



# Work App

foundU

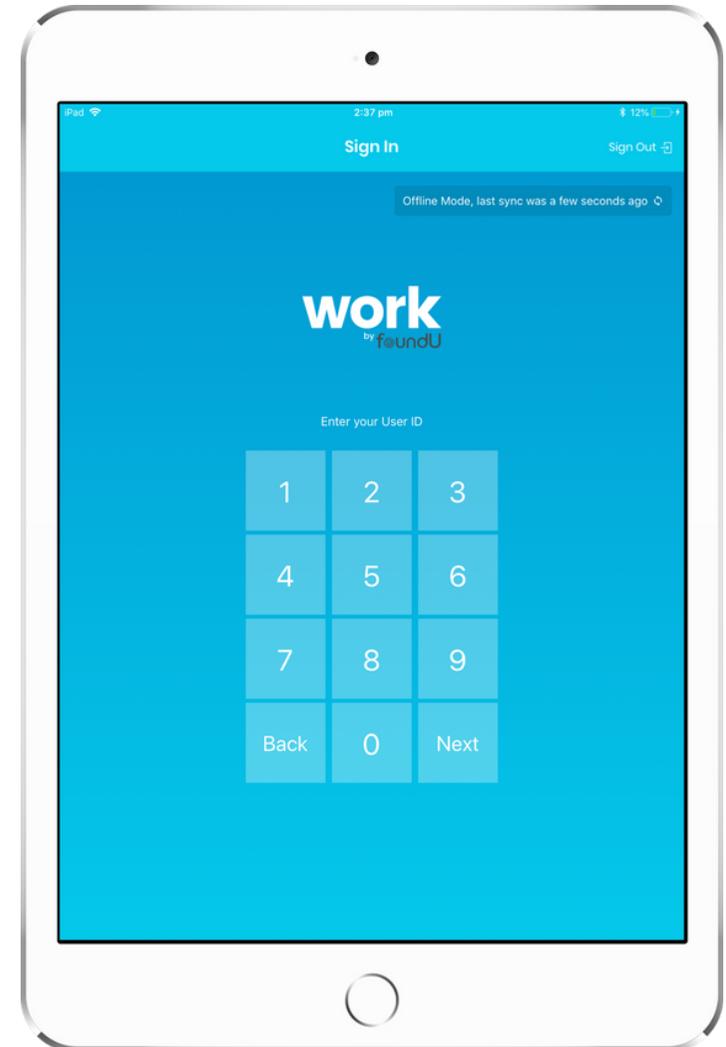
# Work App

The Work App makes it easy for managers & supervisors to approve and update the attendance of their workforce on-site via their iPad.

Supervisors can easily approve shift times on the fly, mark staff as absent, add comments and easily add unrostered staff.

Shift times are fed through to Work from the foundU roster, and all approved shifts are automatically fed back into foundU's fully integrated payroll process.

The Work App works offline making it easy for areas with poor or no internet reception.



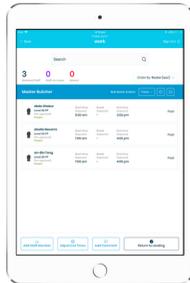
# Work flow



**LOGIN**



**VIEW DAY  
ROSTER**



**MANAGE  
ATTENDANCE**



**TIMESHEETS**



**DATA READY FOR  
PAYROLL**



Supervisor enters ID and passcode



Shifts are automatically synced from the roster.



Approve, decline (add absentee reasons), edit (change positions, rooms), add shifts.



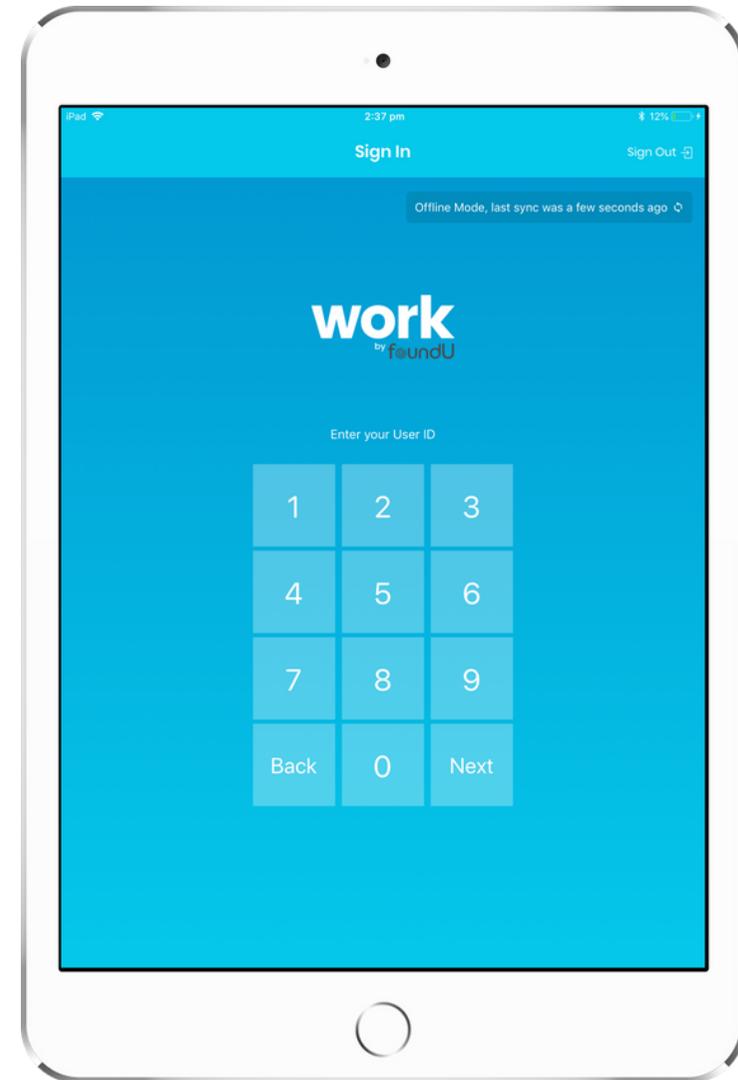
Data feeds into timesheets ready for payroll.



Approved shifts data is used to process payroll.

