

FIRST - TIME LOGIN USER GUIDE

Step 1: Access the Login Page

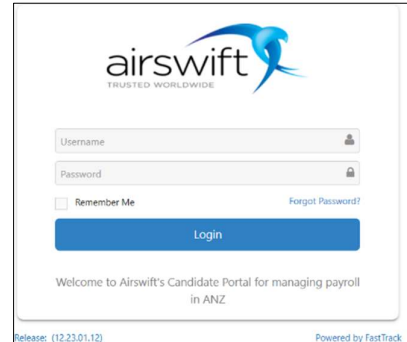
- To access your portal, go to:

PC Site: [Login](https://airswift.fasttrack360.com.au/RecruitmentManager/CandidateLogin)
 (<https://airswift.fasttrack360.com.au/RecruitmentManager/CandidateLogin>)

Mobile Mode: [FastTrack](https://airswift.fasttrack360.com.au/fasttrack.mobiletimesheets/#/timesheet/summary)
 (<https://airswift.fasttrack360.com.au/fasttrack.mobiletimesheets/#/timesheet/summary>)

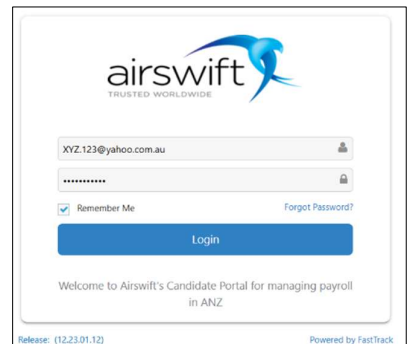
NOTE: Mobile site is for timesheet entry only. Please ensure your browser allows cookies

- You should see the login screen with fields for username/email and password.



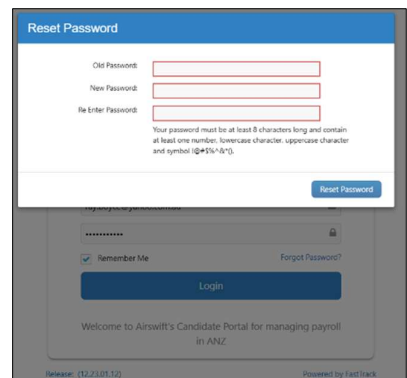
Step 2: Enter Your Credential

- Username or Email: Enter the email address associated with your account
- Password: Use the temporary password provided (You will be notified by the payroll team of your username and password)
- By selecting the **Remember Me** icon on the login page, the next time you log in, your username will load automatically.



Step 3: Reset Your Temporary Password

- On first login, you'll be prompted to create a new password
- New password must be:
 - ✓ At least 8 characters
 - ✓ Contain a mix of uppercase, lowercase, numbers, and symbols



Step 4: Set Security Questions

- You will be asked to choose and answer security question.
- This help verify your identity if you ever need to reset your password or recover your account.
- Click Save Changes.



Welcome to FastTrack360 Candidate Portal

Fasttrack 360 (FT360) is **Airswift** online **Self-Service Portal** using the links below. Through this portal, you can update personal and financial information, view payslips and submit worked shifts and expense claims for payment

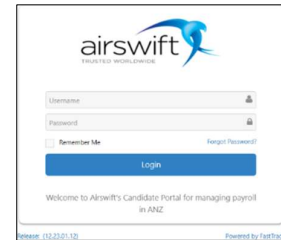
You can access your portal using the web browser on your laptop or desktop.

Access Options

You can log in using either a web browser on your computer or a mobile device. Make sure the URL indicates

PC Site: [Login](#)

(<https://airswift.fasttrack360.com.au/RecruitmentManager/CandidateLogin>)



Mobile Mode: [FastTrack](#)

(<https://airswift.fasttrack360.com.au/fasttrack.mobiletimesheets/#/timesheet/summary>)

Note: Mobile site is for timesheet entry only. Please ensure your browser allows cookies.

Login Instructions

1. Enter the email address and password provided by the payroll team.
2. Click the icon **Remember Me** on the login page to save your username.
3. Next time you log in, your username will appear automatically.
4. Click **Login**.
5. To reset your password, click **Forgot Password**



Online Help

To begin, select the icon and activity you want to learn more about. Then, click "Show me how" to receive a step-by-step walkthrough that will guide you through the process.



Navigation Path:

Either scroll down the screen to the relevant section or navigate using the Quick Access icons



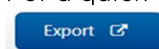
Personal Details & Address:

Keep your contact information with Airswift up to date by regularly reviewing and updating your personal details and address whenever there's a change.

