

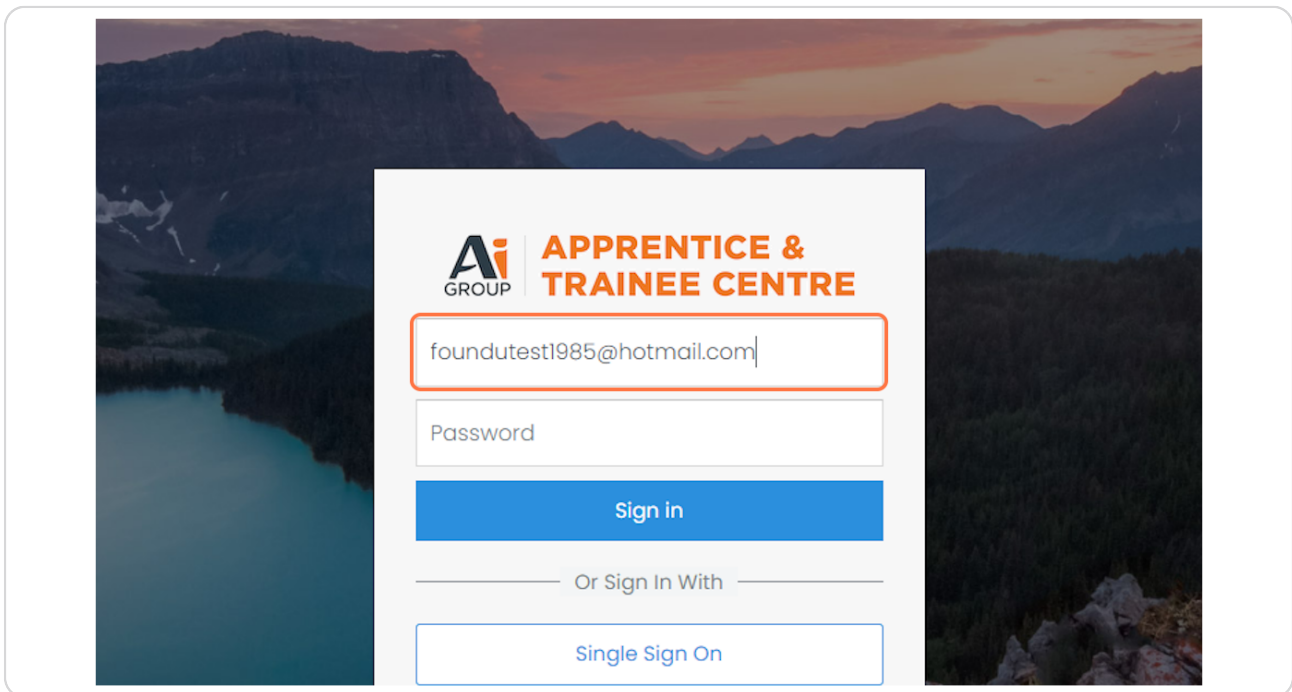


The 'Add to Week' functionality will be used to add shifts outside your standard working days i.e. weekend work. Within this how to guide all the images will display the steps highlighted in orange.

