

USER GUIDE



Logging In

Please follow this link to login <https://rwatechnologypeople.invoxy.com>

Your username is your personal email address. You will create a password when you sign up to the website.

Entering Timesheet

- Weekly time sheets can be entered at the **TIME** tab, this is located on the blue navigation bar
 - ❖ Select the week for which you would like to enter hours for.
 - ❖ Click the day to add your days or hours worked.
 - ❖ Under the **WORK** tab you can select additional projects you may be working on, or contractor absence.
 - ❖ **SAVE**
- Contractor Absence is your non-billable way of recording vacation, absence or public holidays
- At the end of **EACH WEEK**, you will then **REQUEST APPROVAL**, this will send an email to whomever you are directly reporting too, who will approve your time sheet.



Watch a short video [here](#) on how to enter time and request approval in Invoxy

Daily rate contractors

For contractors engaged on a daily rate, Invoxy requires you to enter **1** for each day that you work. If you worked less than a day, you can put 0.25, 0.5 or 0.75.

Troubleshooting

Q: There is nobody around to approve my time sheet!

A: It's always good to know who your back up approver is! Advise us immediately if your manager is absent and let us know who will be approving your timesheet in his/her absent (all we need is their email address) so we can make them a temporary approver.

Q: I have submitted my time sheet but I've;

A) entered the wrong dates

B) entered the incorrect hours

A: Although it is important to get it right first time, if any mistakes are made (even if your time sheet has been approved), let us know immediately so we can make adjustments for you to amend your time.

Q: I've submitted my hours for approval, however I've just found out that they went to the wrong person, can I resubmit?

A: Please advise us immediately so we can rectify this asap and get you back on track.

Q: I submitted my hours for the week on Friday, but it turns out I must work on the weekend - can I still enter time?

A: Yes, you can! Just enter your time as normal. The next time you click on Request Approval, Invoxy will automatically include all of your time that have been entered but not yet submitted for approval.

Q: My timesheet was rejected – what do I do now?

A: Please notify us asap and we will release your timesheet. You can then simply correct your timesheet and resubmit them for approval.

Q: I have reimbursable expenses, how do I enter them to Invoxy?

A: This feature is currently unavailable in Invoxy. Please email us your invoice and receipts if you have reimbursable expenses to claim and we'll sort this out for you. Please note that expenses are reimbursable only if you have pre-arranged this with your Line Manager and you keep your tax receipts.

Questions?

Please visit <https://invoxy.zendesk.com/hc/en-us> or email Contractors@rwa.co.nz for more help.