WORKZONE

ESS USER GUIDE FOR EMPLOYEES

Empowering Businesses
of Tomorrow

What is WorkZone?

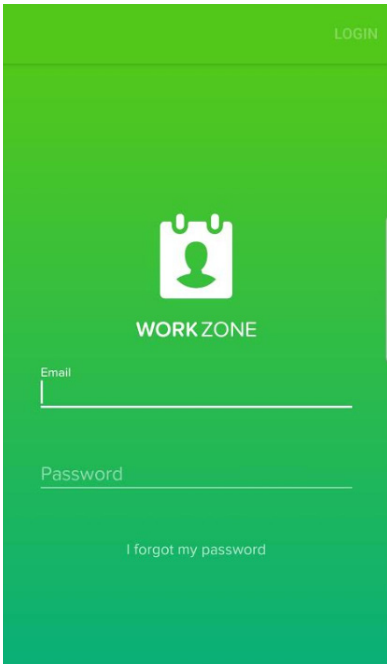
WorkZone is a native iOS and Android app which has been created to give employees the traditional Employee Self Service functions with a sleek user experience on their smartphone.

You can download WorkZone by searching for 'WorkZone' from the App Store or from iTunes.

You can download Workzone for Android from the Google Play store by searching for 'WorkZone' or on the Google Play store.

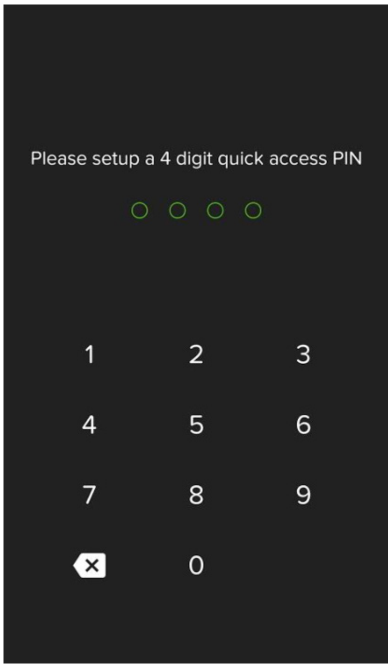
Getting Access

Employees need portal access to use WorkZone and when it is installed they will be prompted to enter their email address (the one linked to the portal) and password.

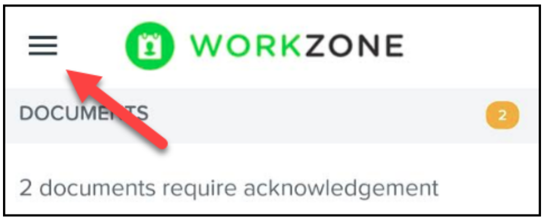


Digital Code

Employees will then need to create a 4 digit code (to be entered twice) which they will then enter each time they open the app.

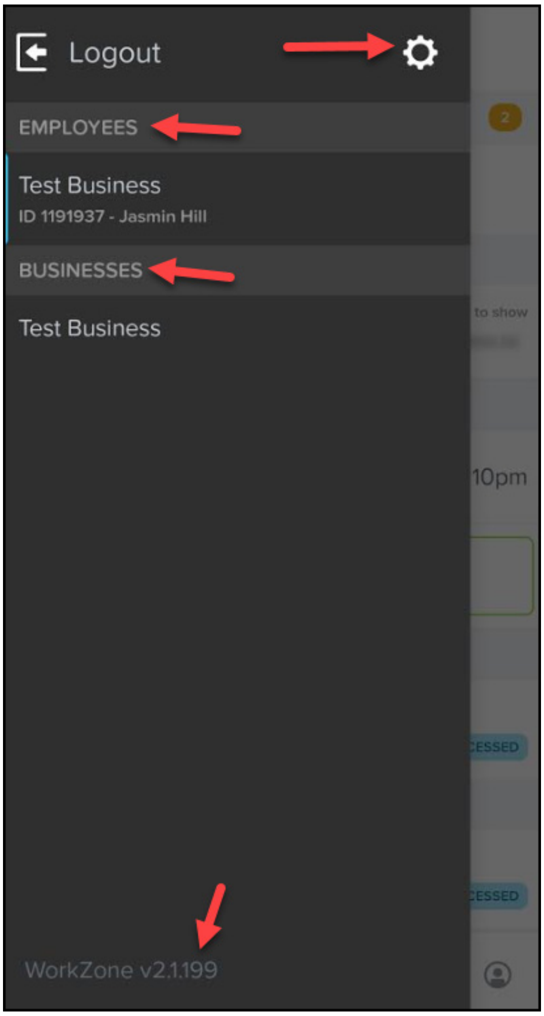


Once logged in, employee's can view the Side Menu by tapping on the burger menu in the top left corner:



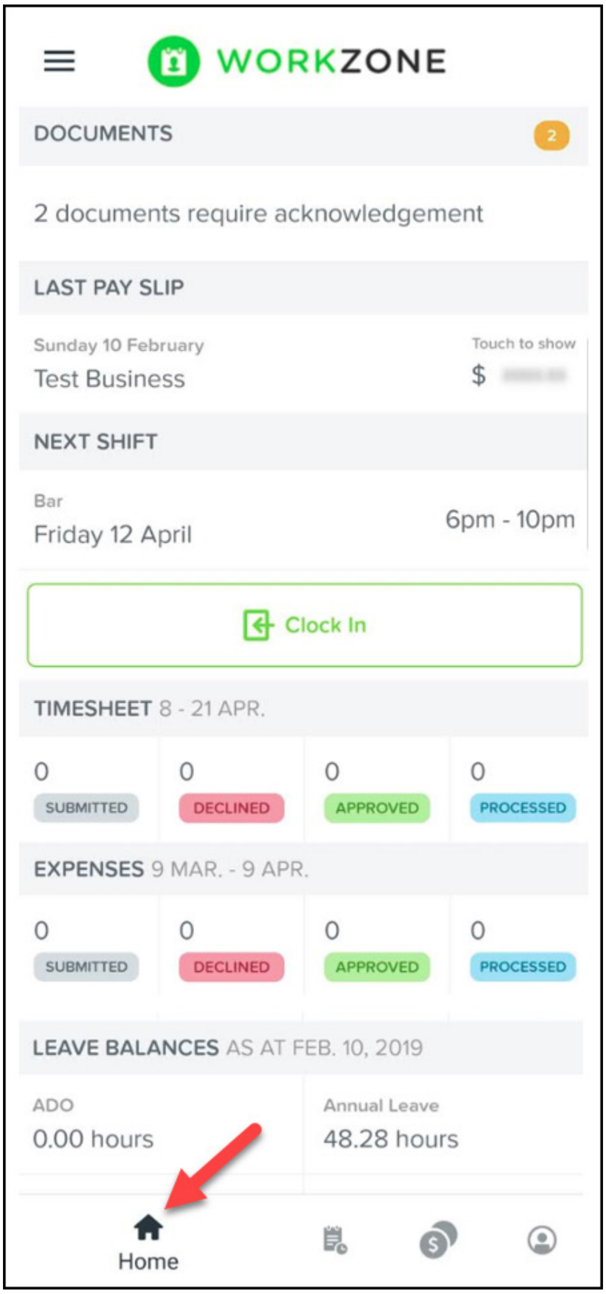
From here the employee will see:

- Logout option
- Settings cog (this includes the app authentication options)
- Employee access (the employee can access their own personal payroll details & functions from here)
- Business access (this is only relevant for any restricted access users that have Employee Manager permissions)
- The version of WorkZone the employee has installed



The dashboard view is accessed by clicking on the Home icon (seen in the screenshot below) and shows the following details:

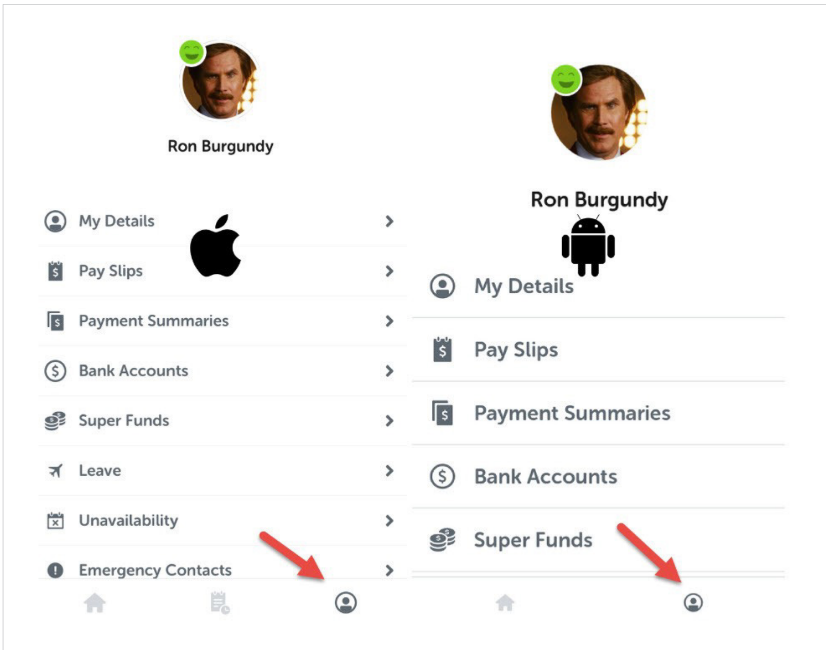
- Any documents that require acknowledgement
- The last pay slip
- Next shift (if applicable)
- Ability to CLOCK IN (if applicable)
- Timesheet summary (if applicable)
- Expenses summary (if applicable)
- Leave Balances



