



WFM Training For Team Members

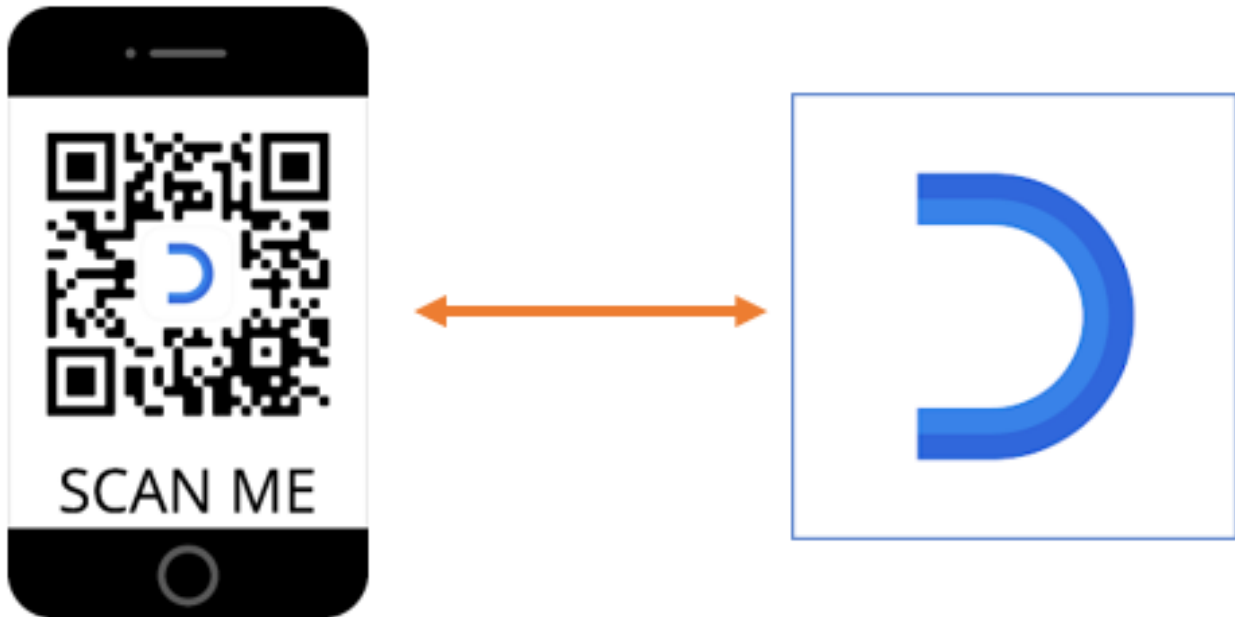
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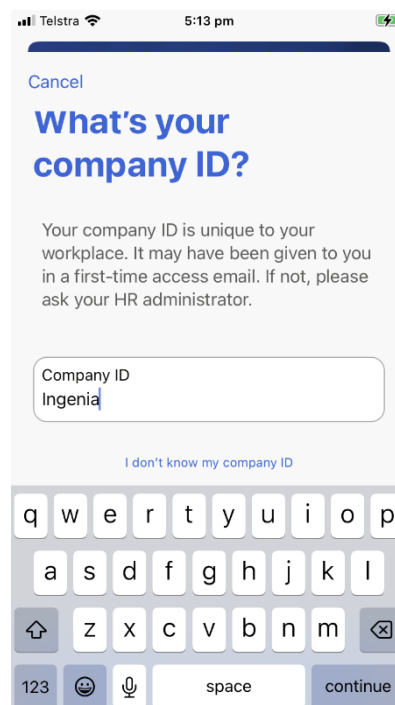
1.0 Logging into Tribe - Mobile App

PREREQUISITE – Please refer to the [Tribe - Login Troubleshooting Guide](#) to assist with logging into your Tribe Learning App.

