## Younity timesheeting info – Daily rate

For timesheeting we use a system called Invoxy. Shortly before you start your contract you will receive an automated email from Younity/Invoxy inviting you to set yourself up on the system.

If you have already used Invoxy in a previous contract (either through Younity or another organisation) and are using the same email address for this contract, then after receiving the invite from Younity, click on the invite and log-in using the address and password you have used previously (if you have forgotten your password then it can be reset from this page). This will give you (and only you) access both to your historic information and the Younity timesheets.

Setting yourself up for the first time is an easy process, use the email address that the invite has been sent to and then choose your own password. If you don't receive this email the Friday befor you start your contract then please contact us at admin@younity.co.nz - before getting in touch please check your junk mail/non-priority mail boxes in case it has been syphoned into there. You can also set up Invoxy as a web app on your mobile phone, please go to mobile.invoxy.com

Once in Invoxy you will be able to complete your timesheets and once you click the button to send for approval, then your timesheet approver will be sent an automatic approval email from you. If you're on a daily rate, please remember to fill in the number of hours worked per day rather than days worked.

When filling in days worked, then please add time by putting in a 1. If you work a half day then please add 0.5 etc.

**Work Summary**

| Mon, 19 | Tue, 20 | Wed, 21 | Thu, 22 | Fri, 23 | Sat, 24 | Sun, 25 | |
|---|---|---|---|---|---|---|---|
| **Technical Business Analyst** Contract Work - Daily | | | | | | | Days: **3.75** |
| 1 | 1 | 0.5 | 0.25 | 1 | 0 | 0 | |

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