

AUTOMATED TIMESHEETS

Automatic Timesheet Generation, Review & Payroll Export

A complete BondiByte guide for managers and staff

This guide explains how BondiByte turns rostered work into draft timesheets, how staff review and submit those drafts, how managers approve or return them, and how approved timesheets can be exported for payroll.

The workflow in one line
Rostered work -> automatic draft -> staff review -> manager approval -> payroll export.

Stage	What happens
1. Automation	BondiByte creates draft timesheets from delivered rostered shifts when the automation is enabled and due.
2. Staff review	The staff member reviews hours, adds notes or corrections where needed, and submits the timesheet.
3. Manager review	A manager reviews submitted timesheets, confirms pay levels, and approves, rejects, or returns them for changes.
4. Payroll export	Approved timesheets can be exported in MYOB or Employment Hero CSV formats.

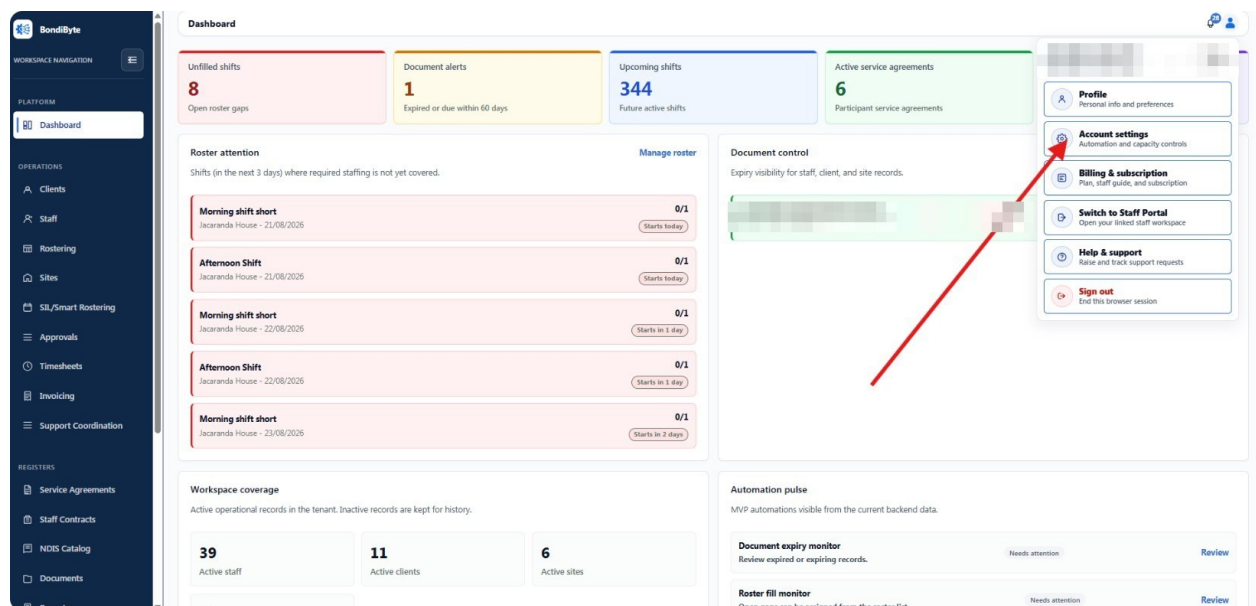
Important
Automatic generation creates drafts only. Staff still review and submit their timesheets, and manager/admin approval is still required. Manual timesheet workflows remain available.

1. Enable Automatic Draft Timesheet Generation

Automatic draft generation is controlled at two levels: the organisation automation capability and the operational timesheet settings. Both need to be configured for the scheduled workflow to run as intended.

1.1 Turn on the automation capability

From Profile / Account Settings, open Automation & Capacity Controls and confirm that Automatic draft timesheet generation is enabled. This is the organisation-level automation switch.



