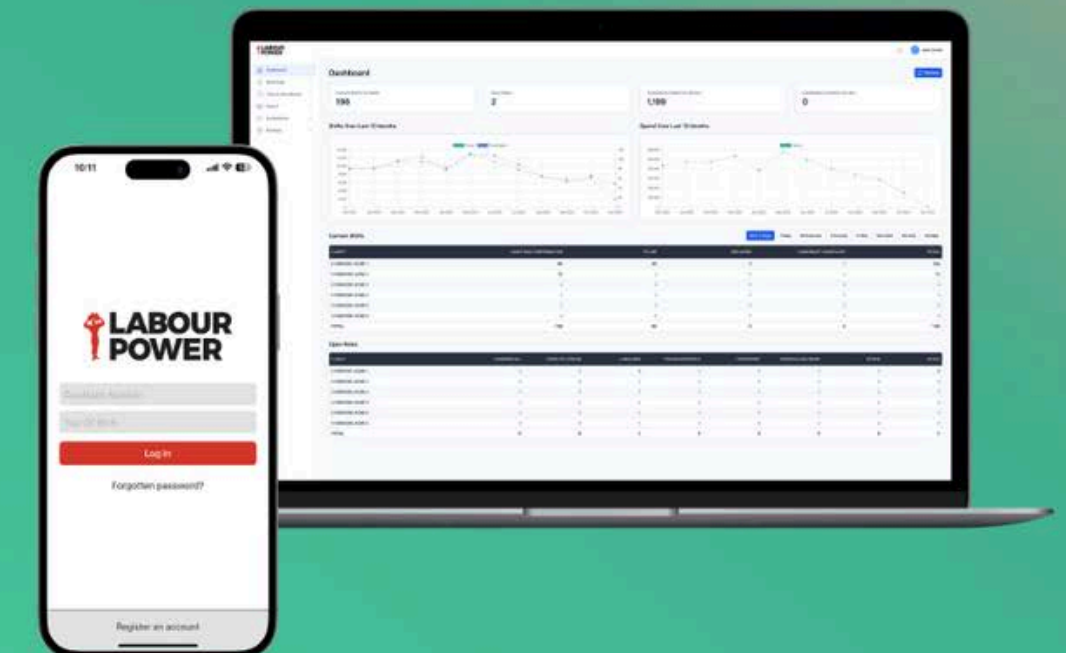
Or continue with

 Okta (Staff Only)

Hire the right people, right now!

With the help of our industry-leading technology, Labourpower can deliver strong candidates to meet the demands of your business in as little as 24 hours.

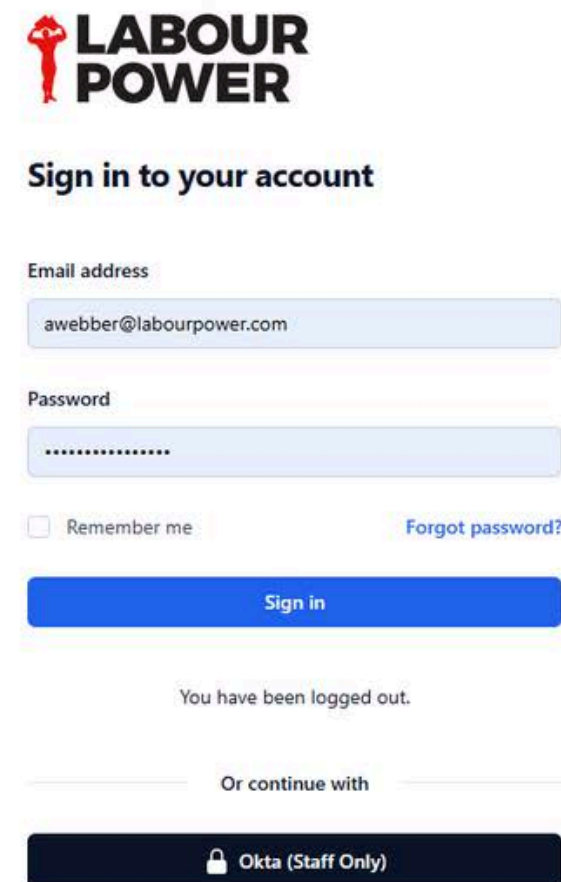
Our system matches 50,000+ candidates to 5,000+ shifts via the Labourpower app daily!



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!



LABOUR POWER

Sign in to your account

Email address
awebber@labourpower.com


Password
.....

