

FIELD STAFF TIMESHEET PROCESS

Work instructions

This guide explains how field staff review, update and submit timesheets for existing rostered jobs, add missing jobs, and resubmit timesheets that have been rejected by an administrator.

Before You Begin

Staff Portal: <https://access4u.yna.com.au>

Use the same username and password that you use to sign in to the YNA mobile app. Your mobile app password and Staff Portal password are the same.

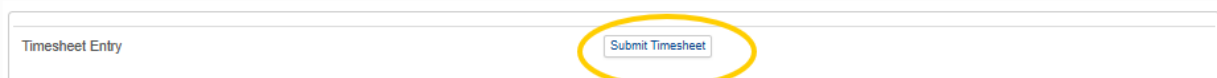
If you have forgotten your password, cannot sign in, or need your password reset, contact the YNA IT Support team on:

Email: its@yna.com.au

Important: Do not share your password with another person. IT Support may assist with resetting your password but will not ask you to provide your current password.

1. Field Staff Login

Log in to the Staff Portal using your field staff account. From the dashboard, locate the Timesheet Entry section and click Submit Timesheet.



The screenshot shows a horizontal bar with the text 'Timesheet Entry' on the left and a button labeled 'Submit Timesheet' on the right. The button is highlighted with a yellow circle.

2. Timesheet Entry Page

Select the required **From** and **To** dates, then click **Search**.

The page displays existing jobs grouped by date. Where a job you performed is not shown, use **Add New Job** to enter the missing shift.

Timesheet Entry

Back to Dashboard

From: 20 Jul 2026

To: 25 Jul 2026

Search

Clear

Select the jobs you want to submit timesheets for.
Once a job is selected, the Edit button is enabled and you can enter revised details if required.
If you cannot find a job for a date, use Add New Job.
Rejected items: existing jobs must be selected again before resubmitting. Rejected new jobs must be selected again and include an updated justification comment.

Sat 25-Jul-2026

+ Add New Job

☐

Existing Job #14749 Not Submitted

Role: Registered Nurse

Shift: AM

Client: Access 4U Testing

Location: Alloc

Edit

Current: 07:00 - 15:00

Fri 24-Jul-2026

+ Add New Job

No jobs found for this date.

Thu 23-Jul-2026

+ Add New Job

☐

Existing Job #14748 Not Submitted

Role: Registered Nurse

Shift: AM

Client: Access 4U Testing

Location: Alloc

Edit

Current: 07:00 - 15:00

Wed 22-Jul-2026

+ Add New Job

No jobs found for this date.

Tue 21-Jul-2026

+ Add New Job

No jobs found for this date.

Submit all selected existing jobs and all saved new jobs in this date range.

Submit All Selected / New Jobs

Cancel

3. Edit Timesheet for an Existing Job

Select the checkbox beside the existing job and click **Edit** to open the edit panel. Review the submitted start and finish times, update them where required, and enter any relevant comments.

Click **Save** to save the Timesheet entry.

Saving the entry does not submit it for approval. The Timesheet must still be submitted using the button at the bottom of the page.

Timesheet Entry

[← Back to Dashboard](#)

From: 20 Jul 2026 To: 25 Jul 2026 [Search](#) [Clear](#)

Select the jobs you want to submit timesheets for.
Once a job is selected, the Edit button is enabled and you can enter revised details if required.
If you cannot find a job for a date, use Add New Job.
Rejected items: existing jobs must be selected again before resubmitting. Rejected new jobs must be selected again and include an updated justification comment.

Sat 25-Jul-2026

[+ Add New Job](#)

☒ Existing Job #14748 Not Submitted Role: Registered Nurse Shift: AM Client: Access 4U Testing Location: Alloc
Current: 07:00 - 15:00 | Comments: On a phone call

[Edit](#)

Fri 24-Jul-2026

[+ Add New Job](#)

No jobs found for this date.

Thu 23-Jul-2026

[+ Add New Job](#)

☒ Existing Job #14748 Not Submitted Role: Registered Nurse Shift: AM Client: Access 4U Testing Location: Alloc
Current: 07:00 - 15:00 | Comments: On a phone call with the client

[Edit](#)

Edit Job

Submitted Start

07:00



Submitted Finish

15:00



Comments

On a phone call with the client

[Save](#)

Submit all selected existing jobs and all saved new jobs in this date range.

[Submit All Selected / New Jobs](#)
[Cancel](#)

4. Add a New Job (if required)

If a job you performed is not displayed for the selected date, click **Add New Job**. Enter the client name, start time, finish time and any relevant comments, then click **Save**.

Enter enough information in the comments to help the administrator identify and create the correct job.

Fri 24-Jul-2026
+ Add New Job

No jobs found for this date.

New Unsaved Job

Client Name
John Smith

Start Time
10:00

Finish Time
15:00

Comments
Job Not Rostered |

Cancel Save

5. Edit newly added Job

Before submission, you can reopen a newly added job and update the client name, start and finish times, or comments. You can also delete the new job if it was entered incorrectly.

After the job has been submitted, it cannot be edited unless it is rejected and returned by an administrator.

