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

4. Click on 'Not Entered'

5. Click on the 'Edit'

Timesheets

Timesheet List

Print 🖨   Export 📄

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
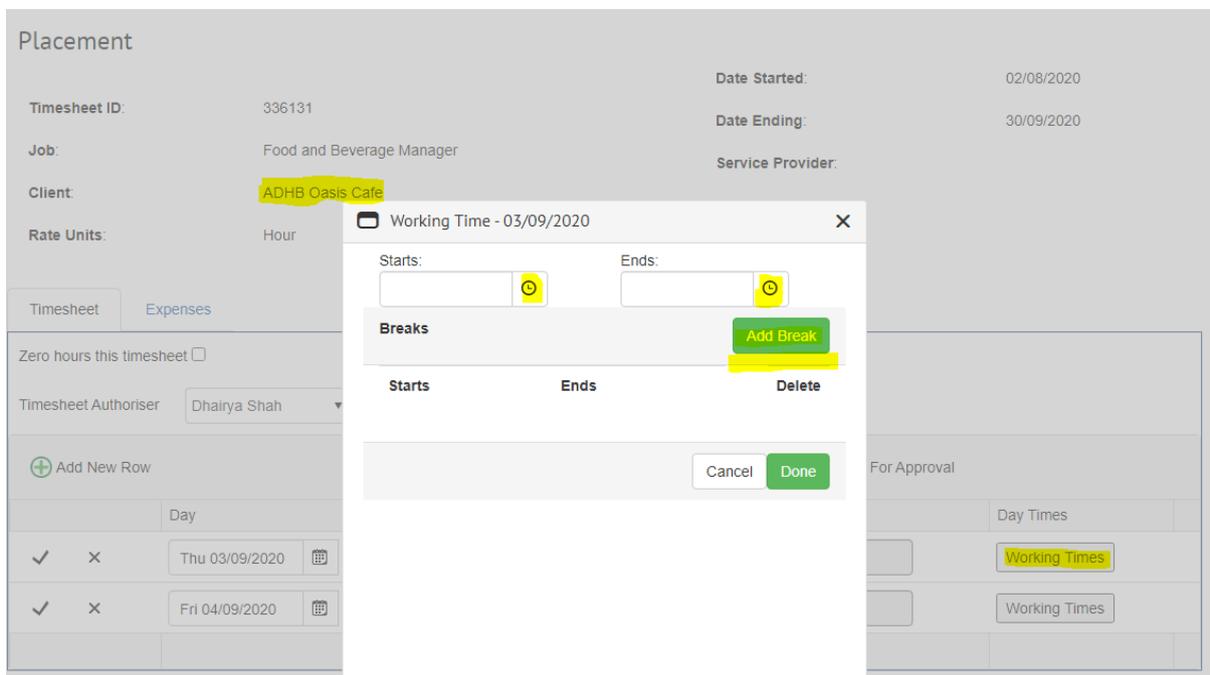
		Date Started:	02/08/2020
Timesheet ID:	336131	Date Ending:	30/09/2020
Job:	Food and Beverage Manager	Service Provider:	
Client:	ADHB Oasis Cafe		
Rate Units:	Hour		

Working Time - 03/09/2020 ✕

Starts: ___ 🕐   Ends: ___ 🕐

Breaks   Add Break

Starts	Ends	Delete

Cancel   Done

Timesheet	Expenses

Zero hours this timesheet ☐

Timesheet Authoriser   Dhairya Shah ▾

➕ Add New Row   For Approval

		Day				Day Times
✓	✕	Thu 03/09/2020 📅				Working Times
✓	✕	Fri 04/09/2020 📅				Working Times

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

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