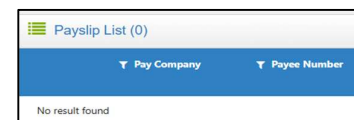
Payslip list:

Stay on top of your payments by regularly checking your full payslip history, available anytime for viewing and printing.

1. Click the down arrow to expand and view your list of payslips.
2. To preview a payslip in PDF format, select Action on the far-left side of the screen.
3. For a quick overview, download a summary of your pay in Excel format by clicking the



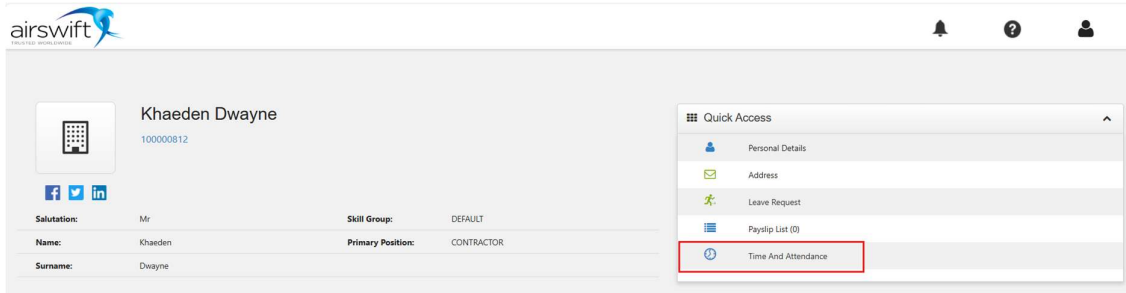
icon on the right-hand side.



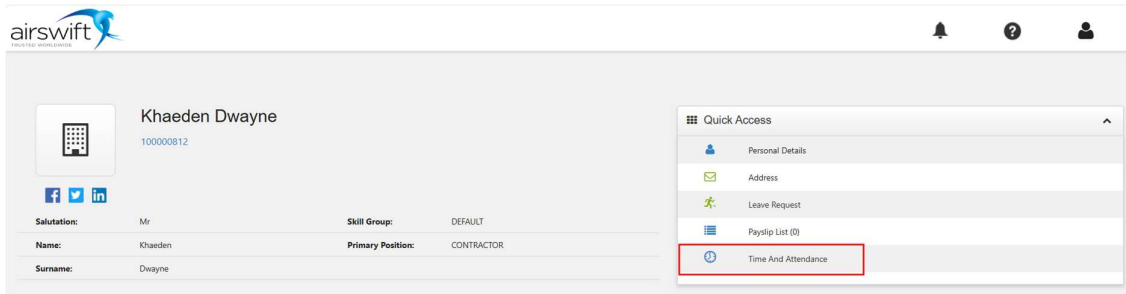
Time & Attendance (Timesheet)

1. Once logged in, go to: **Quick Access > Time and Attendance**

This will direct you to the **Timesheet Page**, which contains several categories. The icon (typically a gear icon) is available in each section to customize your column display. You can use it to add, remove, or reorder columns to suit your preferences. Once you've made your changes, click **Apply** to save them



The screenshot shows the user profile for Khaeden Dwayne (ID: 100000812). The 'Quick Access' menu on the right includes: Personal Details, Address, Leave Request, Paylip List (0), and Time And Attendance (highlighted with a red box).



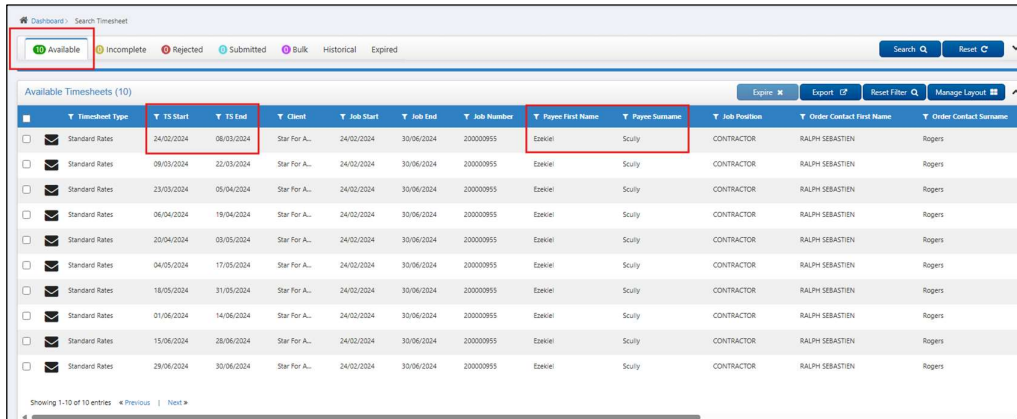
This is a duplicate of the previous screenshot, showing the same user profile and 'Quick Access' menu with 'Time And Attendance' highlighted.