Fri 24-Jul-2026
+ Add New Job

☒ New Job Not Submitted Client: John Smith
Edit

Entered: 10:00 - 15:00 | Comments: Job Not Rostered

Edit Job

Client Name
John Smith

Submitted Start
10:00

Submitted Finish
15:00

Comments
Job Not Rostered

Delete Save

6. Review and Submit Timesheets

Review all saved timesheet entries before submission. Select the checkbox beside each existing job you want to submit.

Click **Submit All Selected / New Jobs** to submit the selected existing jobs and all saved new jobs within the displayed date range for administrator review.

Ensure all details are correct before submission. Submitted timesheets cannot be edited unless they are rejected by an administrator.

Timesheet Entry

[Back to Dashboard](#)

From: 20 Jul 2026 To: 25 Jul 2026
 Search
Clear

Select the jobs you want to submit timesheets for.
 Once a job is selected, the Edit button is enabled and you can enter revised details if required.
 If you cannot find a job for a date, use Add New Job.
 Rejected items: existing jobs must be selected again before resubmitting. Rejected new jobs must be selected again and include an updated justification comment.

Sat 25-Jul-2026 [+ Add New Job](#)

☒ Existing Job #14749 Not Submitted Role: Registered Nurse Shift: AM Client: Access 4U Testing Location: Alloc
 Edit

Current: 07:00 - 15:00 | Comments: On a phone call

Fri 24-Jul-2026 [+ Add New Job](#)

☒ New Job Not Submitted Client: John Smith
 Edit

Entered: 10:00 - 15:00 | Comments: Job Not Rostered

Thu 23-Jul-2026 [+ Add New Job](#)

☒ Existing Job #14748 Not Submitted Role: Registered Nurse Shift: AM Client: Access 4U Testing Location: Alloc
 Edit

Current: 07:00 - 15:00 | Comments: On a phone call with the client

Wed 22-Jul-2026 [+ Add New Job](#)

No jobs found for this date.

Tue 21-Jul-2026 [+ Add New Job](#)

No jobs found for this date.

Mon 20-Jul-2026 [+ Add New Job](#)

No jobs found for this date.

Submit all selected existing jobs and all saved new jobs in this date range.
 [Submit All Selected / New Jobs](#)
[Cancel](#)

7. View Approval or Rejection Result

After an administrator reviews the submitted timesheet, the result will be displayed in the Staff Portal.

Approved Timesheets remain visible with an **Approved** status, confirming that the approval process has been completed. Rejected Timesheets are highlighted in red and display the administrator's comments. Rejected entries must be corrected and resubmitted.

Timesheet Entry

[← Back to Dashboard](#)

From:

To:

Select the jobs you want to submit timesheets for.
Once a job is selected, the Edit button is enabled and you can enter revised details if required.
If you cannot find a job for a date, use Add New Job.
Rejected items: existing jobs must be selected again before resubmitting. Rejected new jobs must be selected again and include an updated justification comment.

Sat 25-Jul-2026

Existing Job #14749 Approved

Role: Registered Nurse

Shift: AM

Client: Access 4U Testing

Location: Alloc

Current: 07:00 - 15:00 | Entered: 07:00 - 15:00 | Comments: On a phone call

Fri 24-Jul-2026

New Job #14750 Approved

Role: Registered Nurse

Shift: AM

Client: John Smith

Client: John Smith

Location: Clinical Alloc

Current: 10:00 - 15:00 | Entered: 10:00 - 15:00 | Comments: Job Created From StaffTimeSheet Entry

Thu 23-Jul-2026

Existing Job #14748 Approved

Role: Registered Nurse

Shift: AM

Client: Access 4U Testing

Location: Alloc

Current: 07:00 - 15:00 | Entered: 07:00 - 15:00 | Comments: On a phone call with the client

Wed 22-Jul-2026

☐

New Job Rejected

Client: John Smith

Client: John Smith

Entered: 10:00 - 15:00 | Comments: Job Not Rostered

Tue 21-Jul-2026

No jobs found for this date.

Submit all selected existing jobs and all saved new jobs in this date range.

8. Resubmit a Rejected Timesheet

Select the checkbox beside the rejected timesheet and click **Edit**. Review the administrator’s rejection comments and correct the relevant details.

Enter a clear explanation in **Justification Comments** describing the changes made, then click Save.

After saving, click **Submit All Selected / New Jobs** to resubmit the corrected timesheet for administrator review.

The screen below shows a rejected timesheet after the details and justification comments have been updated.

Wed 22-Jul-2026

+ Add New Job

☒ **New Job Rejected** Client: John Smith Client: John Smith

Edit

Entered: 10:00 - 15:00 | Comments: Job Not Rostered

Rejected Job

Client Name

John Smith

Submitted Start

10:00

Submitted Finish

16:00

Staff Comments

Job Not Rostered

Admin Comments

Change finish time

Justification Comments

Changed finish time

Delete

Save

After saving the corrected entry, select it and resubmit it for approval.

Wed 22-Jul-2026

+ Add New Job

☒ **New Job Rejected** Client: John Smith Client: John Smith

Edit

Entered: 10:00 - 16:00 | Comments: Job Not Rostered

Tue 21-Jul-2026

+ Add New Job

No jobs found for this date.

Mon 20-Jul-2026

+ Add New Job

No jobs found for this date.

debug

Submit all selected existing jobs and all saved new jobs in this date range.

Submit All Selected / New Jobs

Cancel