☐ Remember me [Forgot password?](#)

Sign in

You have been logged out.

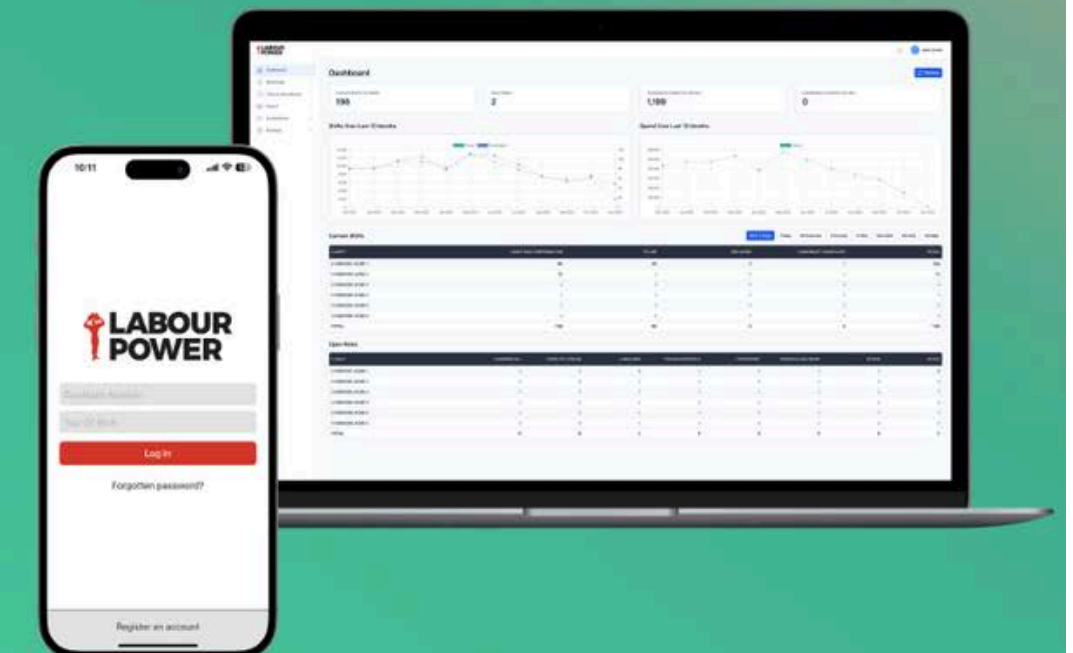
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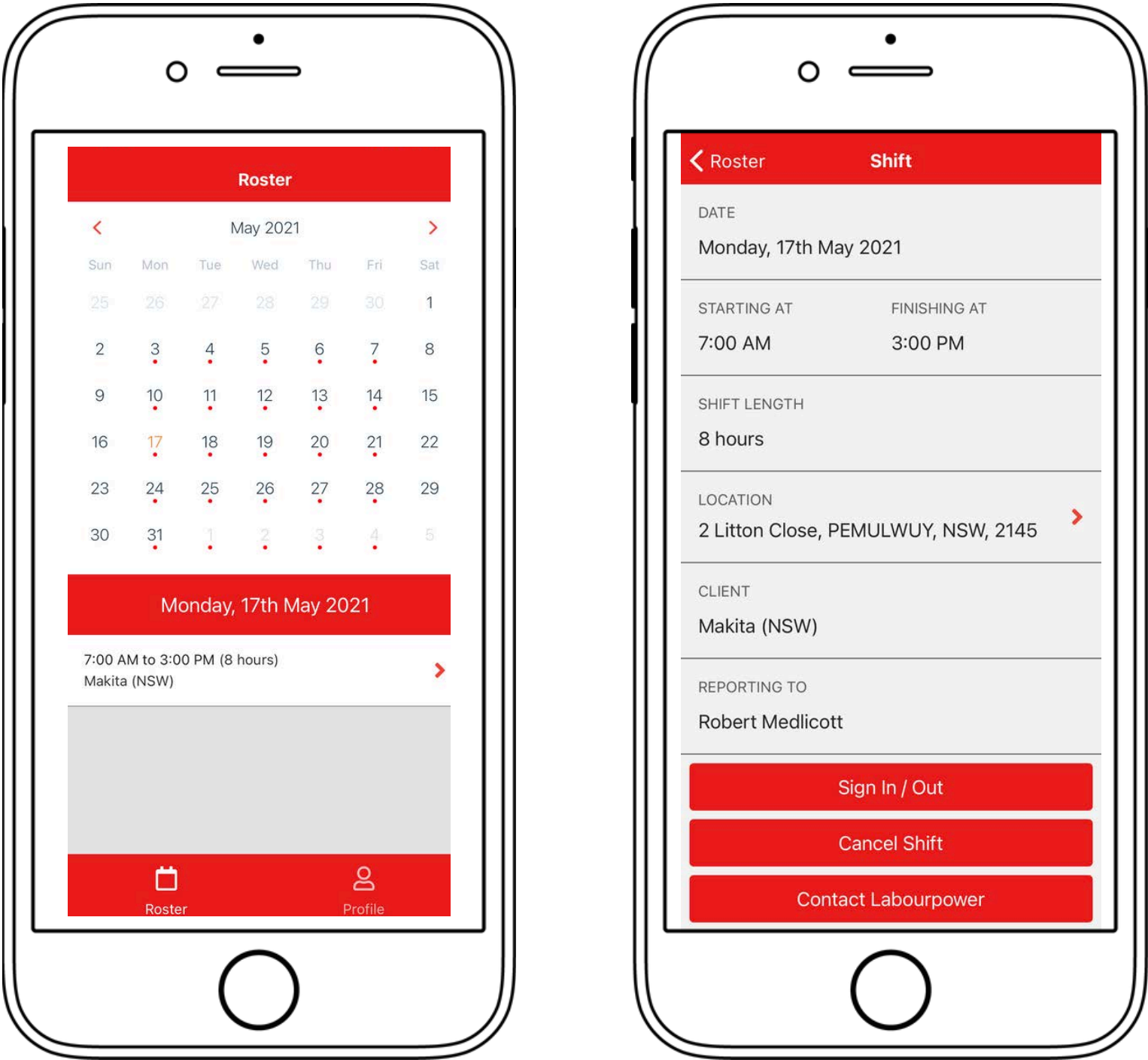
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How does Labourpower T&A work?

