



Younity timesheeting info – Hourly 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 before 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 hourly rate, please remember to fill in the number of hours worked per day rather than days worked.

When filling in hours worked using the 'Work Summary', then please add time as 0.25/0.5/0.75 etc – this will convert to hours/minutes worked as per the example below:

Work Summary

Mon, 26	Tue, 27	Wed, 28	Thu, 29	Fri, 30	Sat, 31	Sun, 1
09:00	08:00	07:00	09:00	05:30	00:00	00:00

Senior Project Coordinator
Contract Work - Hourly
Hours: 38:30

If you're adding time using the 'Add Time' Functionality then the time entered should be in minutes as per the example below –

Add Time

Date: Sat 31/07/2021
Start Time: 09:00 am
End Time: 05:00 pm

Placement: Senior Project Coordinator
Break Duration: 00:30

Work: Contract Work - Hourly
Total Duration: 07:30

+ Add Notes

Save Cancel