# Login

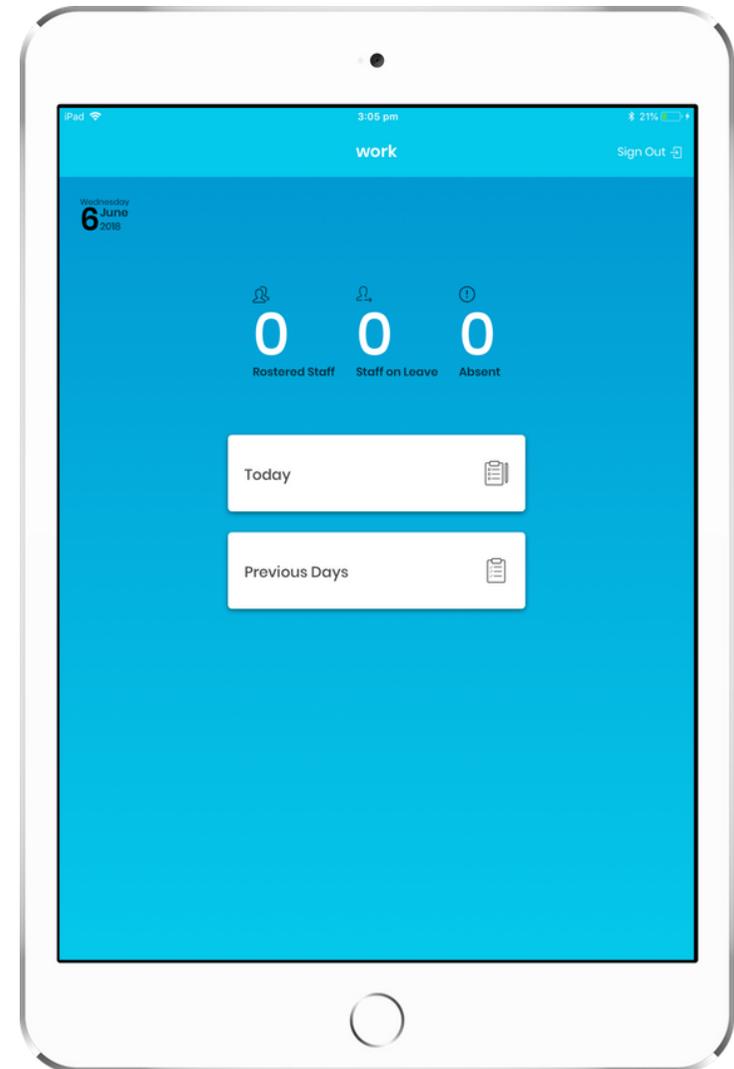
1. Open the Work App on the iPad.
2. Enter supervisor **ID** number (accessed from the employee portal), and click **Next**.
3. Enter **Passcode** (as set up in employee portal), and click **Next**.



# Select Day to Manage

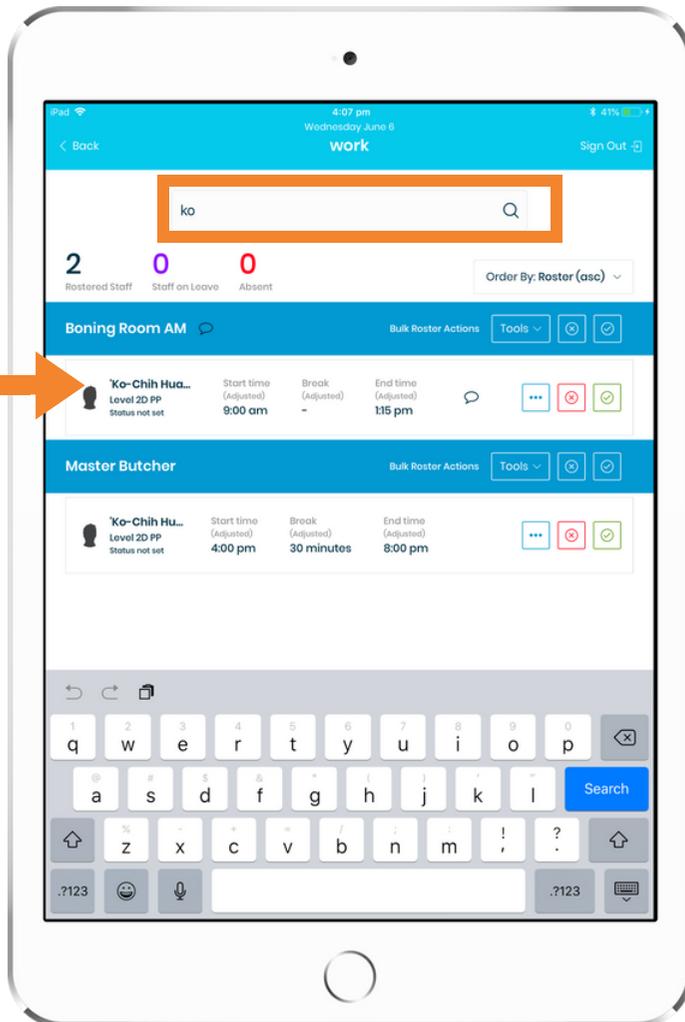
The top of the screen will display an overview of the current number of rostered staff, staff on leave and absent staff.

