Timesheets

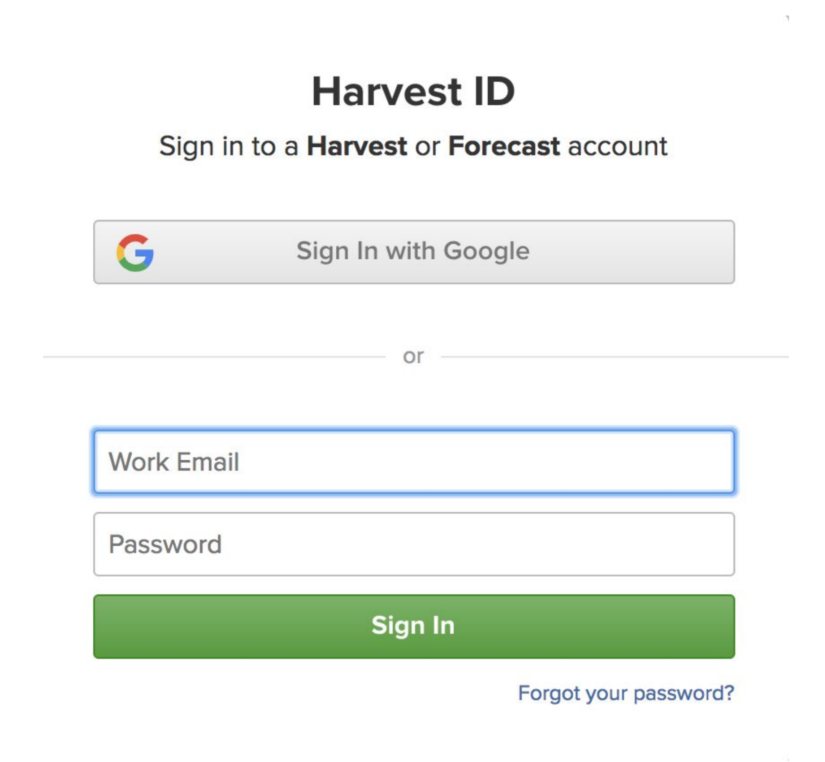
Robinson Ryan uses Harvest for timesheets.
This guide contains instructions on how to register for and sign in to your Harvest account, record your hours and submit timesheets. It applies to everyone, whether permanent or contract, working from home, in the offices or on a client site.

