

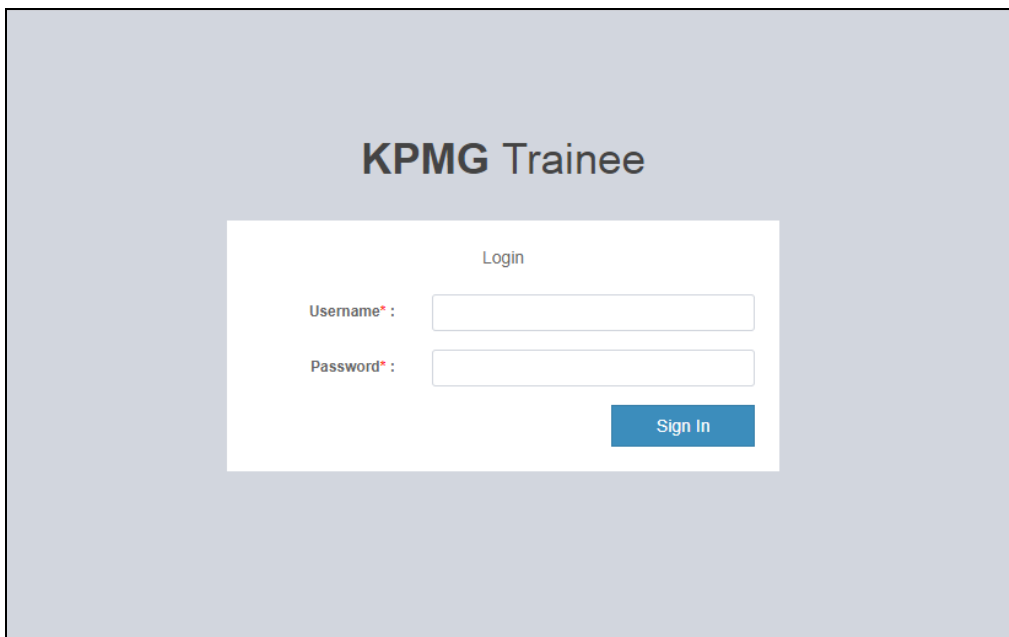


*Trainee
Timesheet
System
Guideline*

1. All KPMG Thailand Trainee can access the trainee system at <http://www.thapp4.th.kworld.kpmg.com/TraineeEvaluation>

*****The system can only be access via **Google Chrome*******

- 1.1. Username : your username will be your first name, full stop and last name in lowercase letter (for example: Somchai Jaidee username will be "somchai.jaidee")
- 1.2. Password : your password will be the first 3 letters of your first name (lowercase), the first 3 numbers of your identification card, and the last 3 numbers of your identification card (for example: Somchai Jaidee with ID number 1 1000 02345 123 password will be "som110123" **(for expat trainee : password will be first 3 letters of your first name (lowercase), the first 3 numbers and the last 3 numbers of your passport number)**)

A screenshot of the KPMG Trainee login page. The page has a light blue background. At the top center, the text "KPMG Trainee" is displayed in a bold, dark blue font. Below this, there is a white rectangular box containing the login form. Inside the box, the word "Login" is centered at the top. Below it, there are two input fields: "Username*" and "Password*", each followed by a red asterisk. To the right of each label is a white input box. At the bottom right of the white box is a blue button with the text "Sign In" in white.

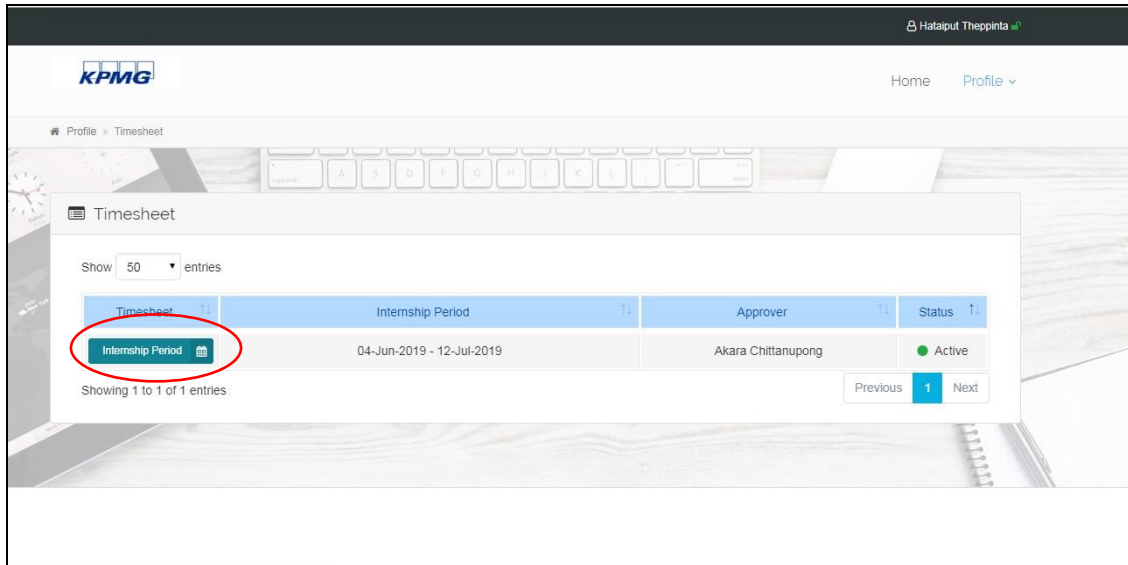
2. Select Timesheet from the profile dropdown



