Trainee Timesheet System Guideline (Audit)

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******

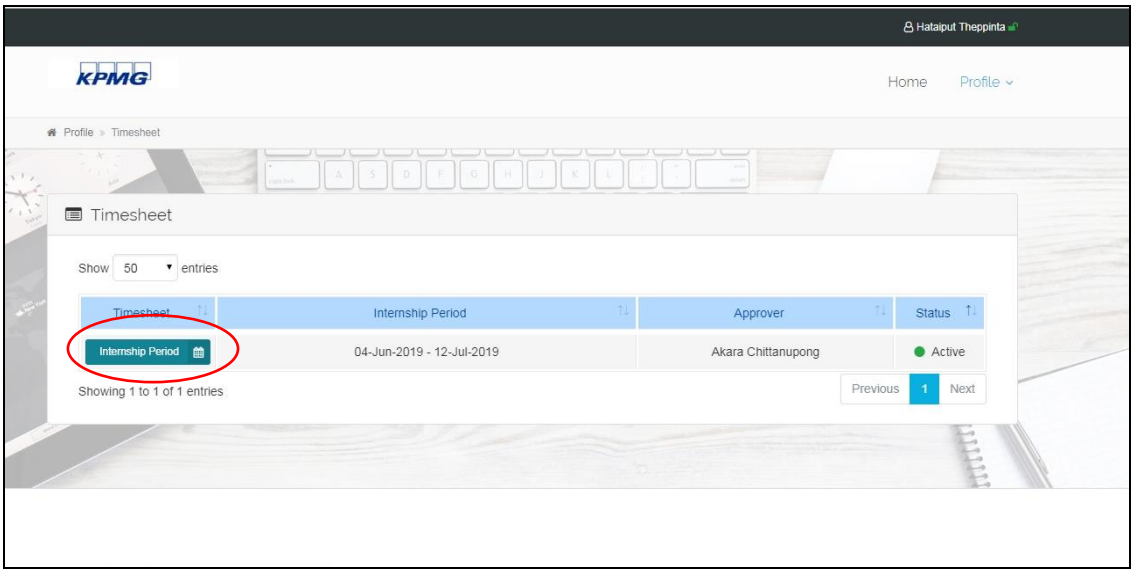
1.1. Username : your username will be your first name, full stop and last name in lowercase letter (for example: Somchai Jaidee username will be "somchai.jaidee")
1.2. Password : your password will be the first 3 letters of your first name (lowercase), the first 3 numbers of your identification card, 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)**

2. Select Timesheet from the profile dropdown

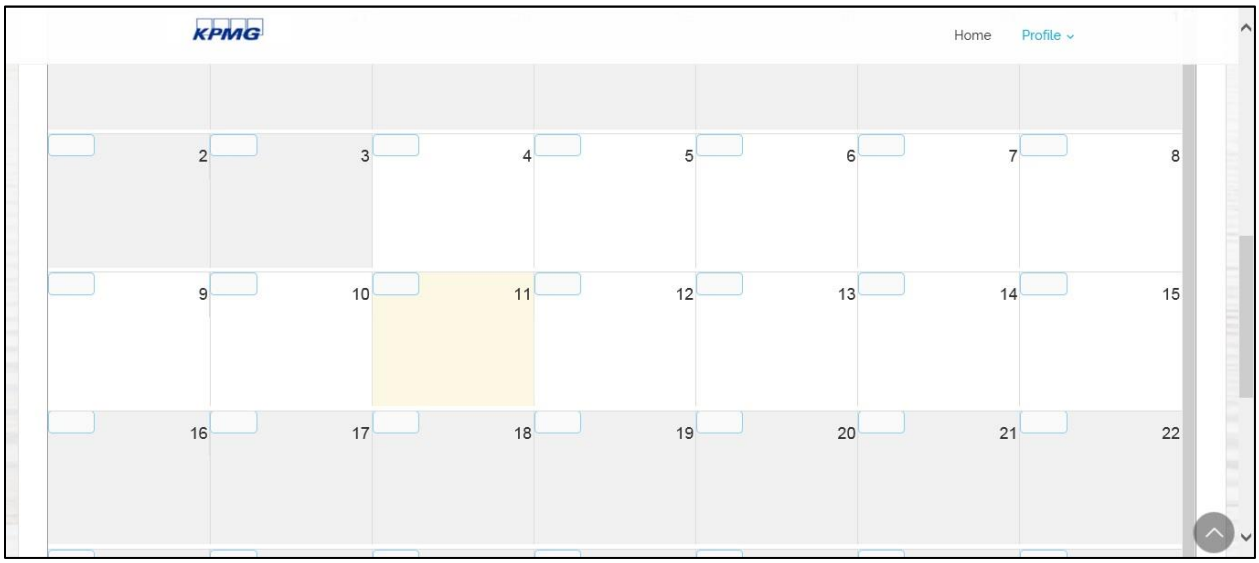
3. Check the correctness of your internship period and performance manager information.