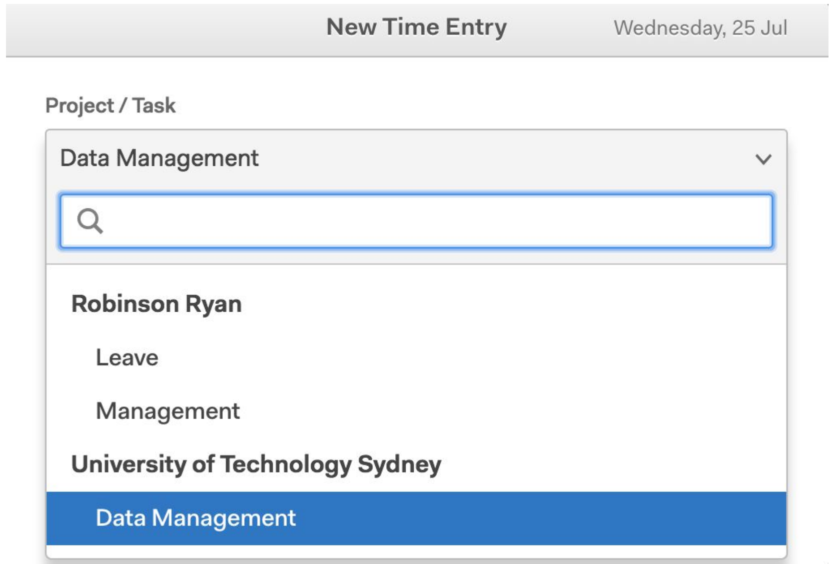
Harvest

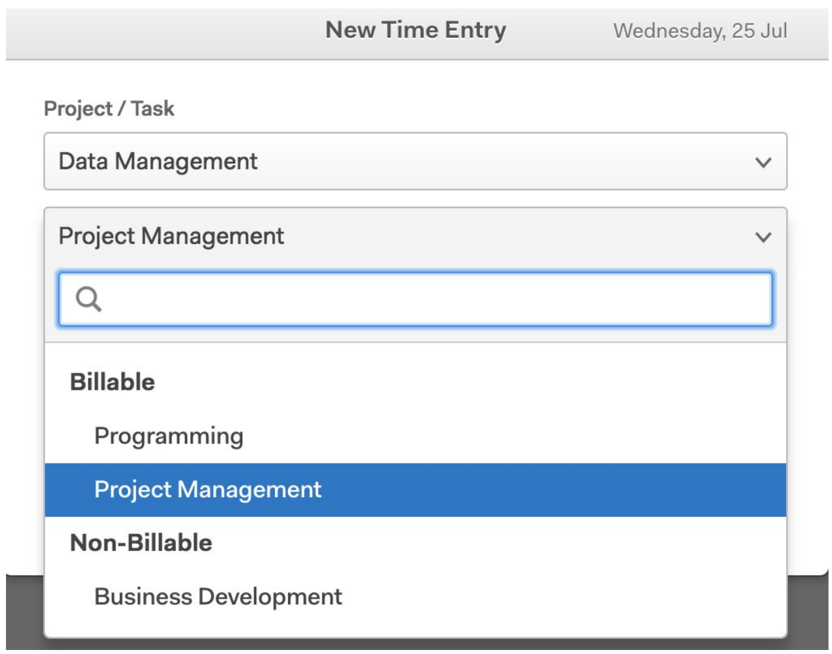
Harvest tracks your hours and calculates the time spent on projects- it is really simple.

Important! All employees must submit timesheets *weekly* through Harvest, regardless of how often they are paid.

Harvest Quickstart

Harvest Process	Details
[Sign-in]	

<table>
<tr>
<td>New Entry</td>
<td>
1. Select the Project [i.e. Client and type of work]:


2. Select the Task under Billable/Non-Billable:
Client work should only be Billable- check with your manager!


RR office work and other such work should only be Non-Billable.
</td>
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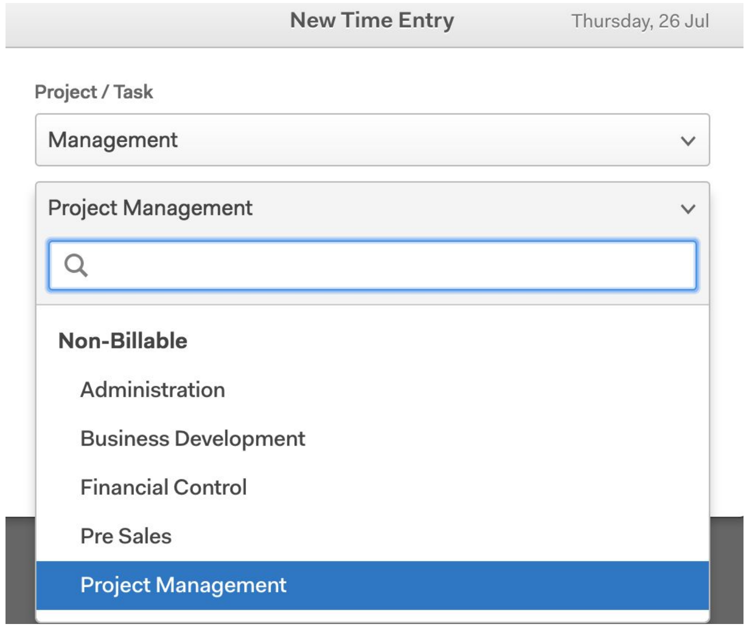
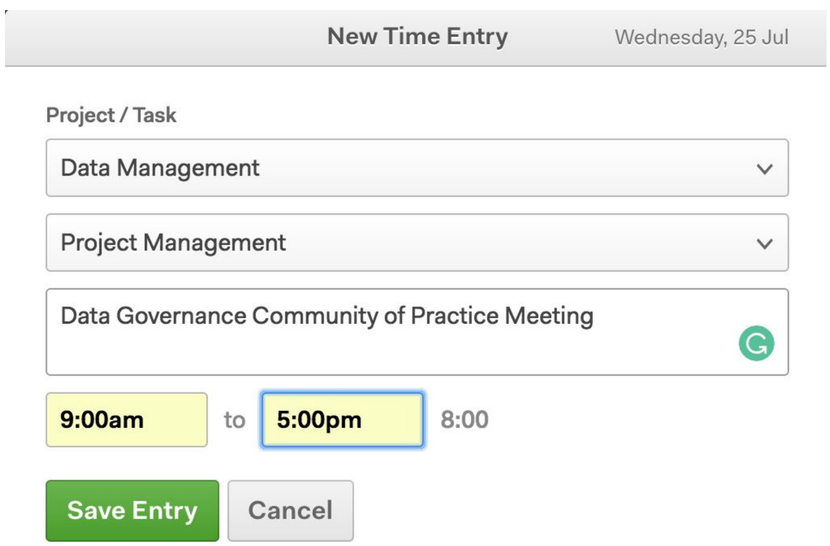


