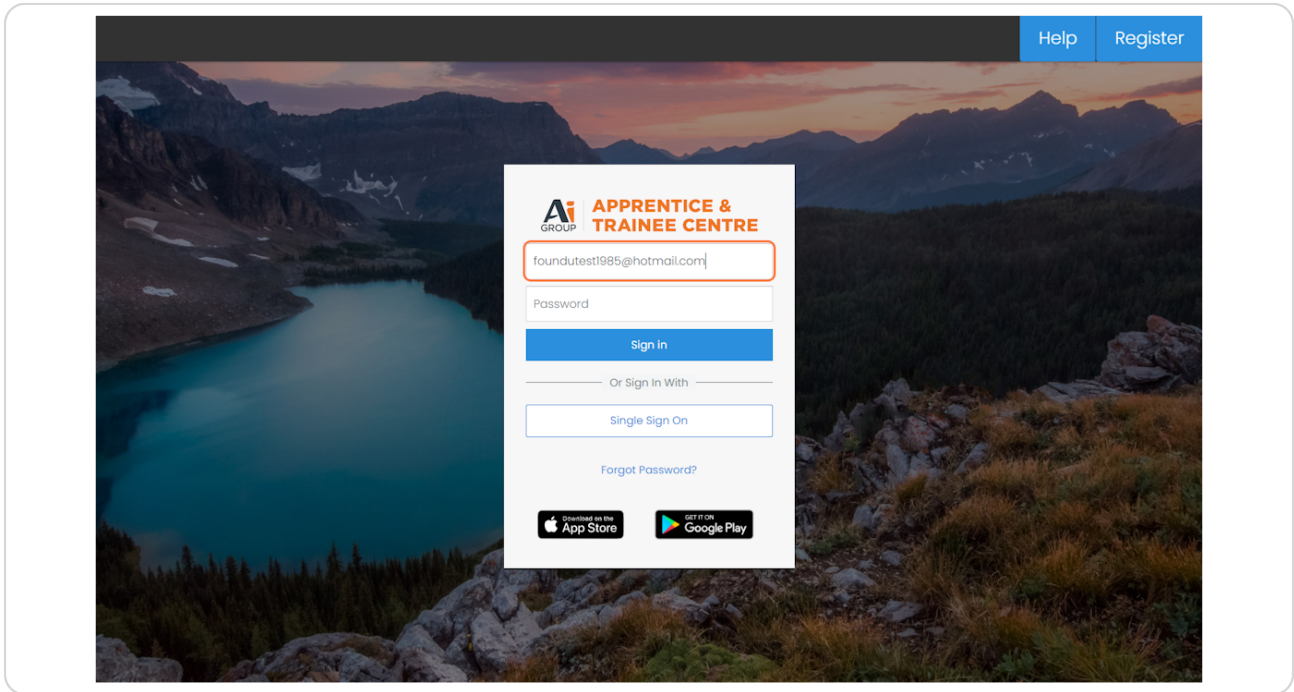


✓ Within this how to guide all the images will display the steps highlighted in orange.

