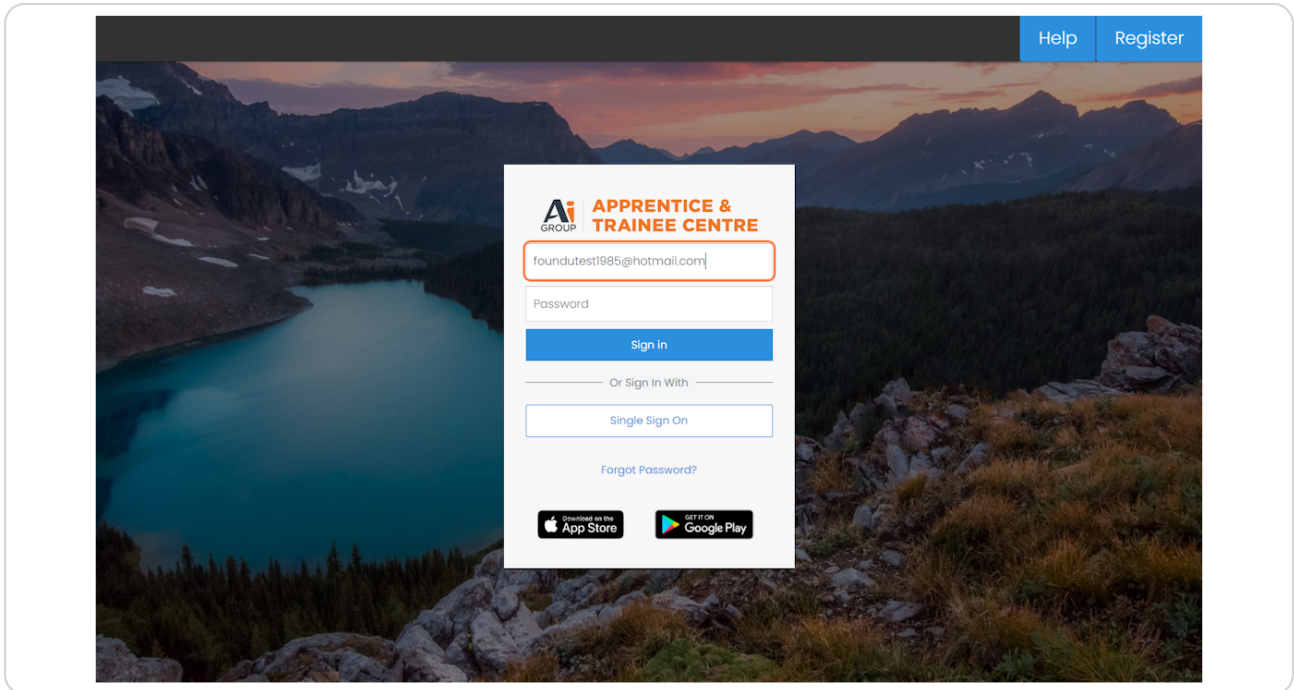
 Within this how to guide all the images will display the steps highlighted in orange.