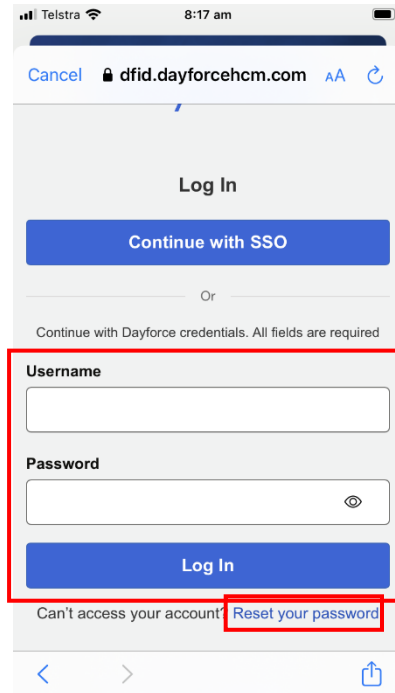
1.1 Scan the **QR code** below to download the **Dayforce App** from the Google Play Store or Apple Store.



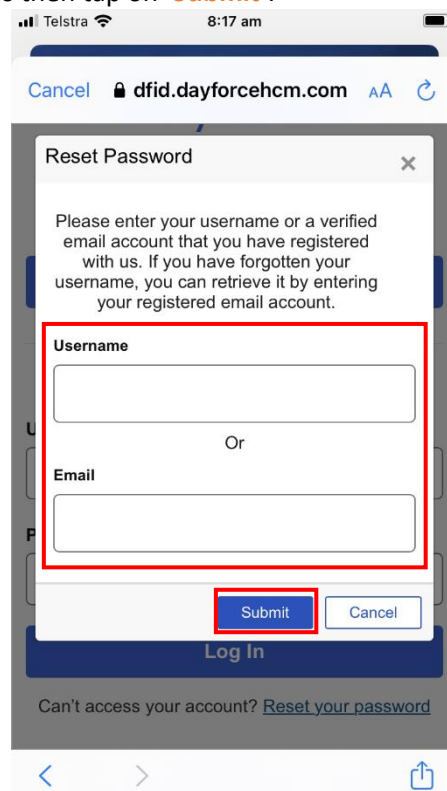
1.2 Once you have downloaded the **Ceridian Dayforce App**, type in '**Ingenia**' as the Company ID.



- 1.3 Type in your **'Username and Password'**, then tap **'Log In'**.
- **Username:** Will be the same as the one you use for Tribe Learning, which should be **firstname.surname**
 - **Password:** Will be the same as the one you use for Tribe learning. If you are unsure what this is, you can tap the **"Reset your password"** button and follow the prompts to reset a new password.

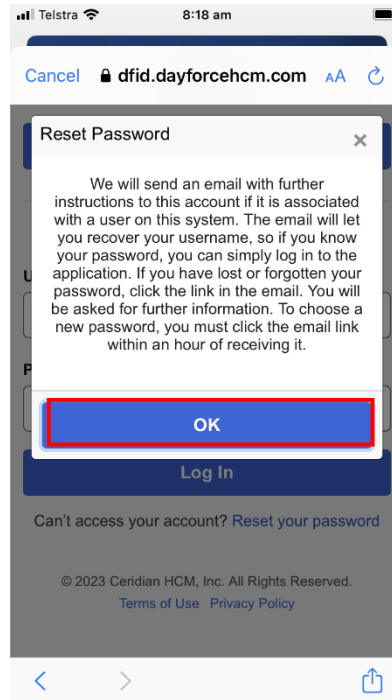


- 1.4 If resetting your password, a Reset Password window should appear. Enter your username or your personal email address then tap on **'Submit'**.



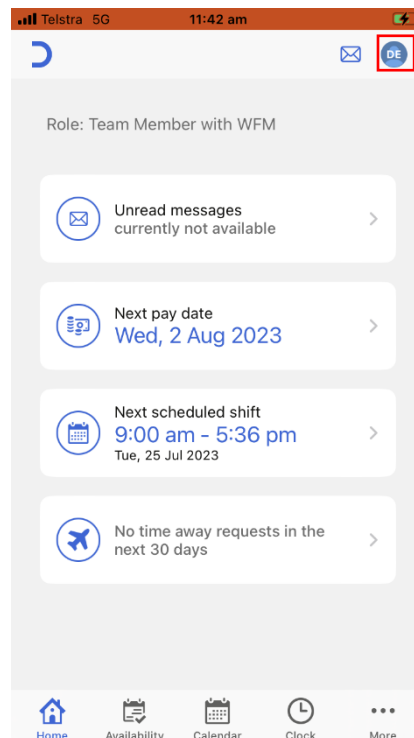
- 1.5 A message will then appear confirming the system has sent an email with further instructions to your email address. There will be a link within that email which you can click to reset your password. Once you have followed the link and reset your password tap **'OK'** and try logging in again.