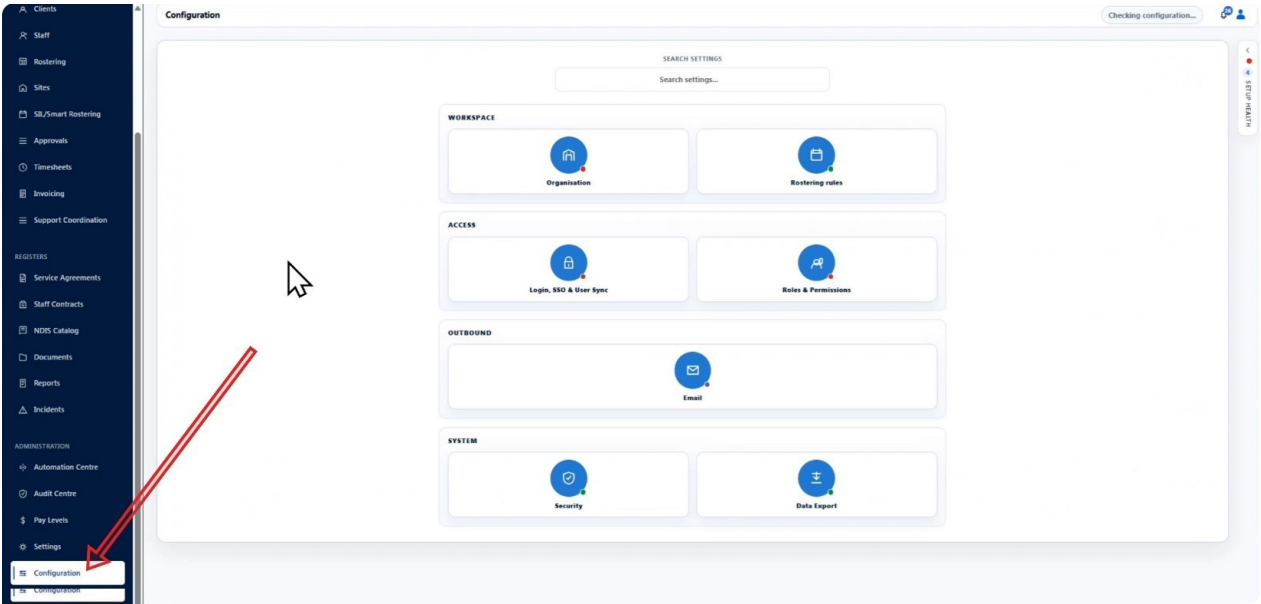
Automation & Capacity Controls provides the organisation-level switch for automatic draft timesheet generation.

Automation Capacity

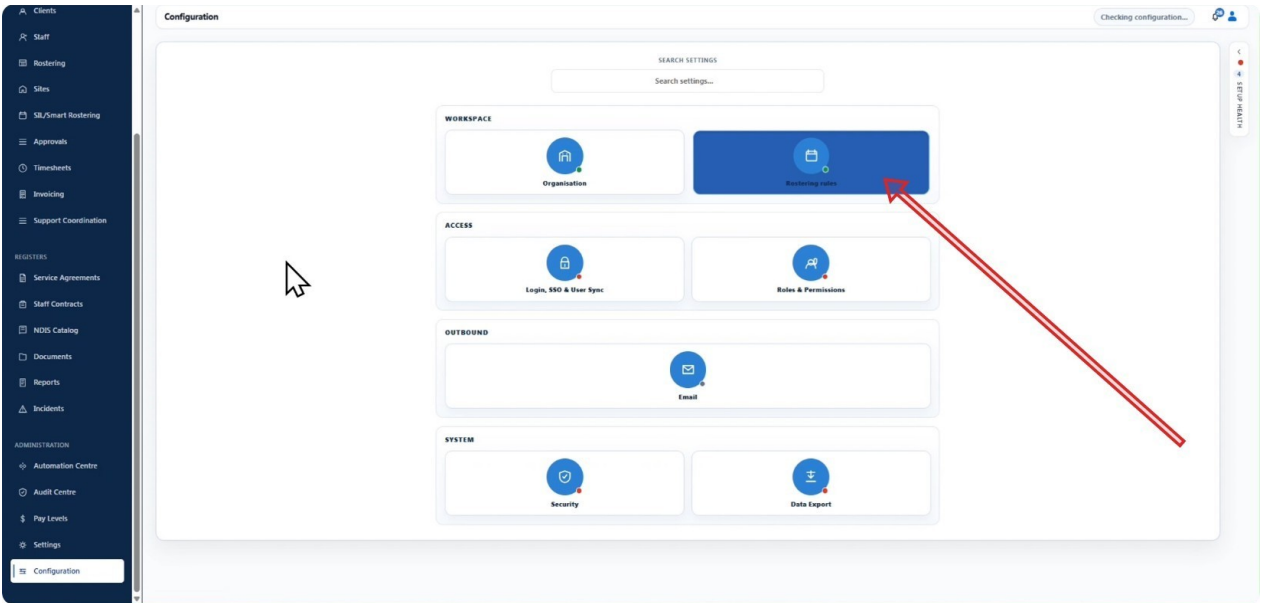
Automatic generation is an automated workflow and consumes Automation Capacity. If the capability is disabled or automation capacity is unavailable, manual timesheet workflows remain available.

1.2 Configure the operational timesheet rules

Navigate to Configuration, open Rostering Rules, and then open the organisation settings used for timesheet automation.



