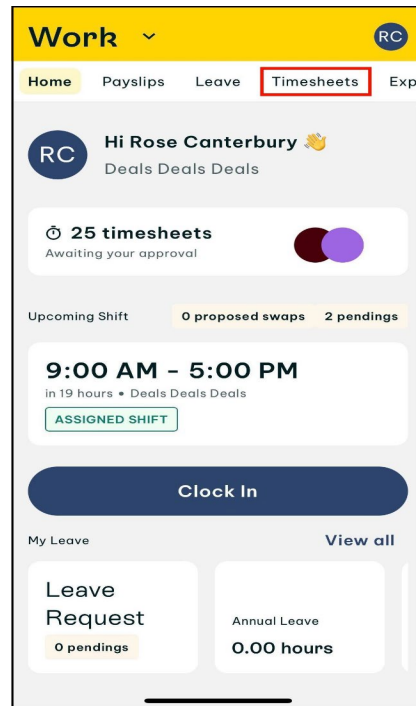


SWAG TIMESHEETS (Quick Reference Guide)

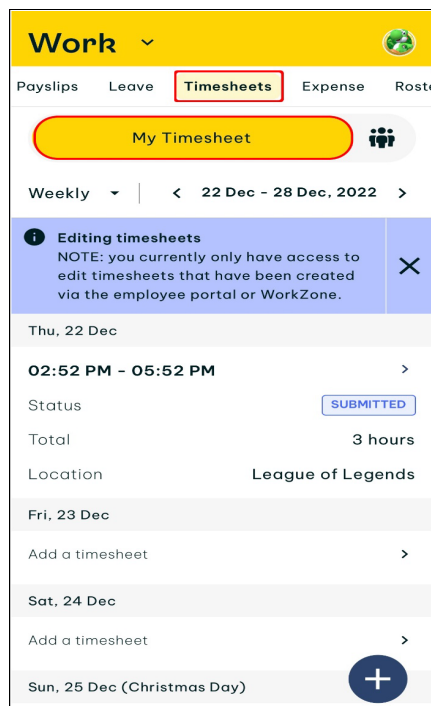
[Using timesheets in Work for employees | Work – Swag Support \(AU\) \(swagapp.com\)](#)

Submitting Timesheets

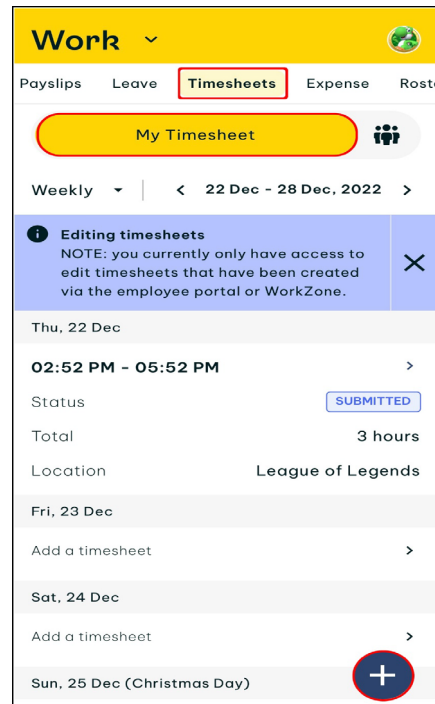
1. From the Swag home screen, click on **Work**.
2. From the Work home screen, select **Timesheets** from the menu across the top of the screen.



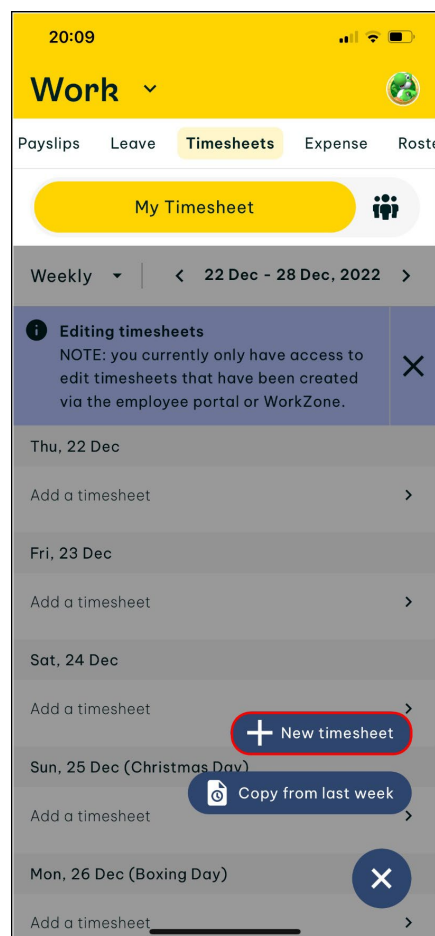
3. You will be in the **My Timesheets** view.



