

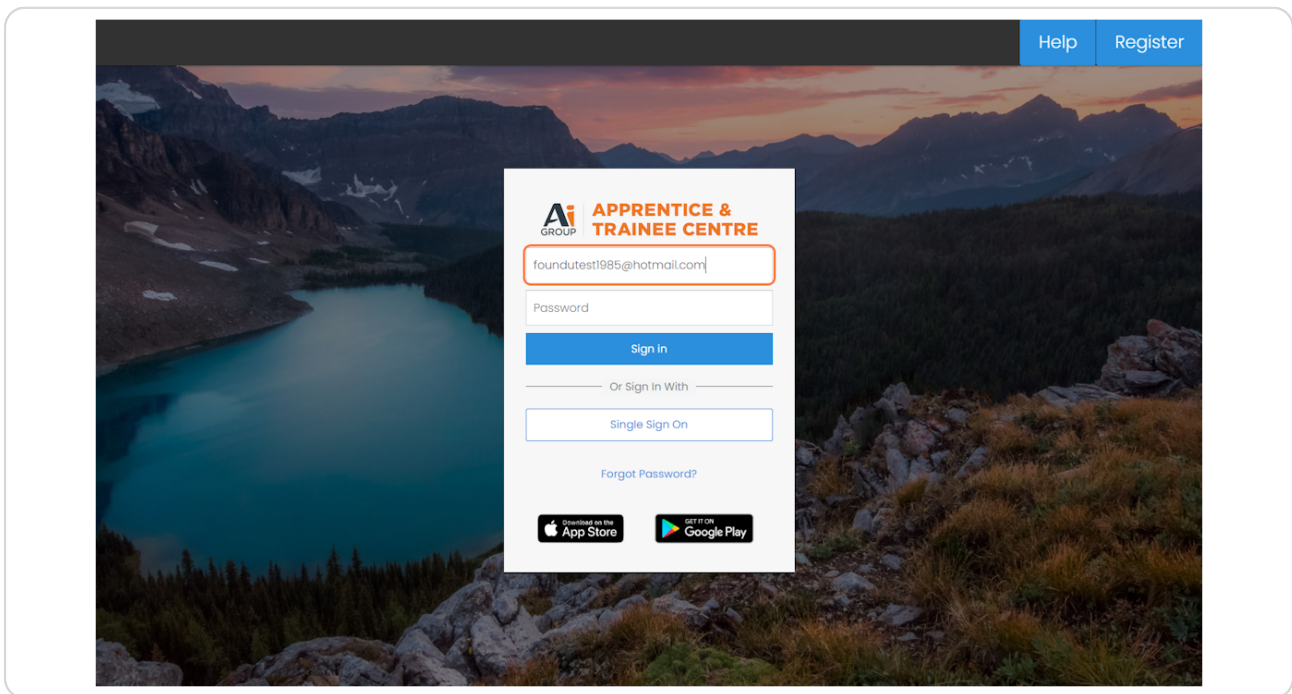


Within this how to guide all the images will display the steps highlighted in orange.

## STEP 1

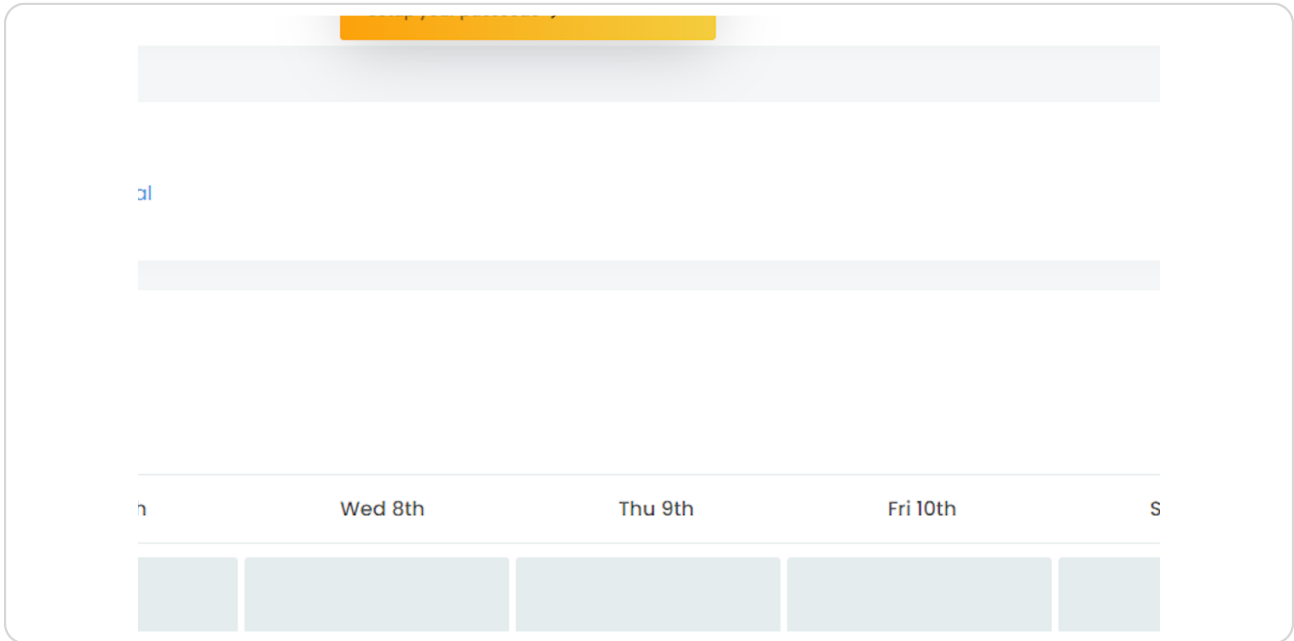
### Login to your FoundU profile using the FoundU app or your internet browser