Timesheet Category	Elaboration
Available	Timesheet ready to be filled in but not yet been edited or submitted for approval.
Incomplete	Saved timesheets that are not yet submitted will remain available for editing until you send them for approval.
Rejected	Rejected timesheets are timesheets that have been submitted for approval by an approver but have been rejected due to errors, discrepancies or incompleteness.
Submitted	Submitted timesheets are timesheets that have been submitted for approval and are awaiting actioning by a timesheet approver.
Historical	Approved timesheet which included in payroll run
Expired	Timesheet that are not required (no work done) so that the timesheets would not be keyed in and submitted by mistake

Timesheet Entry & Submission

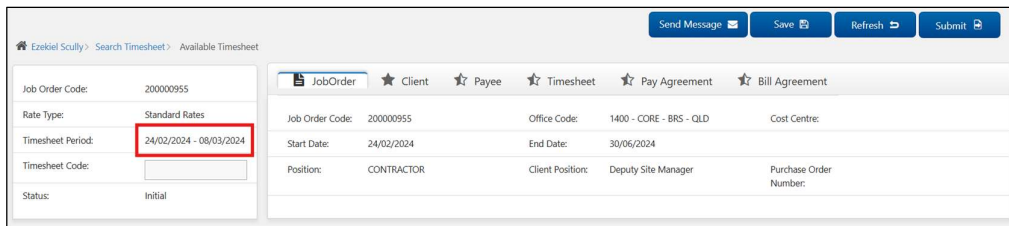
Rate Type Timesheet (Additional Items)

1. Select **“Available Timesheets”** category to view multiple future timesheets (screenshot example). Verify start/end dates and payee name to ensure correct timesheet assignment.



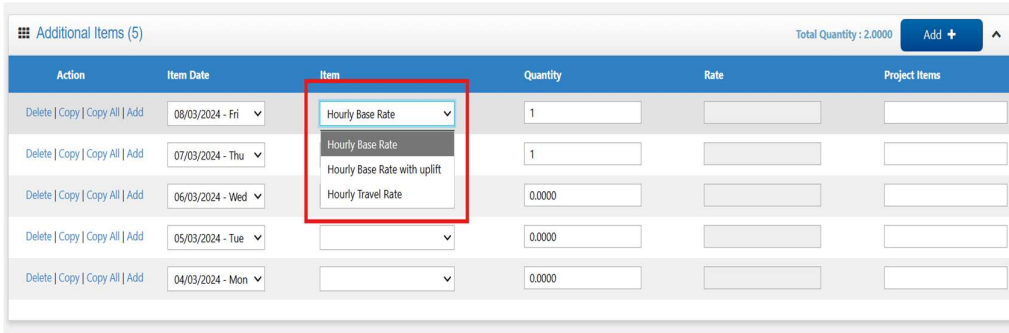
Timesheet Type	TS Start	TS End	Client	Job Start	Job End	Job Number	Payee First Name	Payee Surname	Job Position	Order Contact First Name	Order Contact Surname
Standard Rates	24/02/2024	08/03/2024	Star For A...	24/02/2024	30/06/2024	20000955	Ezekiel	Scully	CONTRACTOR	RALPH SEBASTIEN	Rogers
Standard Rates	08/03/2024	22/03/2024	Star For A...	24/02/2024	30/06/2024	20000955	Ezekiel	Scully	CONTRACTOR	RALPH SEBASTIEN	Rogers
Standard Rates	23/03/2024	05/04/2024	Star For A...	24/02/2024	30/06/2024	20000955	Ezekiel	Scully	CONTRACTOR	RALPH SEBASTIEN	Rogers
Standard Rates	06/04/2024	19/04/2024	Star For A...	24/02/2024	30/06/2024	20000955	Ezekiel	Scully	CONTRACTOR	RALPH SEBASTIEN	Rogers
Standard Rates	20/04/2024	03/05/2024	Star For A...	24/02/2024	30/06/2024	20000955	Ezekiel	Scully	CONTRACTOR	RALPH SEBASTIEN	Rogers
Standard Rates	04/05/2024	17/05/2024	Star For A...	24/02/2024	30/06/2024	20000955	Ezekiel	Scully	CONTRACTOR	RALPH SEBASTIEN	Rogers
Standard Rates	18/05/2024	31/05/2024	Star For A...	24/02/2024	30/06/2024	20000955	Ezekiel	Scully	CONTRACTOR	RALPH SEBASTIEN	Rogers
Standard Rates	01/06/2024	14/06/2024	Star For A...	24/02/2024	30/06/2024	20000955	Ezekiel	Scully	CONTRACTOR	RALPH SEBASTIEN	Rogers
Standard Rates	15/06/2024	28/06/2024	Star For A...	24/02/2024	30/06/2024	20000955	Ezekiel	Scully	CONTRACTOR	RALPH SEBASTIEN	Rogers
Standard Rates	28/06/2024	30/06/2024	Star For A...	24/02/2024	30/06/2024	20000955	Ezekiel	Scully	CONTRACTOR	RALPH SEBASTIEN	Rogers