Profile

Once logged in, users can click on the profile icon (seen in screenshot below) and view their:

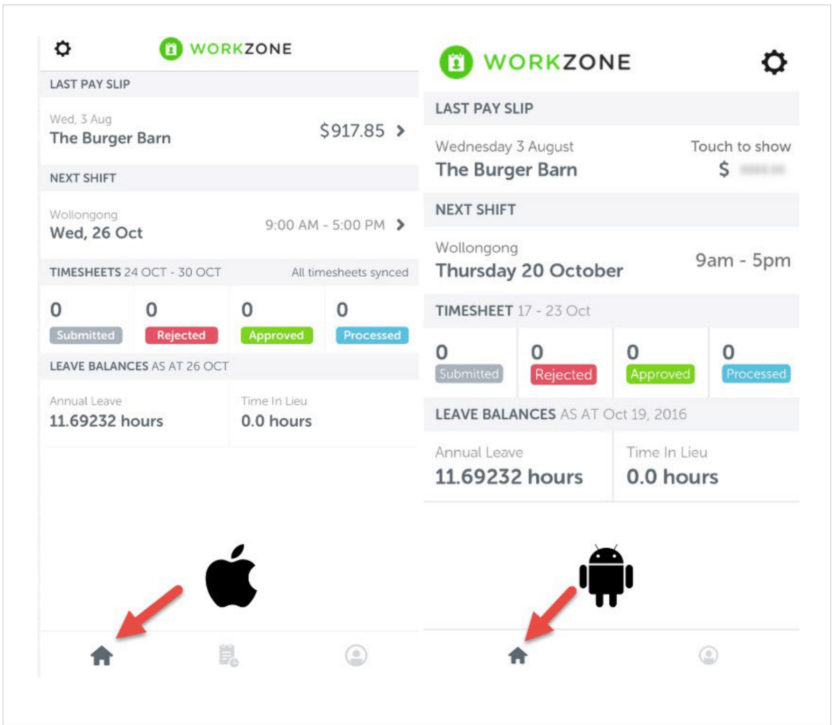
- Details (non editable)
- Pay Slips
- Payment Summaries
- Bank Accounts (non editable)
- Super Funds (non editable)
- Leave
- Unavailability
- Emergency Contacts (non editable)
- Other Documents



Dashboard View

The Dashboard view is accessed by clicking on the home icon (see screenshot right) and shows:

- The last pay slip
- Next shift (if applicable)
- Leave balances
- Ability to log out (click on the cog in the top right hand corner)