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



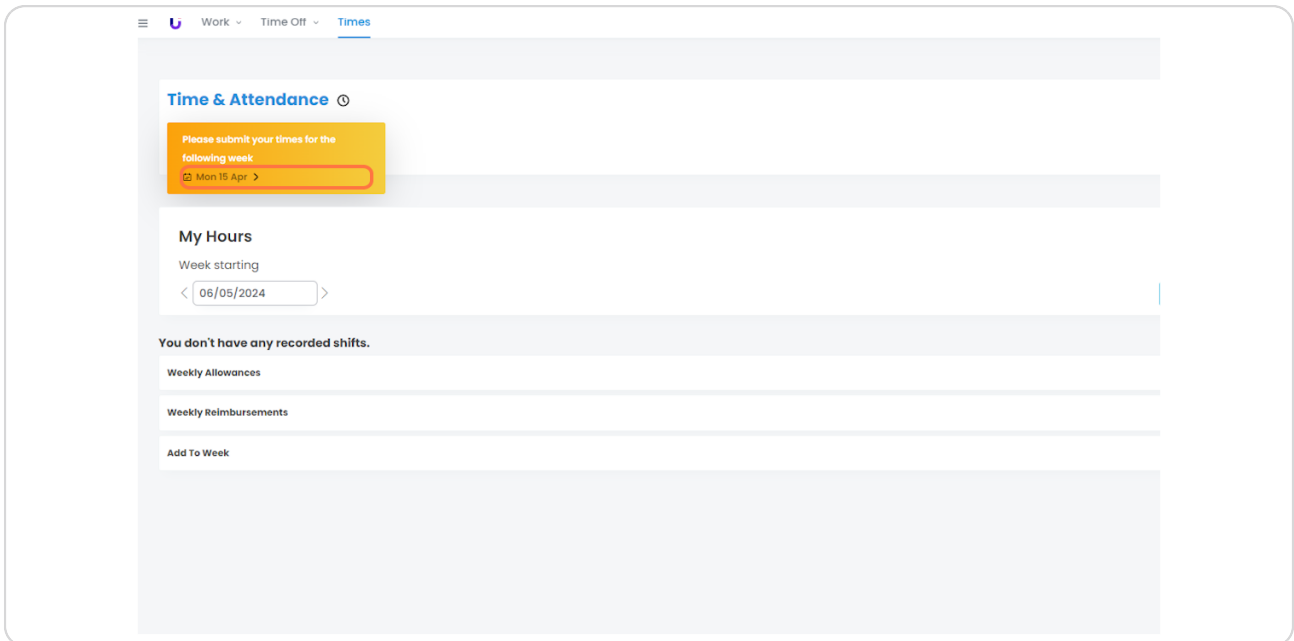
## STEP 2

Once you have logged in using the top menu bar select 'Times'