Open Configuration from the main navigation.



Select Rostering Rules to access organisation-level rostering and timesheet settings.

2. Configure When Drafts Are Created

In the organisation settings, enable the option to automatically create draft timesheets at the end of each roster/timesheet period. Configure the delay to suit your payroll process, and decide whether staff should be emailed when their draft is ready.

Configuration

Publish timing

3 days after shifts are assigned

Auto-publish still only runs for sites where auto-publish is enabled.

Require manager review ☐

Allow staff interest ☒

Allow site overrides ☒

Automatic draft timesheets

☒ Automatically create draft timesheets at the end of each period **ENABLED**

When enabled, BondiByte creates draft timesheets from rostered shifts. Staff still need to review and submit their timesheet. Managers still approve or return after submission.

Generate after period end

12

Hours after the period ends before draft generation runs. Max 24.

☒ Email staff when a draft is ready **ON**

Automatic draft client invoices

☒ Automatically create draft client invoices at the end of each period **ENABLED**

When enabled, BondiByte creates draft invoices from approved shift billing line item selections. Invoices stay editable and are never sent automatically.

Generate after period end

12

Hours after the roster period ends before draft invoice generation runs. Max 24.

Clock-in & attendance

☒ Turn on clock-in / clock-out for the organisation **ENABLED**

☐ Require staff to be at the location to clock in (geofence) **OFF**

Sites can override this. A site with its own clock-in setting turned on keeps it, and geofence checks use each site's saved location.

[Save organisation settings](#)

Enable automatic draft timesheet creation in the organisation settings.

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Publish timing

3 days after shifts are assigned

Auto-publish still only runs for sites where auto-publish is enabled.

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Allow staff interest ☒

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Automatic draft timesheets

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☐ Require staff to be at the location to clock in (geofence) **OFF**

Sites can override this. A site with its own clock-in setting turned on keeps it, and geofence checks use each site's saved location.

[Save organisation settings](#)

Set the delay after the period ends before BondiByte creates the draft timesheets.

Recommended setup

Use a short delay that gives roster records time to settle after the period closes, while still leaving staff enough time to review and submit before payroll processing.

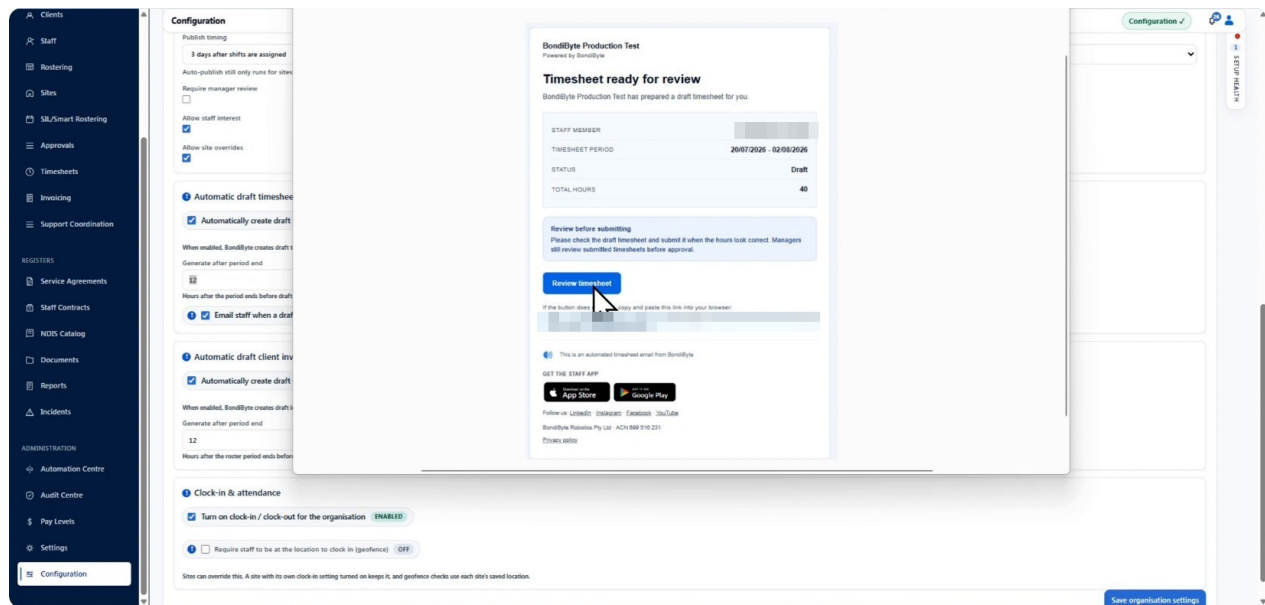
What BondiByte generates

The automated job creates draft timesheets from delivered shifts. It does not approve them automatically. Staff can still review and adjust their draft before submission.