NOTE: If you want to use the link to reset your password, you must use the link within 1 hour of receiving the email before the link expires.

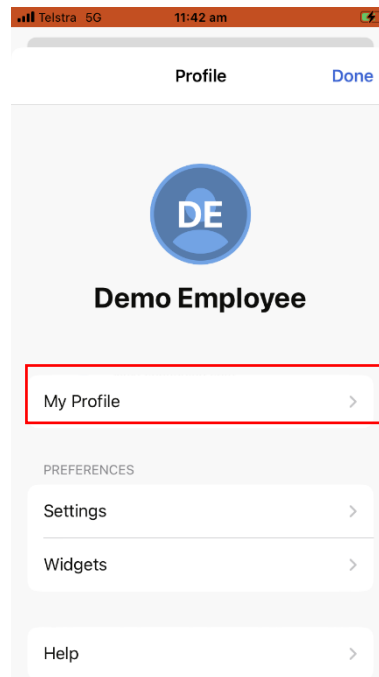


2.0 Changing your Password - Mobile App

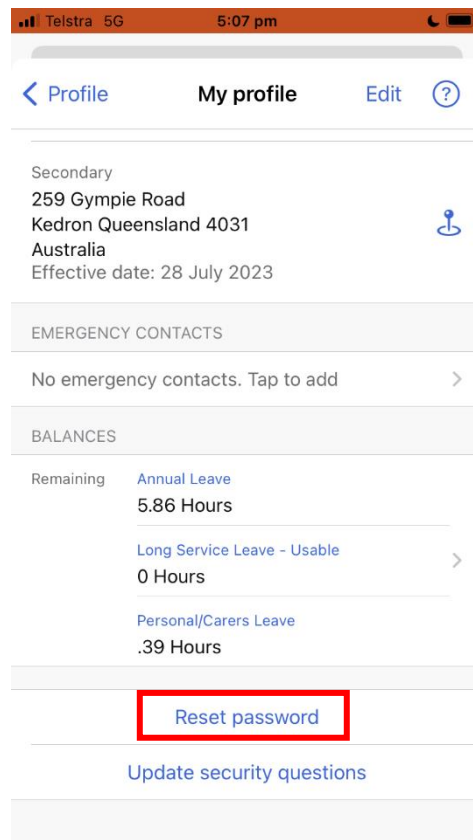
- 2.1 To change your password, log in to the **App**, click on the **'Profile'** button in the top right corner.



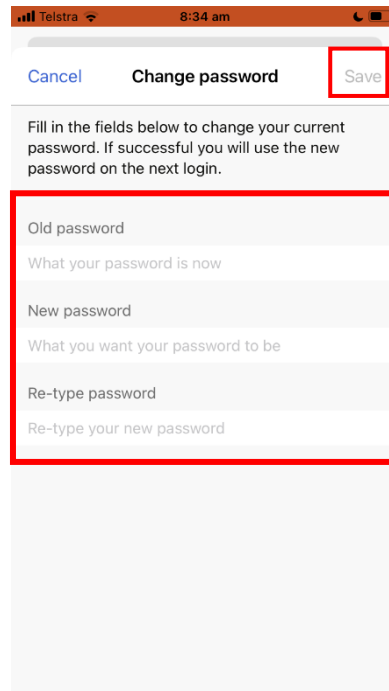
2.2 From here click on the **'My Profile'** button.



2.3 From within your **profile**, scroll down to the bottom of the page and click on the **"Reset password"** button.



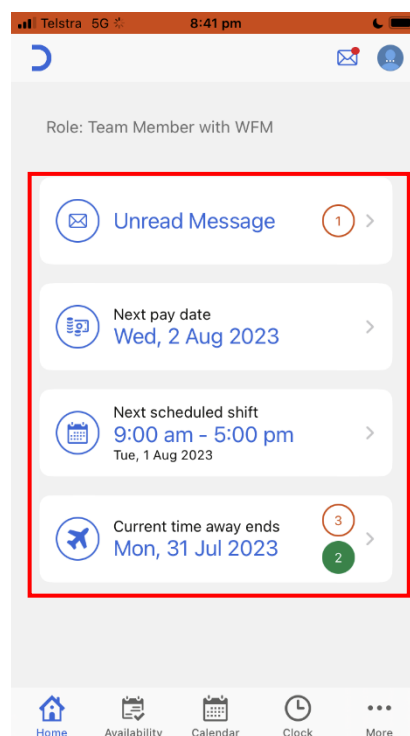
- 2.4 From here, type your old password into the **'Old Password'** field and add a new password to the **'New Password'** and **'Re-type password'** fields, then tap **'Save'**.