1. Tap on **Today** (or view **Previous Days**).

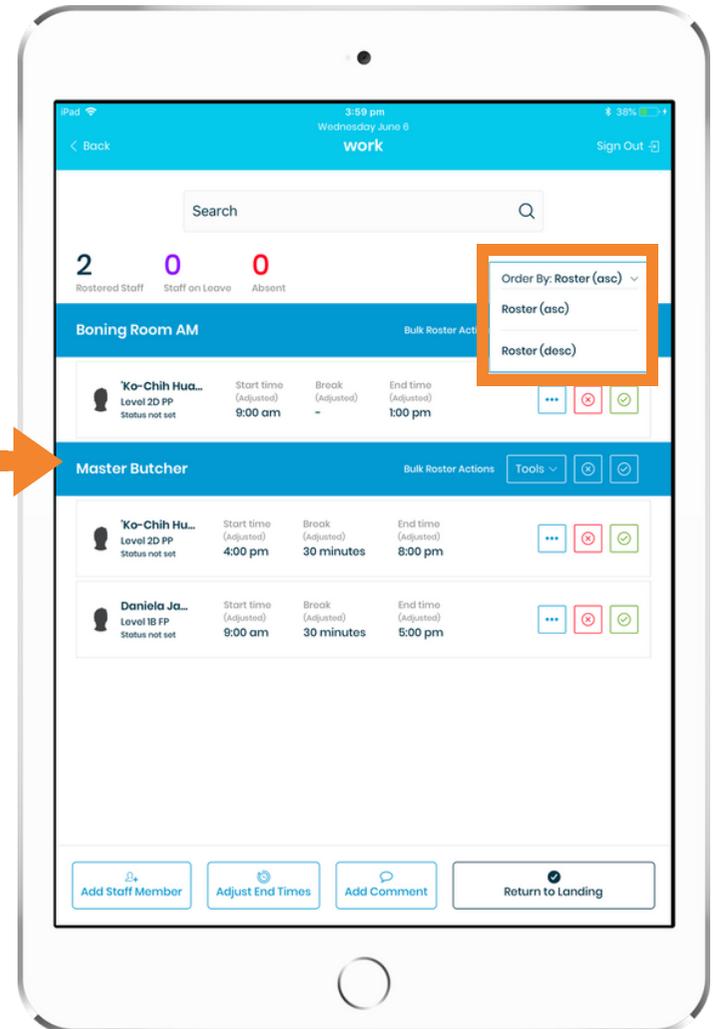


# Find your roster or employee

Scroll to find your roster, you can use the **Sort** the help. Alternatively, you can **Search** for a specific employee using the search bar.