- Rostered shift lines are carried into the draft timesheet.
- Staff can review worked hours and add notes or corrections before submission.
- Manual timesheet entry remains available where needed.
- Sleepover shifts are represented using the configured active segments and sleepover allowance components.

3. Staff Receive and Review the Draft

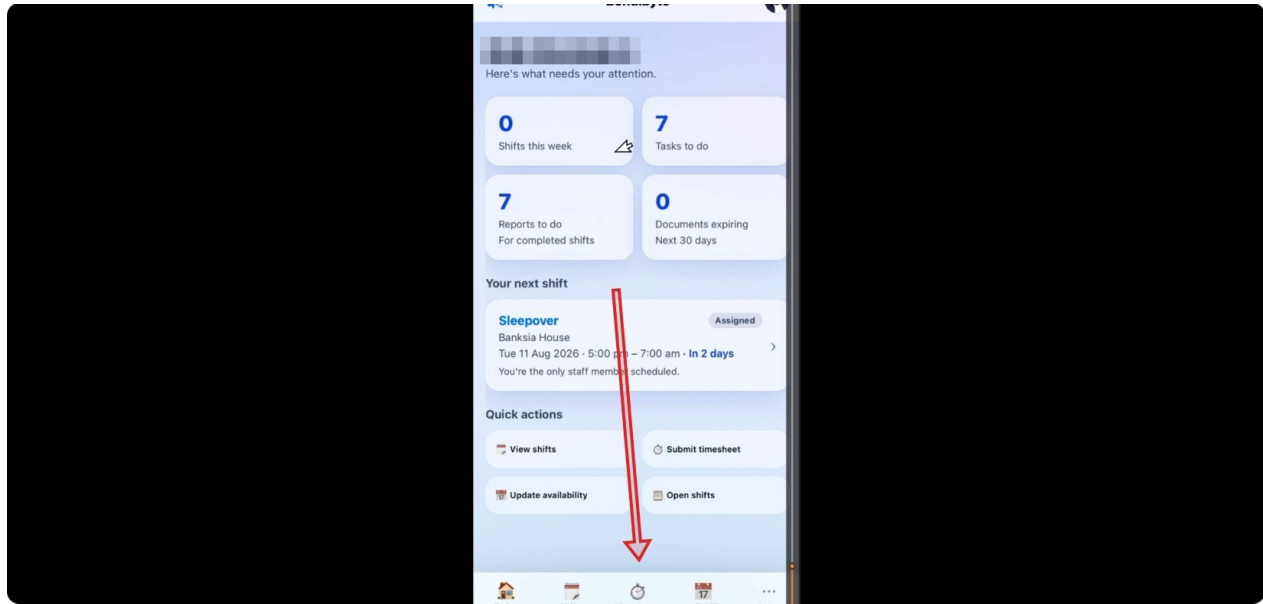
When the draft is created and staff notification is enabled, the staff member receives an email telling them that their timesheet is ready for review. The review link takes them into the BondiByte staff experience.



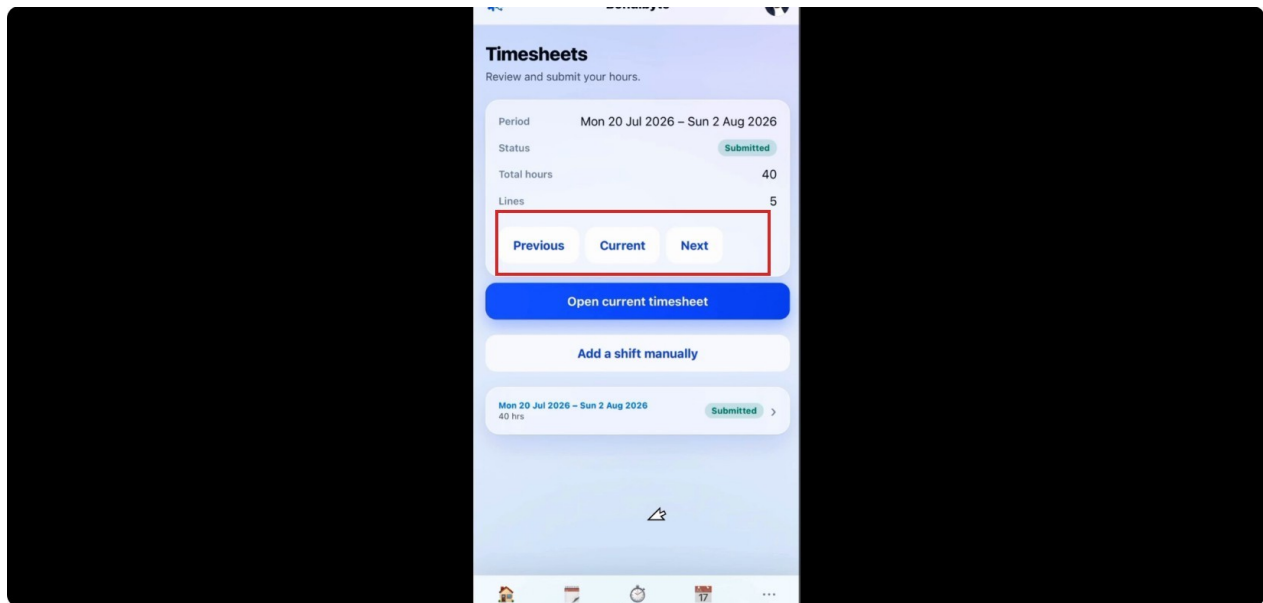
Staff can be emailed when their draft timesheet is ready for review.

