🥑 Within this how to guide all the images will display the steps highlighted in orange.

STEP 1

Login to FoundU - https://aigroupatc.foundu.com.au/admin



APPRENTICE & TRAINEE CENTRE

STEP 2

Using the top menu select 'Time & attendance' and select 'Approve shifts'

	re Shifts				
Time O Welco Learn and Grock L	ff og Starte an and main feature	<i>end date)</i> es of your new platform wi	th our On-Demand Web	pinars Click Here!	
Filter By Office	e Code				
Filter by Operation	าร				
Filter by Operation	ns vn				
Filter by Operation Select Operation Filter by Position	ns 20				
Filter by Operation Select Operation Filter by Position Select	15				
Filter by Operation Select Operation Filter by Position Select	15		< 13th 1	May 2024 To 19th	May 2024 义
Filter by Operation Select Operation Filter by Position Select	ns n Monday	Tuesday	< 13th Mednesday	May 2024 To 19th Thursday	May 2024 〉 Friday
Filter by Operation Select Operation Filter by Position Select	Monday Ai Group Vic	Tuesday Ai Group Vic	< 13th N Wednesday	May 2024 To 19th Thursday	May 2024 > Friday

STEP 3

Ensure that the correct week is selected and any other filters you wish to use then select 'Apply filter'

Approve shift	its					🗈 Export 🗸
√ Filters						× Clear filters
< 20th May 2024 >	Employee All employees	Operation 0 All operation	ffice Code ation office codes	Operation All operations	Roster All roster	s v
Shift status Show All Unapproved	Unassigned Approved Declined	Created by Show All Admin	Employee 🗹 Hide empty ros	sters		
Approved Shifts	Task Completion Tr Declined Shifts On Leave	rackers e Shifts Unassigned	Shifts II Unapproved Shifts			Hide Summary ^
Approved Shifts	Ty Task Completion Tr Declined Shifs • On Leav	e shifs = Unasigned	Shifts # Unapproved Shifts	0% Friday	100% Saturday	Hide Summary A

STEP 4

Scroll down to the rosters section and review reimbursement details

Note: Any reimbursements submitted will display at the top of the shifts

Unassigned									Unactioned
Mon 13/05	Tue 14/05	Wed 15/05	Clocked Shift	Thu 16/05	Doctored Shift	Fri 17/05	Additional	Sat 18/05	Sun 19/05
Endechee	1 Galdon		4		Select another d unassigned	ay to view shifts.	Addition to	Approve	
Al Group Limited [305] ADA Training					1 Ac	tioned 🕕 Una	ctioned 🗸	Select all shifts 🔀 Cri	eate shift + Weekly item
Mon 13/05	Tue 14/05	Wed 15/05		Thu 16/05		Fri 17/05		Sat 18/05	Sun 19/05
Employee	Position		Clocked Shift		Rostered Shift		Additional	Approve	
Marta Vezvaei Reimbursement	MAIOA-Ac -38hrs	ult -Stage 1			옷 Employee (Created	Ţ	Vehicle Related \$200.00	Expenses V X
Nikki Ashbee (rul-time) O hrs approved O leave hrs approved	MAIOA-Ac -38hrs	ult -Stage 1			& Employee	Created		8:00am - 4:00pi	m 🗸 🗶
Shawn Matthews rul- 8.5 hrs approved 0 leave hrs approved	MAIOA-Ac -38hrs	ult -Stage 1			ጲ Employee	Created	8 7 8 0 4 7	7:00am - 4:00pr 08h 30m _0 00h 30m	n Shift Approved SupervisorTest - 15/01
Ai Group Limited [305]					7 Act	ioned 🕫 Una	ctioned 🗸	Select all shifts	eate shift + Weekly item
	5	und to for		Thursday		e un los		e-+10/05	
Employee	Position	wed 15/05	Clocked Shift		Rostered Shift	111/05	Additional	Approve	Juniaros
Harry McCabe Reimbursement	MAIOA-Ac -38hrs	ult -Stage 1			A Employee	Created	Ţ	TAFE Fee Reimbo \$247.00	ursement V X
Nikki Ashbee	MAIOA-Ac	ult -Stage 1			& Employee	Created	t	Vehicle Related	Expenses 🗸 🖉

STEP 5

Click on the download icon to review uploaded receipts or documentation

	Actioned	Unactioned Crea	te shift
Fri 17/05		Sat 18/05	Sun 19
ered Shift	Additional	Approve	
nployee Created	Ĺ	\$247.00	semen
nployee Created	Ĵ	Vehicle Related Ex \$25.00	pense
nployee Created	Ţ	Vehicle Related Ex \$100.00	pense

STEP 6

To Approve - Click the green tig	k To Decline -	Click the red cross
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oned 🗸 Selec	t all shifts 🤇 रिreate shift	+ Weekly item
Sat 18/	/05 Sun 19/	05
Additional	Approve	
±.	Vehicle Related Expenses \$200.00	Sian Prangnell - 22/05
	8:00am - 4:00pm	
S 🖻 🔁 🔒	7:00am - 4:00pm	Shift Approved 🔗