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.



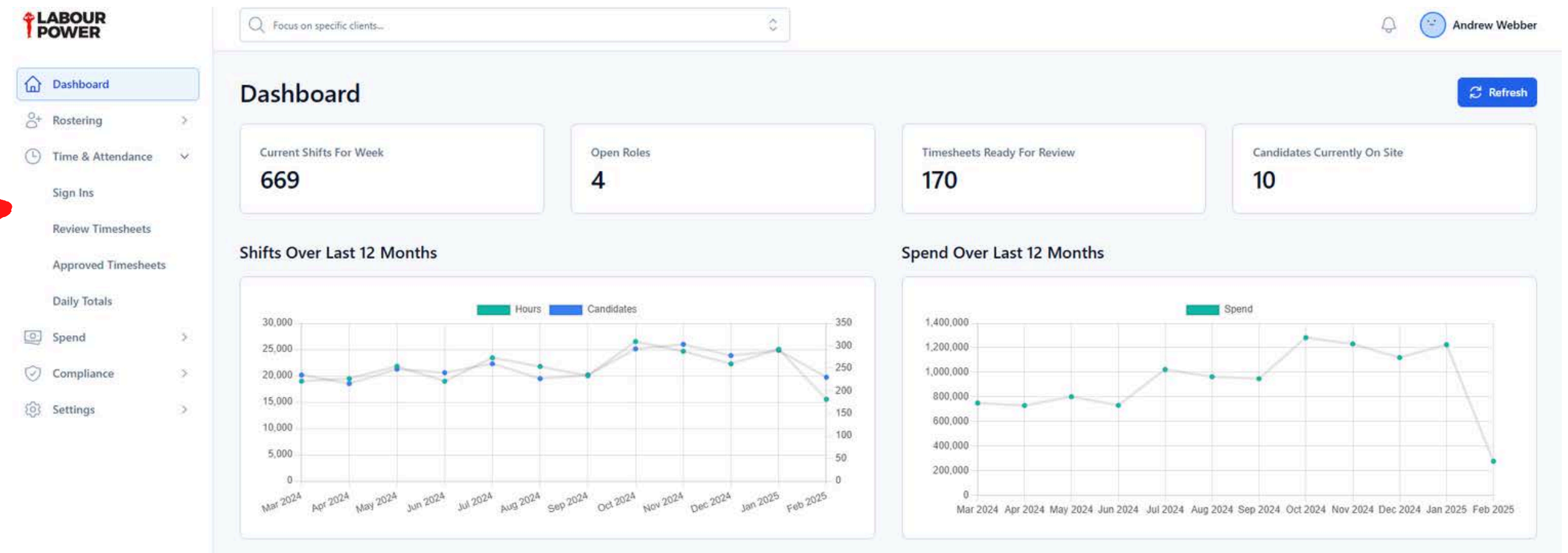
What information do you have access to?