In the staff app

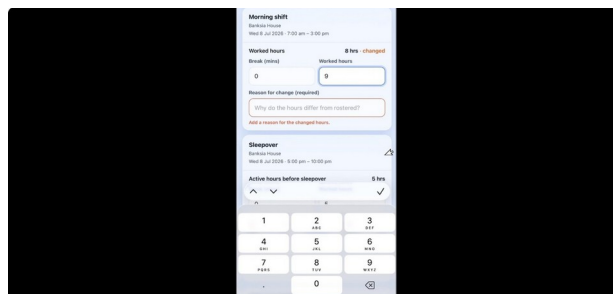
Staff can open Timesheets, select the relevant period, review the shift lines, and make permitted corrections before submitting the timesheet for manager approval.



Timesheets are available from the BondiByte Staff app.



Staff can move between timesheet periods and open the current draft.



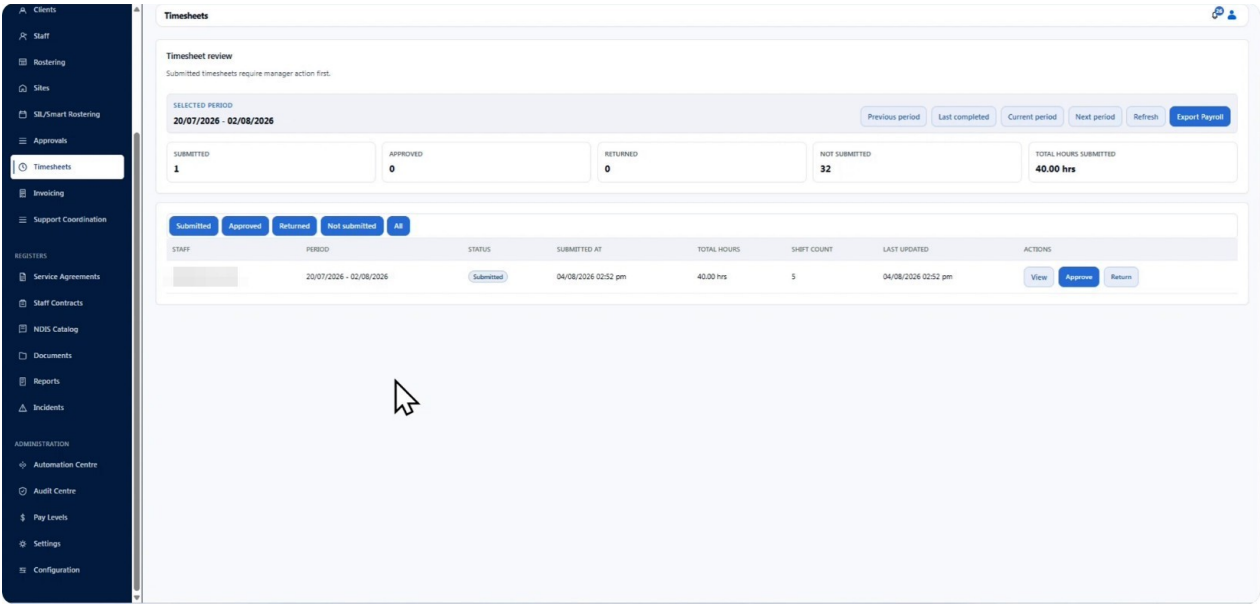
Before submission, staff can adjust worked hours and provide a reason for changes where required.

Drafts are editable

Automatic does not mean locked. The system prepares the draft from rostered work, while the staff member still confirms what was actually worked before submission.