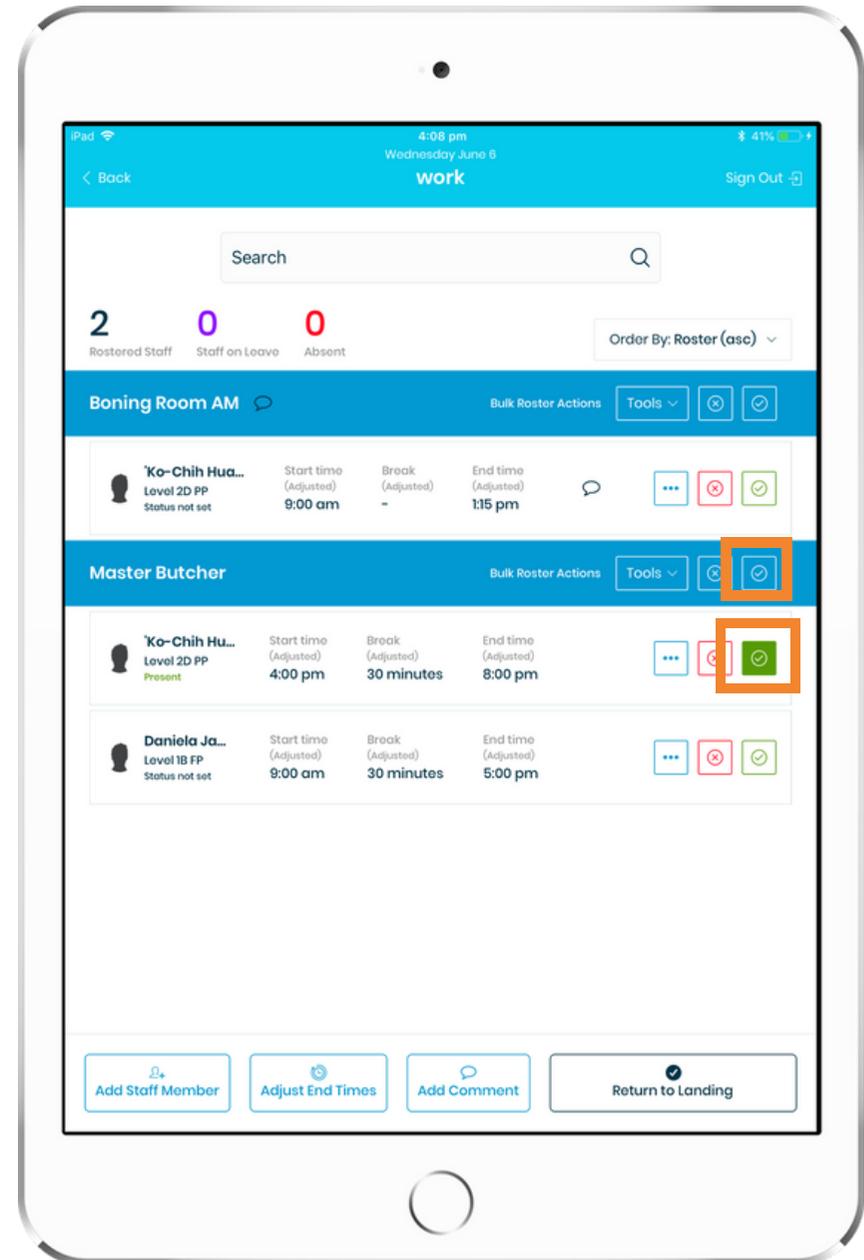


Roster Name



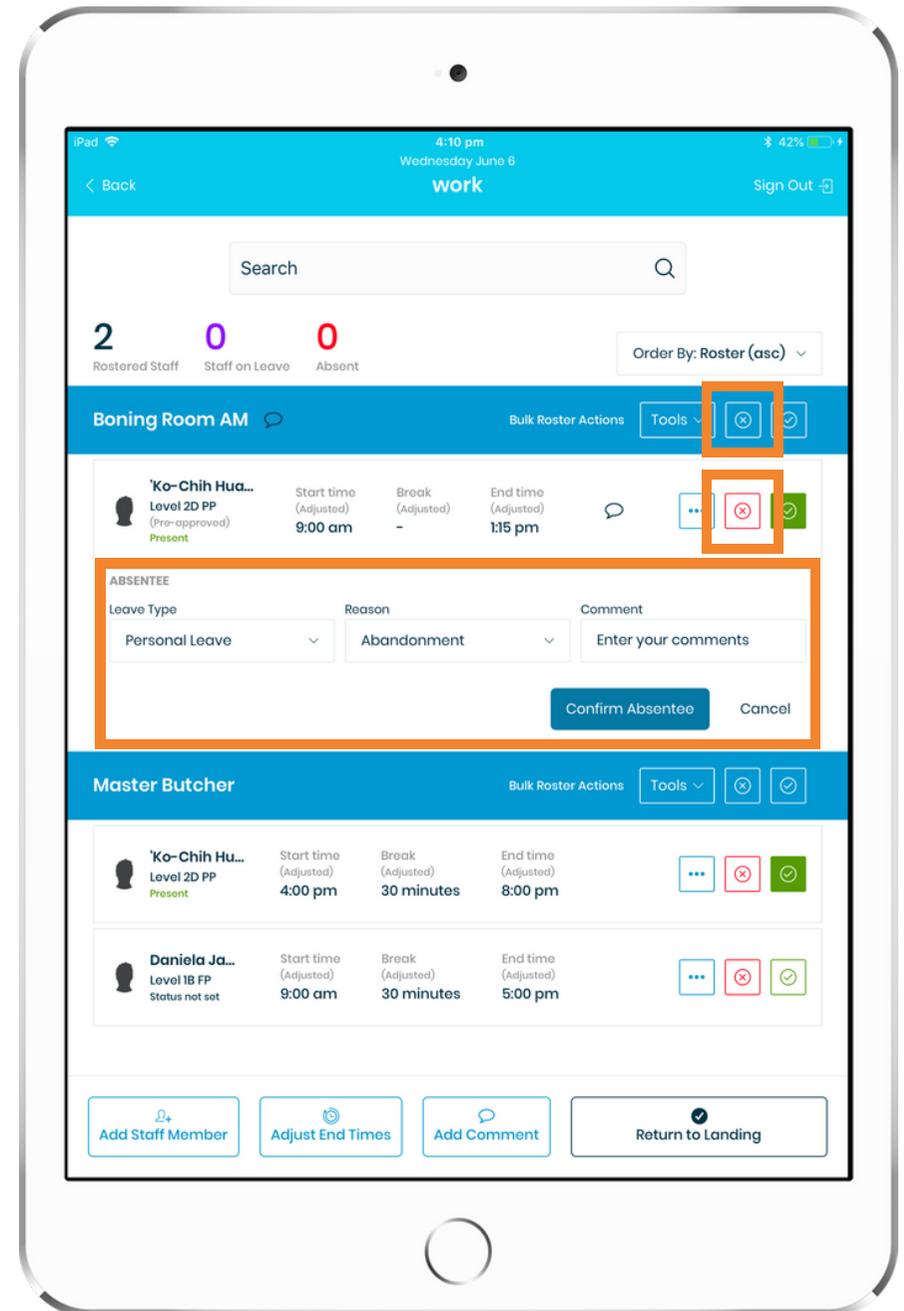
# Mark as Present

1. Select the **green tick next to an employee** to mark an employee as present.
2. Alternatively, tap the **tick next to the roster name** to mark **all** employees on that roster as present.



# Mark as Absent

1. Select the **red cross** next to an **employee** to mark an employee as absent.
2. Select the **Leave type** and **Reason** from the drop downs.
3. Add any comments if relevant.
4. Tap **Confirm Absentee**.



# Reason Library

Leave reason types can be added in the Admin portal:

1. Go to **Platform Settings, Reason Library.**

2. Click **Add New.**

3. Enter the name, and click **Add.**

Once added you can click the **Edit** icon or **Delete** icon to update reasons.

Reporting will be available for this.

The screenshot displays the 'Reason Library' interface. On the left, a sidebar menu for 'foundU Holdings' includes 'Platform Settings' and 'Reason List Library'. The main area shows a table of reasons with the following data:

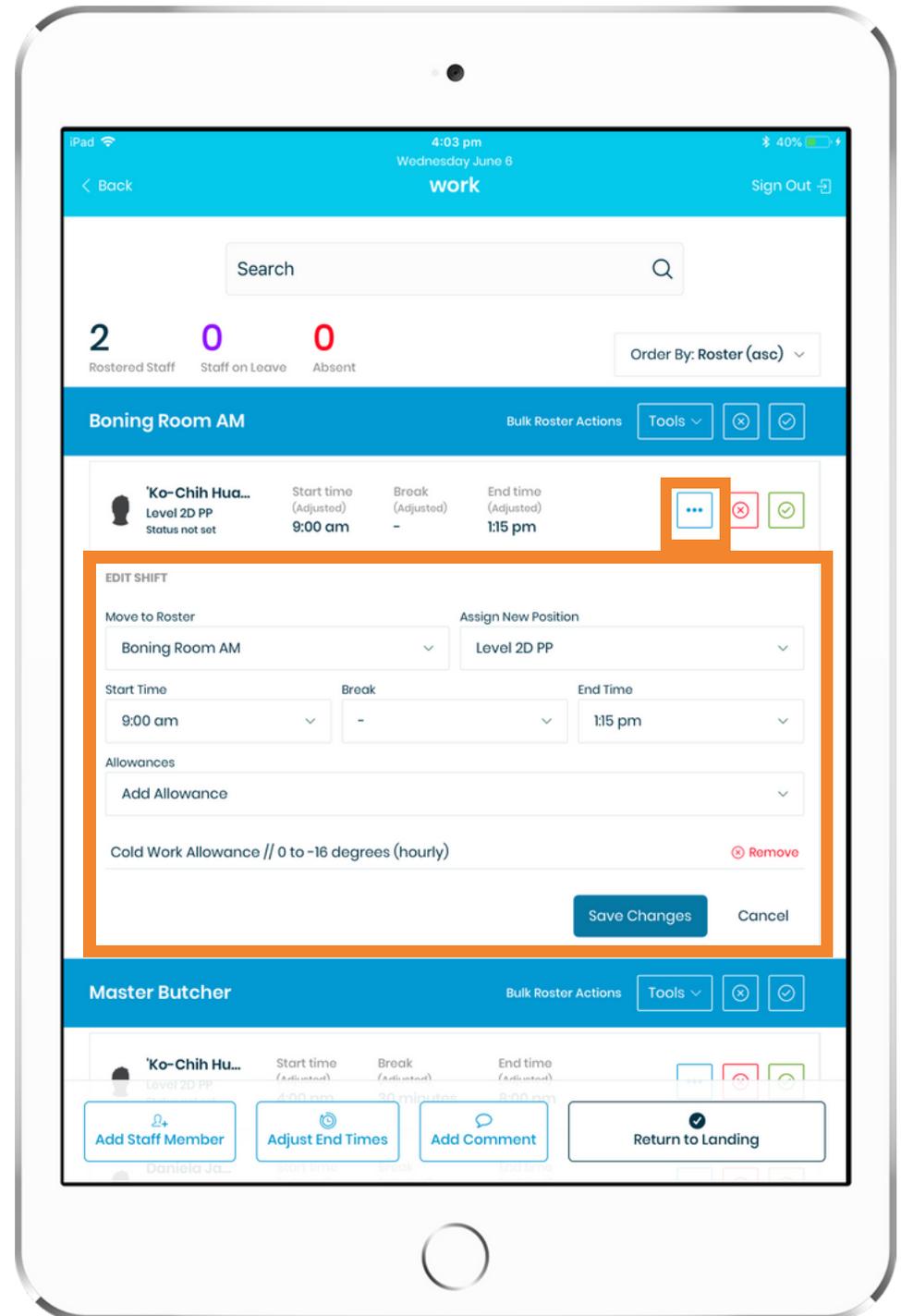
Id	Title	Added	
1	AB	8th June 2018	
2	UA	8th June 2018	
3	TE	8th June 2018	
4	TE - AD	8th June 2018	
5	AO	8th June 2018	
6	AI	8th June 2018	
7	WC	8th June 2018	
8	AL	8th June 2018	
9	LA	8th June 2018	
10	CL	8th June 2018	