3.0 Navigation - Mobile App

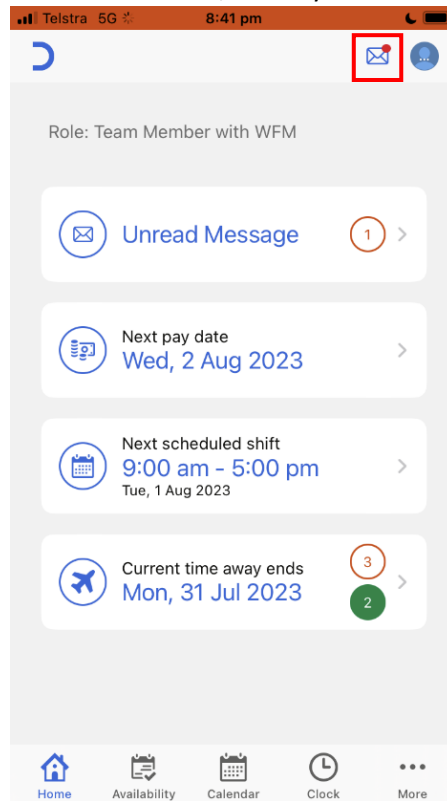
3.1 Home Screen

From the home screen you can navigate your way around the App via a series of shortcuts. You can use these to review unread messages, see your next pay date and view your earnings & payslips, view your rosters and schedules shifts, and access your Time off requests. You can access all these areas by selecting from the relevant shortcuts highlighted below.

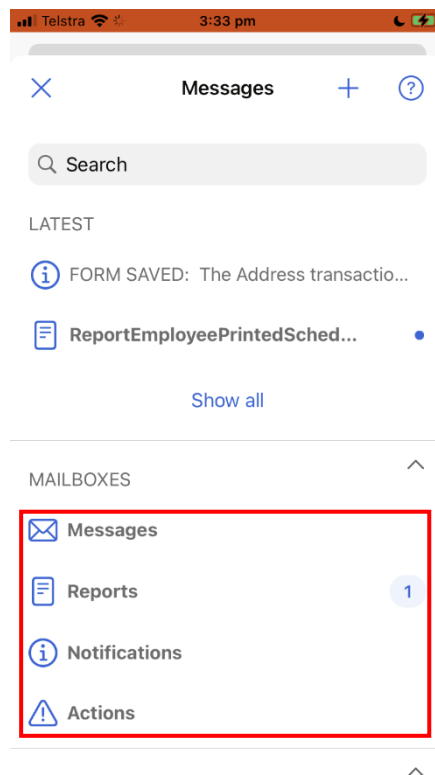


3.2 Notifications & Inbox

3.2.1 To review your notifications, actions, tasks pending approval and messages, you can do so by clicking on the **'Inbox'** button, which you can find by tapping on the **Envelope** icon.

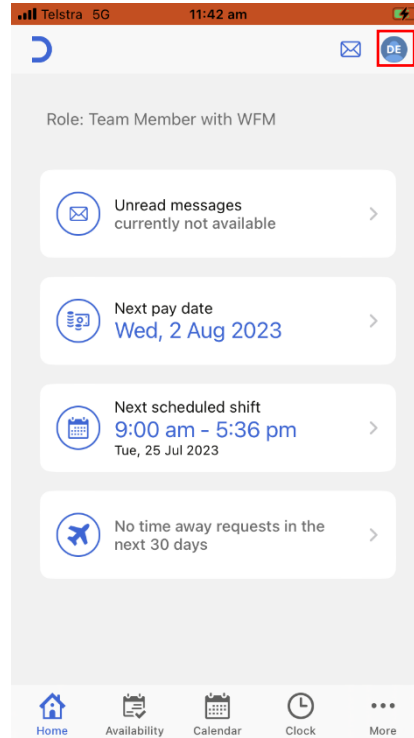


3.2.2 Once within your **Inbox**, you can review any pending requests you need to view for any messages, reports you create, notifications for workflows (such as training, approvals, accepted changes and forms).