3.1. If your internship period is incorrect, please contact HR.

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) your normal hours will be provided by Resources Planning to HR monthly.



5. There are several time information that you need to know of.

5.1. Normal Hour – Audit Trainee normal hours will be automatically added to timesheet at the end of each month.

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

5.2. OT – Audit trainee will only be able to add OT hours in timesheet.

5.2.1. 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.

5.2.2. On weekends and holidays, hours spent on work as normal hours will be compensated equal to 200% (2 times) of base salary per hour.

5.2.3. 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.

5.3. Training - Audit trainee training will be automatically added to timesheet at the end of each month.

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

5.4. Sick Leave - Audit trainee sick leave will be automatically added to timesheet at the end of each month.

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

5.5. Vacation Leave - Audit trainee vacation leave will be automatically added to timesheet at the end of each month.

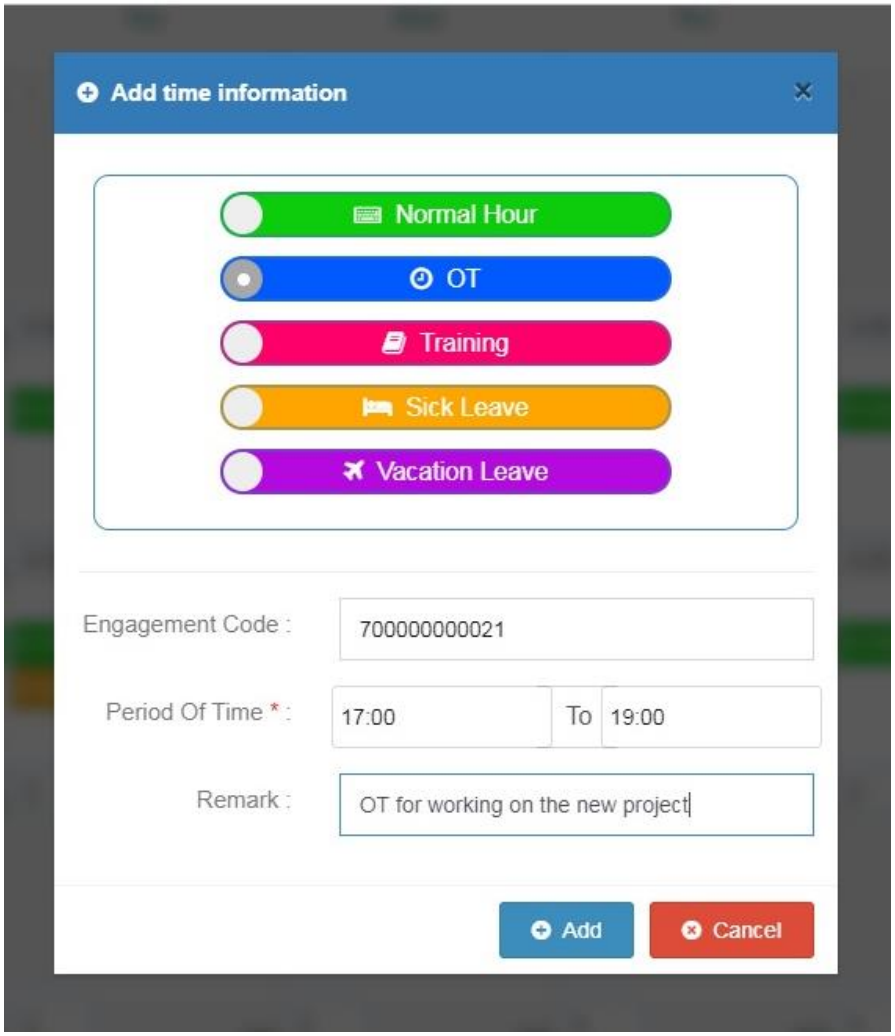
5.5.1. You may take vacation leave on those working days that you have your personal errands. However, prior notice must be given to your in-charge or performance manager.