2. Please ensure the week-ending timesheet is correct.



Job Order Code:	20000955	Office Code:	1400 - CORE - BRS - QLD	Cost Centre:	
Rate Type:	Standard Rates	Start Date:	24/02/2024	End Date:	30/06/2024
Timesheet Period:	24/02/2024 - 08/03/2024	Position:	CONTRACTOR	Client Position:	Deputy Site Manager
Timesheet Code:		Purchase Order Number:			
Status:	Initial				

3. For each workday (Work Date), select the applicable type of shift worked under the **Additional Items Type**, unless you are on leave, not working or have been otherwise instructed.



Action	Item Date	Item	Quantity	Rate	Project Items
Delete Copy Copy All Add	08/03/2024 - Fri	Hourly Base Rate	1		
Delete Copy Copy All Add	07/03/2024 - Thu	Hourly Base Rate	1		
Delete Copy Copy All Add	06/03/2024 - Wed	Hourly Base Rate with uplift	0.0000		
Delete Copy Copy All Add	05/03/2024 - Tue	Hourly Travel Rate	0.0000		
Delete Copy Copy All Add	04/03/2024 - Mon		0.0000		

4. If the unit is set to daily, enter 0.50 for a half day or 1 for a full day, whichever is applicable. If the unit is set to hourly, enter the total hours for the day.

Additional Items (5)						Total Quantity: 2.0000	Add +
Action	Item Date	Item	Quantity	Rate	Project Items		
Delete Copy Copy All Add	08/03/2024 - Fri	Hourly Base Rate	1				
Delete Copy Copy All Add	07/03/2024 - Thu	Hourly Base Rate with uplift	1				
Delete Copy Copy All Add	06/03/2024 - Wed						
Delete Copy Copy All Add	05/03/2024 - Tue						
Delete Copy Copy All Add	04/03/2024 - Mon						

5. Select the appropriate action for the remaining shift worked from the available options:
 - a. **Delete:** Removes the entire row.
 - b. **Copy:** Copies the data from the row above.
 - c. **Copy All:** Copies the data from the **"Copy All"** row to all other weekdays.
 - d. **Add:** Adds an additional row; the work date can be adjusted as necessary.

Additional Items (10)						Total Quantity: 1.0000	Add +
Action	Item Date	Item	Quantity	Rate	Project Items		
Delete Copy Copy All Add	08/03/2024 - Fri	Hourly Base Rate	1				
Delete Copy Copy All Add	07/03/2024 - Thu						
Delete Copy Copy All Add	06/03/2024 - Wed						
Delete Copy Copy All Add	05/03/2024 - Tue						
Delete Copy Copy All Add	04/03/2024 - Mon						
Delete Copy Copy All Add	26/02/2024 - Mon						
Delete Copy Copy All Add	27/02/2024 - Tue						
Delete Copy Copy All Add	28/02/2024 - Wed						
Delete Copy Copy All Add	29/02/2024 - Thu						

6. If the timesheet is incomplete, click **"Save"**. This will move it to the **Incomplete Timesheets** list, allowing you to return and complete it at a later time.

Ezekiel Scully > Search Timesheet > Available Timesheet		Send Message	Save	Refresh	Submit
Job Order Code: 20000955	Rate Type: Standard Rates	<div style="display: flex; justify-content: space-between;"> JobOrder Client Payee Timesheet Pay Agreement Bill Agreement </div>			
Timesheet Period: 24/02/2024 - 08/03/2024	Timesheet Code:	Job Order Code: 20000955	Office Code: 1400 - CORE - BRS - QLD	Cost Centre:	
Status: Initial		Start Date: 24/02/2024	End Date: 30/06/2024		
		Position: CONTRACTOR	Client Position: Deputy Site Manager	Purchase Order Number:	

Ezekiel Scully > Search Timesheet

Available Incomplete Rejected Submitted Historical Expired

Incomplete Timesheets (1)

Timesheet Id	Timesheet Type	TS Start	TS End	Client	Job Start	Job End	Job Number	Payee First Name	Payee Surname
1374	Standard Rates	24/02/2024	08/03/2024	Star For All...	24/02/2024	30/06/2024	20000955	Ezekiel	Scully

Showing 1-1 of 1 entries < Previous | Next >

7. Once the timesheet is complete, click **“Submit”** to send it for your Line Manager’s approval. Your submitted timesheet will be available under **“Submitted”** Tab.

