

Step

01

RECEIVE WELCOME EMAIL

You will receive an email which will request you to set up a password



Step

02

LOG INTO PORTAL

Using your new password, log online to www.recruitwest.com.au/timesheets



Step

03

ENTER TIMESHEET

Enter your details into the online timesheet, once completed click 'Submit' to send to the Supervisor for approval.



Step

04

TIMESHEET IS LODGED

You will receive an email confirmation if your timesheet has been approved or rejected. If it was rejected by your Supervisor, your timesheet will need to be resubmitted.



Step

05

PAYROLL IS RUN

Once RecruitWest receives an approved timesheet, it will be processed for the next payroll run.



RecruitWest