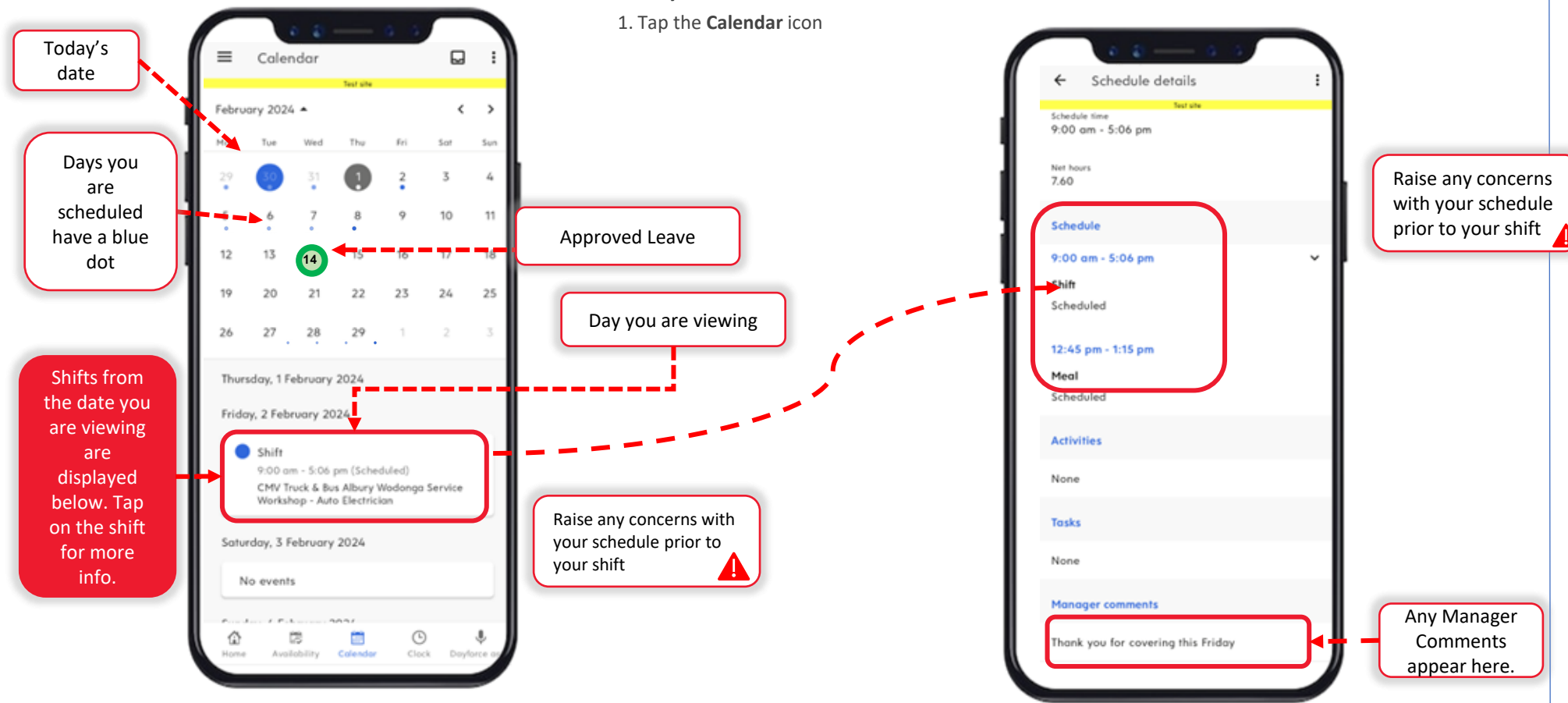









Viewing Your Schedule (via Android)

View your calendar:

1. Tap the **Calendar** icon



-  Your Manager posts team schedules
-  Notifications are sent to all scheduled staff
-  **View your schedule**
-  Attend your scheduled shift, clocking in and out as required
-  Notify your manager if your clocked times are incorrect
-  Your manager will review and authorise your timesheet daily
-  Payroll will process your pay fortnightly

Refer to the **Employee Guide - Adding a Photo or Contact Information** guides to ensure your preferred notification method is set