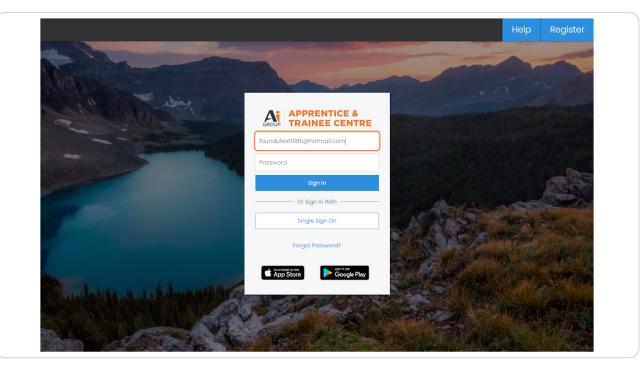
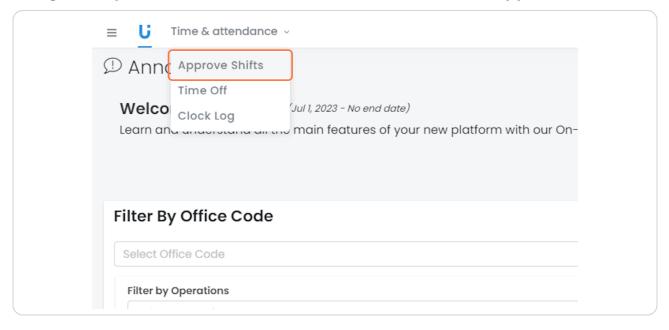
🥑 Within this how to guide all the images will display the steps highlighted in orange.

### **STEP 1**

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



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

Employee         Operation Office Code         Operation         Roster           <         20th May 2024         >         All employees          All operation office codes          All operations          All rosters           Shift status         Created by         Created by         Shift status         Created by          Hide empty rosters	~
Weekly Summary Task Completion Trackers  Approved shifts	Hide Summary $\land$
Approved sinits     Contract sinits     Contract sinits     Contract sinits     Contract sinits	20% / 100%
100%         0%         0%         0%         0%         100%           Monday         Tuesday         Wednesday         Thursday         Friday         Seturday	100% Sunday

# 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.

≡ <b>U</b> Time & attendance	i v				Q Find ar	nything 🗘 🛈 🖠
100% Monday	0% Tuesday	0% Wednesday	0% Thursday	0% Friday	(100%) Saturday	L100% Sunday
Unassigned						• Unactioned
Mon 20/05	Tue 21/05	Wed 22/05	Thu 23/05	Fri 24/05	Sat 25/05	Sun 26/05
Employee	Position	Clocked Shift	Rostered Shif	Addition	Approve	
Al Group Limited [305] Ai Group Vic			unassigned	_	<ul> <li>Select all shifts</li> <li>옷 Cre</li> </ul>	ate shift + Weekly item
Mon 20/05	Tue 21/05	Wed 22/05	Thu 23/05	Fri 24/05	Sat 25/05	Sun 26/05
Employee	Position	Clocked Shift	Rostered Shift	Additione	I Approve	, <u>,</u>
Foundu Test rulentme     8 hrs approved     38 leave hrs approved	MAIOA-Adult -38hrs	-Stage 1	8:00am - 5 08h.00m - 0		8:00am - 5:00pm	n Shift Approved & foundU Holdings - 22/05

## 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.

	,		,		,		1		,			,
												<ul> <li>Unac</li> </ul>
Tue 21/0		Wed 22/05		Thu 23/05		Fri 24/05		Sat 25/0	)5		Sun 26/05	
	Position		Clocked Shift		Rostered Shift		Addition	al	Approve			
					No shifts to							
			4	Si	elect another de unassigned :	ay to view	actioned	✓ Select	all shifts	옷 Crea	te shift	- Week
Tue 21/0		Wed 22/05	4		elect another de unassigned :	ay to view shifts. tioned 4 Unc	actioned			र्र Crea		- Weekl
Tue 21/0	5 Position	Wed 22/05	Clocked Shift	Si Thu 23/05	elect another de unassigned :	ay to view shifts. tioned 4 Unc	Additioned	Sat 25/0		रि Crea	te shift +	- Week
Tue 21/0			Clocked Shift		elect another da unassigned : 1 Act	ay to view shifts. tioned 4 Unc Fri 24/05 00pm	Addition	Sat 25/0 21 3 6 🔺	)5	5:00pm		
ill-Time)	Position MAIOA-Adult		Clocked Shift		elect another da unassigned : 1 Act Rostered Shift 8:00am - 5:	ay to view shifts. tioned 4 Unc Fri 24/05 00pm	Addition	Sat 25/0 21 3 6 🔺	Approve 8:00am -	5:00pm		
ill-Time)	Position MAIOA-Adult		Clocked Shift		elect another da unassigned : 1 Act Rostered Shift 8:00am - 5:	ay to view shifts. tioned 4 Unc Fri 24/05 00pm	Addition	Sat 25/0 21 3 6 🔺	Approve 8:00am -	5:00pm		
ill-Time)	Position MAIOA-Adult		Clocked Shift		elect another da unassigned : 1 Act Rostered Shift 8:00am - 5:	ay to view shifts. tioned 4 Unc Fri 24/05 00pm	Addition	Sat 25/0 21 3 6 🔺	Approve 8:00am -	5:00pm		
ill-Time)	Position MAIOA-Adult		Clocked Shift		elect another da unassigned : 1 Act Rostered Shift 8:00am - 5:	ay to view shifts. tioned 4 Unc Fri 24/05 00pm	Addition	Sat 25/0 21 3 6 🔺	Approve 8:00am -	5:00pm		

