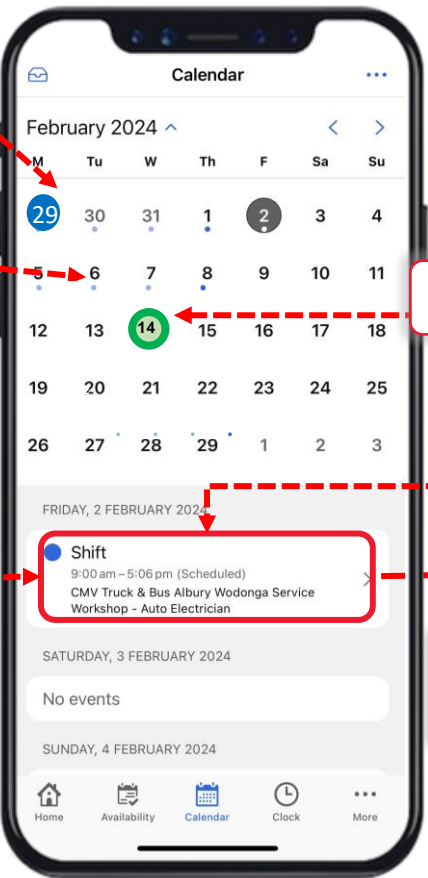


Viewing Your Schedule (via iPhone)

View your calendar:

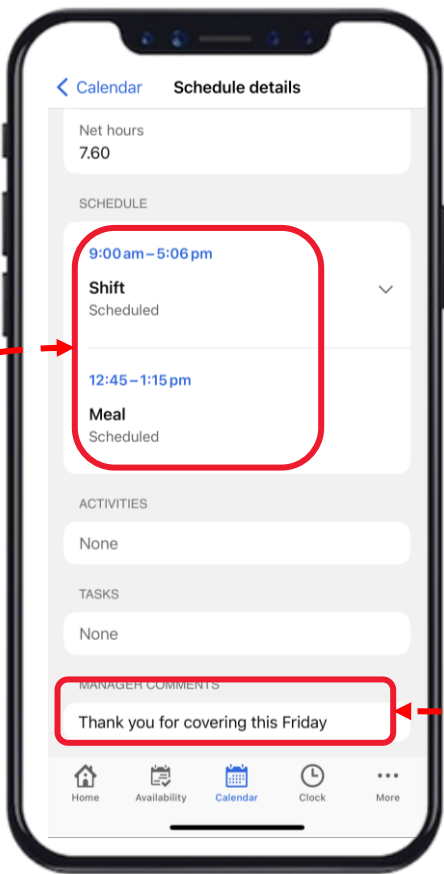
1. Tap the **Calendar** icon



Approved Leave

Day you are viewing

Raise any concerns with your schedule prior to your shift



Raise any concerns with your schedule prior to your shift

Any Manager Comments appear here.



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