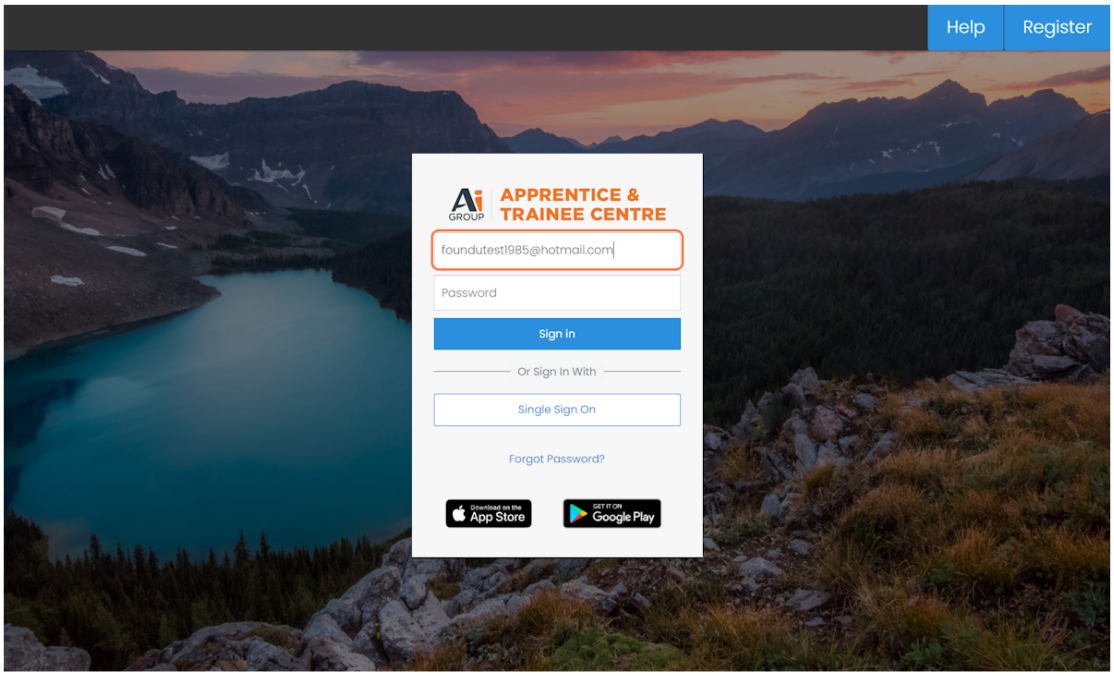
Viewing and Approving Daily Shifts

9 Steps

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

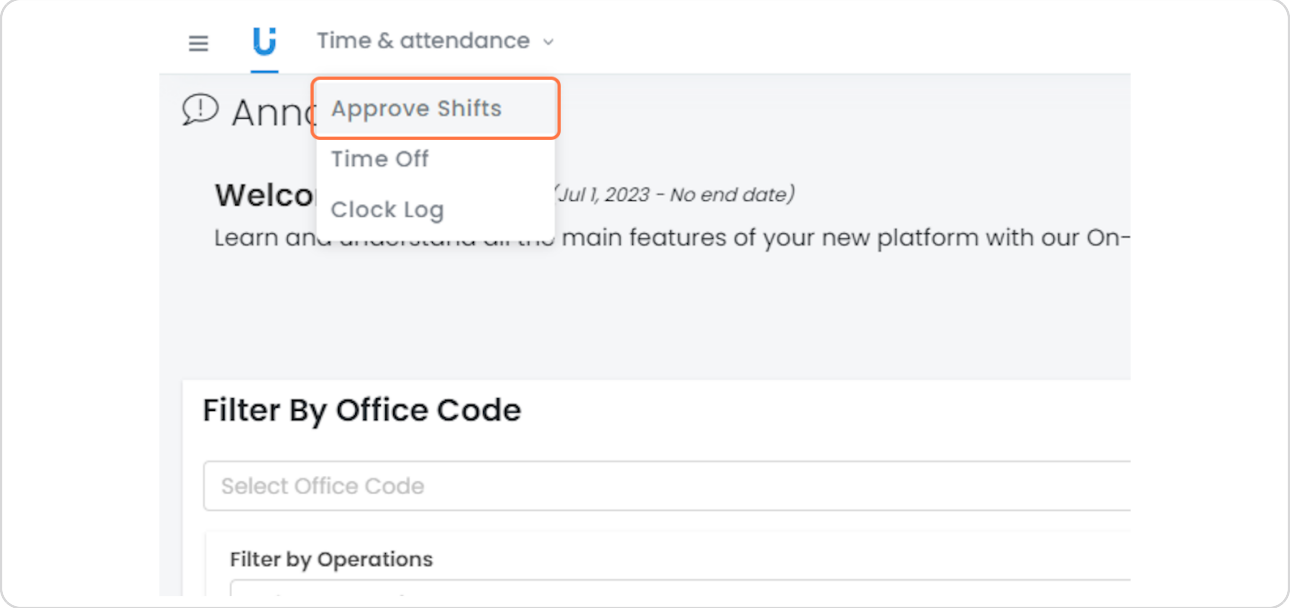
STEP 1

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



STEP 2