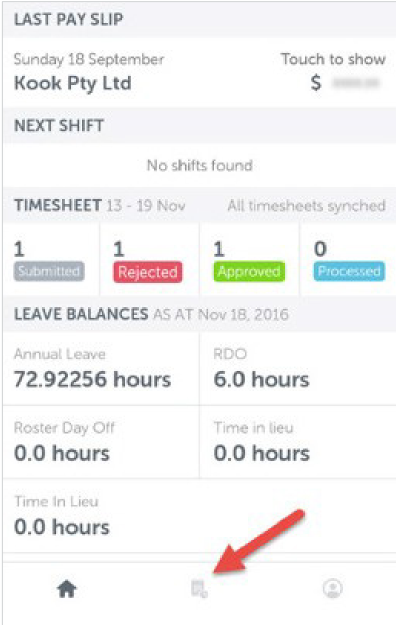
Note

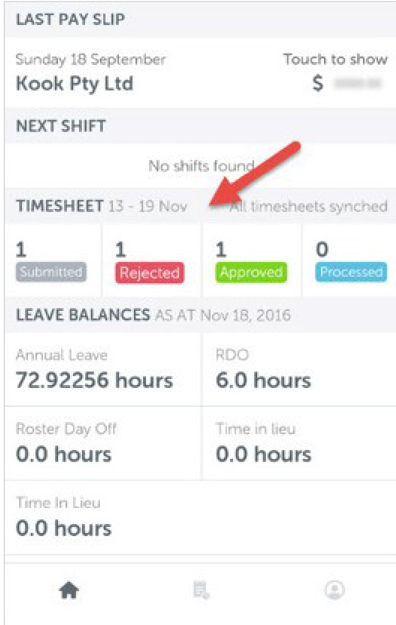
If you log out of WorkZone (using the "Log Out" option) you will be required to enter your email, password and pin again but if you just leave the app and go back in you will only need to enter your pin.

Timesheet Capture

If you are an hourly/timesheet based worker, and are configured to use timesheets, you are able to view, create and delete timesheets from within the WorkZone app.

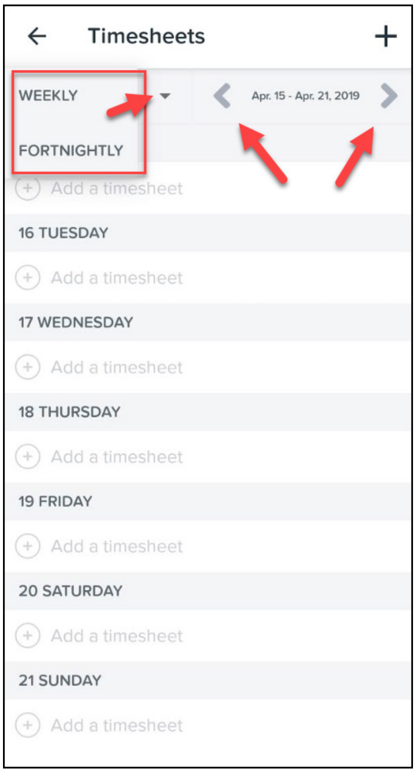
Timesheets are accessed in two ways. Firstly, you can select the timesheet icon on the bottom of the screen (Screen A). Or, you can tap on the timesheet area of the homepage (Screen B).





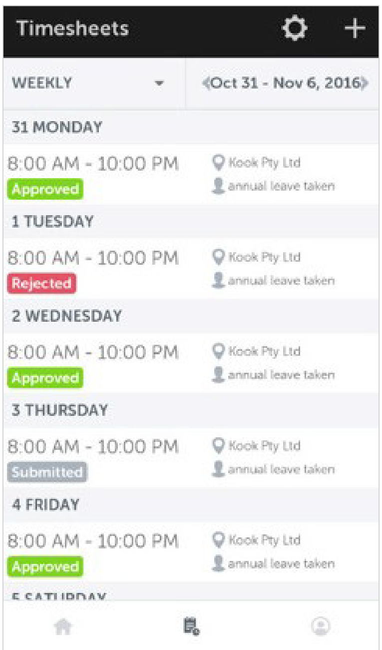
Viewing Timesheets

Employees are able to change the view of timesheets to weekly or fortnightly by pressing on the drop down box at the top of the screen, and then scrolling down the screen to view further dates if necessary. (Screen C)

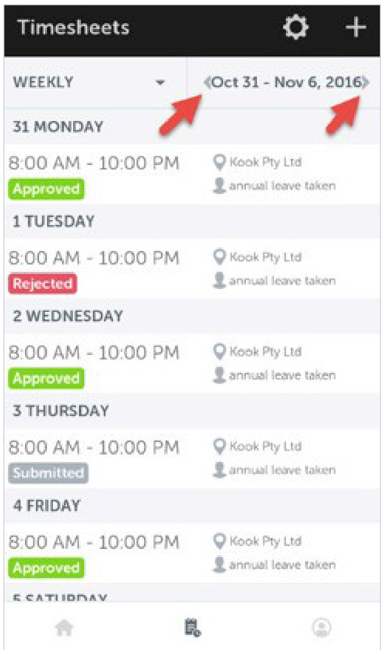


Timesheets are displayed with the following information:

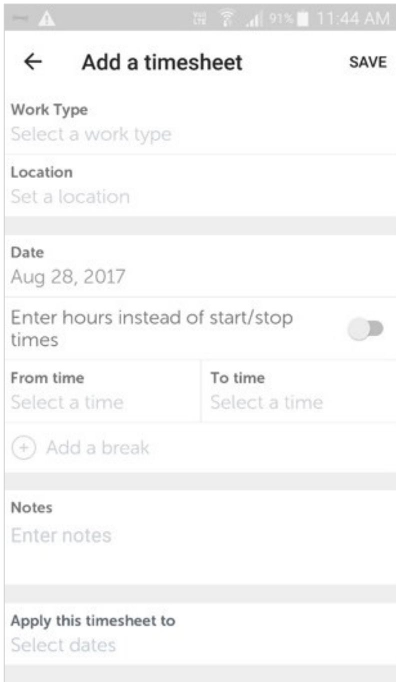
- Date and Start/End time
- Status (approved, rejected, submitted or processed)
- Location (employee default if none selected)
- Work Type (if selected)



To view a different timesheet period, click on the left or right arrows in the date field box. (Screen E)



Creating Timesheets

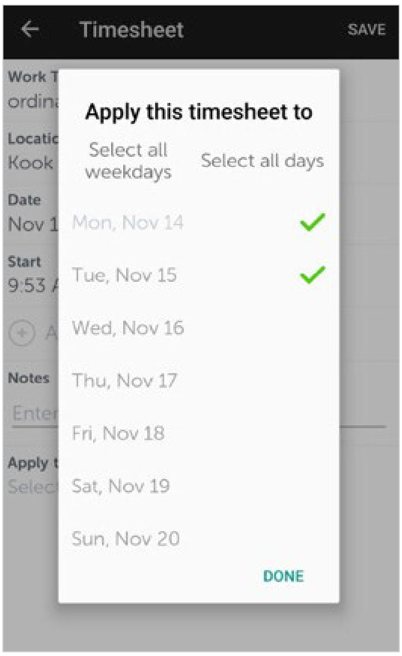


To get started, click on the + symbol in the top right hand corner of the leave screen.

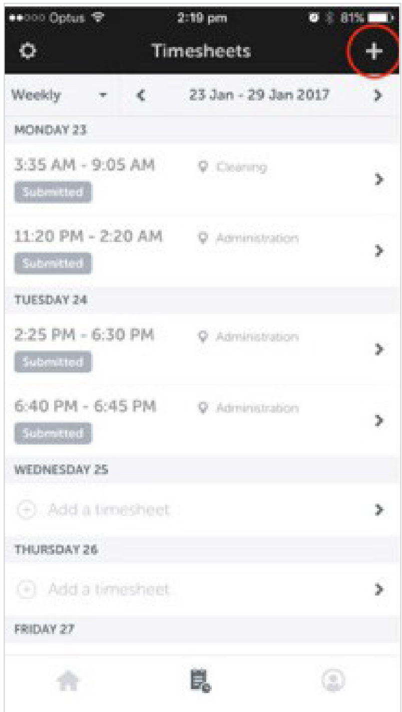
The data available to be entered is:

- Work Type (optional, unless the business has marked this timesheet setting as compulsory)
- Location (optional, unless the business has marked this timesheet setting as compulsory)
- Shift Conditions (optional, this field will only appear for iOS users if shift conditions have been set up for you or the location you are working at)
- Date (required)
- Enter Hours instead of Start/Stop times (optional if configured to allow hours instead of start/stop times)
- Start/End Time (required)
- Break/s (optional)
- Classification (optional, this field will only appear if you are able to select a higher classification when working higher duties)
- Notes (optional)

If you want to pre-fill additional days with the same timesheet info, select the “Apply this timesheet to” option and simply tap on the required days and select “Done” when finished. (Screen G)

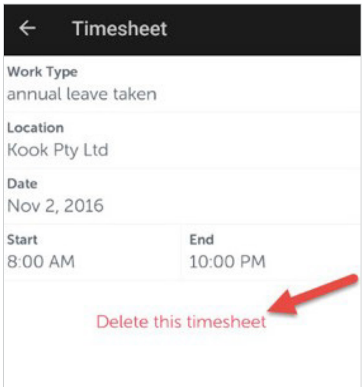


You can add additional timesheet lines to the same day if you click on the ‘+’ button and select the date. This will allow you to add another timesheet on a day that already has a timesheet. This applies for both iOS and Android. (Screen H)



The timesheets will then be sent to the approving manager/s.