The interface also features a search bar, a table view selector (set to 'Rows'), and pagination controls at the bottom showing 'Showing 1 to 10 of 33 entries'.

# View & Edit Shifts

To view full details or edit any details of a shift including changing times, positions or rooms, and adding allowances:

1. Tap the **Edit icon** next to the employees' shift.
2. Edit and change any details as required.
3. Tap **Save Changes**.



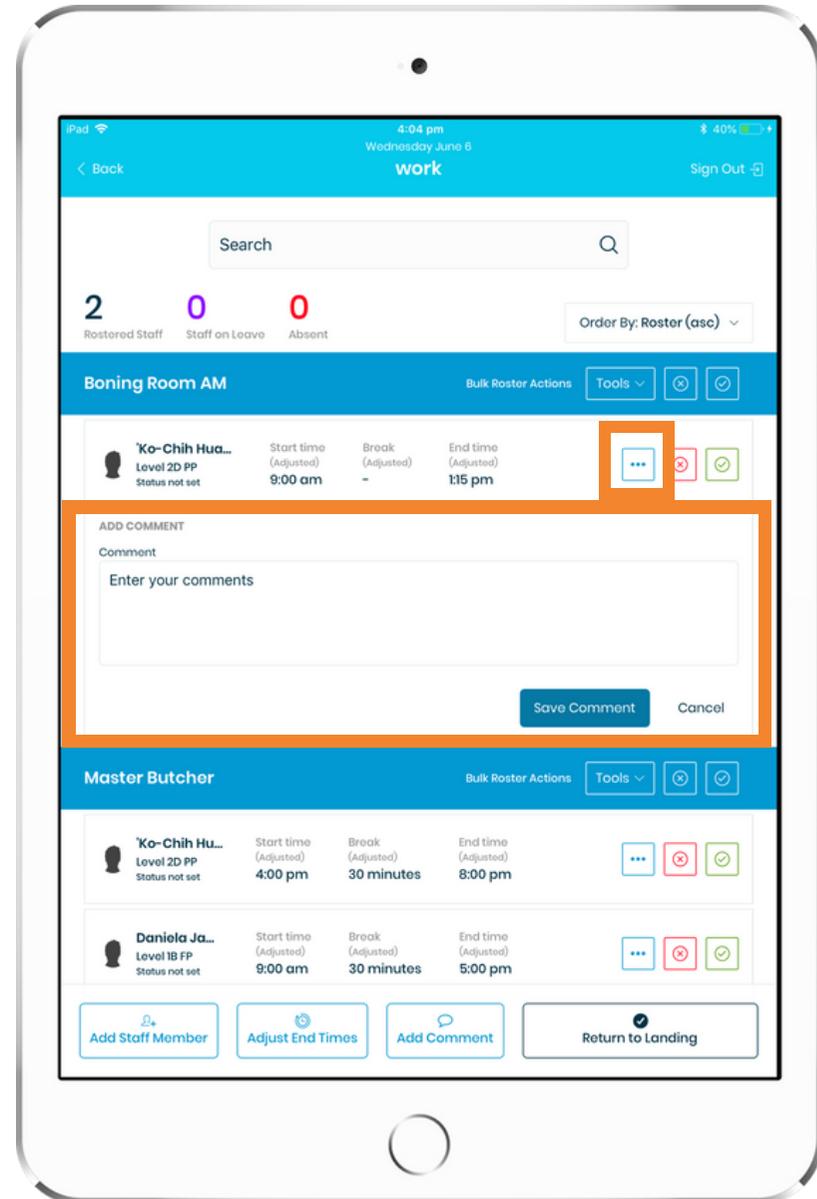
# Add Employee Comment

To add a comment against a specific employee:

1. Tap the **Edit icon** next to the employee's name.
2. Tap **Add Comment**.
3. Enter your comment and tap **Save Comment**.

This will now be applied against each employee. You will see a speech bubble icon appear next to the employee which you can tap to view.

This is useful to use as a reminder if you need to add records against the employees in the Admin Portal on a computer at a later stage.