## To approve shifts click the 'green tick'

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

Monday	0% Tuesday	0% Wednesday	0% Thursde	ay Frida		100% Sunday
Unassigned						Unactioned
Mon 20/05	Tue 21/05	Wed 22/05	Thu 23/05	Fri 24/05	Sat 25/05	Sun 26/05
Employee	Positio	Clock	ed Shift	Rostered Shift	Additional Approve	
Ai Group Limited [305] Ai Group Vic		ų.	Sel	ect another day to view unassigned shifts. Actioned      Actioned	ctioned 🗸 Select all shifts 📿	२ Create shift   + Weekly item
Mon 20/05	Tue 21/05	Wed 22/05	Thu 23/05	Fri 24/05	Sat 25/05	Sun 26/05
Employee Foundu Test (rull-time 8 hrs approved	Position MAIO -38hr	A-Adult -Stage 1	ed Shift	Rostered Shift 8:00am - 5:00pm	Additional Approve	
38 leave hrs approved	-38hr	5		08h 00m 0 01h 00m	🕒 💰 🛱 🧴 C (08h 00m) 🔉 I	

## STEP 7

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

E U Time & attendance	0% Tuesday	0% Wednesday	0% Thursday		%	Edit shift for Foundu Test X Al Group Vic Tue 21 May 2024 C include shift hours © Beases Stort time End time 0 8:00 am
Unassigned						Break start time Break length O 11:30 am 60 mins O
Mon 20/05 Employee	Tue 21/05 Position	Wed 22/05	No s Select and	Fri 24/05 red Shift shifts today other day to view signed shifts.	Additio	Position MAIOA-Adult -Stage 1 - 38hrs
Ai Group Limited [305] Ai Group Vic				1 Actioned 🔺 U	Inactioned	Add shift notes Add allowances
Mon 20/05 Employee	Tue 21/05 Position	Wed 22/05 Clocked Shift	Thu 23/05 Roster	Fri 24/05	Additio	🖞 Add shift purchase orders
Foundu Test (ULPTIM)     8 hrs approved     38 leave hrs approved	MAIOA-Adult -38hrs		8:000	am - 5:00pm am g 01h 00m	0 0	
						Employee has approved leave from the 16th May View 2024 until the 31st May 2024.
						Approve shift upon saving
						Save and approve 8.00 hours

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'

Monday	Foundu Test ⊙ 8:00 am - 5:00 pm	Saturday Sunday
	Tuesday 21/05 MAIOA-Adult -Stage 1 -38hrs	
jned	Ai Group Vic	<u>۰</u> U
2 Tue 21/05 Position	Start Time         End Time           Work Hours         8:00 am         5:00 pm         08h 00m         🗙	Sot 25/05         Sun 26/05           Ional         Approve
	Annual Leave Approved Leave 86h	
nted [305] <b>p Vic</b>	Employee has approved leave from the 16th May 2024 until the 31st May 2024.	✓ Select all shifts 🕅 🤆 Create shift 🗍 + W
Tue 21/05	Existing Leave applications can be approved, edited or deleted from Leave Applications.	Sat 25/05 Sun 26/05
ndu Test (maximum         MAIOA-Adult -St           s approved         -38hrs	Provide reason for declining Reason	Image: Second
	Please select V Comment	

#### STEP 9

## **Review actioned shifts**

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

E C Time & attendance	100% Tuesday	0% Wednesday	0% Thursday	0% Friday	Lion% Saturday	Find anything A O I
Unassigned						Unactioned
Mon 20/05	Tue 21/05	Wed 22/05	Thu 23/05	Fri 24/05	Sat 25/05	Sun 26/05
Employee	Position	Clocked Shift	Rostered Shi	t Addit	ional Approve	
Al Group Limited [305] <b>Ai Group Vic</b>		-	unassigned	I shifts. ctioned (3) Unactioned	Select all shifts	६ Create shift + Weekly item
Mon 20/05	Tue 21/05	Wed 22/05	Thu 23/05	Fri 24/05	Sat 25/05	Sun 26/05
Employee	Position	Clocked Shift	Rostered Shi	t Addit	ional Approve	
Foundu Test ruletime     16 hrs approved     38 leave hrs approved	MAIOA-Adult -38hrs	-Stage 1	8:00am -		8:00am - 5	