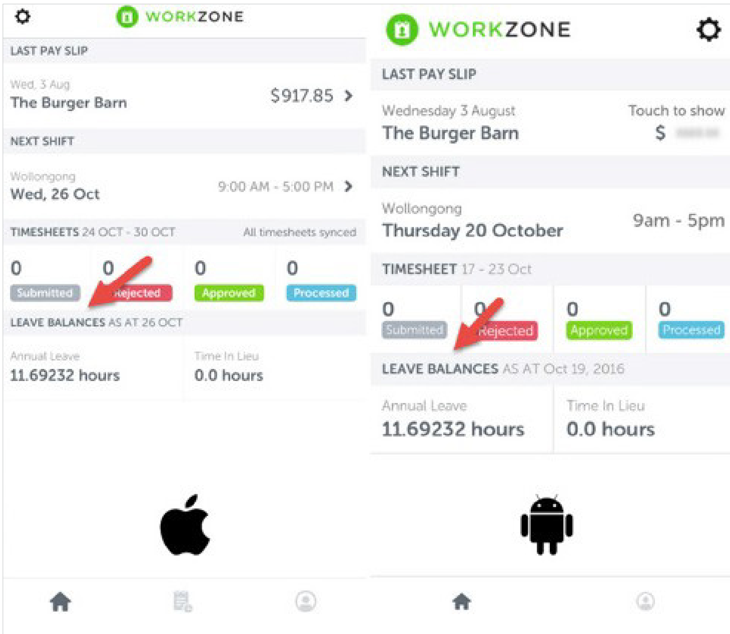
Deleting a Timesheet



Find the timesheet the needs to be deleted and select it. Click on the "Delete this timesheet" line.

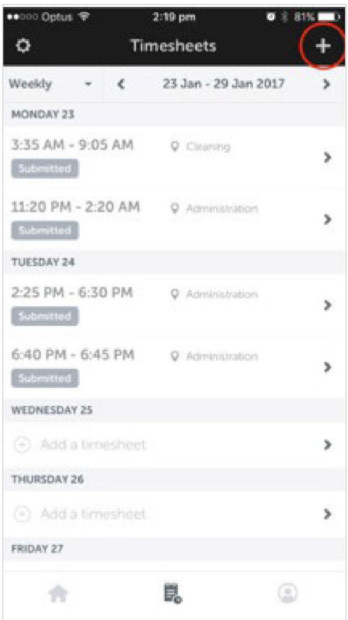
Timesheets that have the status of approved, submitted or rejected are able to be deleted. Processed timesheets have already been included in a pay run and therefore cannot be deleted.

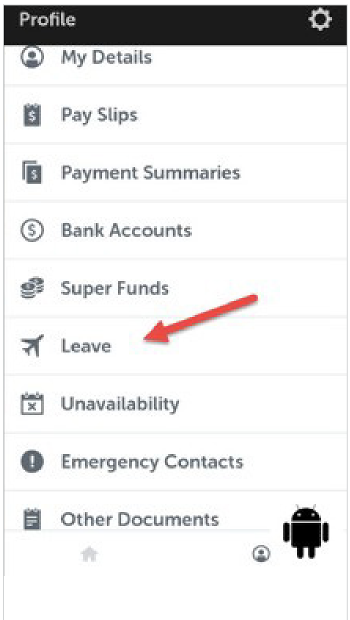
WorkZone - Applying/ Cancelling/Viewing Leave



You are able to request leave straight from the phone, including the ability to attach a supporting document just by using your Smartphone's camera.

To access leave in WorkZone, either tap on the "Leave Balances" section of the dashboard. (Screen J)included in a pay run and therefore cannot be deleted.

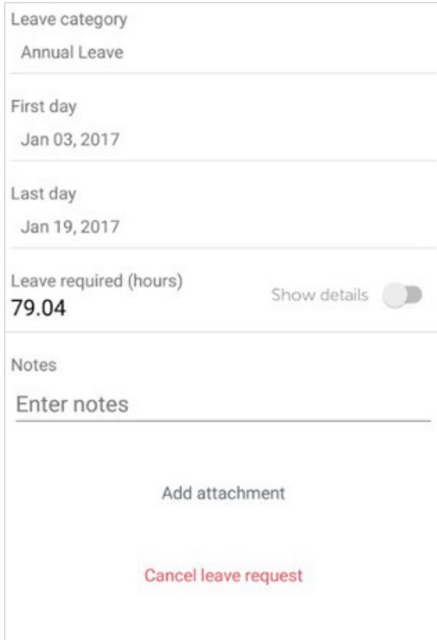




Or by clicking on the "Leave" section on the profile page:

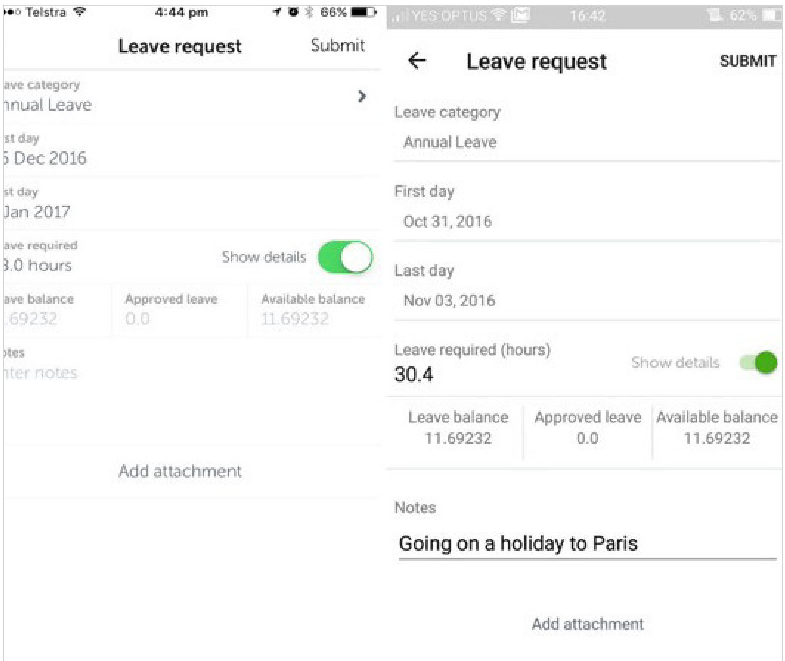
The leave screen will show an employees leave balances as well as current leave requests. If a current leave request is selected it will show further detail including:

- Leave category
- First/last day of leave
- Hours required for the leave
- Notes
- Ability to add an attachment
- Ability to cancel the request



To apply for leave from the app, simply click on the plus symbol in the top right hand corner of the screen. From here the following details can be entered by clicking on each heading:

- Leave Category
- First day of leave
- Last day of leave
- Leave required (hours) - from here you are able to “show details” to check any leave balances
- Notes
- Attachments (from your phones camera or gallery)



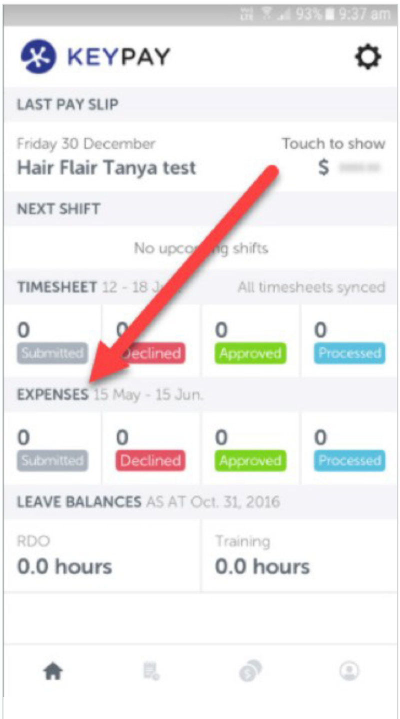
Once the details have been entered, click the “Submit” button in the top right hand corner.

Expense Claims via WorkZone

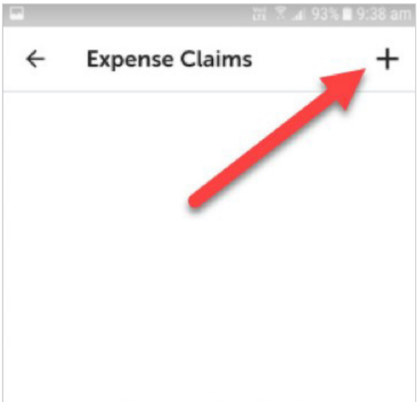
Expense claims can be processed within WorkZone for both Android and iOS. With expense claims for WorkZone, employees can take a photo of their receipts, fill in the details and submit the expense claim from right within the app.