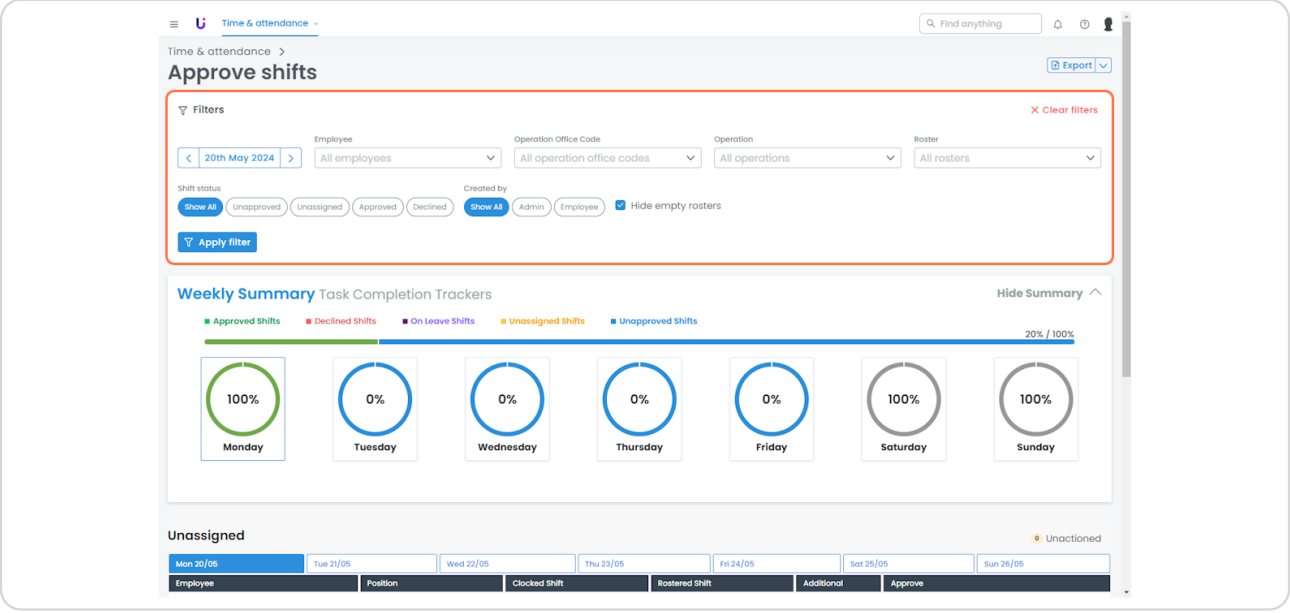
Using the top menu bar select 'Time & Attendance' and 'Approve shifts'



STEP 3

Add relevant filters – week, employee selection, shift status. Click 'Apply filter' to ensure that your preferences are displayed