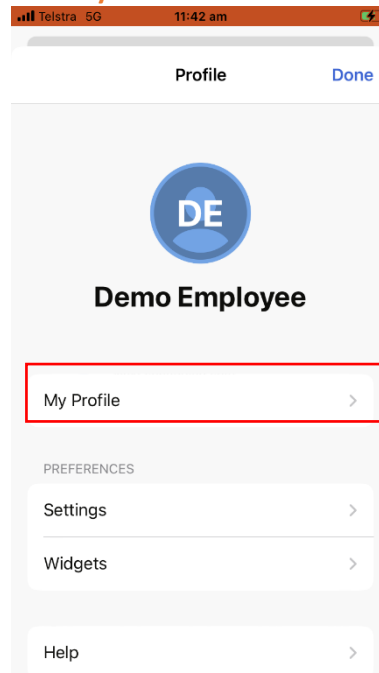


3.3 Profile

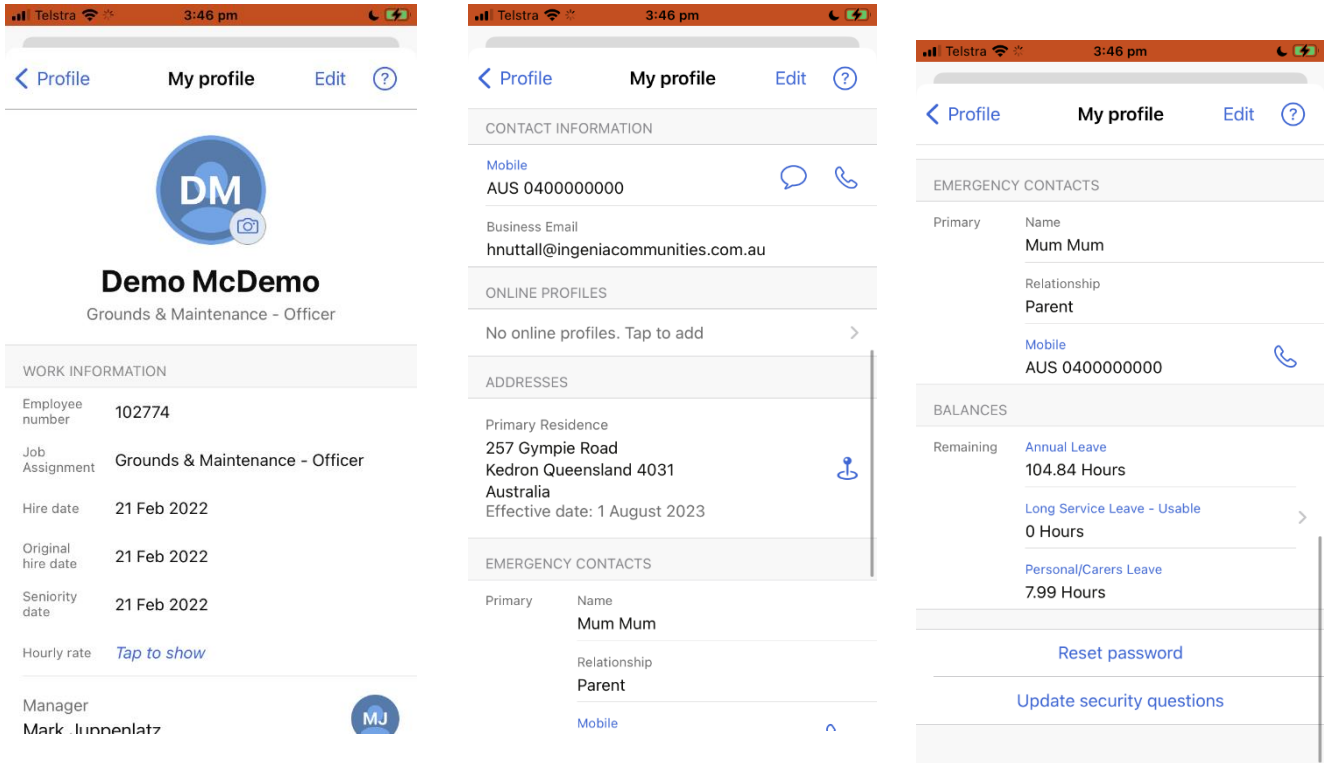
3.3.1 Tap on the **'Profile'** button in the top right corner.