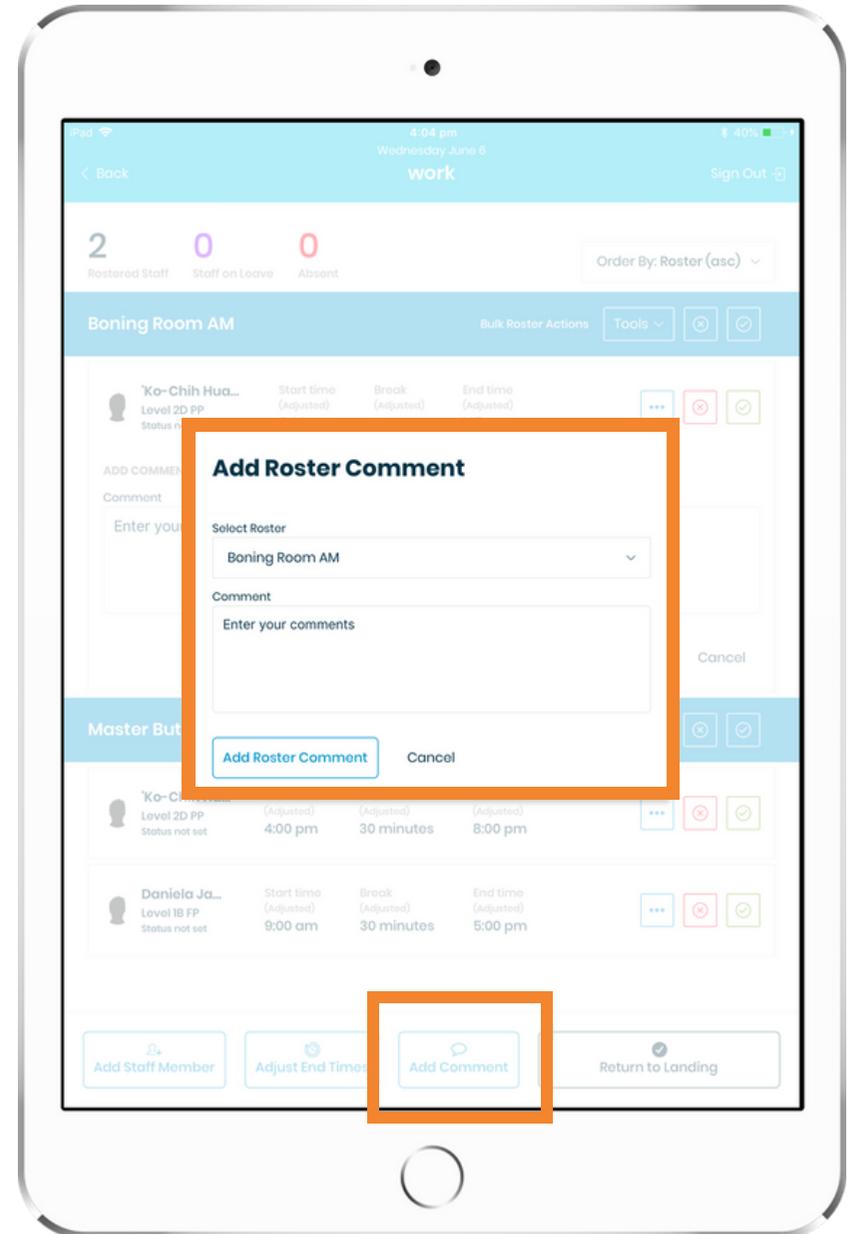


# Add Roster Comment

To add a comment against everyone on a specific roster:

1. Tap **Add Comment** at the bottom of the screen.
2. Select the **Roster**.
3. Enter your comment and tap **Save Comment**.

This will now be applied against each employee. You will see a speech bubble icon appear next to the employee which you can tap to view.

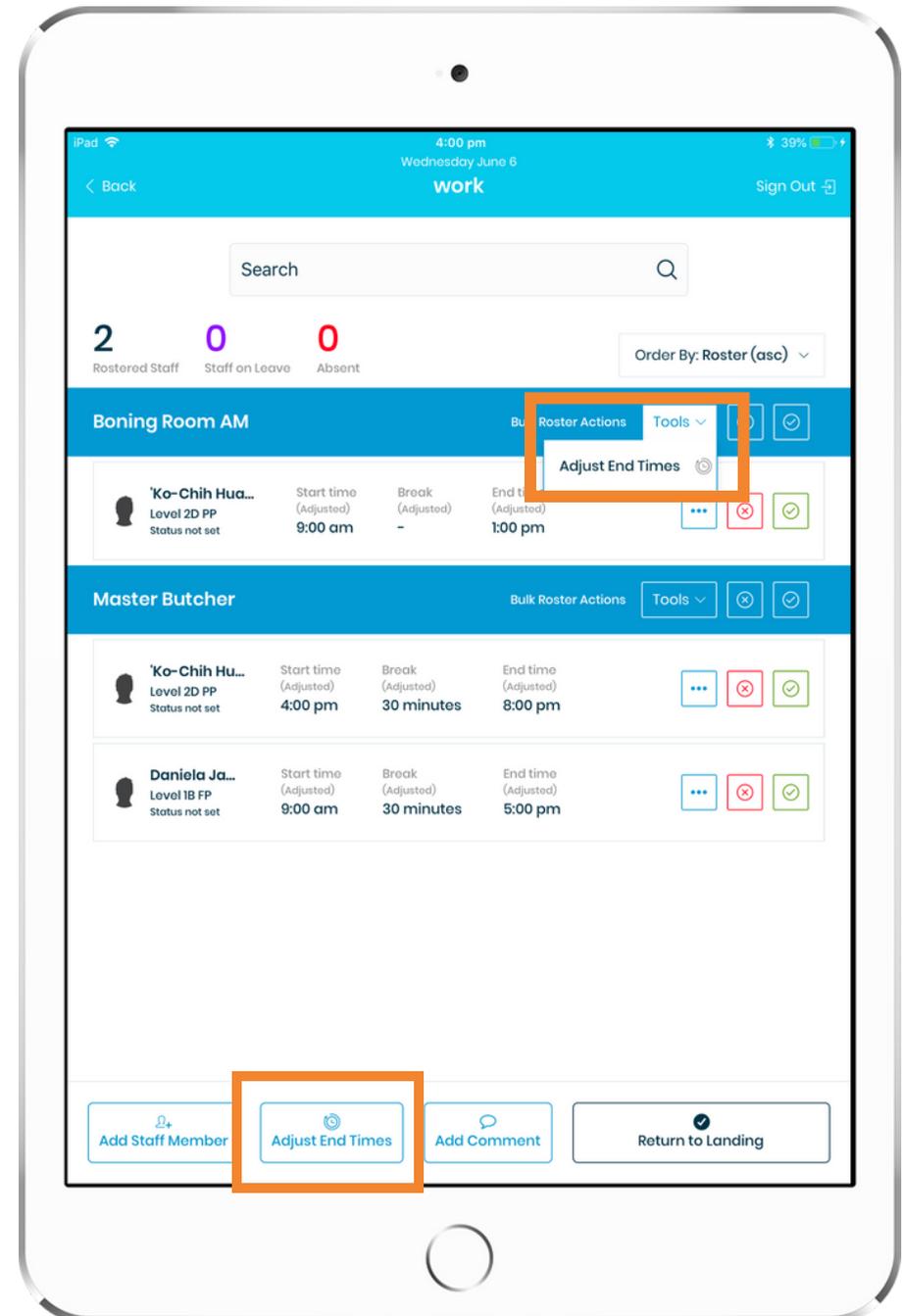


# Adjust End Times

You can adjust end times for all employees in bulk if everyone needs to work overtime.