3. Enter the Time spent on the Task:
   a. **Manually**: *Everyone on client sites:* If you’re doing a full billable day, enter an 8 hour block, e.g. 9:00 am-5:00 pm (1 day=8h block).



   b. **Automatically:** If you’re doing non-billable hours you can press *Start* to have Harvest time your minutes (but make sure to hit *Stop* if you go to lunch because it won’t stop automatically

<table>
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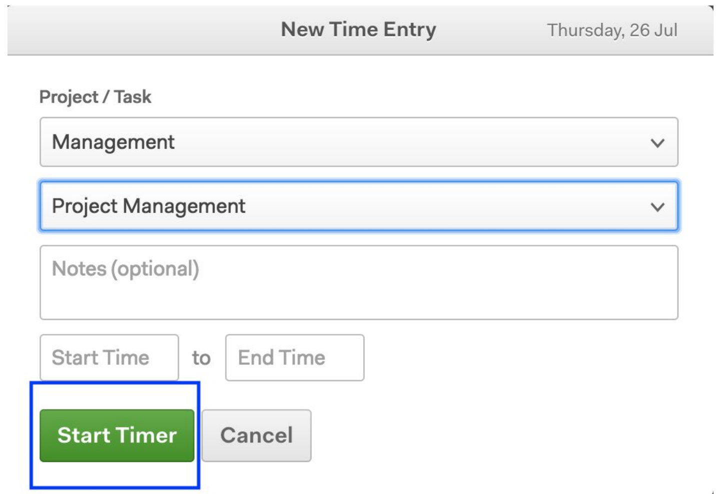
<td></td>
<td>if you close your browser; don’t worry about toilet breaks).


</td>
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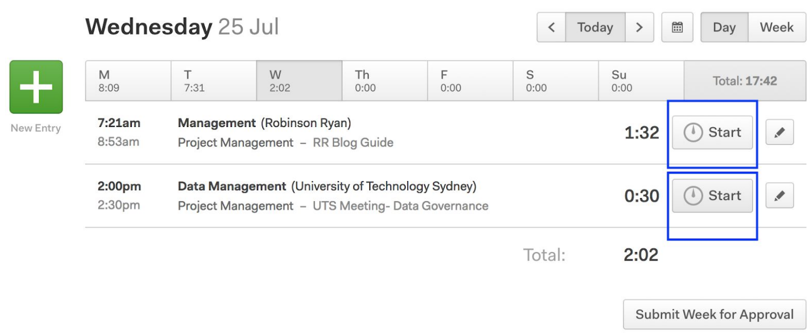
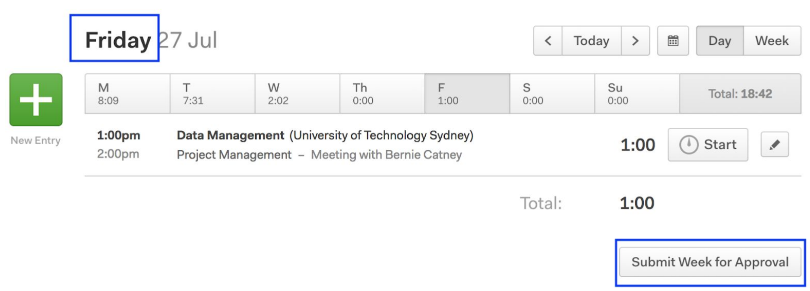
<tr>
<td>Returning to the same project after a break</td>
<td>Click the “Start” button of a previous entry.


