


When do I submit the timesheet?

On the last working day of every month

How do I submit the timesheet in Beeline?

- 1- Use the following link to log in: <https://prod.beeline.com/creditsuisse>
- 2- Enter your Beeline password and your Beeline PID and click on 'Login'

Login to Beeline



PID:

Password:

[Login](#)

[Forgot Password?](#)

[ClientSSOLogin](#)

- 3- Once you are in the system you will be in your timesheet screen where you will need to enter and submit your timesheet.

[search](#)

Jun 01 - Jun 30, 2015 today

[view details](#)

[add comment](#)

[Save Changes](#) [Submit for Approval](#)

[cancel](#) [view printable pdf](#)

Jun 22 - Jun 28	Jun 29 - Jun 30
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Professional-HR Specialist 3 [show details](#)

Cost Center

HLVG 11

remove

Holiday

Weekend

Pay Code *

Mon

Tue

Wed

Thu

Fri

Sat

Sun

TOTAL

29/06

30/06

01/07

02/07

03/07

04/07

05/07

0

4- You will need to select the correct 'Pay Code' and also enter the correct time.

You will be using pay code 'Regular Time' for normal working hours where you will need to enter '1' for full day worked, '0.5' for half day worked and '0' for a day not worked.

The screenshot shows a 'Pay Code' dropdown menu with the following options: Regular Time, Annual Leave, Child Care Leave, Maternity Leave, Paternity Leave, Public Holiday, Sick Leave, Time in Lieu, Annual Leave (Unpaid), and Sick Leave (Unpaid). To the right, a calendar grid shows dates 29/06 (Mon), 30/06 (Tue), and 01/07 (Wed). A time entry box is open over the 29/06 date, showing a scrollable list with values 0, 0.5, and 1.

5- Once you have entered your time click on 'Submit for Approval' button. If you would like to save your timesheet click on the 'Save Changes' button

Two buttons are shown: 'Save Changes' with a 'cancel' link below it, and 'Submit for Approval' with a 'view printable pdf' link below it.

NOTE 1: You can save your timesheet as many times as you want but you can only submit it one time once a month. If you submit your timesheet and then need to do any changes you will need to edit it and resubmit it for approval.

NOTE 2:

- For PH days you will need to use pay code 'Public Holiday' and enter '1' (regardless of having worked on that PH or not)
- If a PH falls on a Saturday, you will be granted for a day off in lieu. Use pay code 'Time in Lieu' and enter 1 when you clear that day. Do not enter any time over the weekend
- If you take AL/SL unpaid you can use 'Annual Leave/Sick Leave and enter '0' or you can use Annual Leave (Unpaid)/ Sick Leave (Unpaid) and enter '1'
- If you are going on reservist, please reach out to your agent in advance so that the correct pay code is enabled