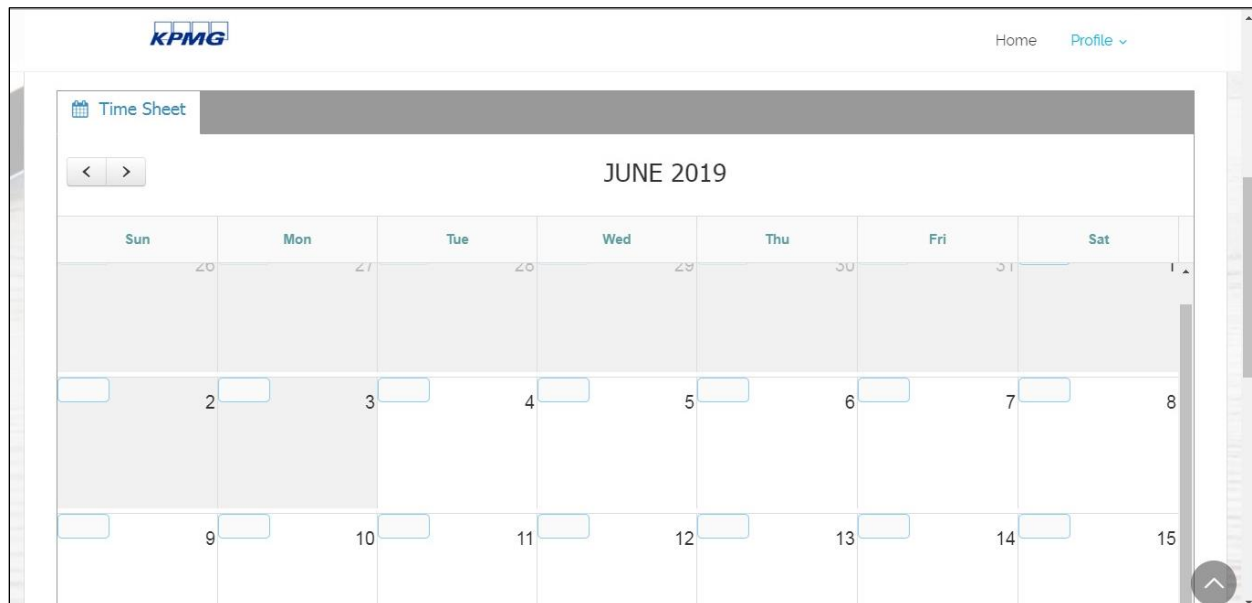
3. Check the correctness of your internship period and approver information.

- If your internship period is incorrect, please contact HR.
- If your approver name is incorrect or is blank, you can change it in the next step.

4. Click on the internship period calendar in order to access your timesheet



4.1. This is your timesheet, in one month there will be 2 period (1-15 and 16-end of the month) you can complete your timesheet one period at a time on the first date of the period.



4.2. If your approver information is not correct from 3.2, you can scroll down and click on “Change Performance Manager” to change the approver’s information.

The screenshot shows the KPMG time management interface. At the top, there is a navigation bar with the KPMG logo, a date range from 17 to 22, and links for 'Home' and 'Profile'. Below the navigation bar is a calendar grid with dates 23 through 6. Each date has a small input field next to it. At the bottom of the calendar grid, there are three buttons: 'Save Draft', 'Submit', and 'Back'. To the right of these buttons is a 'Change Performance Manager' button with a user icon.