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

6.1. **Whenever you add OT time information, you will need to add 'Engagement Code' which is 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**

1. **Client** - Client Engagement Code consists of 6-digits number
2. **Internal (Non-Chargeable Code)** - Internal Code consists of 12-digits number

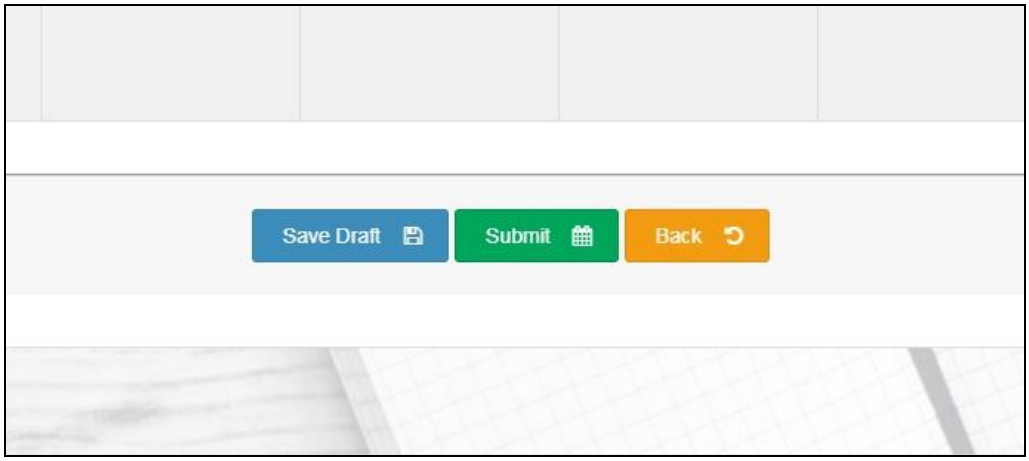
*****Remark for working details is required when you submit an OT payment request in order for your approver to check the information.**



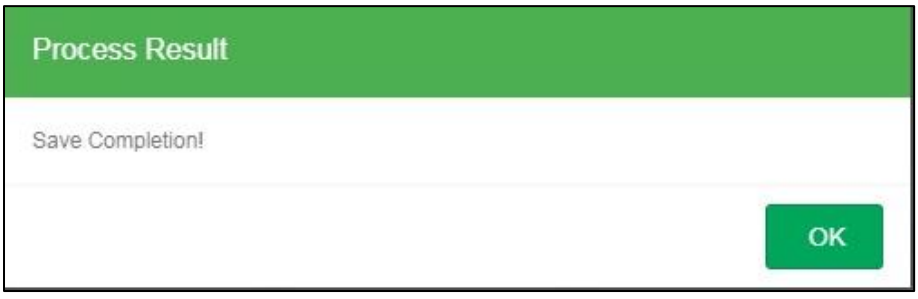
3. **When you scroll down, you will be able to see 3 options Save Draft, Submit and Back**
   - **Save Draft**: The time information will be saved but not yet sent to the approver.
   - **Submit**: The time information will be send to the engagement manager(s) for approval.