4. Manage the Timesheet Cycle in the Admin Portal

Managers use the Timesheets workspace to monitor a selected period and see where each staff member is in the submission and approval cycle.



The Timesheets workspace summarises the selected period and the staff timesheets within it.

Use the status views

The status filters make it easy to focus on the next action required.

View	Meaning
Submitted	Ready for manager review.
Approved	Completed manager approval.
Returned	Sent back to the staff member for correction.
Not submitted	A draft exists, but the staff member has not submitted it yet.
All	Shows the full period regardless of status.

Timesheets

Timesheet review

Submitted timesheets require manager action first.

SELECTED PERIOD: 20/07/2026 - 02/08/2026

Buttons: Previous period, Last completed, Current period, Next period, Refresh, Export Payroll

SUMMITTED: 1, APPROVED: 0, RETURNED: 0, NOT SUBMITTED: 32, TOTAL HOURS SUBMITTED: 40.00 hrs

Filters: Submitted, Approved, Returned, Not submitted, All

STAFF	PERIOD	ELIGIBLE SHIFTS	STATUS	ACTIONS
Benjamin Aldoo	20/07/2026 - 02/08/2026	2	Draft	View draft
Alpha Ali	20/07/2026 - 02/08/2026	5	Draft	View draft
Grace Anderson	20/07/2026 - 02/08/2026	5	Draft	View draft
Thomas Brooks	20/07/2026 - 02/08/2026	7	Draft	View draft
Sienna Campbell	20/07/2026 - 02/08/2026	7	Draft	View draft
Marcus Cooper	20/07/2026 - 02/08/2026	10	Draft	View draft
Oliver Davis	20/07/2026 - 02/08/2026	6	Draft	View draft
Ruby Evans	20/07/2026 - 02/08/2026	6	Draft	View draft
Benjamin Foster	20/07/2026 - 02/08/2026	8	Draft	View draft
Isla Graham	20/07/2026 - 02/08/2026	6	Draft	View draft
Jack Hayes	20/07/2026 - 02/08/2026	5	Draft	View draft

Use the status views to isolate submitted, approved, returned, not-submitted, or all timesheets.

5. Review, Apply Pay Levels and Approve

Open a submitted timesheet to review its shift lines. Confirm the hours, notes, and applicable pay information before taking an approval action.

Timesheets

Timesheet review

Submitted timesheets require manager action first.

SELECTED PERIOD: 20/07/2026 - 02/08/2026

Buttons: Previous period, Last completed, Current period, Next period, Refresh, Export Payroll

SUMMITTED: 1, APPROVED: 0, RETURNED: 0, NOT SUBMITTED: 32, TOTAL HOURS SUBMITTED: 40.00 hrs

Filters: Submitted, Approved, Returned, Not submitted, All

STAFF	PERIOD	STATUS	SUBMITTED AT	TOTAL HOURS	SHIFT COUNT	LAST UPDATED	ACTIONS
	20/07/2026 - 02/08/2026	Submitted	04/08/2026 02:52 pm	40.00 hrs	5	04/08/2026 02:52 pm	View Approve Return

Open a submitted timesheet from the period list to begin manager review.

Confirm pay levels

Where the workflow requires it, apply or confirm the appropriate pay level for each timesheet line using the pay levels configured in BondiByte.

roll, audit, or staff follow-up.

Approve Return for changes

Hide details

	SITE	SCHEDULED START	SCHEDULED END	BREAK	HOURS / UNIT	STAFF NOTES	ADJUSTMENT REASON	PAY LEVEL	STATUS	HOURS CHECK
ing shift	Banksia House	21/07/2026 07:00 am	21/07/2026 03:00 pm	0 min	8.00 hrs	-	-	Base Weekday Support Work (46.50/Hour)	Submitted	Roster hours: 8
ing shift	Banksia House	22/07/2026 07:00 am	22/07/2026 03:00 pm	0 min	8.00 hrs	-	-	Evening Support Work (\$1.15/Hour)	Submitted	Roster hours: 8
ing shift	Banksia House	28/07/2026 07:00 am	28/07/2026 03:00 pm	0 min	8.00 hrs	-	-	-	Submitted	Roster hours: 8
ing shift	Banksia House	29/07/2026 07:00 am	29/07/2026 03:00 pm	0 min	8.00 hrs	-	-	-	Submitted	Roster hours: 8
ing shift	Banksia House	02/08/2026 07:00 am	02/08/2026 03:00 pm	0 min	8.00 hrs	-	-	-	Submitted	Roster hours: 8

Status changes are kept for review and audit context.

Pay levels can be applied to individual timesheet lines during review.