## STEP 1

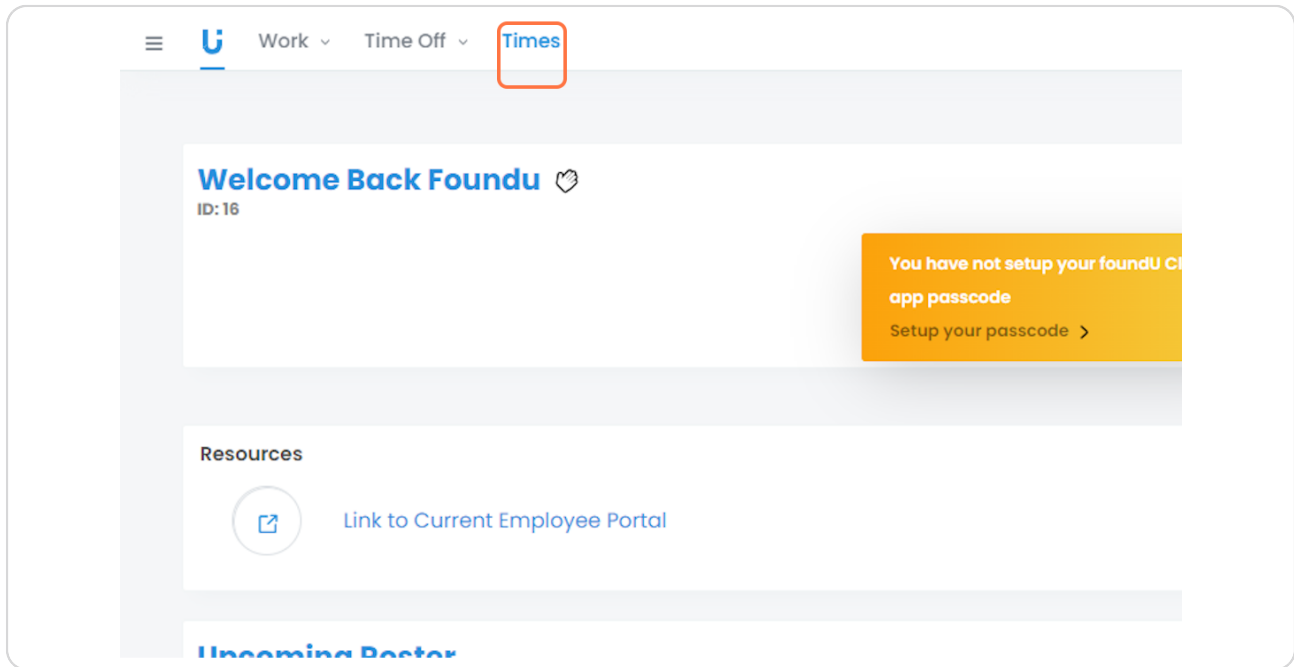
### Login to your FoundU profile from your app or using your internet browser

Note: If you do not have the app you can download this in your Google Play or Apple App Store



