



TIME SHEET VIA INTRANET PROCEDURE

Cameron Outdoor uses time sheets via our Intranet to submit hours to payroll on a daily basis.

To access the Intranet on your Smartphone, using your internet browser (i.e. safari on Iphone) go to the Cameron Outdoor website www.cameronoutdoor.com.au

Click Login from the menu on the left.

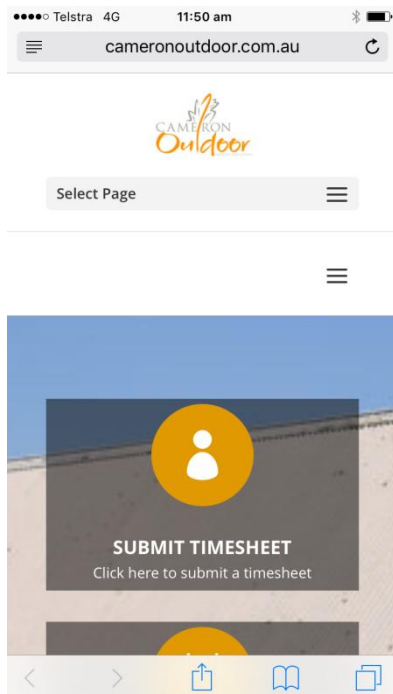
Your username and password are:

User Name: _____

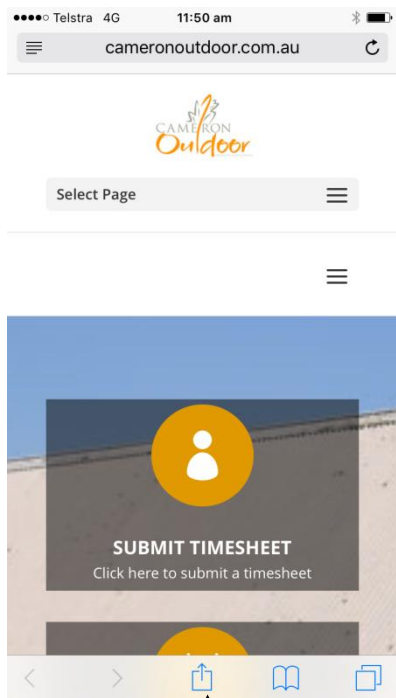
Password: _____

Click "Keep me signed in" the select Login.

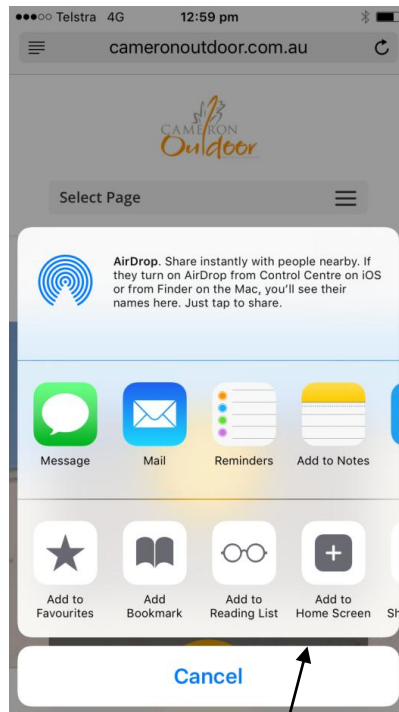
Once you are logged in you will see this screen:



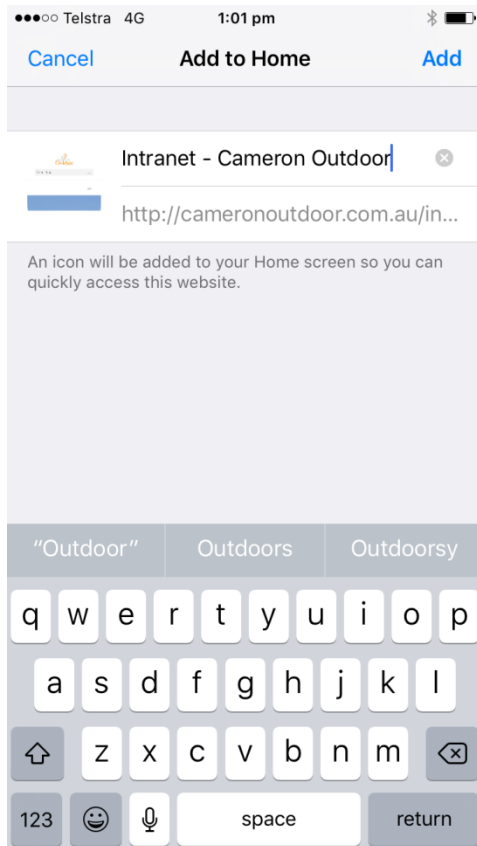
IMPORTANT: When you login for the first time you must save this page to your home screen for easy access to Timesheets each day. Follow these steps for Iphone:



1. Select



2. Select "Add to Home Screen"



3. Select "Add"

To submit your hours follow the steps below:

- Click on your Intranet – Cameron Outdoor Icon saved on your homepage.
- Select SUBMIT TIMESHEET – you will see the following screen.

The screenshot shows a mobile web interface for submitting a timesheet. At the top, the status bar displays 'Telstra 4G', the time '11:48 am', and the URL 'cameronoutdoor.com.au'. The form contains the following fields and instructions:

- Date ***: A date selection field. Instruction: Select Date.
- Project Name ***: A text input field. Instruction: Enter Project Name.
- Description of Works ***: A large text area for describing the work. Instruction: Enter Description of Works.
- Start time ***: A time selection dropdown menu currently showing '7.00'. Instruction: Select Start Time (On site).
- Finish time ***: A time selection dropdown menu currently showing '7.00'. Instruction: Select Finish Time (On site).
- Submit**: A button at the bottom of the form. Instruction: Click Submit.

Please note description of work must be completed. If you are on 2 job sites in 1 day, 2 time sheets are to be completed.

Note: Timesheet is to be completed DAILY, on the completion of each shift.

IF YOU DO NOT HAVE A SMART PHONE – PLEASE SPEAK TO THE OFFICE STAFF TO MAKE ALTERNATIVE ARRANGEMENTS.

NOTE: SUB-CONTRACTORS ARE ALSO REQUIRED TO SUBMIT A TAX INVOICE BY DATES NOTED ON THE PAYMENT SCHEDULE TO RECEIVE PAYMENT.