Choose the manager action

- Approve when the submitted timesheet is correct and ready for payroll.
- Return for changes when the staff member needs to correct the timesheet and resubmit it.
- Reject where the current workflow and permissions provide that action.
- Add manager notes when additional context is useful for the review history.

04/08/2026 02:52 pm APPROVED BY

RETURNED BY

RETURN REASON

Manager review
Record review notes and approve or return submitted timesheets.

Manager notes
Add review notes for payroll, audit, or staff follow-up.

Save manager notes Approve Return for changes

Shift lines
5 shift lines in this timesheet.

DATE	SHIFT	SITE	SCHEDULED START	SCHEDULED END	BREAK	HOURS / UNIT	STAFF NOTES	ADJUSTMENT REASON	PAY LEVEL
21/07/2026	Morning shift	Banksia House	21/07/2026 07:00 am	21/07/2026 03:00 pm	0 min	8.00 hrs	-	-	Base Weekday Support Work (46.50/Hour)
22/07/2026	Morning shift	Banksia House	22/07/2026 07:00 am	22/07/2026 03:00 pm	0 min	8.00 hrs	-	-	Evening Support Work (\$1.15/Hour)
28/07/2026	Morning shift	Banksia House	28/07/2026 07:00 am	28/07/2026 03:00 pm	0 min	8.00 hrs	-	-	Evening Support Work (\$1.15/Hour)
29/07/2026	Morning shift	Banksia House	29/07/2026 07:00 am	29/07/2026 03:00 pm	0 min	8.00 hrs	-	-	Evening Support Work (\$1.15/Hour)
02/08/2026	Morning shift	Banksia House	02/08/2026 07:00 am	02/08/2026 03:00 pm	0 min	8.00 hrs	-	-	Evening Support Work (\$1.15/Hour)

Approval history
Draft to Submitted

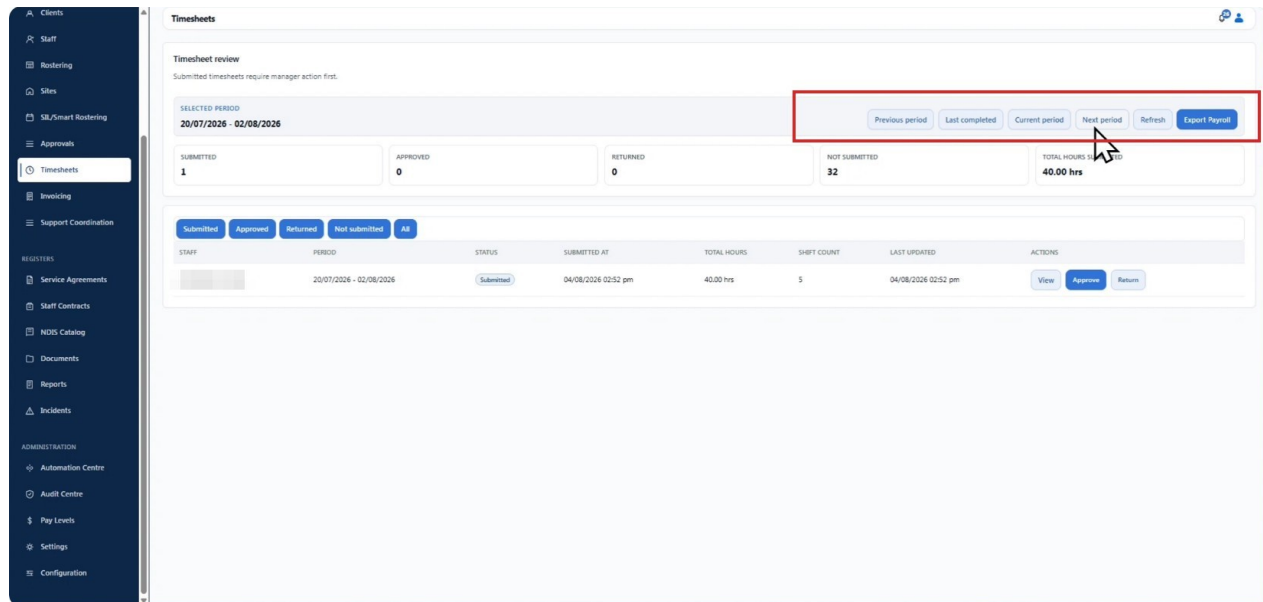
Manager review actions are available after the submitted timesheet has been checked.

Approval control

Only submitted timesheets should be actioned as submitted work. Draft or not-submitted records remain part of the staff review stage.

6. Navigate Periods and Monitor Completion

Use the period controls to move between the current period, previous periods, the last completed period, and other available timesheet periods. This helps managers follow up outstanding submissions and review historical payroll periods without changing the underlying roster.