5. When you click on the date that you want to add time information, this window will pop-up.

The screenshot shows the 'Add time information' pop-up window. It has a blue header with a close button. Below the header, there are five radio buttons with corresponding labels: 'Normal Hour' (green), 'OT' (blue), 'Training' (pink), 'Sick Leave' (orange), and 'Vacation Leave' (purple). Below the radio buttons, there are three input fields: 'Engagement Code', 'Period Of Time' (with a 'To' field), and 'Remark'. At the bottom right, there are two buttons: 'Add' and 'Cancel'.

6. There are several time information that you can add.

6.1. Normal Hour

- Normal working hour is from 08.00-17.00 or 09.00-18.00 (8 hours per day)

6.2. OT

- During working days, hours spent on work in excess of normal hours will be compensated equal to 150% (1.5 times) of base salary per hour.
- On weekends and holidays, hours spent on work as normal hours will be compensated equal to 200% (2 times) of base salary per hour.
- On weekends and holidays, hours spent on work in excess of normal hours will be compensated equal to 300% (3 times) of base salary per hour.

6.3. Training

- During working days, hours spent on training will not be entitled for OT payment.

6.4. Sick Leave

- You may take sick leave on those working days that you are feeling sick, however you will not be paid.

6.5. Vacation Leave

- You may take vacation leave on those working days that you have your personal errands. However, prior notice must be given to your in-charge or performance manager.

Add time information

Normal Hour

OT

Training

Sick Leave

Vacation Leave

Engagement Code :

Period Of Time * :

To

Remark :

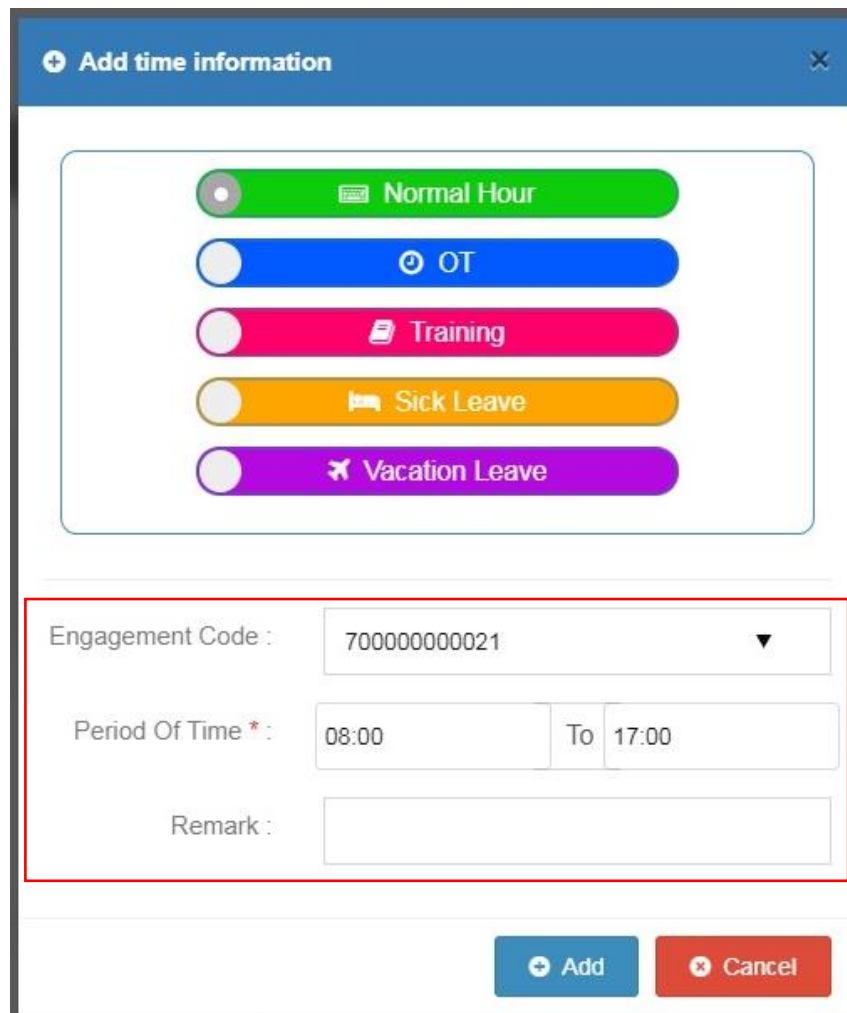
Add

Cancel

7. Whenever you add time information, you will need to add Engagement Code specific for each job and time period as well. You can check for the engagement code with your engagement manager or with your senior or in-charge that you assist in the job.

