

HOW TO SUBMIT A TIMESHEET

Once we have set up your access to the Hudson Contractor Portal, you will receive an email from the system outlining your login and password details. In this email there will also be a [link to the login page](#). Below are step by step instructions on how to submit your Web Timesheet.

1. Once you have received your log in and password details, click on the link to access the webpage where you will need to enter the **User ID and Password**.
2. Click the **My Favorites** link.
3. Click the **Timesheet** link.
4. The current week will be the default, to change time period, choose a date by clicking on the calendar icon then click the **Refresh** button to reflect the changes.
5. Fill in the table with your **Start / Finish Times** for the corresponding days you've worked. Use either 12 hour time with AM & PM or 24 hour time.
6. Click **Submit**. Your timesheet can be submitted or saved for a later time.

For information on other things you can do using our Contractor Portal please refer to the online user guide.

Need Help? For all queries including password resets, please contact our Customer Experience Team on anzpayrollqueries@hudson.com or 1300 137 346 (AU) or 0800 729 376 (NZ).

Hudson

User ID:
Password:

[Forgot Your Password?](#)

Hudson

Menu
Search:
My Favorites
- Timesheet
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Timesheet

Job Title: Management Accountant EmpID: 9748197
Assignment ID: 9K158800188001 Customer Name:

[Click for Instructions](#)

View By: Time Period Date: 07/03/2011 << Previous T
Reported Hours: 0.00 Hours Scheduled Hours: 38.00 Hours [Show all Punc](#)

Time Reporter Status is inactive.
From 07/03/2011 to 13/03/2011

Timesheet

Day	Date	Status	Start Time	Break Out	Break In	Finish Time
Mon	7/3	New				
Tue	8/3	New				
Wed	9/3	New				
Thu	10/3	New				
Fri	11/3	New				
Sat	12/3	New				

[Absence Event - click to view](#)
[Reported Hours Summary - click to view](#)
[Balances - click to view](#)