</td>
</tr>
<tr>
<td>Submitting a weekly timesheet</td>
<td>Submit your timesheet weekly- on Fridays is a good habit.


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<tr>
<td>Windows App</td>
<td>Install and Sign In</td>
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<tr>
<td>Mac App</td>
<td>Install and Sign In</td>
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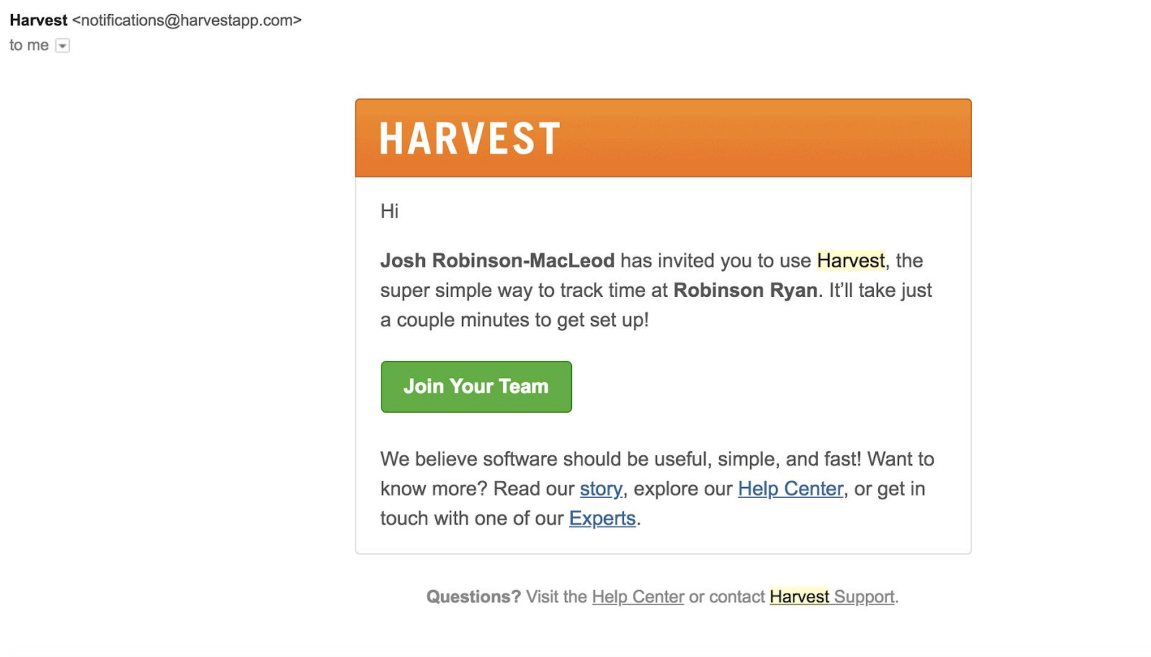
Harvest Registration & Sign in

1. You should have received an email at your Robinson Ryan address or personal address with an invitation to join the Robinson Ryan team at Harvest.



   If you did not receive this invitation, please contact Josh Robinson-MacLeod <josh.robinsonmacleod@robinsonryan.com>.

