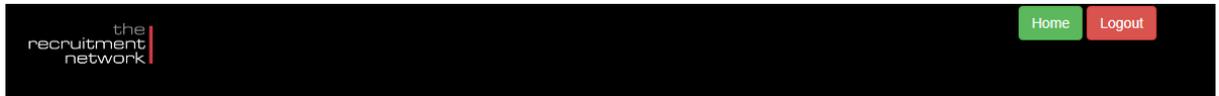


## Logging your hours

Video Instructions - <https://youtu.be/xM693airZfk>

1. Login into <https://portal.trn.org.nz/>
2. Enter your email and password
3. Click in Timesheets



## Candidate Area

**Timesheets**  
Create, Submit & edit Timesheets...

**Send CV**  
Keep us up-to-date with your latest CV...

**Applications**  
Job Application History...

**My Diary**  
Your availability...

**My Consultant**  
Your assigned Consultant - send a message...

**My Account**  
Contact Details, Password & Membership...

**Placement Documents**  
Download offer letter, confirmation docs etc...

**Upload Documents**  
Keep us up-to-date with your latest Documents...

4. Click on 'Not Entered'

## Timesheets

### View

All	2
Not Submitted	1

### View by status

Not Entered	1
Approved	1

Create New Timesheet

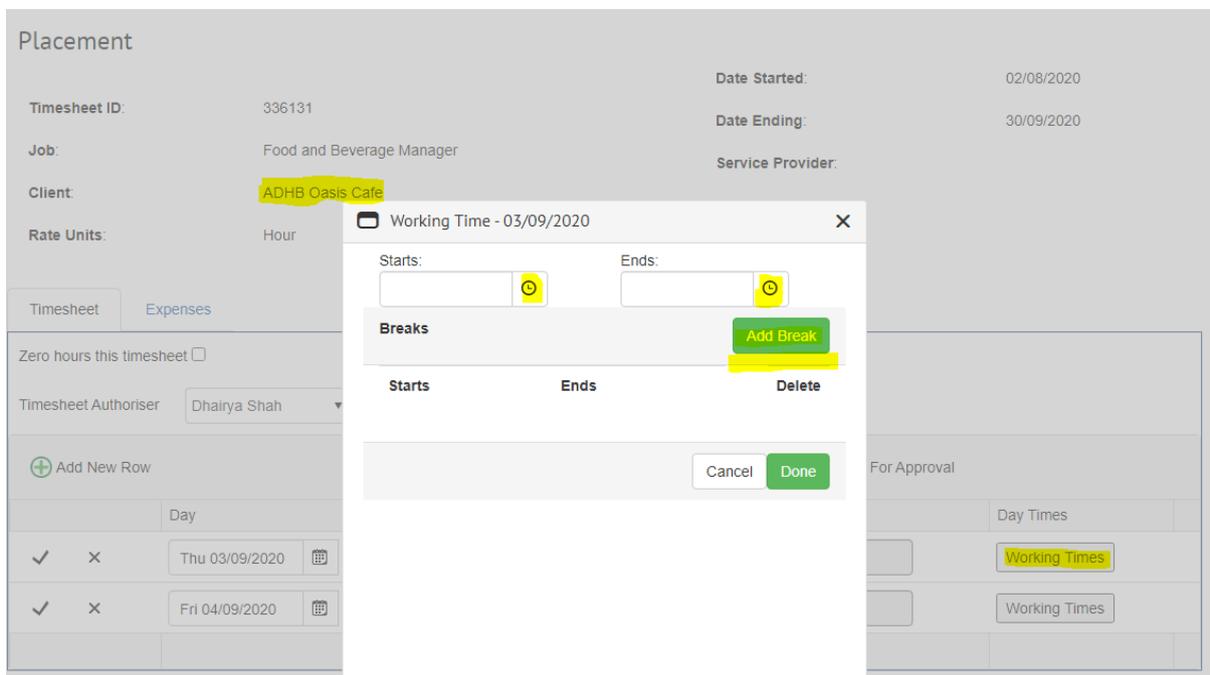
5. Click on the 'Edit'

## Timesheets

### Timesheet List

Timesheet Id	Placement	Timesheet Start Date	Timesheet End Date	Status	Action
336131	Food and Beverage Manager / ADHB Oasis Cafe	31 Aug 2020	06 Sep 2020	Not Entered	  

6. The timesheet will open
  - a. Make sure you are in the right job site. Only enter hours worked at the relative site
  - b. Enter your start time
  - c. Enter your finish time
  - d. Enter your 30 min meal break start and finish time.
  - e. Repeat for each day you worked at this site.



Placement

Timesheet ID: 336131

Job: Food and Beverage Manager

Client: ADHB Oasis Cafe

Rate Units: Hour

Date Started: 02/08/2020

Date Ending: 30/09/2020

Service Provider:

Working Time - 03/09/2020

Starts: [Time Picker] Ends: [Time Picker]

Breaks

Add Break

Starts Ends Delete

Cancel Done

For Approval

Day Times

Working Times

Working Times

7. Final step "**Click for Approval**". This will submit it to the site supervisor for approval.

**Video Instructions - <https://youtu.be/xM693airZfk>**