Ezekiel Scully > Search Timesheet > Incomplete Timesheet

Send Message Save Refresh **Submit** Rejection Reasons

Timesheet Id: 1374
 Job Order Code: 20000955
 Rate Type: Standard Rates
 Timesheet Period: 24/02/2024 - 08/03/2024
 Timesheet Code:
 Status: Editing

JobOrder Client Payee Timesheet Pay Agreement Bill Agreement

Job Order Code: 20000955 Office Code: 1400 - CORE - BRS - QLD Cost Centre:
 Start Date: 24/02/2024 End Date: 30/06/2024
 Position: CONTRACTOR Client Position: Deputy Site Manager Purchase Order Number:









Submitted Timesheets (1)

Timesheet Id	Timesheet Type	TS Start	TS End	Client	Job Start	Job End	Job Number	Payee First Name	Payee Surname
1374	Standard Rates	24/02/2024	08/03/2024	Star For ...	24/02/2024	30/06/2024	20000955	Ezekiel	Scully

Showing 1-1 of 1 entries < Previous | Next >

Field details

When filling out your timesheet, refer to the table below for a detailed explanation of the information required in each field.

Field	Description
Timesheet Header	Displays start and end date, and other additional information related to the job order - see tabs to the right for client, payee, timesheet and agreement information
Timesheet Code	Not required
Attendance/Absence	Captures the type of shift worked or, if you were absent that day, the type of absence that applied
Action	<p>Delete will delete the entire row</p> <p>Copy to the next date will copy the data from the above row</p> <p>Copy to All will copy the data in the 'Copy All' row to all other weekday rows</p> <p>Add will add an additional row, work date can be changed</p>
Work Date	The date of the shift, can be changed
Start Time	Start time of the shift. Enter hours using the 24-hour clock i.e. 4pm is 16:00. When entering start and stop times you are not required to use a full stop or colon, for example 16:00 enter 1600 without the colon.
End Time	End time of the shift. Enter hours using the 24-hour clock i.e. 4pm is 16:00. When entering start and stop times you are not required to use a full stop or colon, for example 16:00 enter 1600 without the colon.
Attendance/Absence Type	Captures the type of shift, e.g. day, afternoon or personal/carers leave. Make selection from drop down list.
Breaks	<p>To enter break times, click ; this will open the Attendance dialogue box, enter Start Time and End Time. You can leave it blank if no break is taken.</p> <p>Additional breaks can be added by clicking </p> <p>Breaks can be deleted by clicking the button </p> <p>To finish click </p>
Project Items	<p>Only required if the client requires you to track your time worked by project code. Click  this will open the Attendance dialogue box, select the Project Code tab enter Start Time, End Time and Project Code.</p> <p>Additional Project Codes can be added by clicking </p> <p>Project codes can be deleted by clicking </p> <p>To finish click </p>
Additional Items	Records information about allowance items that you are claiming.
Action	<p>Delete will delete the entire row</p> <p>Copy to the next date will copy the data from the above row</p> <p>Copy to All will copy the data in the 'Copy All' row to all other weekday rows</p> <p>Add will add an additional row, work date can be changed</p>
Item Date	Work date to which the item corresponds
Item	Select allowance type from drop down
Quantity	Enter quantity
Rate	This will automatically default to your Contract rate upon your pay being processed
Project Items	Enter Project Code if applicable
Reimbursements	Captures the payee's reimbursement claims
Action	<p>Delete will delete the entire row</p> <p>Copy to the next date will copy the data from the above row</p> <p>Copy to All will copy the data in the 'Copy All' row to all other weekday rows</p> <p>Add will add an additional row, work date can be changed</p>
Item Date	Date on which the expense was incurred
Net	Enter the tax exclusive portion of the expense
GST	Enter the GST portion of the expense



Total	Will auto populate
Project Items	Enter Project Code if applicable
Attachment Tab	Attach any electronic copies of manual timesheets, expense claim forms and receipts.

Contact for Support:

If you need assistance, please contact:
Airswift Payroll Team - Australia

 Email: airauspayroll@airswift.com