

# Kinetic Recruitment Online Payroll Client Approval

## Instruction Guideline

**STEP ONE:** To start please either follow the link initially sent to you via email or follow the link on Kinetic Recruitment's website – under the 'KINETIC PAYROLL' tab

**STEP TWO:** Enter your login details and password, and push on the LOGIN button. This will bring you to the main screen.

**STEP THREE:** Set the date to the week you wish to approve. You will see each day that the candidate has filled in time for.

**STEP FOUR:** Click on the 'APPROVE' tab at the top of the screen.

**STEP FIVE:** Select the name of the employee that you wish to approve in the drop down box on the left hand side of the screen.

**STEP SIX:** Once you have selected the employee's name, you will see the full week in summary. Each day will show the Net Duration Total that they have entered. Please Note: The total is net of any breaks that the employee had taken throughout the day. The total for the whole week is on the right hand side of the page.

**STEP SEVEN:** If you are happy that the total is correct, please click on the green 'APPROVE' button in the top right hand corner. Once you have approved the red flag on each day will change to green and your username will show in the Approved By box.

## FAQ's

### How do I access my login details?

When a temp is placed with you, payroll will email you your login details. If you do not receive this email or your login does not work please email [richard@kinetic.co.nz](mailto:richard@kinetic.co.nz)

### How can I change my password?

Click on the 'tools' tab and select 'my account'. Under the user access tab you will be able to change your password. Please ensure that you save it.

### How can I select the date range that I need?

On the top left hand corner you will see today's date with arrows either side of it. If you select the backwards arrow you will move the date range to a previous week, if you select the forwards arrow you will see next week. Alternatively, select the calendar icon next to the date and you can see the full month; you can then select the date.

### What is the company name that I need to log in with?

The company name when you log in it will be kineticwn for Wellington and kineticak for Auckland. You will only be asked for this if you go directly to FlexiTime and not through