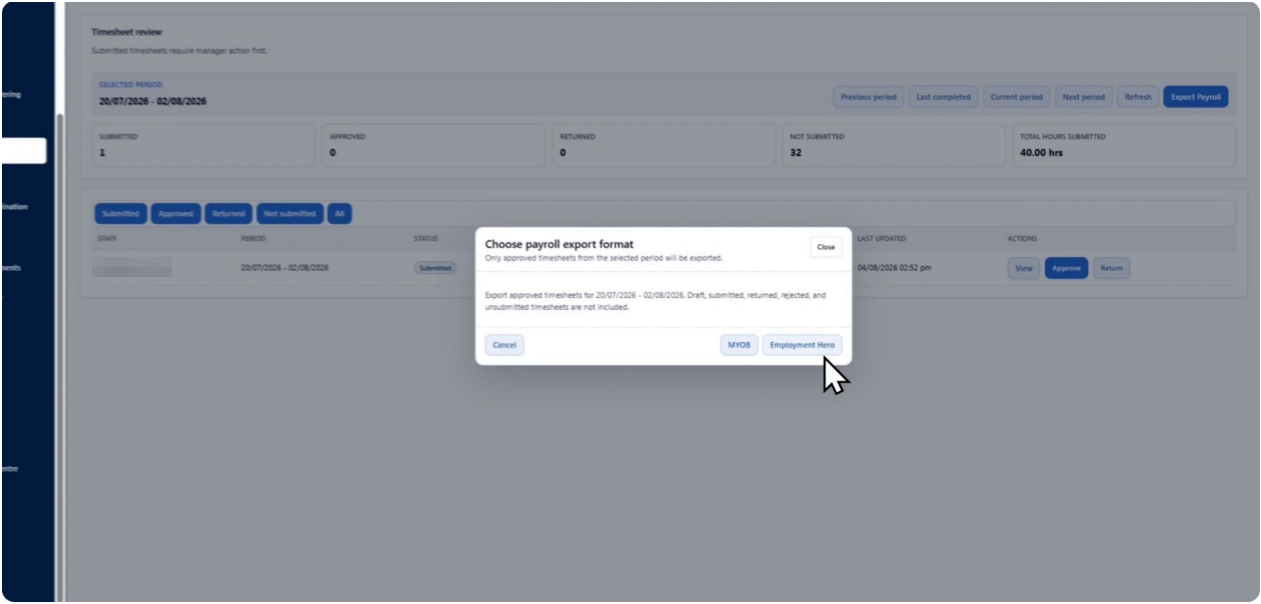
Period navigation lets managers move between the current, previous, completed, and available periods.

A useful completion check

- Review the Not submitted view for staff who still need to submit.
- Review Returned timesheets that still require staff corrections.
- Confirm the intended timesheets are Approved before payroll export.

7. Export Approved Timesheets for Payroll

Once timesheets are approved, authorised users can export payroll-ready CSV files. The current BondiByte payroll export formats are MYOB and Employment Hero.



Choose the required payroll export format for approved timesheets.

Correction from the original recording

The current supported payroll export formats are MYOB and Employment Hero. References to "MyHub" in the original Trupeer transcript should not be used in customer documentation.

8. End-to-End Timesheet Workflow

	Stage	Outcome
1	Roster period finishes	Delivered rostered shifts provide the basis for timesheet generation.
2	Drafts are generated	The scheduled automation creates staff draft timesheets after the configured delay.
3	Staff are notified	If enabled, staff receive an email and can open their timesheet in the staff experience.
4	Staff review and submit	Staff confirm hours, make permitted corrections, add reasons/notes, and submit.
5	Manager reviews	Managers review submitted lines and pay information, then approve, reject, or return.
6	Payroll export	Approved timesheets can be exported in MYOB or Employment Hero CSV format.

Timesheet readiness checklist

- ✓ Automatic draft timesheet generation capability is enabled if automation is desired.
- ✓ Organisation-level automatic draft creation is enabled.
- ✓ Generation delay is configured for the payroll timetable.
- ✓ Staff notification is enabled if email reminders are required.
- ✓ Rostered shifts and staff assignments are complete for the period.
- ✓ Staff have reviewed and submitted their draft timesheets.
- ✓ Returned timesheets have been corrected and resubmitted.
- ✓ Managers have reviewed and approved the intended timesheets.
- ✓ Pay levels have been checked where required.
- ✓ Only approved timesheets are included in the payroll export.

Related BondiByte guides

This workflow connects naturally with Staff Management, Rostering & Smart Rostering, Staff Pay, and the BondiByte Staff app.