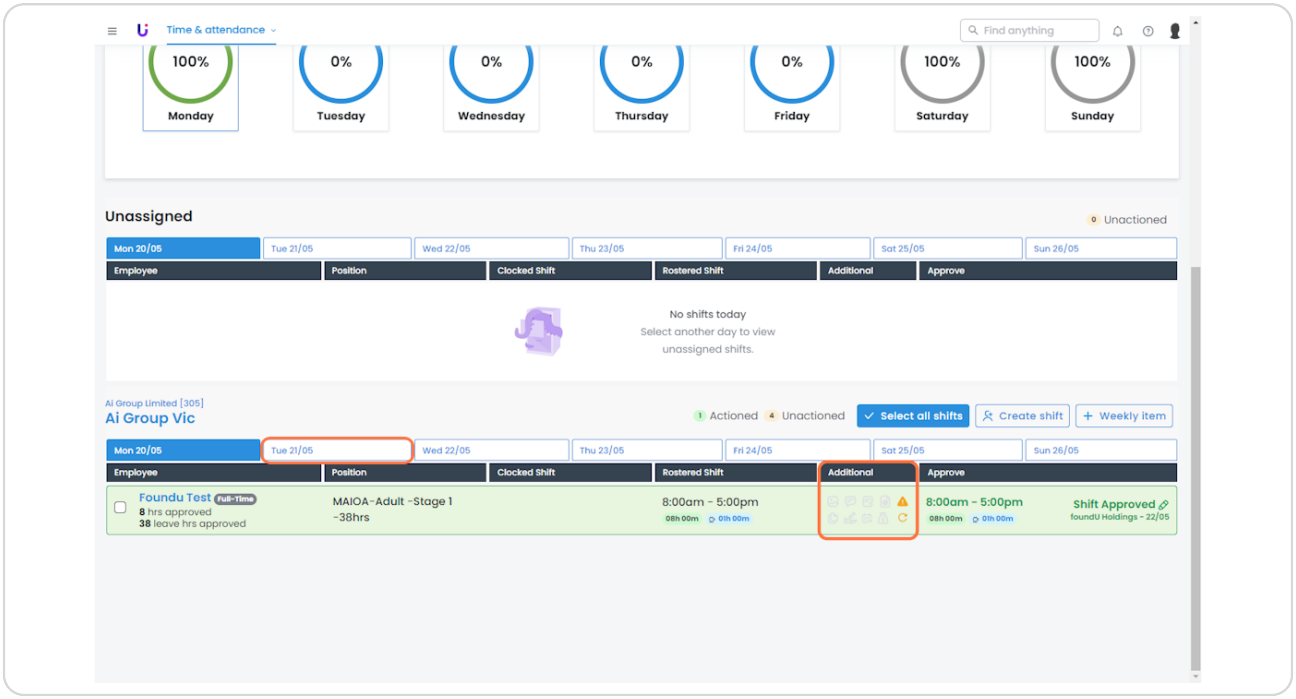
Note: The weekly summary displays trackers for each day for Approved, Declined, On leave and Unapproved shifts



STEP 4

Select relevant day to review shifts The following steps will need to be repeated for each day

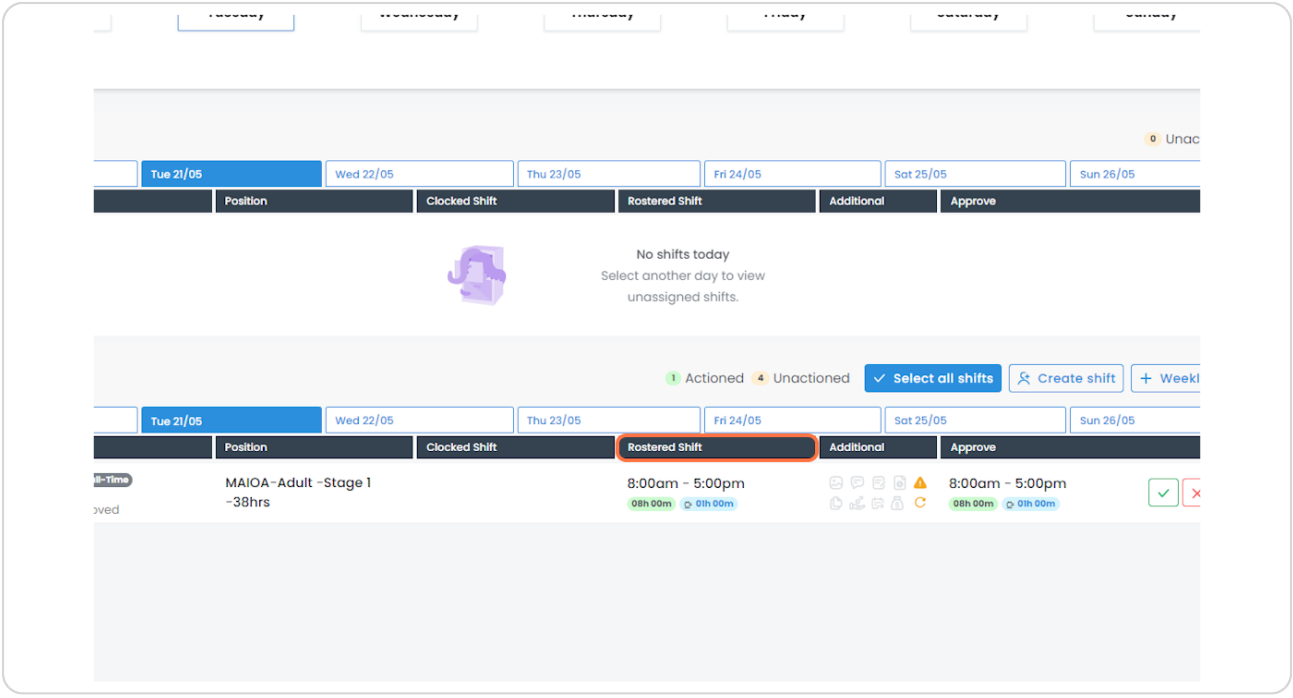
Note: The additional section will display highlighted icons for any allowances, leave, comments, and documentation submitted within the shift.



