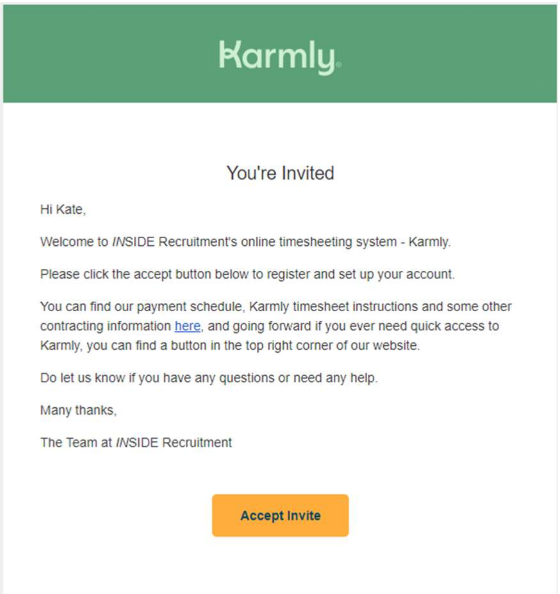
Contractor Resources – Karmly Instructions

/ HOURLY RATE TIMESHEETS

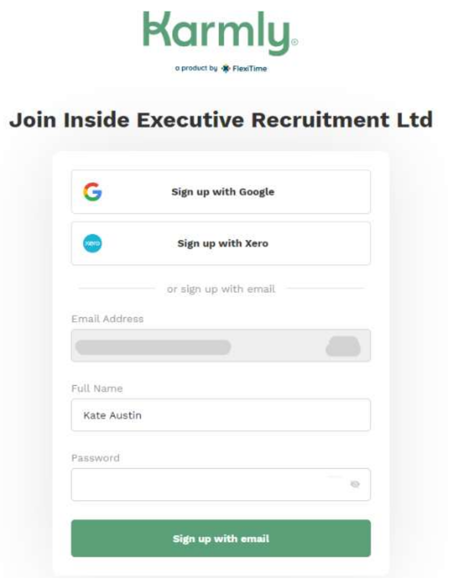
Congratulations on your recent assignment through /NSIDE Recruitment! We look forward to working with you. Please review the below instructions on how to use Karmly, our online timesheet system, for your timesheets when on an hourly rate.

Accepting an invitation and onboarding:

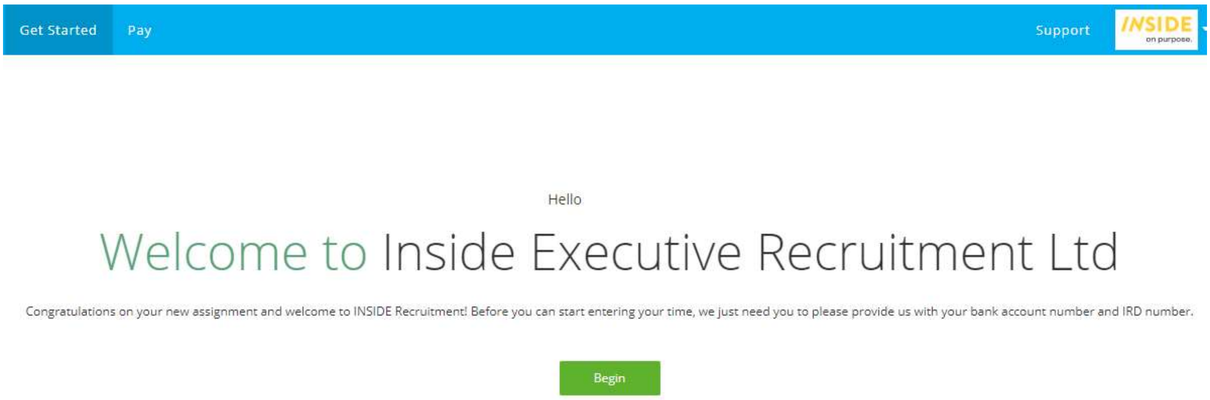
1. Once you have provided us with your completed Tax Rate Notification for Contractors form and /NSIDE Contractor Onboarding form, and our Finance team have set things up in the background, you will be invited to the system via email, asking you to register your account and create a password:

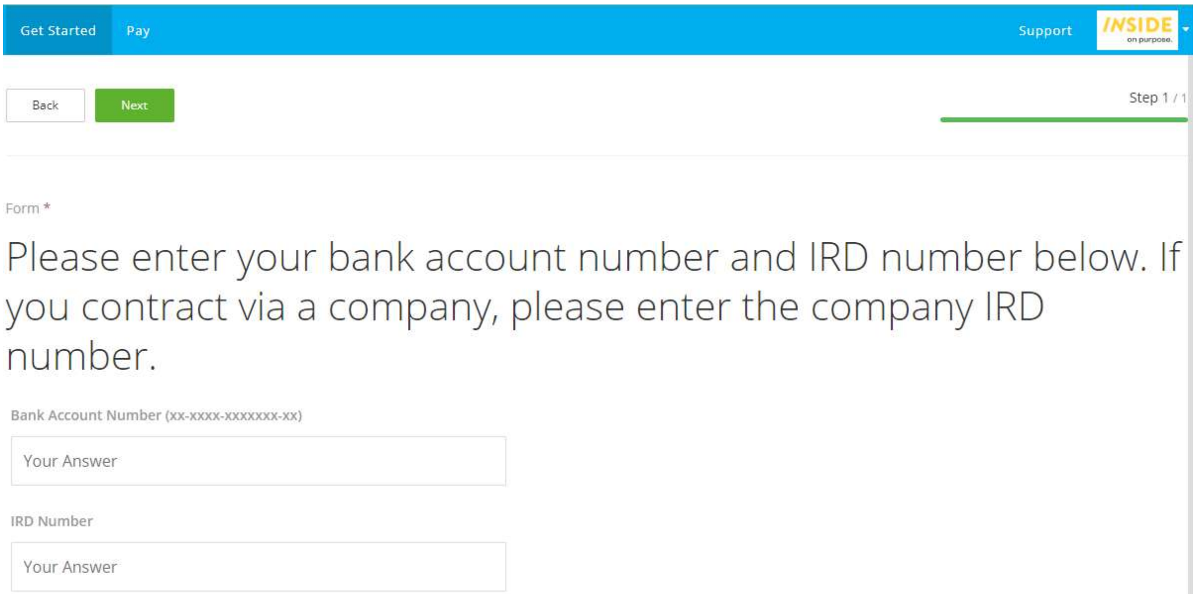


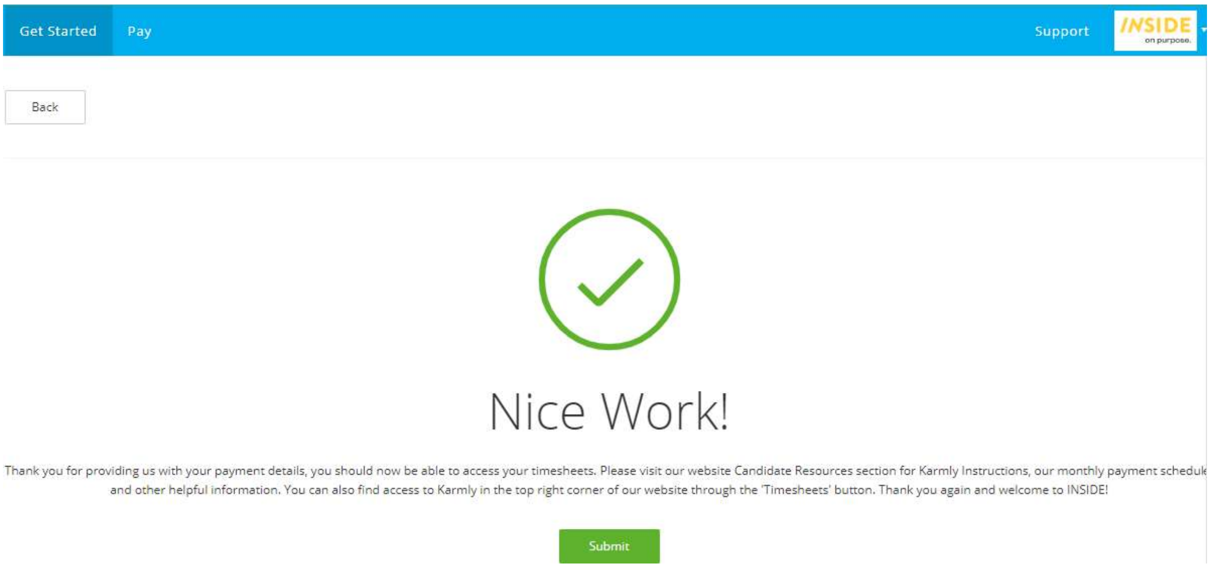
2. Click on 'Accept Invite'. You will be taken to a login screen where you are asked to enter a password of your choice. Then click on 'Sign up with email'.