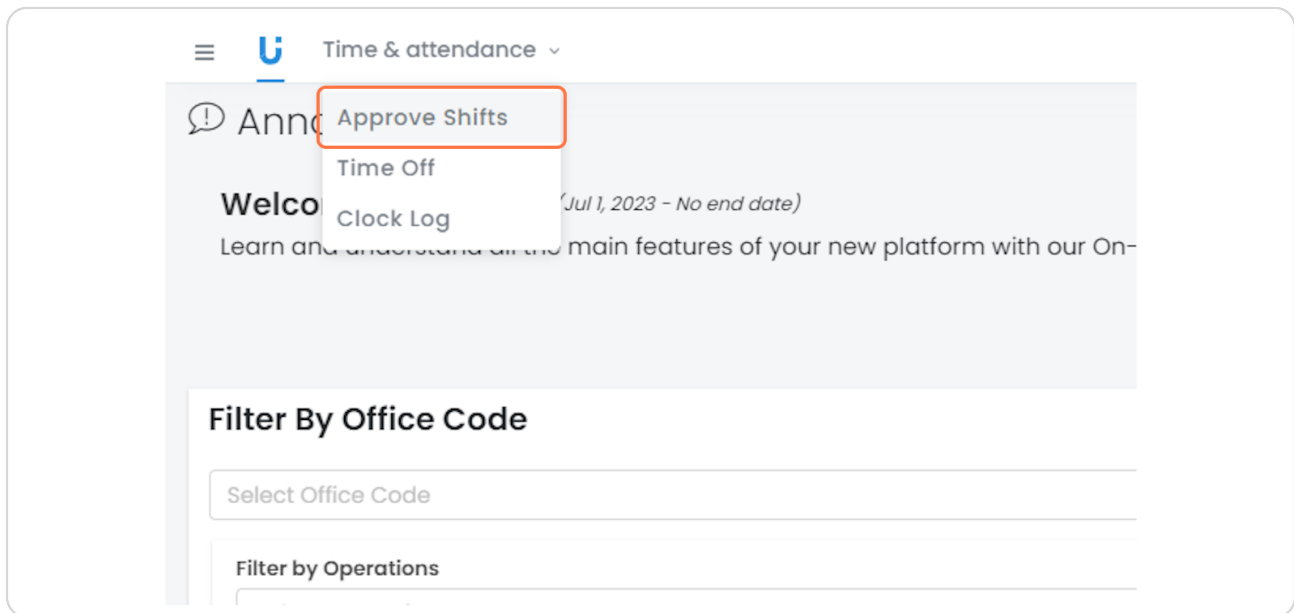
STEP 1

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



STEP 2

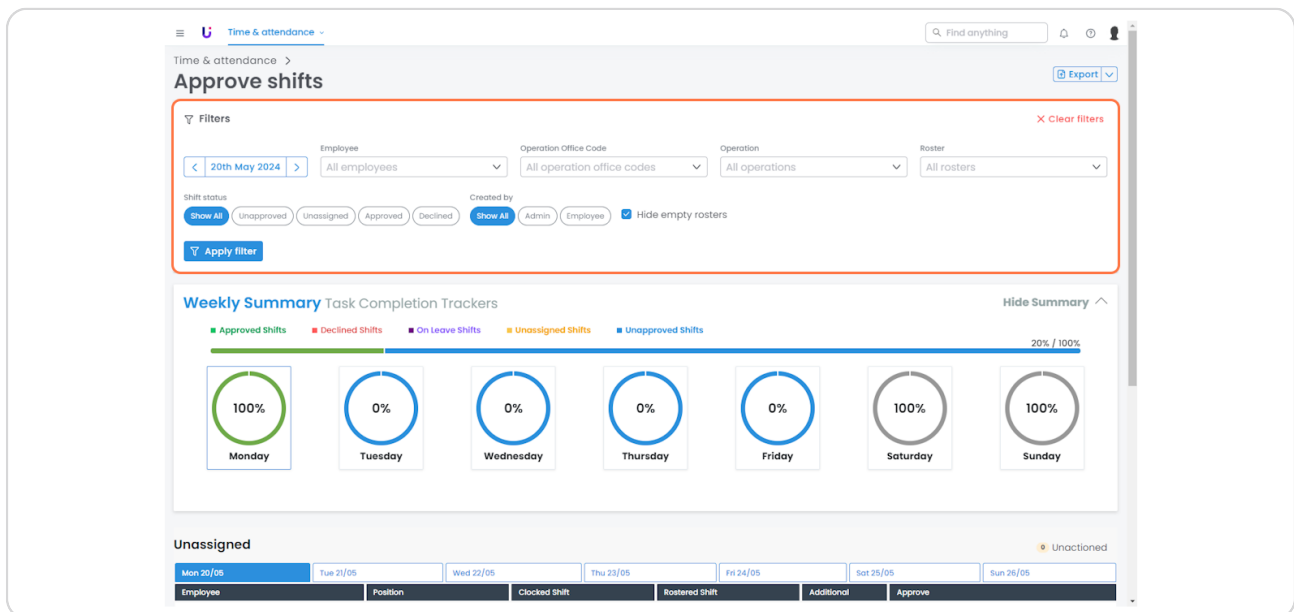
Using the top menu bar select 'Time & Attendance' and 'Approve shifts'



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.

The screenshot displays a 'Time & attendance' dashboard. At the top, there are seven circular progress indicators for the days of the week: Monday (100%), Tuesday (0%), Wednesday (0%), Thursday (0%), Friday (0%), Saturday (100%), and Sunday (100%). Below this is an 'Unassigned' section with a table showing dates from Mon 20/05 to Sun 26/05. A message states 'No shifts today. Select another day to view unassigned shifts.' Below that, the interface shows 'AI Group Limited [305]' and 'AI Group Vic' with filters for 'Actioned' (1) and 'Unactioned' (4). A table lists shifts, with the selected shift for Tuesday, 21/05, highlighted in green. This shift is for 'Foundu Test' (Full-Time) at 'MAIOA - Adult - Stage 1' (~38hrs) from 8:00am to 5:00pm. The 'Additional' column contains icons for allowances, leave, comments, and documentation. The 'Approve' column shows 'Shift Approved' with a checkmark and a link to 'foundu/holdings - 22/05'.