STEP 5

Your rostered shift section will display the time that was rostered

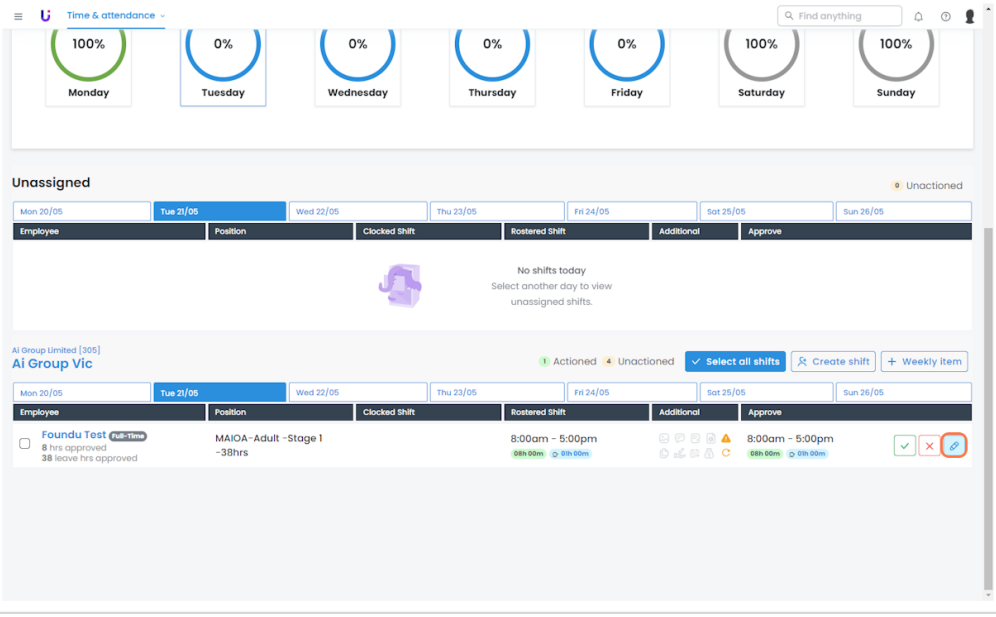
Note: if there are any edits made to the shift time by the Apprentice or Trainee it will display in the approve column.



STEP 6

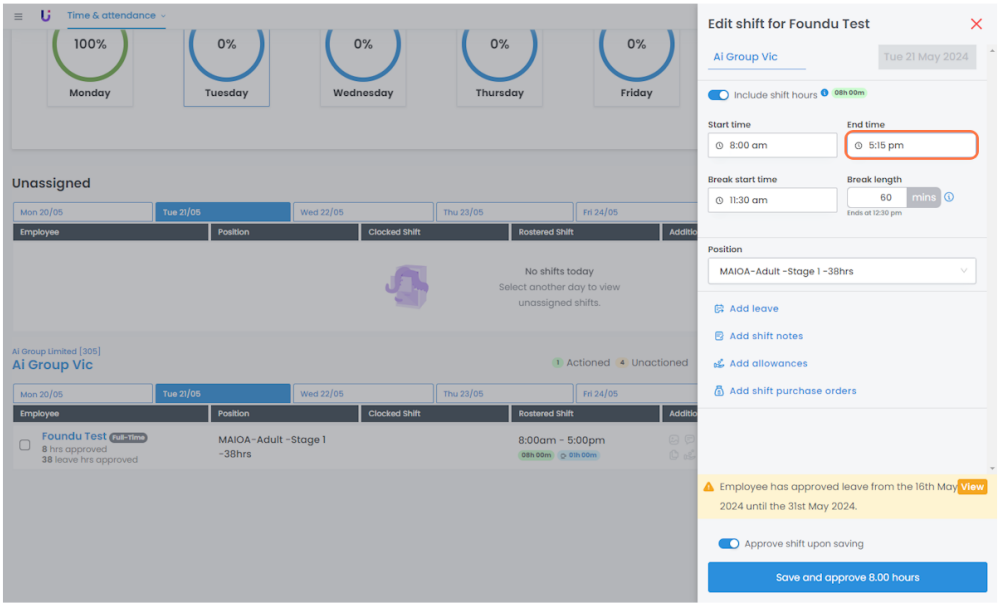
To approve shifts click the 'green tick'