3. Before you can access your timesheets, you will be asked to complete our short payroll onboarding:





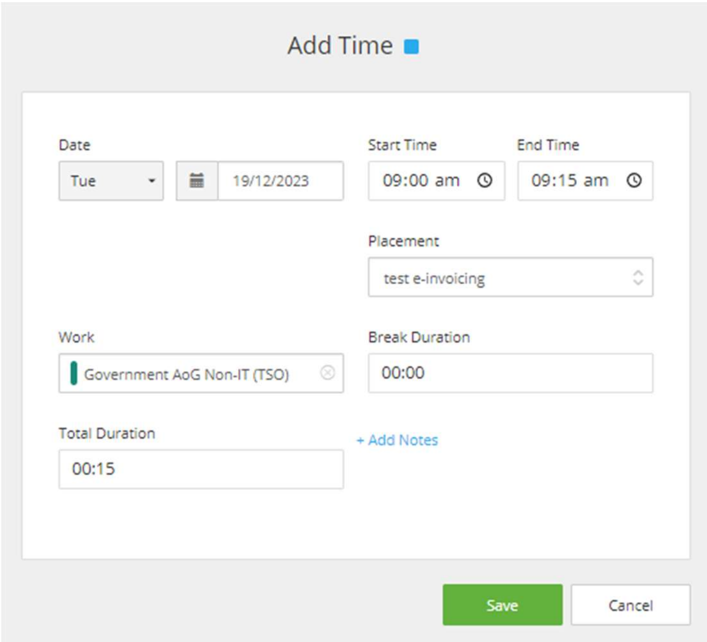


Logging time and requesting approval:

You will now see the timesheet entry page. To log time and request approval on your hours:

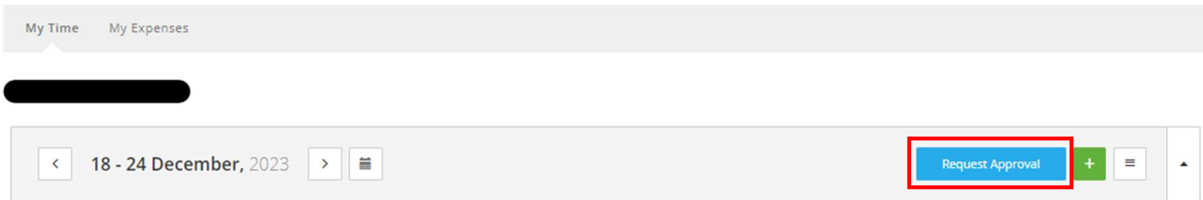
<u>On desktop:</u>

The easiest way to add time from this screen is to click anywhere on the timetable and an 'Add Time' box will open. In this box, you will be able to edit the date, start and end time, break duration, and add any notes if applicable.



Double check your entry and then click 'Save' to save the time entry.