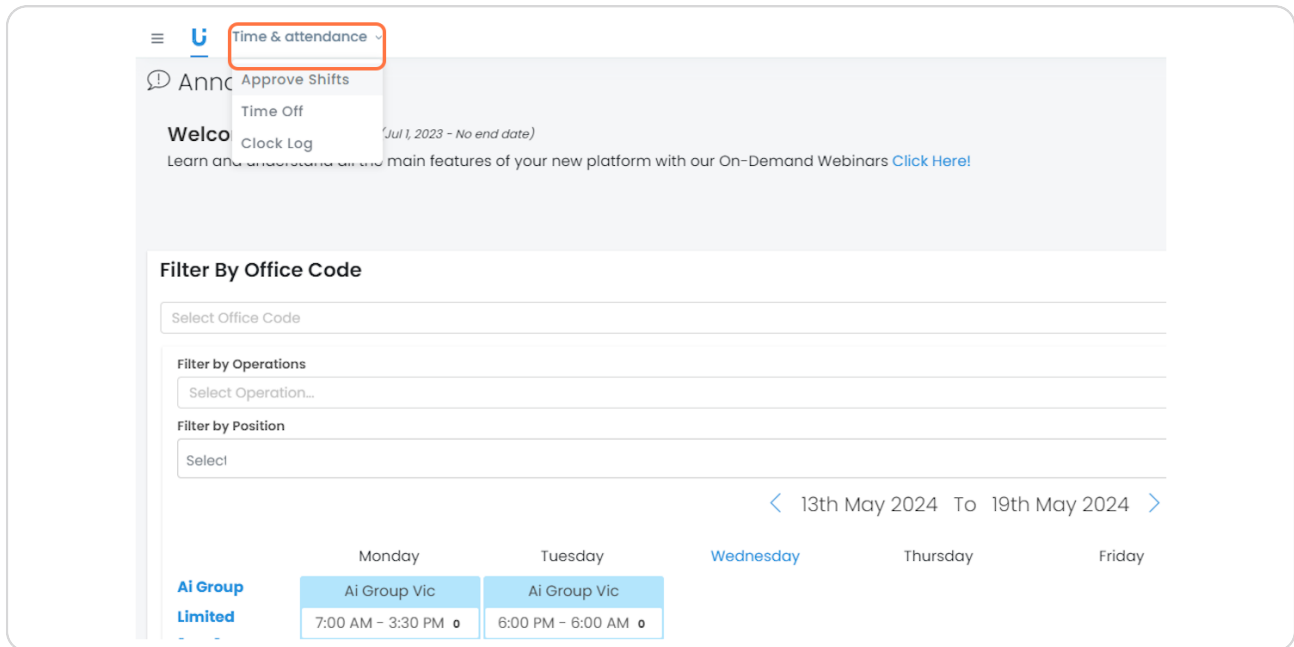
## STEP 1

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



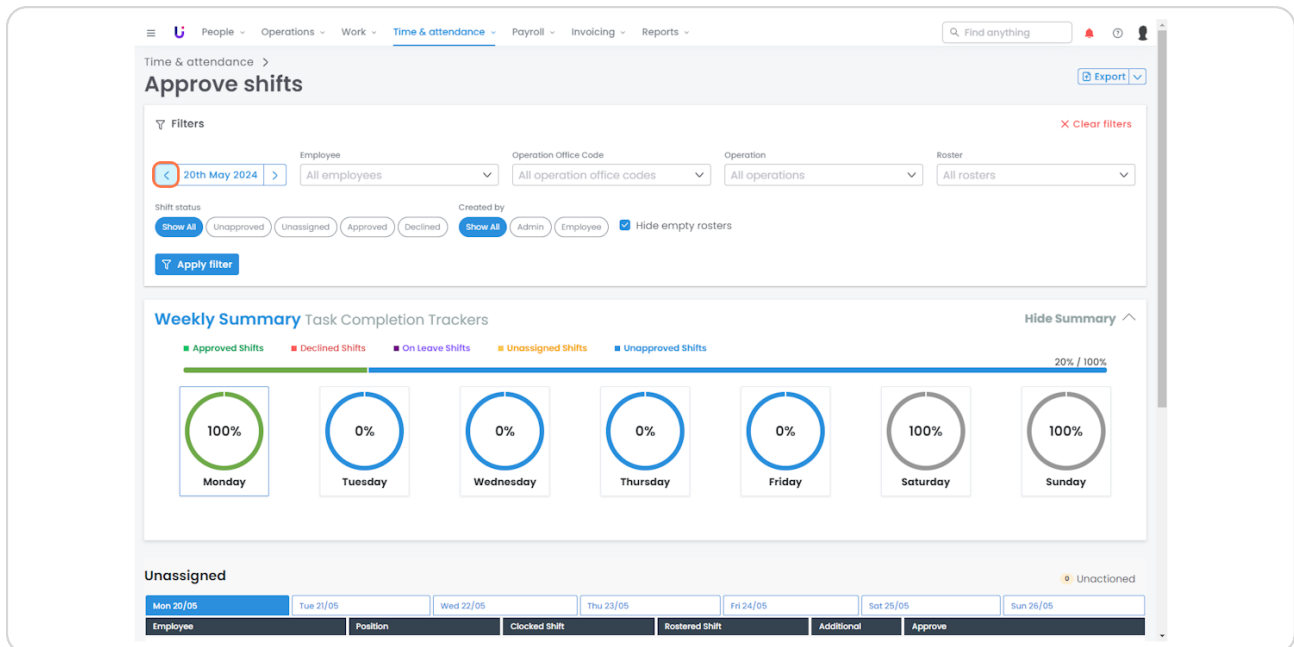
## STEP 2

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



## STEP 3

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



## 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

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
Select another day to view unassigned shifts.					
Actioned 1 Unactioned Select all shifts Create 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-Adult -Stage 1 -38hrs		Employee Created		Vehicle Related Expenses \$200.00
Nikki Ashbee Full-Time	MAIOA-Adult -Stage 1 -38hrs		Employee Created	8:00am - 4:00pm	
Shawn Matthews Full-Time	MAIOA-Adult -Stage 1 -38hrs		Employee Created	7:00am - 4:00pm	Shift Approved
Actioned 1 Unactioned Select all shifts Create 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
Harry McCabe Reimbursement	MAIOA-Adult -Stage 1 -38hrs		Employee Created		TAFE Fee Reimbursement \$247.00
Nikki Ashbee Reimbursement	MAIOA-Adult -Stage 1 -38hrs		Employee Created		Vehicle Related Expenses \$25.00

## STEP 5

### Click on the download icon to review uploaded receipts or documentation

9 Actioned 3 Unactioned Create shift

Fri 17/05 Sat 18/05 Sun 19/05

Rostered Shift	Additional	Approve
Employee Created	Download icon	TAFE Fee Reimbursement \$247.00
Employee Created	Download icon	Vehicle Related Expense \$25.00
Employee Created	Download icon	Vehicle Related Expense \$100.00

STEP 6

To Approve - Click the green tick To Decline - Click the red cross

The screenshot shows a user interface for managing shifts. At the top, there are three buttons: a blue button with a checkmark and the text "Select all shifts", a button with a person icon and "Create shift", and a button with a plus sign and "Weekly item". Below these are two date selection boxes: "Sat 18/05" and "Sun 19/05". A dark grey bar contains two tabs: "Additional" and "Approve". The "Approve" tab is active. Below the tabs, there is a list of items:

- Vehicle Related Expenses**: \$200.00. To the right are three icons: a green checkmark (highlighted with a red box), a red cross, and a blue pencil. Below the icons is the text "Sian Prangnell - 22/05".
- 8:00am - 4:00pm**: Below the time range are two duration buttons: "07h 00m" (green) and "01h 00m" (blue). To the right are three icons: a green checkmark, a red cross, and a blue pencil.
- 7:00am - 4:00pm**: This row is highlighted in green. To the right of the time range is the text "Shift Approved" followed by a blue pencil icon.