Employee	Position	Clocked Shift	Rostered Shift	Additional	Approve
Foundu Test (Full-Time)	MAIOA - Adult - Stage 1	~38hrs	8:00am - 5:00pm 08h 00m 09h 00m	[Icons: Allowance, Leave, Comment, Documentation]	Shift Approved foundu/holdings - 22/05

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.

The screenshot displays a rostering interface with the following elements:

- Calendar navigation: Tue 21/05, Wed 22/05, Thu 23/05, Fri 24/05, Sat 25/05, Sun 26/05.
- Message: "No shifts today. Select another day to view unassigned shifts." with a purple icon.
- Table headers: Position, Clocked Shift, Rostered Shift, Additional, Approve.
- Table content:

Position	Clocked Shift	Rostered Shift	Additional	Approve
MAIOA-Adult -Stage 1 -38hrs		8:00am - 5:00pm 08h 00m - 05h 00m		8:00am - 5:00pm 08h 00m - 05h 00pm [checkmark] [X]

STEP 6

To approve shifts click the 'green tick'

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

The screenshot displays the 'Time & attendance' interface. At the top, there are seven circular progress indicators for the days of the week: Monday (100%), Tuesday (0%), Wednesday (0%), Thursday (0%), Friday (0%), Saturday (100%), and Sunday (100%). Below these are two tables. The first table, titled 'Unassigned', shows no shifts for the week of 20/05 to 26/05. The second table, titled 'Actioned', shows a shift for 'Foundu Test' on Tuesday, 21/05, with a green tick icon in the 'Approve' column, indicating it has been approved.

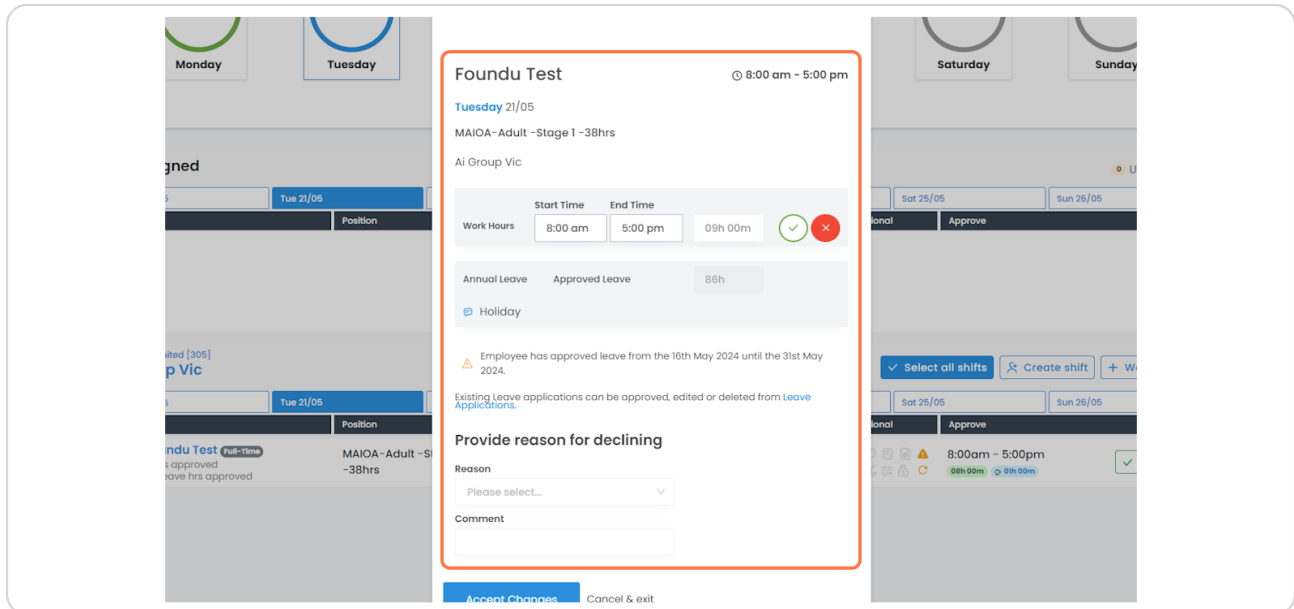
STEP 7

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

The screenshot shows the 'Edit shift for Foundu Test' modal window. The 'Start time' is set to 8:00 am and the 'End time' is set to 5:15 pm. The 'Break start time' is 11:30 am and the 'Break length' is 60 mins. There are buttons for 'Add leave', 'Add shift notes', 'Add allowances', and 'Add shift purchase orders'. A warning message at the bottom states: 'Employee has approved leave from the 16th May 2024 until the 31st May 2024.' The 'Save and approve 8.00 hours' button is highlighted.

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.