1. Tap **Adjust End Times** either next to the roster or at the bottom of the screen.
2. Select the time increment to add to each employees' end time and tap **Save Changes**.

All employees end times will be adjusted accordingly.

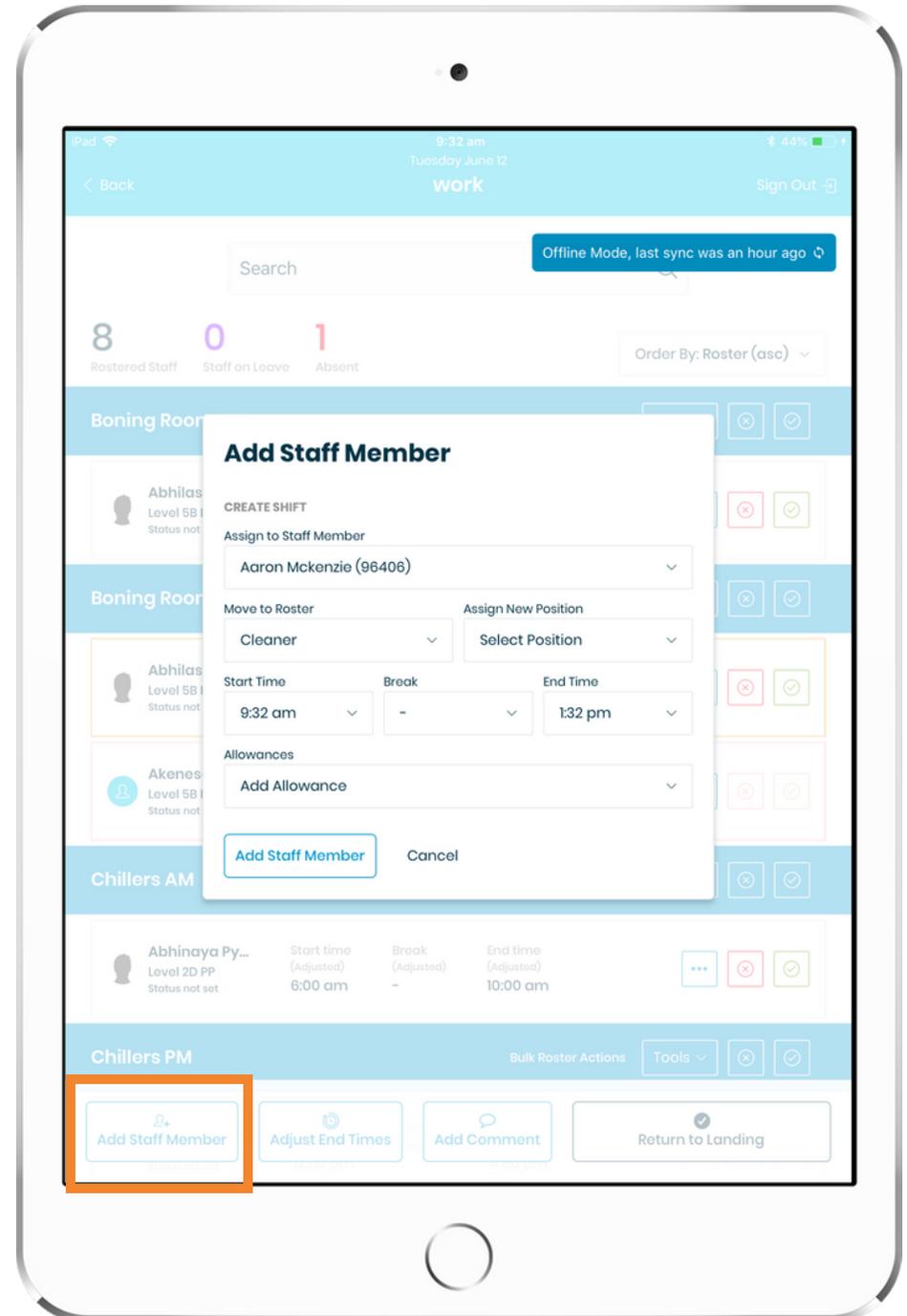


# Add Staff Member

If you need to create a new shift (e.g. split shifts or not rostered on):

1. Tap **Add Staff Member**.
2. Find the employee, select the roster for the shift, add start/end times, position, and any allowances.
3. Tap **Add Staff Member**.

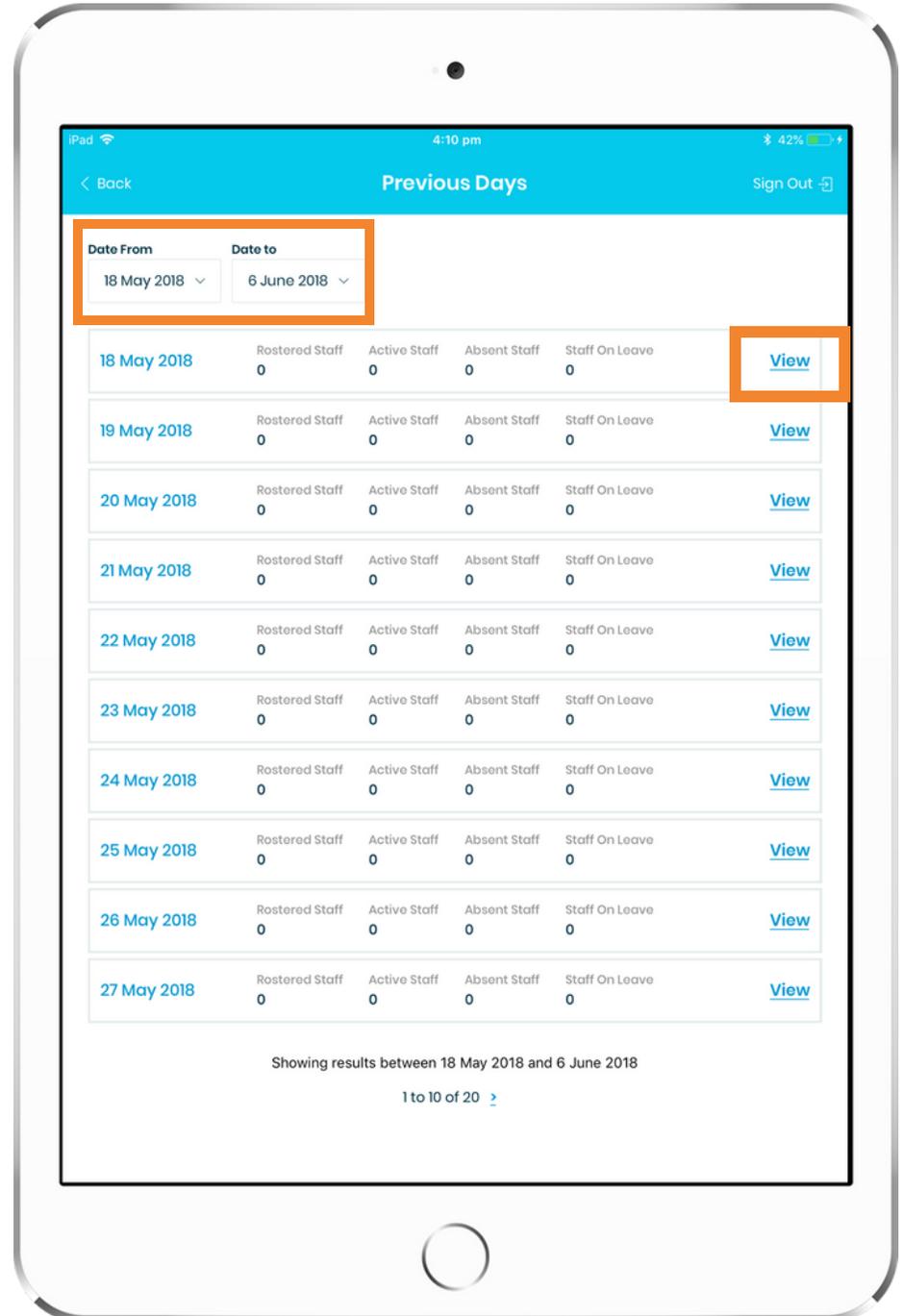
A new shift will be created on the roster.