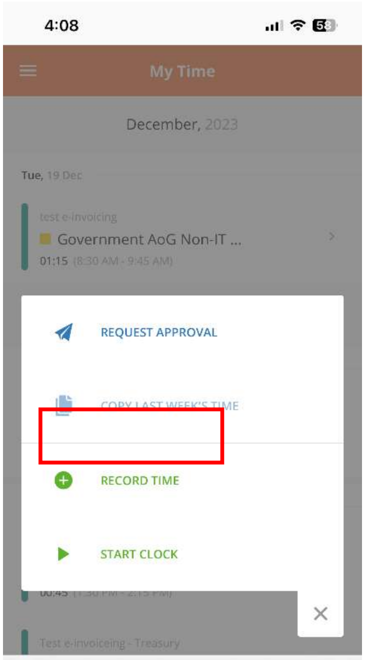
At the end of each week, you will need to request approval to ensure your approver can review the hours and approve them to be paid to you. To request approval, click on the blue 'Request Approval' button in the top right.



You will be shown a screen with a summary of the hours that you are requesting. If this all looks correct, click on 'Send Request'. Your approver will receive an email asking them to review and approve the hours.

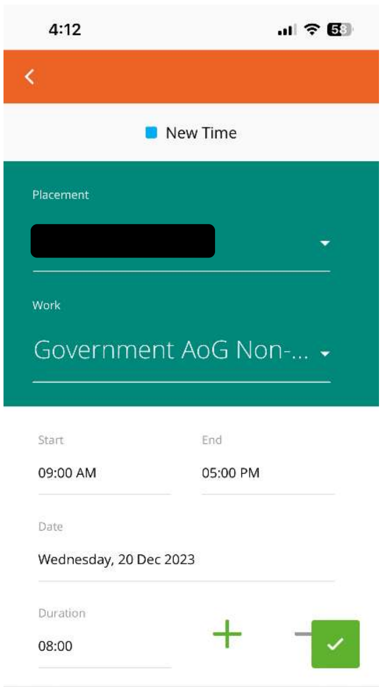
<u>On mobile:</u>

To add time, click on the green '+' symbol in the bottom right corner of the screen, and then click on 'Record Time'.



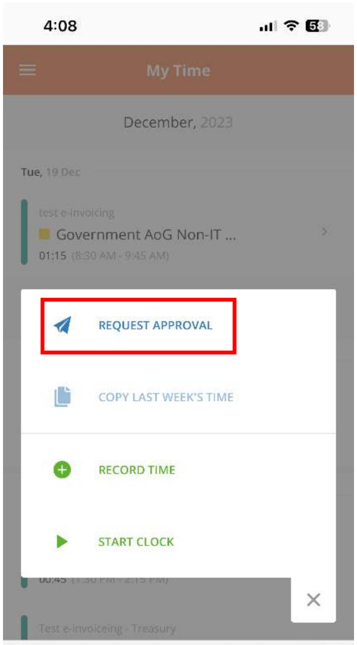
Your placement and work category will show, click on the arrow on the right hand side to enter the timesheet.

You will now see the ‘New Time’ screen where you can edit the date, start and end time, break duration, and any notes if applicable.



Double check your entry and click the green tick icon in the bottom right, and then 'Save Time' to save the time entry.

At the end of each week, you will need to request approval to ensure your approver can review the hours and approve them to be paid to you. To request approval, click on the green '+' icon in the bottom right corner, and then on 'Request Approval'.



You will be shown a screen with a summary of the hours that you are requesting. If this all looks correct, click on the blue paper plane icon in the bottom right and then 'Send Request'. Your approver will receive an email asking them to review and approve the hours.

Note:

The coloured squares on each of your timesheet entries are a great indication as to what stage the timesheet is at:

- Blue – Timesheets Pending – time has been entered but you have not yet requested approval
- Yellow – Approval Pending – you have requested approval and the time is sitting with your approver to review and approve
- Green – Approved – the timesheet has been approved and is ready to pay in the next pay run

If you need any help:

Our Service team is available for any and all Karmly queries at service@inside.co.nz. For example, if you ever need to un-do sending a request, you want to re-send a request, or you want to update your bank account details.