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

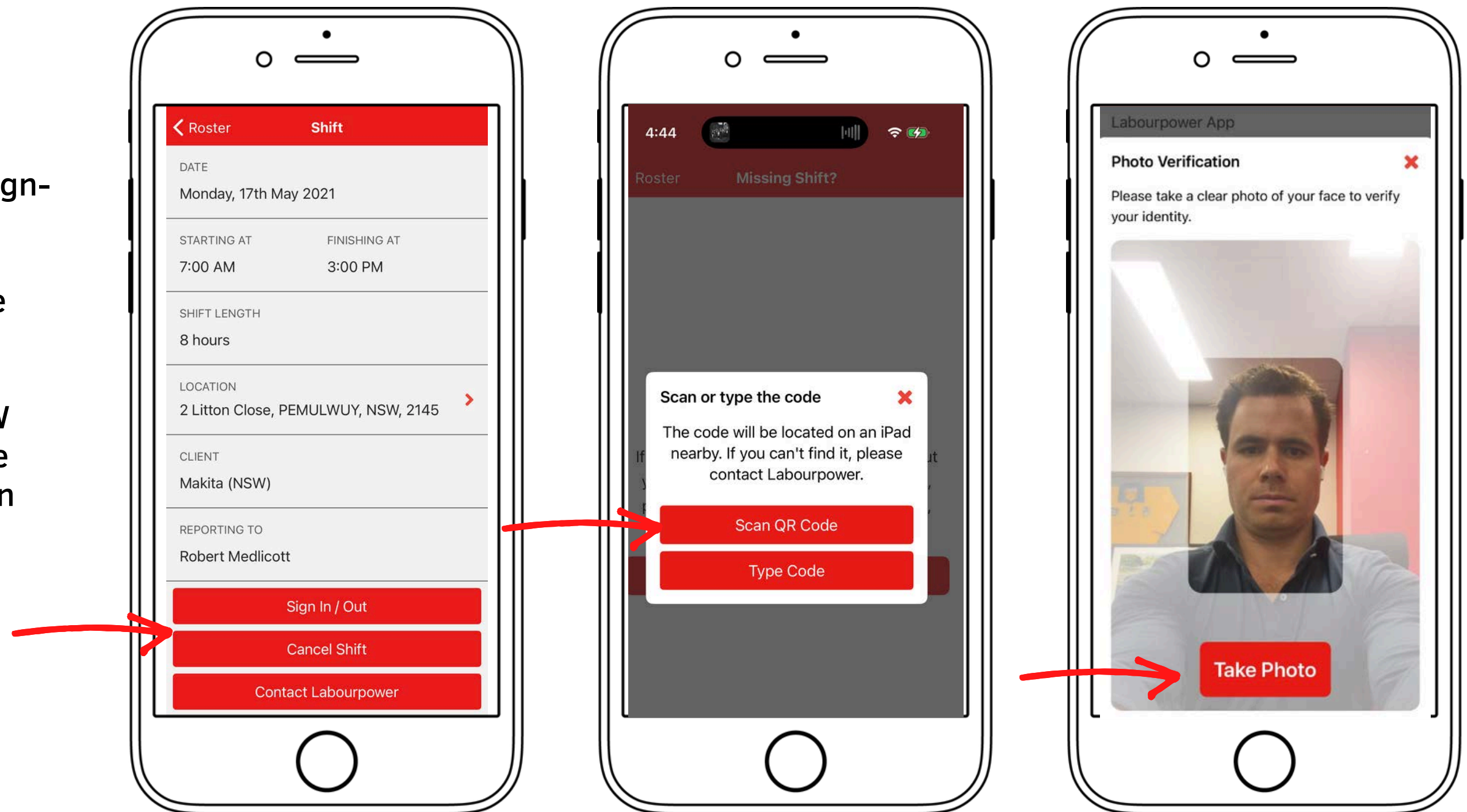


Methods of signing into a **shift**

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.

Sign In Report

19/02/2025

19/02/2025

Time

Time

Clients (117/117 selected)

All Cost Centres

Update

Data

Map

Total Sign Ins

67

Unique Candidates

67

February 2025

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Search...

Columns

Download

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.