3.3.2 From here tap on the **'My Profile'** button.

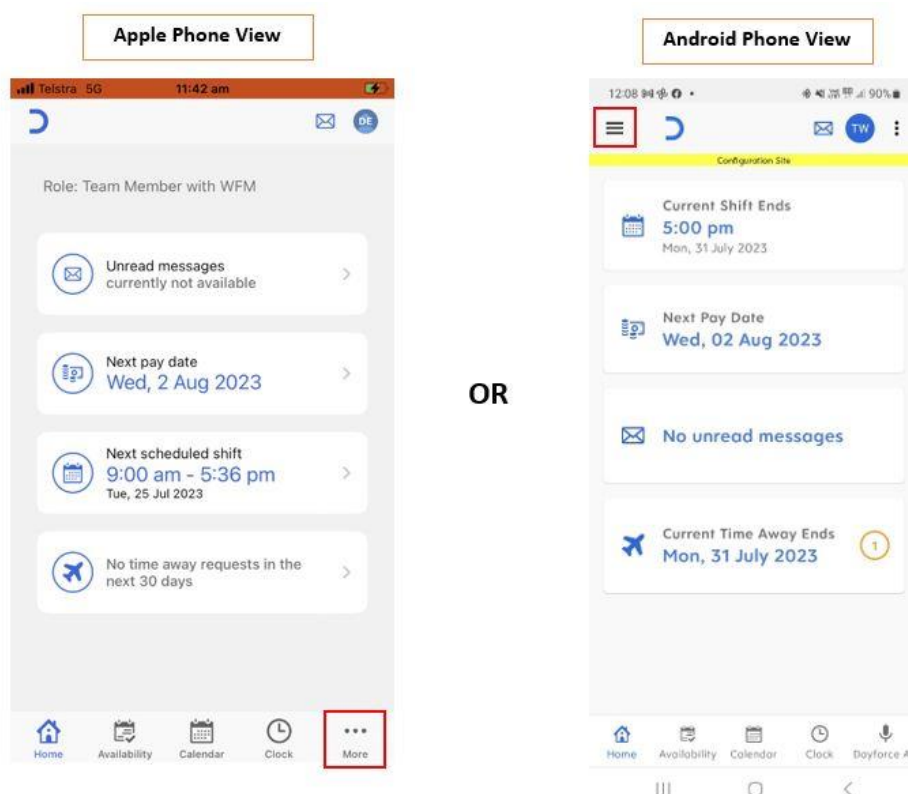


3.3.3 From within your **profile**, scroll down the page to review your Work Information, Manager details, contact information, addresses, emergency contacts and leave balances.

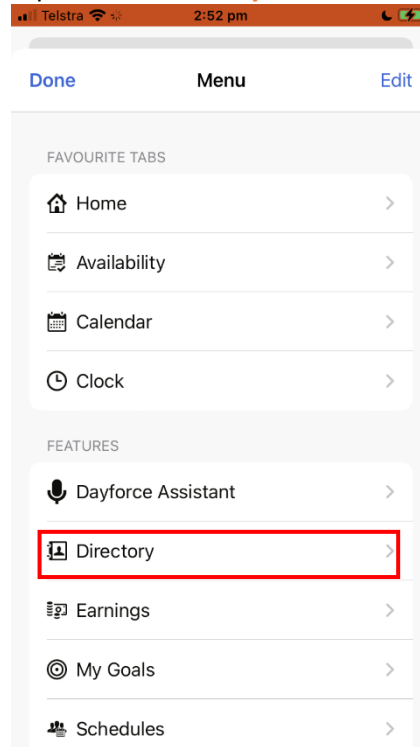


3.4 Directory

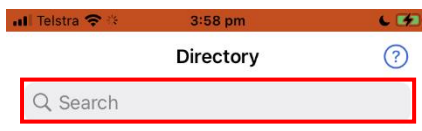
3.4.1 From the home page, tap on the **Menu** button. Please note for **Apple Users**, this will appear as the **'More'** button in the bottom left corner. For **Android Users**, this will appear as the Hamburger icon in the top left corner.