2. Use your Robinson Ryan email to register with Harvest.
   a. If you do not have a Robinson Ryan address, then use your personal email to sign-up. This way you avoid losing access to the payroll portal if you move to another client.
3. Once you have registered, sign in with the email you registered with: click on the *Sign In with Google* button if you use your Robinson Ryan email or sign in with your personal email if you do not have a Robinson Ryan address.

Tracking Hours with Harvest Timesheets

Important! Make sure that you do not exceed the number of Billable hours for a client (1 day=8 hrs). Any hours in excess must have prior approval by your manager, or otherwise be recorded as Non-Billable.

1. At the start of each workday, sign in to Harvest.
2. Select the 'Time' tab from the top menu. Before adding a new entry, make sure that you are on the right day by clicking on the button called 'Today'.
3. To add a new entry, click the green '+' button on the left side of the page. Enter the details of the project you are working on.
    a. **Project**: Select the client and type of work from the dropdown menu. If you do not see all the clients that you have been assigned to, please contact Josh.
    b. Task: Determine whether you are doing Billable or Non-Billable hours and select the appropriate subentry.
        i. **Billable:** Hours spent on this task count towards the agreed-upon client billable hours: 1 day= 8 hrs (e.g. 9am-5pm per agreement).
        ii. **Non-Billable**: Hours spent on this task *do not* count towards the agreed-upon client billable hours; they include RR projects.
    c. Time: Enter the time spent on a task one of two ways:
        i. **Manually**: If you doing 8 billable hours, manually enter an 8hr block, i.e. **Start Time**: 9:00; **End Time:** 5:00 pm.
        ii. **Automatically**: Otherwise, you can click the 'Start' button (remember to click 'Stop' when you break or start a new project).
    d. Notes: You may enter any notes about what you're working on or who you're meeting with.
4. Submit your Harvest timesheets weekly using the *Submit Week for Approval* button on a timesheet page.
5. Once you have submitted your timesheet, it will be reviewed and approved/rejected.
    a. If your timesheet is rejected, contact your manager as soon as you can. You will need to make some changes and resubmit through Harvest.

Timesheet Submission & Approval

Find the Detailed Time Report of each client under Report on the top menu.

Detailed Time Report Change Filters

Timeframe	**30/07/2018 — 05/08/2018**	1 Client	**University of Technology Sydney**
Total	**12.33 Hours**	Projects	**All Projects**
		Tasks	**All Tasks**
		1 Team	**Hope McManus**

Group by: Date   Active Projects Only   Export

Client	Project	Task	Person	Hours
30/07/2018				**3.08**
University of Technology Sydney	Data Management *[11:00am - 12:00pm] Meeting w Lloyd*	Project Management	Hope McManus	1.00
University of Technology Sydney	Data Management *[3:30pm - 4:30pm] Data Model UTS - Martin Hanlon, David W, Andrew Millikin, Michael Rothery*	Project Management	Hope McManus	1.00
University of Technology Sydney	Data Management *[5:19pm - 6:24pm] UTS Glossary work*	Business Development	Hope McManus	1.08
31/07/2018				**7.00**
University of Technology Sydney	Data Management *[9:00am - 9:30am] UTS Prep for meeting w Bernie*	Business Development	Hope McManus	0.50
University of Technology Sydney	Data Management *[9:30am - 10:30am] Meeting w Bernie Catney*	Project Management	Hope McManus	1.00
University of Technology Sydney	Data Management *[10:30am - 1:00pm] UTS Glossary Work*	Project Management	Hope McManus	2.50

Your timesheet approver is your manager, per the table below:

Client	Approver
Canberra	Megan Kelly
DSS	Tim Goswell
NDIA	Cathy Costello
Sydney & Other	Megan Kelly

Important! All **approved** timesheets that need to be invoiced to clients should still be sent to Nicola Robinson <nicola@robinsonryan.com>.

- Timesheets should be saved as '*Firstname Lastname Timesheet 2017Month*'

Tracking Leave in Harvest

Important! Even though you can track your leave in Harvest, you will still need to request leave through your RR manager first and then also through Xero. For those working at client sites, you will also need to follow their leave procedures.