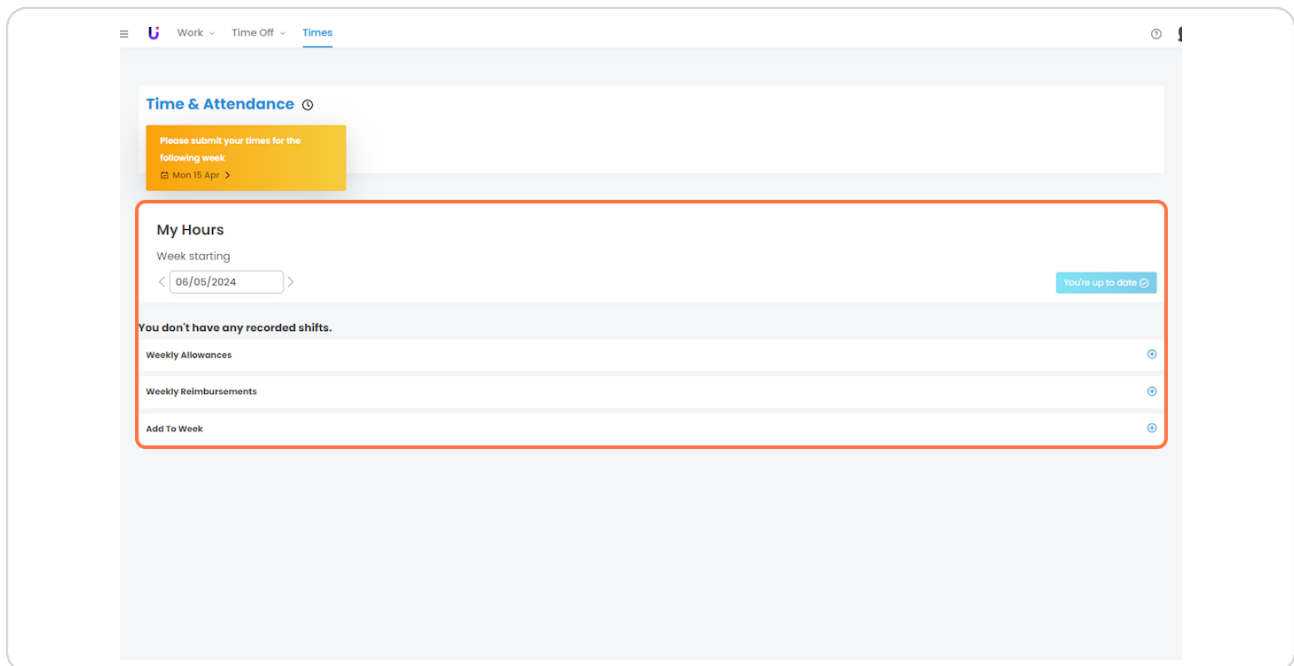
## STEP 2

### Using the top menu bar select 'Times'



## STEP 3

### Select 'Add to Week'



## STEP 4

Ensure the date is correct, enter your start and finish times

**Create Shift**

Select Date  
06/05/2024

Start Time  
8.00am

End Time

No Hours Worked

Break Starts At Break Length Break Ends At  
0m [Clear](#)

Roster  
Select roster...

## STEP 5

Enter in your break length or break times

Start Time  
8:00 am

End Time  
5:00 pm

No Hours Worked

Break Starts At Break Length Break Ends At  
0m [Clear](#)

Roster  
Select roster...

Position  
Select position...

## STEP 6

### Select the applicable roster for that day

Note: For regular days ensure you select your Host roster  
For Trade School/TAFE days ensure you select Trade School roster  
For ADA Training days ensure you select ADA Training roster

The screenshot shows a 'My Hours' form with the following fields and options:

- Start time:** 8:00 am
- End time:** 5:00 pm
- No Hours Worked:**
- Break Starts At:**
- Break Length:** 30m
- Break Ends At:**  [Clear](#)
- Roster:** Select roster... (highlighted with a red box)
- Position:** Select position... (dropdown menu)

Buttons at the bottom: **Save & Create Shift** and **Cancel & Exit**.

## STEP 7

### Select your position

The screenshot shows the 'My Hours' form with the 'Position' dropdown menu open. The selected option is 'MAIOA-Adult -Stage 1 -38hrs', which is highlighted with a red box.

The form fields and options are:

- Break Starts At:**
- Break Length:** 30m
- Break Ends At:**  [Clear](#)
- Roster:** AGL // Trade School
- Position:** Select position... (dropdown menu with 'MAIOA-Adult -Stage 1 -38hrs' selected)

Buttons at the bottom: **Save & Create Shift** and **Cancel & Exit**.

**STEP 8**

**Add any comments, variable allowances, documentation or leave for the day if applicable**

A screenshot of a web form. On the left, there is a text input field with the placeholder text 'e' and 'om'. Below it is a 'Clear' button. On the right, there are four stacked input fields with labels: 'Comments' (highlighted with a red border), 'Leave', 'Allowances', and 'Documents'.

**STEP 9**

**Review all the information and click on 'Save & Create Shift'**

A screenshot of a web form. On the left, there is a grey sidebar with the text 'You don't have any re' and a list of items: 'Weekly Allowances', 'Weekly Reimbursements', and 'Add To Week'. On the right, there are two dropdown menus: the first is labeled 'AGL // Trade School' and the second is labeled 'Position' with the value 'MAIOA-Adult -Stage 1 -38hrs'. At the bottom, there are two buttons: 'Save & Create Shift' (highlighted with a red border) and 'Cancel & Exit'.