Getting Started

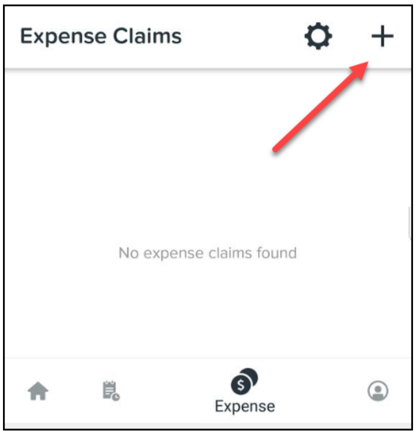
Once the employee is logged in to the WorkZone app they can tap on Expenses:



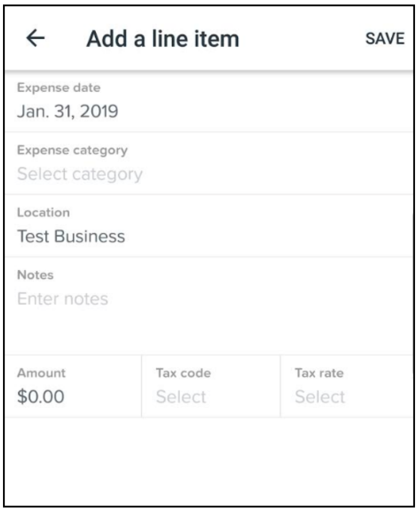
Tap on “+” to begin a new expense claim:



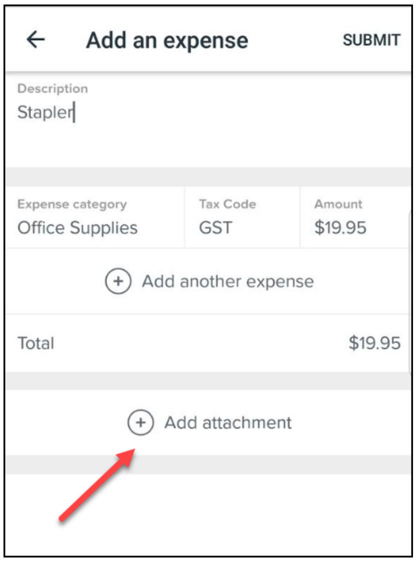
Tap on “Add expense”:



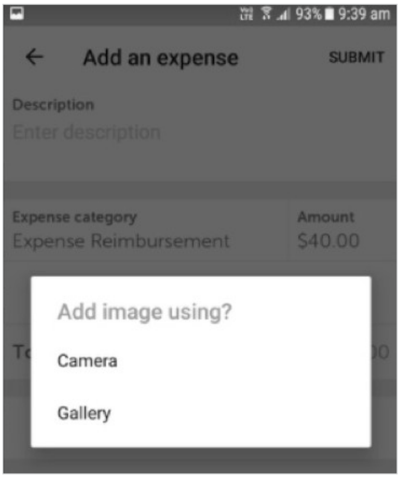
Add the expense details then “Save”:



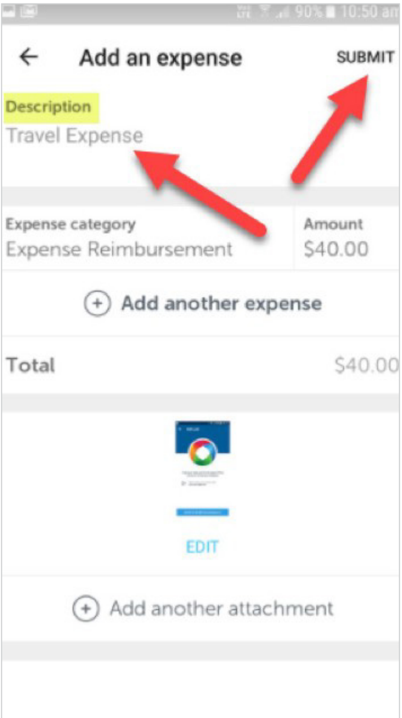
Once the details of the claim have been saved you can also add an attachment if required.



You can add the attachment from an already stored photo (gallery) OR the employee can take a photo.



Now add in a description for the claim before tapping "Submit":



Once an expense claim is submitted, managers get an email notification and employees will get a notification on their phone letting them know when expense claims have been approved.

Finally, employees can review their expense claims in WorkZone so they'll have a quick and easy way to see what expense claims have been paid and which ones are outstanding.