





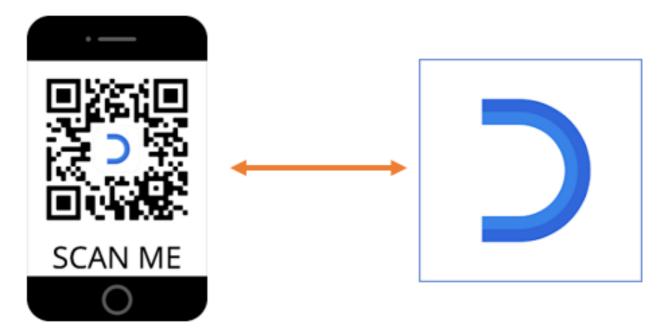
## WFM Training For Team Members – Payslips & Logging in

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#### 1.0 Logging into Tribe - Mobile App

PREREQUSITE – Please refer to the Tribe - Login Troubleshooting Guide to assist with logging into your Tribe Learning App.

1.1 Scan the **QR code** below to download the **Dayforce App** from the Google Play Store or Apple Store.





## WFM Team Member User Guide

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- 1.3 Type in your 'Username and Password', then tap 'Log In'.
  - **Username: This should be firstname.surname**
  - Password: If you are unsure what this is, you can tap the "Reset your password" button and follow the prompts to reset a new password.

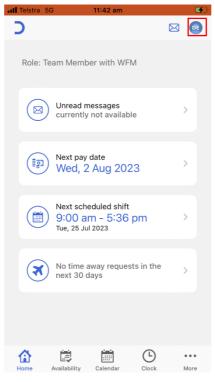
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### 2.0 Setting your Security Questions – Mobile App

2.1 To change or set your **Security Questions**, log in to the **App**, click on the **'Profile'** button in the top right corner.



2.2 From here click on the 'My Profile' button.

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My Profile		>
PREFERENCES		
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Help		>





2.3 From within your profile, scroll down to the bottom of the page and click on the "Update Security Questions' button.

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	late: 28 July 2023		
EMERGENC	Y CONTACTS		
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BALANCES			
Remaining	Annual Leave		
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	Long Service Leave - Usable		
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	.39 Hours		
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2.4 From here, select two questions you wish to answer, add your answer and password in the designated fields and save.

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security be used	nd enter the answers to y questions. These questi to help verify your identi s are case sensitive.	ons will
PASSWOR	RD	
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QUESTION	N 1	
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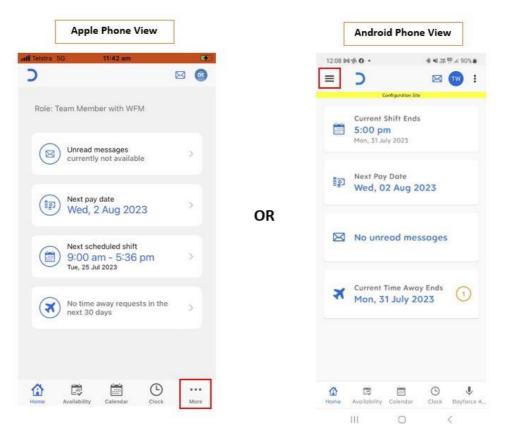


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#### 3.0 Viewing your Payslips - Mobile App

3.1 From the home page, tap on the Menu button. Please note for Apple Users, this will appear as the 'More' button in the bottom left corner. For Android Users, this will appear as the Hamburger icon in the top left corner.



3.2 From the menu tap on the 'Earnings' tab.

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3.3 From the earnings tab, you will be able to view any Payslips as they are issued via Tribe, to view more details tap on the Payslip date you want to review.

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Earr	nings	•••
19 Jul 2023	\$895.02	2
No.1 - #	inA Operations Trust	>
17 Feb 2023	\$0.00	)
INA Operations PTY LTD ATF No.1 - #	INA Operations Trust	>
		••

3.4 On the **Summary** tab, you can view a breakdown of your earnings for that payslip, including a summary of your **Net Pay and Taxes**. If you scroll down the page, you can view further details outlining the number of hours and percentage of time earned as ordinary wage hours, as well as **Penalty Rates** and **Allowances**.



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<	Summary	Preview	
<	19 Jul	2023	>
Iaxes		\$44.00	4.68 %
Net pay		\$895.02	95.32 %
Hours		103.60	100.00 %
Ordinary		76.00	73.36%
Sat Pen 25%		7.60	7.34%
Sun Pen 50%		7.60	7.34%
Laundry Allow		2.00	1.93%
Laundry Allow		6.00	5.79%
Afternoon Shift		4.40	4.25%
Net Pay	BSB Code	Account #	\$895.02
Bank Details	WBC 733636	XX8547	\$895.02
Home Ava	ilability Calen	dar Clock	More



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3.5 If you toggle over to the **Preview** tab, you can review the total breakdown of the earnings for each item (such as ordinary wages, penalties and allowances). If you scroll down the page further, you can view the cost of taxes deducted and the net pay sent to your bank account.

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•	Summary	Pre	eview	•••
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Please log		applica 9 statem		w your full
	C	urrent		
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	Hr/ur	nit	Rate	Amount
Earnings	103.6	30		\$939.02
Ordinary	76.0		11.1700	\$848.92
Sat Pen 25%	7.0	50	2.7925	\$21.22
Sun Pen 50%	7.0	60	5.5850	\$42.45
Laundry Allow	2.0	00	0.2500	\$0.50
Laundry Allow	6.0	00	2.4000	\$14.40
Afternoon Shift	4.4	40	2.6200	\$11.53
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3.6 To view a full downloadable pdf version of your payslip, tap on the **menu** button (three dots in the top right corner), then select **'Download PDF'**.

(	Summary P	Preview	•••		
<	19 Jul 20	23	>		
The mobile earnings preview is for your convenience and is not meant to replace your earning statement. Please log into the web application to view your full earning statement.					
7	Curren 7/3/2023 - 7/1				
	Hr/unit	Rate	Amount		
Earnings	103.60		\$939.02		
Ordinary	76.00	11.1700	\$848.92		
Sat Pen 25%	7.60	2.7925	\$21.22		
Sun Pen 50%	7.60	5.5850	\$42.45		
aundry Allow	2.00	0.2500	\$0.50		
_aundry Allow	6.00	2.4000	\$14.40		
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