4. Click on the **Add** button:



5. Click on the **New timesheet** button.



6. Complete all required fields:

Date

Cost Centre

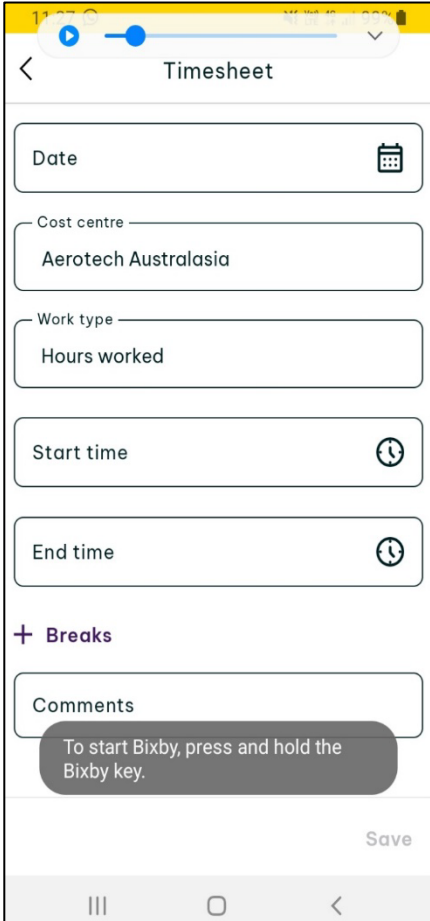
Work Time

Star and End Time OR Unit of Work

Comment (optional)

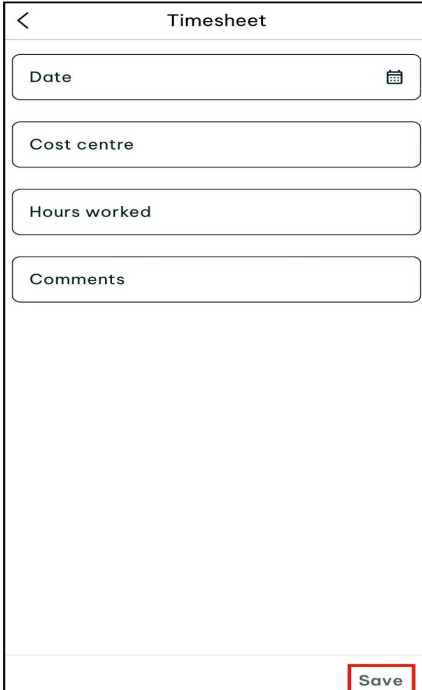
Break (Optional)

NOTE: Work Types are specifically tailored for each employee.

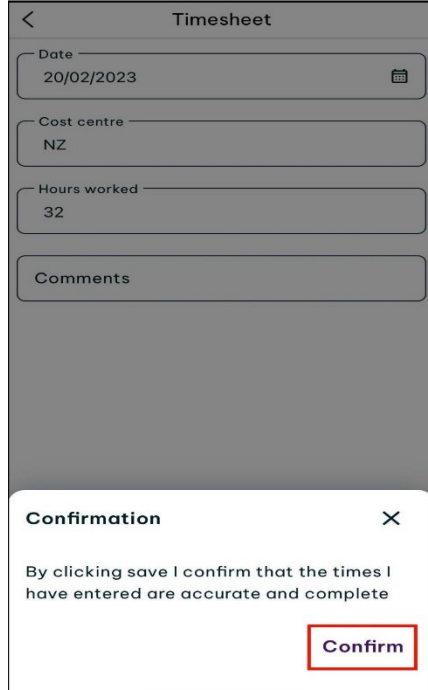


The screenshot shows the 'Timesheet' form in a mobile app. The form includes the following fields: 'Date' with a calendar icon, 'Cost centre' with the value 'Aerotech Australasia', 'Work type' with the value 'Hours worked', 'Start time' with a clock icon, 'End time' with a clock icon, and a '+ Breaks' section. Below the breaks section is a 'Comments' field with a placeholder text: 'To start Bixby, press and hold the Bixby key.' At the bottom right of the form is a 'Save' button. The app's status bar at the top shows the time as 11:55.

7. Click on **Save** then **Confirm** to state all information has been entered correctly.



This screenshot shows the 'Timesheet' form with empty input fields for 'Date', 'Cost centre', 'Hours worked', and 'Comments'. A red box highlights the 'Save' button at the bottom right of the form.

This screenshot shows the 'Confirmation' dialog box that appears after clicking 'Save'. The dialog contains the text: 'By clicking save I confirm that the times I have entered are accurate and complete'. A red box highlights the 'Confirm' button at the bottom right of the dialog. The background shows the 'Timesheet' form with pre-filled values: 'Date' as '20/02/2023', 'Cost centre' as 'NZ', and 'Hours worked' as '32'.