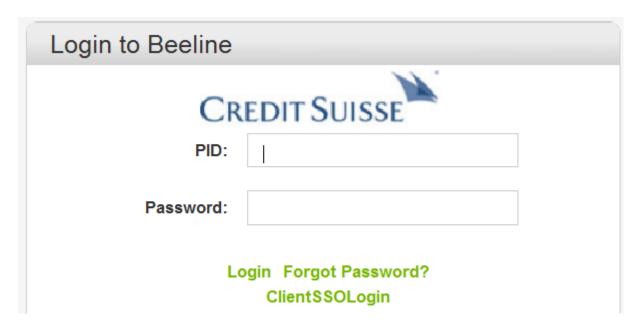


## When do I submit the timesheet?

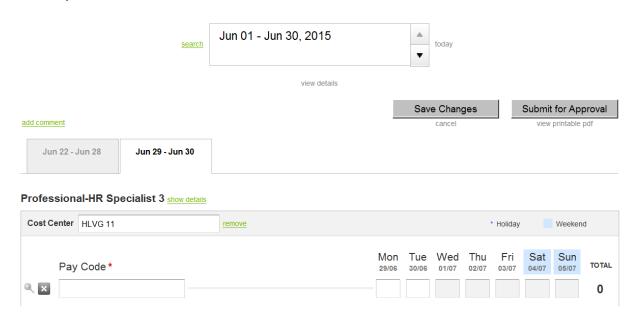
On the last working day of every month

## How do I submit the timesheet in Beeline?

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

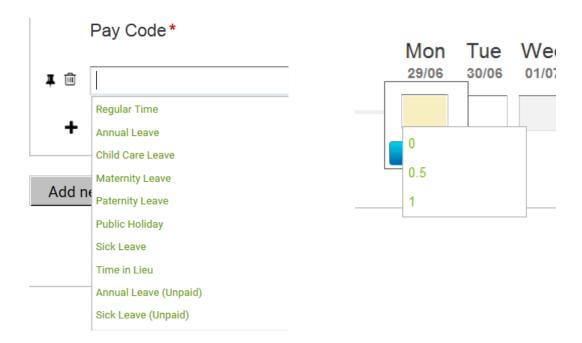


3- Once you are in the system you will be in your timesheet screen where you will need to enter and submit your timesheet.





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.



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



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