Note: if you wish to edit shifts click on the blue edit pencil



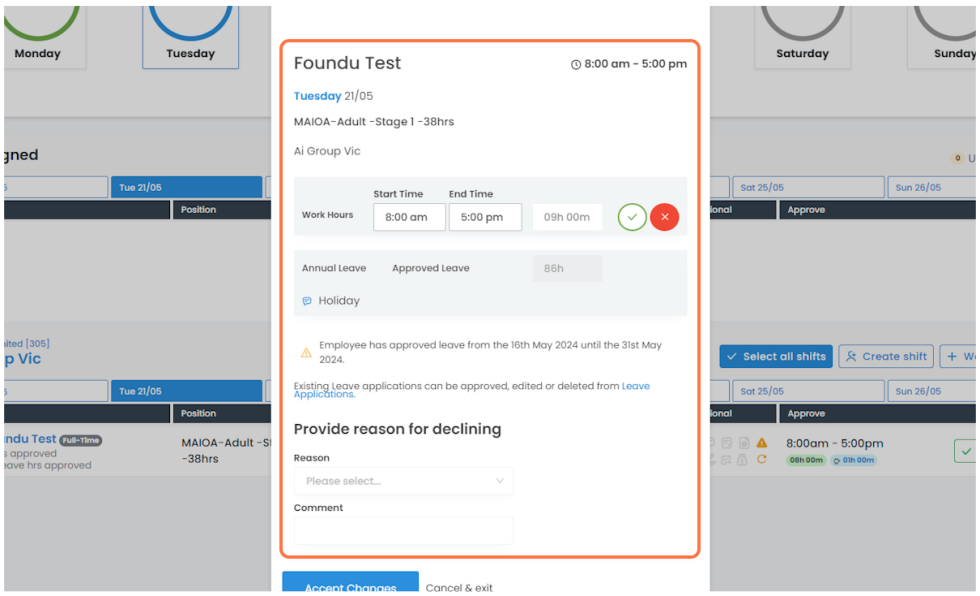
STEP 7

If required: Edit start and end times, break time, leave, any shift notes or allowances. Click 'Save and Approve'

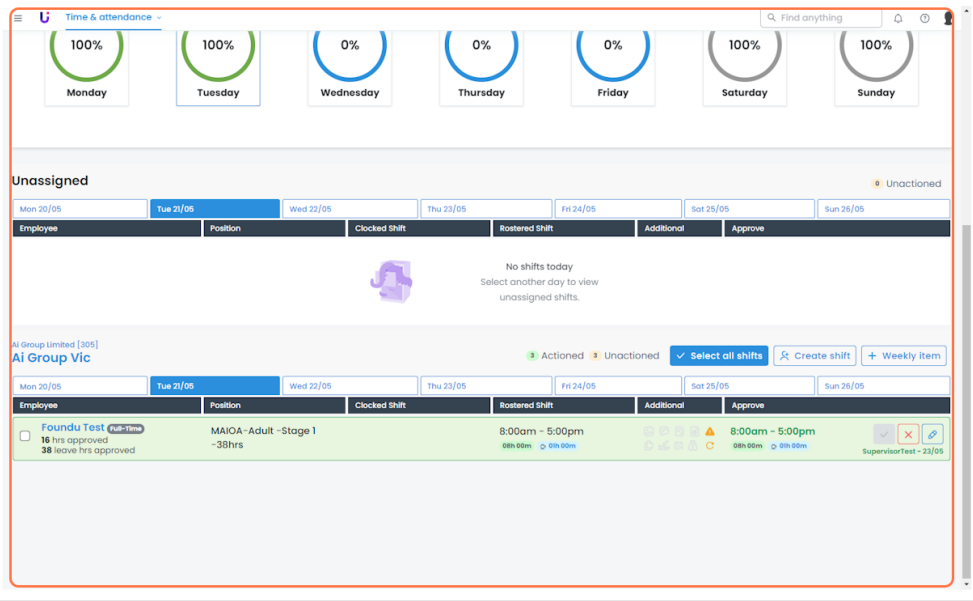


STEP 8

To decline a shift - Click the red cross. A pop-up will appear - Select a reason for declining and add a note. Click 'Accept Changes'



STEP 9

Review actioned shifts

Approved shifts will display in green; any declined shifts will be red; and unapproved shifts will be blue.