There are two types of engagement code - Client and Internal Code

- Client Engagement Code consists of 6-digits number
- Internal Code consists of 12-digits number



+ Add time information

☒ Normal Hour

☐ OT

☐ Training

☐ Sick Leave

☐ Vacation Leave

Engagement Code : 700000000021 ▼

Period Of Time * : 08:00 To 17:00

Remark :

+ Add **✖ Cancel**

7.1. Below is the example when you select Sick Leave time information, the engagement code will be automatically added for Sick Leave and Vacation Leave. You cannot add leave hours after normal working hours.

The screenshot shows a mobile application interface with a calendar grid in the background. A modal dialog titled "Add time information" is open. It features five radio buttons for selecting time types: "Normal Hour" (green), "OT" (blue), "Training" (pink), "Sick Leave" (orange), and "Vacation Leave" (purple). The "Sick Leave" option is selected. Below the radio buttons, there is a text field for "Engagement Code" containing "150000000001", a "Period Of Time" field set from "13:00" to "17:00", and an empty "Remark" field. At the bottom are "Add" and "Cancel" buttons.

7.2. Remark for working information is required when you submit an OT request in order for your approver to check the information.

This screenshot shows the same "Add time information" dialog box, but with the "OT" (blue) radio button selected. The "Engagement Code" field now contains "7000000000021". The "Period Of Time" is set from "17:00" to "19:00". The "Remark" field is populated with the text "OT for working on the new project". The "Add" and "Cancel" buttons remain at the bottom.

8. This is the example for the completed first period of the timesheet ready to be submit.

KPMG Home Profile

Date	Hours	Activity
20	8.00	Normal Hour
21	8.00	Normal Hour
22	10.00	OT

9. When you scroll down, you will be able to see 3 options Save Draft, Submit and Back

- **Save Draft:** The time information will be saved but not yet sent to the approver.
- **Submit:** The time information will be send to your performance manager for approval.
- **Back:** Back to first page

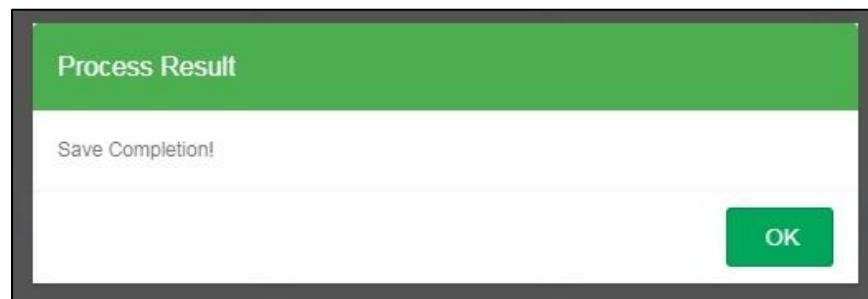
KPMG Home Profile

Date	Hours	Activity
23	0.00	Normal Hour
24	0.00	Normal Hour
25	0.00	Normal Hour
26	0.00	Normal Hour
27	0.00	Normal Hour
28	0.00	Normal Hour
29	0.00	Normal Hour

Save Draft Submit Back

Change Performance Manager

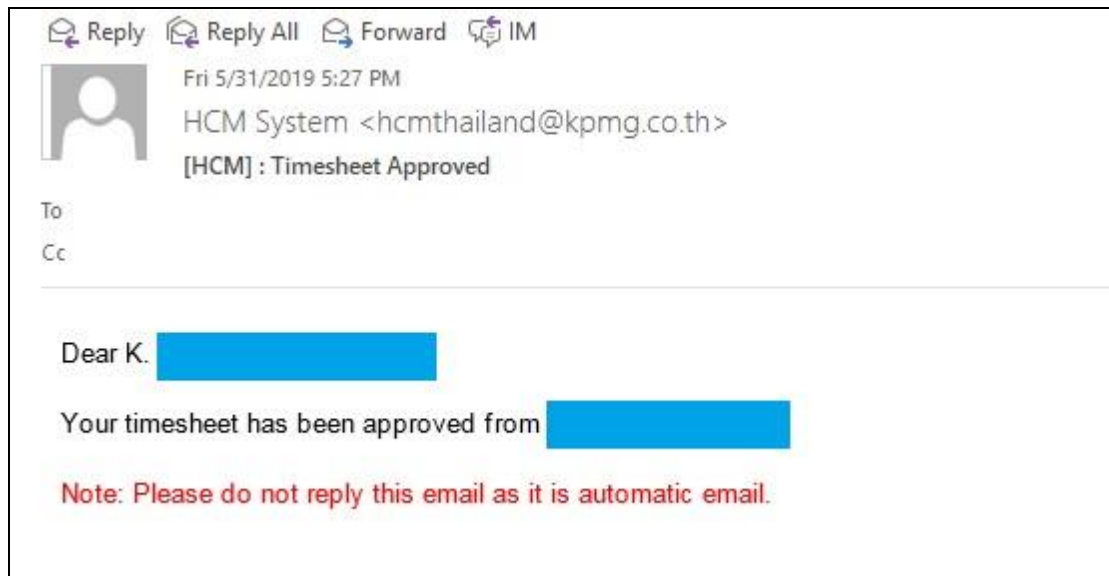
10. After clicking submit, the system will show as below. This means that the timesheet has been sent to your approver for approval. The time information will be shown in gray color.