## STEP 3

Click on the relevant week for your submission



## STEP 4

### Review shifts and select 'Submit' next to the corresponding day

Note: This step is only required where you are submitting singular shifts

**Time & Attendance**

Please submit your times for the following week  
Mon 19 Apr >

**My Hours**  
Week starting  
< 27/05/2024 > Submit All

Mon 27 May - Sun 02 Jun 40h  
**AI Group Limited [305]** 1 Not Submitted

| Day             | Shift   | Break    | Group               | Stage                       | Status         | Action                      |
|-----------------|---------|----------|---------------------|-----------------------------|----------------|-----------------------------|
| Monday 27/05    | 8a - 5p | 1h break | AGL // AI Group Vic | MAIOA-Adult -Stage 1 -38hrs | Submitted      | <span>Submit</span>         |
| Tuesday 28/05   | 8a - 5p | 1h break | AGL // AI Group Vic | MAIOA-Adult -Stage 1 -38hrs | Upcoming Shift | <span>Upcoming Shift</span> |
| Wednesday 29/05 | 8a - 5p | 1h break | AGL // AI Group Vic | MAIOA-Adult -Stage 1 -38hrs | Upcoming Shift | <span>Upcoming Shift</span> |
| Thursday 30/05  | 8a - 5p | 1h break | AGL // AI Group Vic | MAIOA-Adult -Stage 1 -38hrs | Upcoming Shift | <span>Upcoming Shift</span> |
| Friday 31/05    | 8a - 5p | 1h break | AGL // AI Group Vic | MAIOA-Adult -Stage 1 -38hrs | Upcoming Shift | <span>Upcoming Shift</span> |

## STEP 5

### Review shifts - if no changes are required for the week select 'Submit all'

Note: If no changes are required you will always select 'Submit all'

**Time & Attendance**

Please submit your times for the following week  
Mon 15 Apr >

**My Hours**  
Week starting  
< 20/05/2024 > Submit All

Mon 20 May - Sun 26 May 40h  
**AI Group Limited [305]** 3 Not Submitted

| Day             | Shift   | Break    | Group               | Stage                       | Status    | Action                |
|-----------------|---------|----------|---------------------|-----------------------------|-----------|-----------------------|
| Monday 20/05    | 8a - 5p | 1h break | AGL // AI Group Vic | MAIOA-Adult -Stage 1 -38hrs | Approved  | <span>Approved</span> |
| Tuesday 21/05   | 8a - 5p | 1h break | AGL // AI Group Vic | MAIOA-Adult -Stage 1 -38hrs | Approved  | <span>Approved</span> |
| Wednesday 22/05 | 8a - 5p | 1h break | AGL // AI Group Vic | MAIOA-Adult -Stage 1 -38hrs | Submitted | <span>Submit</span>   |
| Thursday 23/05  | 8a - 5p | 1h break | AGL // AI Group Vic | MAIOA-Adult -Stage 1 -38hrs | Submitted | <span>Submit</span>   |
| Friday 24/05    | 8a - 5p | 1h break | AGL // AI Group Vic | MAIOA-Adult -Stage 1 -38hrs | Submitted | <span>Submit</span>   |

**Weekly Allowances** ⊕

**Weekly Reimbursements** ⊕

## STEP 6

If edits are required – click the 'edit pencil' on the relevant day If required:  
edit your start and finish times and check the break time is correct

**Edit Shift**

Date  
18 Apr 2024

Start Time  
9:00 am

End Time  
5:15 pm

No Hours Worked

Break Starts At

Break Length  
30

Break Ends At  
 [Clear](#)

Roster  
AGL // Ai Group Vic

Position  
MAIOA-Adult -Stage 1 -38hrs

[Save & Submit](#) [Cancel & Exit](#)

Comments  
Leave [1](#)  
Allowances  
Documents

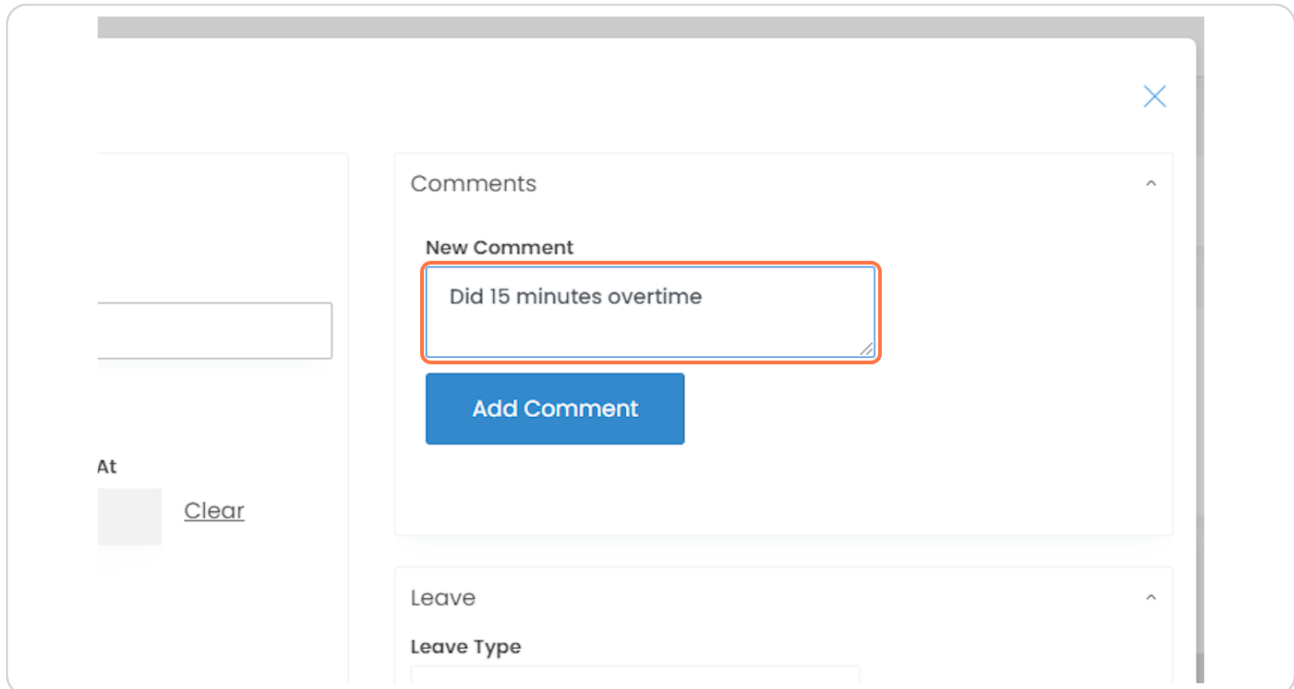
My Hours  
Week starting  
< 15/04/2024  
Mon 15 Apr - Sun 2  
Ai Group Limited [30  
Monday 15/04  
Tuesday 16/04  
Wednesday 17/04  
Thursday 18/04