Timesheet 1048110

Andrew Webber
110004628

Rating
☆☆☆☆☆

Ready for review since
14:08 17/02/2025

Flags
No flags

Comment

Reject

Approve

Timeline

START TIME	FINISH TIME	BREAKS DURATION	WORKING DURATION	COST CENTRE(S)	JOB TEMPLATE
RECORDED					
13:53 17/02/2025	14:08 17/02/2025	0.00 hours	0.25 hours	Work Area A	Labourer
APPROVED					
<div><div>13:53</div><div>17/02/2025</div></div>	<div><div>14:08</div><div>17/02/2025</div></div>	<div>No break</div>	<div>0.25 hours</div>	<div>Don't change</div>	<div>Don't change</div>

Timesheet 1048110

Andrew Webber
110004628

Rating
☆☆☆☆☆

Flags
No flags

Comment

Reject

Approve

Timeline

START TIME	RECORDED	BREAKS DURATION	WORKING DURATION	COST CENTRE(S)	JOB TEMPLATE
13:53 17/02/2025		0.00 hours	0.25 hours	Work Area A	Labourer
APPROVED					
<div><div>13:53</div><div>17/02/2025</div></div>		<div>No break</div>	<div>0.25 hours</div>	<div>Don't change</div>	<div>Don't change</div>

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

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
<input type="text"/>	7.50 hour(s)
Start Time	Finish Time
<input type="text" value="09:00"/> <input type="text" value="17/02/2025"/>	<input type="text" value="17:00"/> <input type="text" value="17/02/2025"/>
Breaks Duration	Cost Centre
<input type="text" value="30 minutes"/> ▾	<input type="text" value="No cost centre"/> ▾
Job Template	
<input type="text" value="No job template"/> ▾	

Cancel

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.

Timesheet 1048110



 Andrew Webber
110004628


Rating
★★★★☆

Ready for review since
14:08 17/02/2025

Flags
No flags


Comment

 Reject  Approve

 Timeline



START TIME	FINISH TIME	BREAKS DURATION	WORKING DURATION	COST CENTRE(S)	JOB TEMPLATE
RECORDED					
13:53 17/02/2025	14:08 17/02/2025	0.00 hours	0.25 hours	Work Area A	Labourer
APPROVED					
<input type="text" value="13:53"/>	<input type="text" value="17/02/2025"/>	<input type="text" value="14:08"/>	<input type="text" value="17/02/2025"/>	<input type="text" value="No break"/>	<input type="text" value="0.25 hours"/>
<input type="text" value="Don't change"/>		<input type="text" value="Don't change"/>		<input type="text" value="Don't change"/>	


Timesheet 1048110

 Andrew Webber
110004628

Rating
★★★★☆

Comment

 Reject  Approve

 Timeline

START TIME	FINISH TIME	BREAKS DURATION	WORKING DURATION	COST CENTRE(S)	JOB TEMPLATE
RECORDED					
13:53 17/02/2025				Work Area A	Labourer
APPROVED					
<input type="text" value="13:53"/>	<input type="text" value="17/02/2025"/>				
<input type="text" value="Don't change"/>		<input type="text" value="Don't change"/>			

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

Q 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.

General Settings

Clients (2/2 selected) Update

Search...

Columns

Client	Allow mobile sign ins	Require biometrics for mobile sign ins	Default break durations	Gap between shifts	Maximum shift duration	Only show scheduled cost centre	Require cost centre	Rounding Strategy	Round to nearest	Update
Labourpower Recruitment Services 310000618	No	No	From 0 seconds - No break, From 5.00 hours - 30 minutes break	10.00 hours	12.00 hours	No	No	INTERVAL	30 minutes	Update
Labourpower App 310014876	Yes	Yes	From 0 seconds - No break, From 5.00 hours - 30 minutes break, From 10.50 hours - No break	10.00 hours	12.00 hours	No	No	NEAREST_SHIFT_CUSTOM	30 minutes	Update

Showing 1 to 2 of 2 results

Geofence Settings for 310014876 Labourpower App

Geofences define the areas that candidates are allowed to sign in and out of their shifts.

Map Satellite

Add new geofence

Adelaide SA, Australia
Coordinates: -34.92794123, 138.60067040
Radius: 1,100 metres

483 George St, Sydney NSW 2000, Australia
Coordinates: -33.87315750, 151.20611570
Radius: 229 metres

2 Compark Cct, Mulgrave VIC 3170, Australia
Coordinates: -37.91742640, 145.15456250
Radius: 503 metres