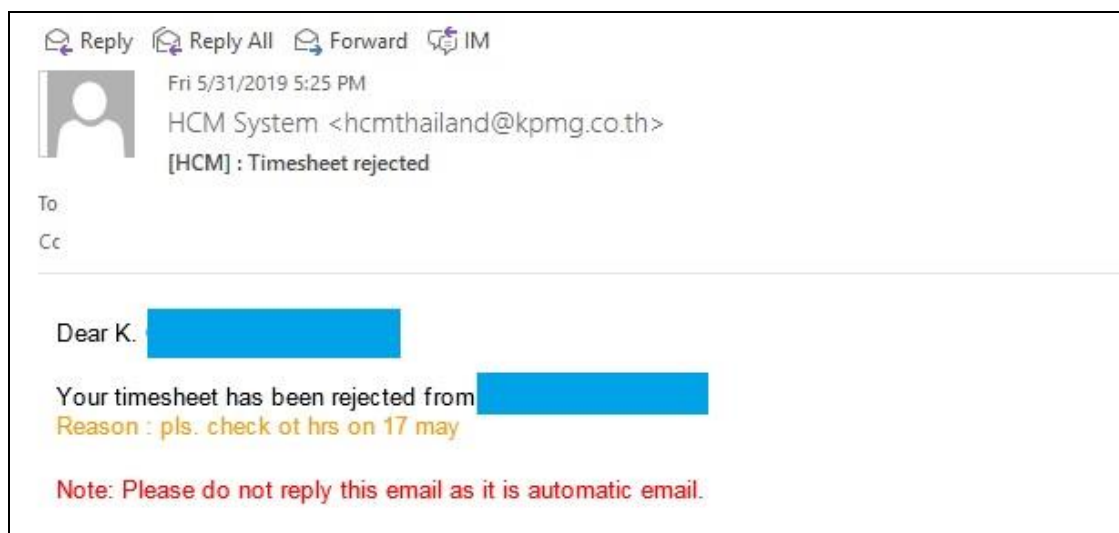
The screenshot shows the KPMG timesheet interface. At the top left is the KPMG logo. At the top right are links for 'Home' and 'Profile'. The main area is a grid of dates from 1 to 28. Each date cell contains a small input box with a number (mostly 0) and a larger gray box containing time and status information. For example, on date 3, the gray box shows '08:00|Normal Hour|70000000'. On date 6, it shows '10:00'. On date 7, it shows '02:00|OT|70000000021|OT'. On date 10, it shows '08:00|Normal Hour|70000000'. On date 11, it shows '04:00|Normal Hour|70000000'. On date 12, it shows '08:00|Normal Hour|70000000'. On date 13, it shows '08:00|Normal Hour|70000000'. On date 14, it shows '08:00|Normal Hour|70000000'. On date 17, it shows '04:00|Sick Leave|150000000'. The bottom right corner has a circular button with an upward arrow.

Date	Time/Status
1	0
2	0
3	08:00 Normal Hour 70000000
4	08:00
5	08:00
6	10:00
7	02:00 OT 70000000021 OT
8	0
9	08:00
10	08:00 Normal Hour 70000000
11	04:00 Normal Hour 70000000
12	08:00 Normal Hour 70000000
13	08:00 Normal Hour 70000000
14	08:00 Normal Hour 70000000
15	0
16	0
17	04:00 Sick Leave 150000000
18	0
19	0
20	0
21	0
22	0
23	0
24	0
25	0
26	0
27	0
28	0

11. After the approver has approved your timesheet, the system will generate an automatic message sent to your e-mail as below.



12. If your timesheet has been rejected, there will be an email sent to you stating that your timesheet has been rejected and the reason why it has been rejected and for what date in order for you to be able to edit your working hours if it is incorrect. After you have edit your time information correctly, you can re-submit the timesheet again.



13. You will not be able to edit your time information after your timesheet has been approved.