-38hrs  
MAIOA-Adult -Stage 1

## STEP 7

To add a comment select the comments drop down type in your comment and select 'Add comment'

Note: The comment could be per the below



The screenshot displays a user interface for adding a comment. On the left side, there is a vertical panel with a 'Clear' button and a 'Leave Type' dropdown menu. The main area features a 'Comments' dropdown menu that is currently open, showing a 'New Comment' section. Inside this section, a text input field contains the text 'Did 15 minutes overtime', which is highlighted with a red rectangular border. Below the input field is a blue button labeled 'Add Comment'. The interface also includes a close button (an 'X' icon) in the top right corner of the main panel.

## STEP 8

**If required: Add leave for that day Select the relevant leave time, leave amount, reason and add required comments, click 'Save Leave'**

Note: if you left work early sick you can add this in here

**Edit Shift**

Date: 18 Apr 2024

Start Time: 9:00 am | End Time: 5:15 pm

No Hours Worked:

Break Starts At: | Break Length: 30m | Break Ends At: | Clear

Roster: AGL // Ai Group Vic

Position: MAIOA-Adult -Stage 1 -38hrs

Comments: Foundu Test (a few seconds ago) - Did 15 minutes overtime. Add Another

Leave: Leave Type, Leave Amount, Reason, Comment (optional)

Save Leave

Allowances: | Documents:

Save & Submit | Cancel & Exit

## STEP 9

**If required: Add an allowance** Select the relevant variable allowance from the drop down box and select 'Add allowance'

Note: If you have standard daily or weekly allowances you will not need to add this in. Only add variable allowances that don't apply on a standard day.

The screenshot shows a mobile application interface for adding an allowance. The interface is divided into several sections:

- Time & Attendance:** A sidebar on the left showing a calendar view for the week starting 15/04/2024. It lists days from Monday to Friday, with a 'Weekly Allowances' section at the bottom.
- Form Fields:**
  - No Hours Worked:** A toggle switch.
  - Breaks:** Fields for 'Break Starts At', 'Break Length' (30m), and 'Break Ends At' with a 'Clear' button.
  - Roster:** A dropdown menu showing 'AGL // AI Group Vic'.
  - Position:** A dropdown menu showing 'MAIOA-Adult -Stage 1-38hrs'.
  - Leave Section:** Fields for 'Leave Type', 'Leave Amount', 'Reason', and 'Comment (optional)'. A 'Save Leave' button is below.
  - Allowances Section:** A 'New Allowance' dropdown menu is open, showing a list of allowance options. The option 'Meal Allowance // Lunch Meal Allowance // Manufac...' is highlighted with a red box.
  - Documents:** A dropdown menu at the bottom.
- Bottom Bar:** Two buttons: 'Save & Submit' (highlighted with a red box) and 'Cancel & Exit'.

## STEP 10

**Click on 'Save & Submit'**

The screenshot shows a mobile application interface for adding an allowance. The interface is divided into several sections:

- Calendar View:** A sidebar on the left showing a calendar view for the week starting 15/04/2024. It lists days from Tuesday to Friday, with a 'Weekly Allowances' section at the bottom.
- Bottom Bar:** Two buttons: 'Save & Submit' (highlighted with a red box) and 'Cancel & Exit'.