***** Please be noted that you can only submit OT record one time for each period, so you can key-in the OT records and click "Save Draft" and wait to complete the whole period (1st-15th or 16th-end of the month) before submitting the request *****

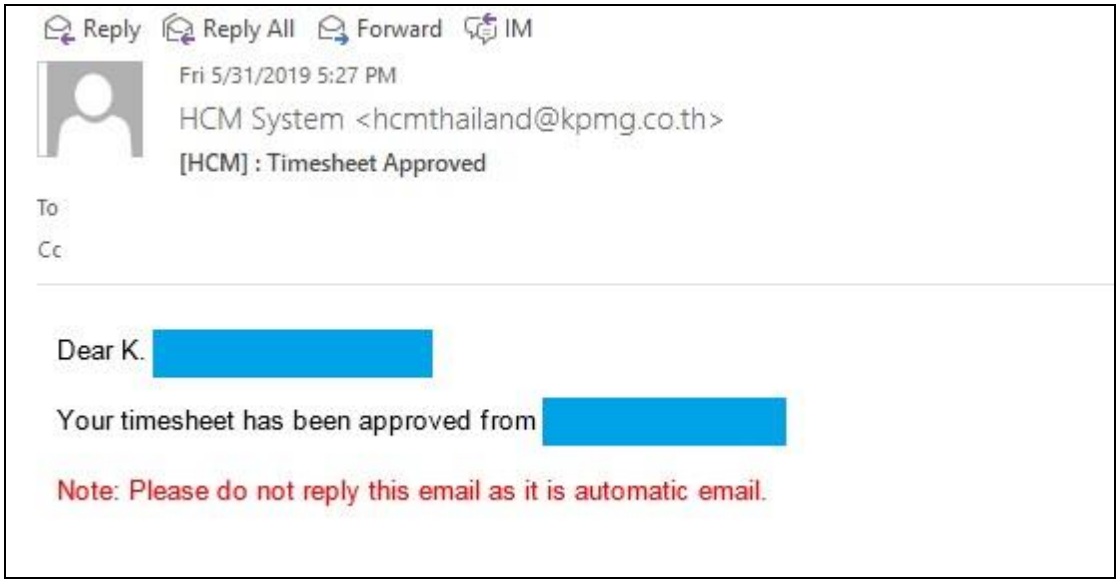
   - **Back**: Back to first page



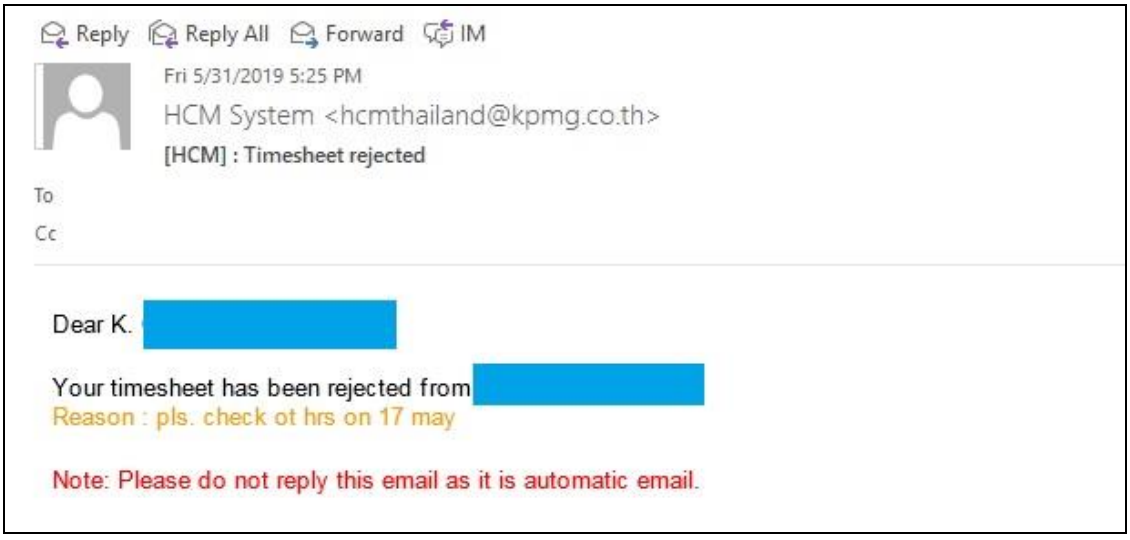
4. **After clicking "Submit", the system will show as below. This means that the time information has been sent to your approver for approval.**



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



6. **If your request has been rejected, there will be an email sent to you stating that your request 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 OT hours if it is incorrect. After you have edit your time information correctly, you can re-submit the timesheet again.**



7. **You will not be able to edit your time information after it has been approved.**