# Previous Days

To view and manage past days attendance:

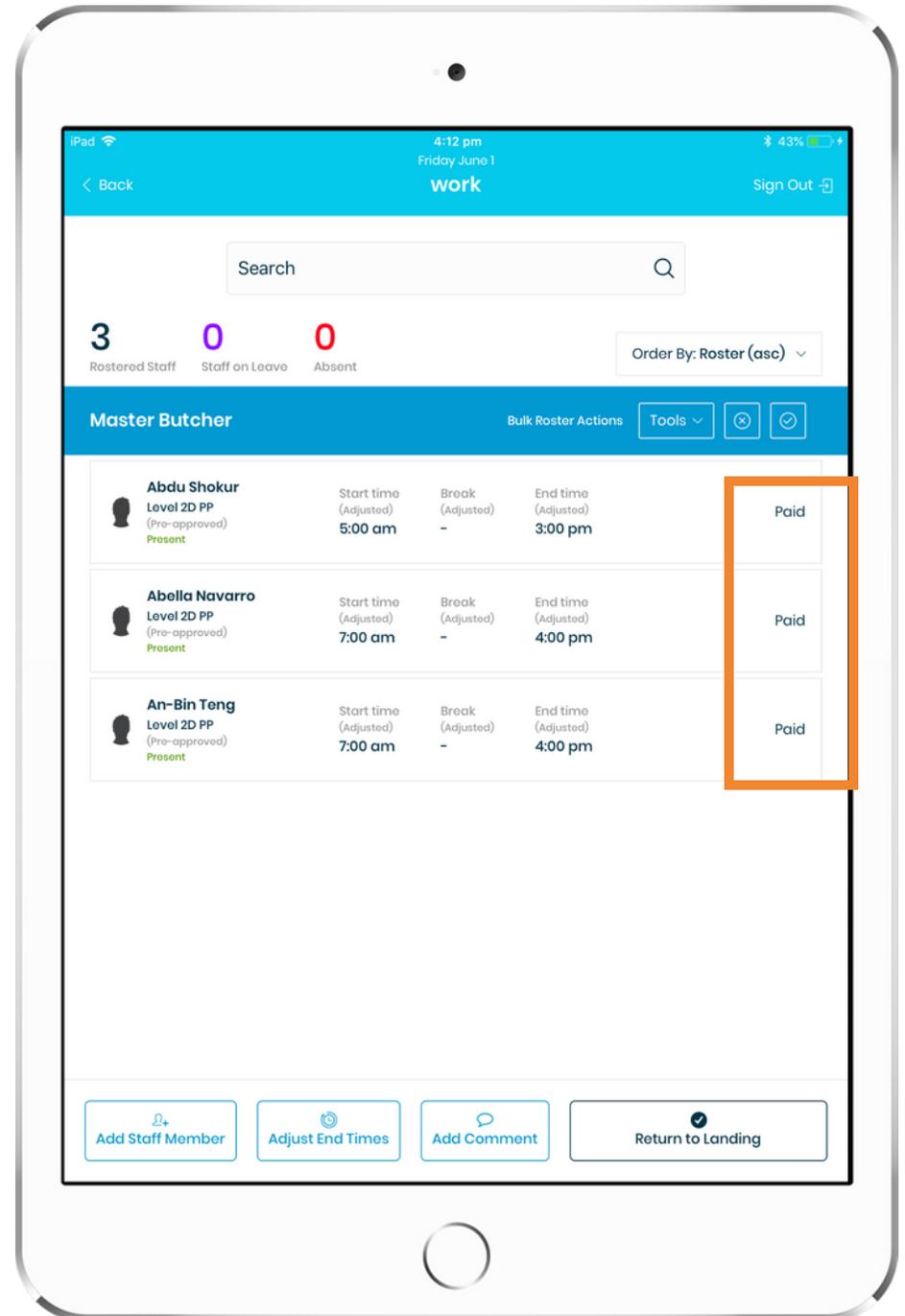
1. Tap **Return to Landing** at the bottom of the screen if in the current day.
2. On the landing page tap **Previous Days**.
3. Select the **Date from** and **to** from the top of the screen.
4. Tap **View** next to the relevant day.



# Paid

If managing attendance on previous days, you cannot edit any that have already been paid.

You will see this marked on the far right column.



# Refresh to update

If multiple supervisors or admin are managing shifts (via the roster) or are updating the same roster on the work app - you may need to refresh your screen to get the latest status.

**Swipe the page down** just under the blue Work banner to refresh.