3.4.2 From the menu tap on the 'Directory' tab.

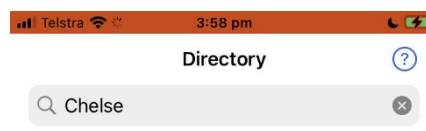






3.4.3 Within the directory, search for the Employee Name and tap on the employee profile you want to view. This will then allow you to review their name, position, department, location and any work-related contact information they permit you to view.

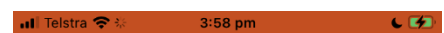



Search for a colleague

Search for, view and contact anyone in your organisation






-  **Chelsea Lieschke**
Guest Experience - Supervisor
-  **Chelsea McGowan**
Development - Project Assistant
-  **Chelsey Hammond**
Systems Manager
-  **Chelsey Burnett**
Housekeeping - Attendant





Chelsey Hammond

Systems Manager

WORK INFORMATION

Location
Support Office Brisbane - People & Culture

Department
People & Culture

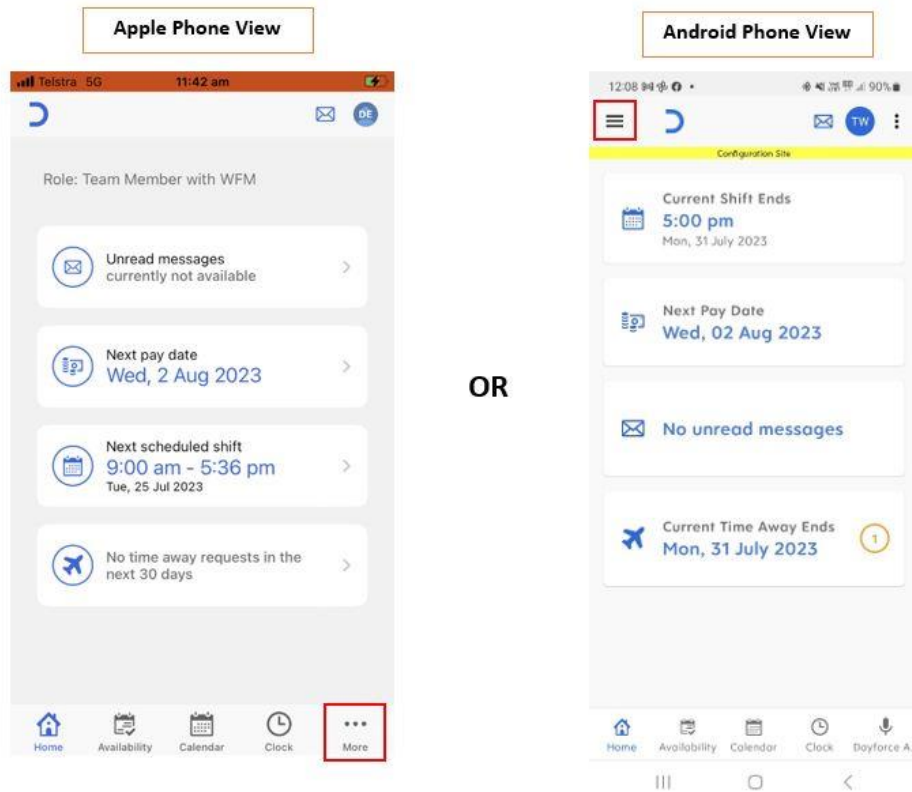
CONTACT INFORMATION

Home Availability Calendar Clock More

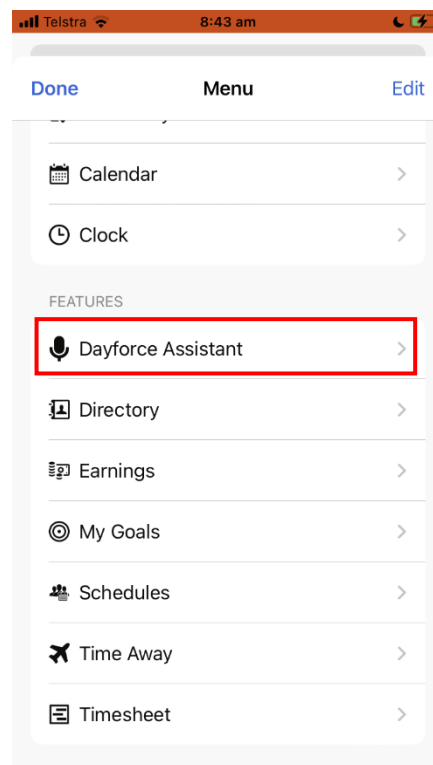
3.5 Dayforce Assistant

3.5.1 From the home page click 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.

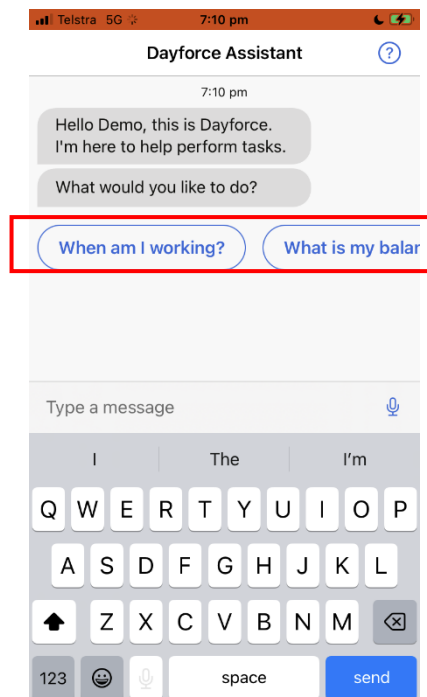


3.5.2 Select **'Dayforce Assistant'** from the menu.

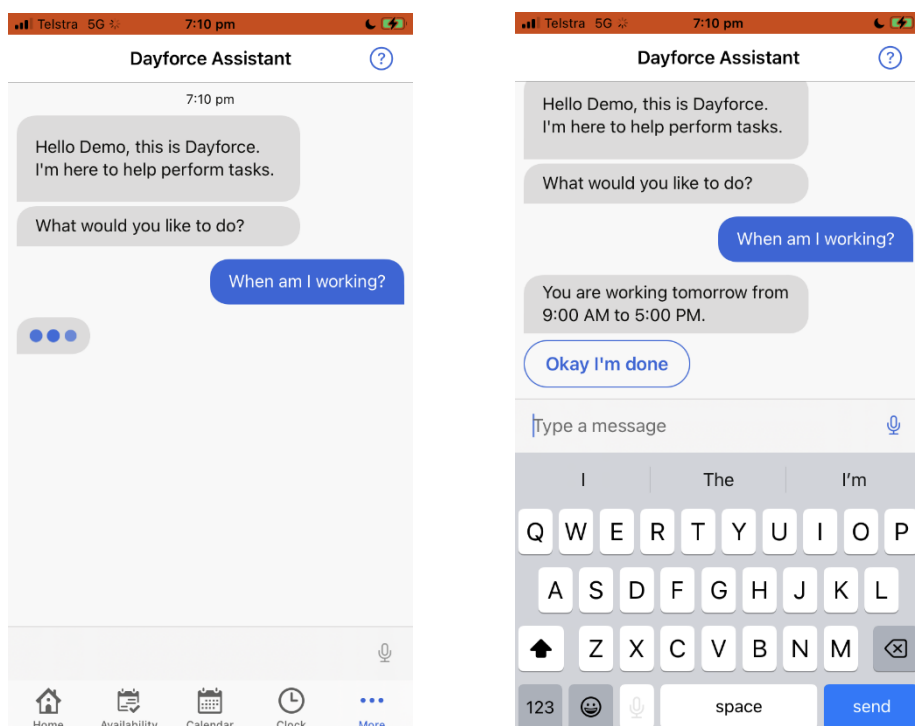


- 3.5.3 You can use Dayforce Assistant like an interactive chat service to get help in the system or ask it to complete certain tasks as:
- Review Time Off balances
 - Create or cancel Time Away Requests
 - Check when you are working next
 - Update your contact information

To get Dayforce Assistant to help you can use one of the auto text questions in the section highlighted below by selecting it or typing in your request and tapping **'Send'**.



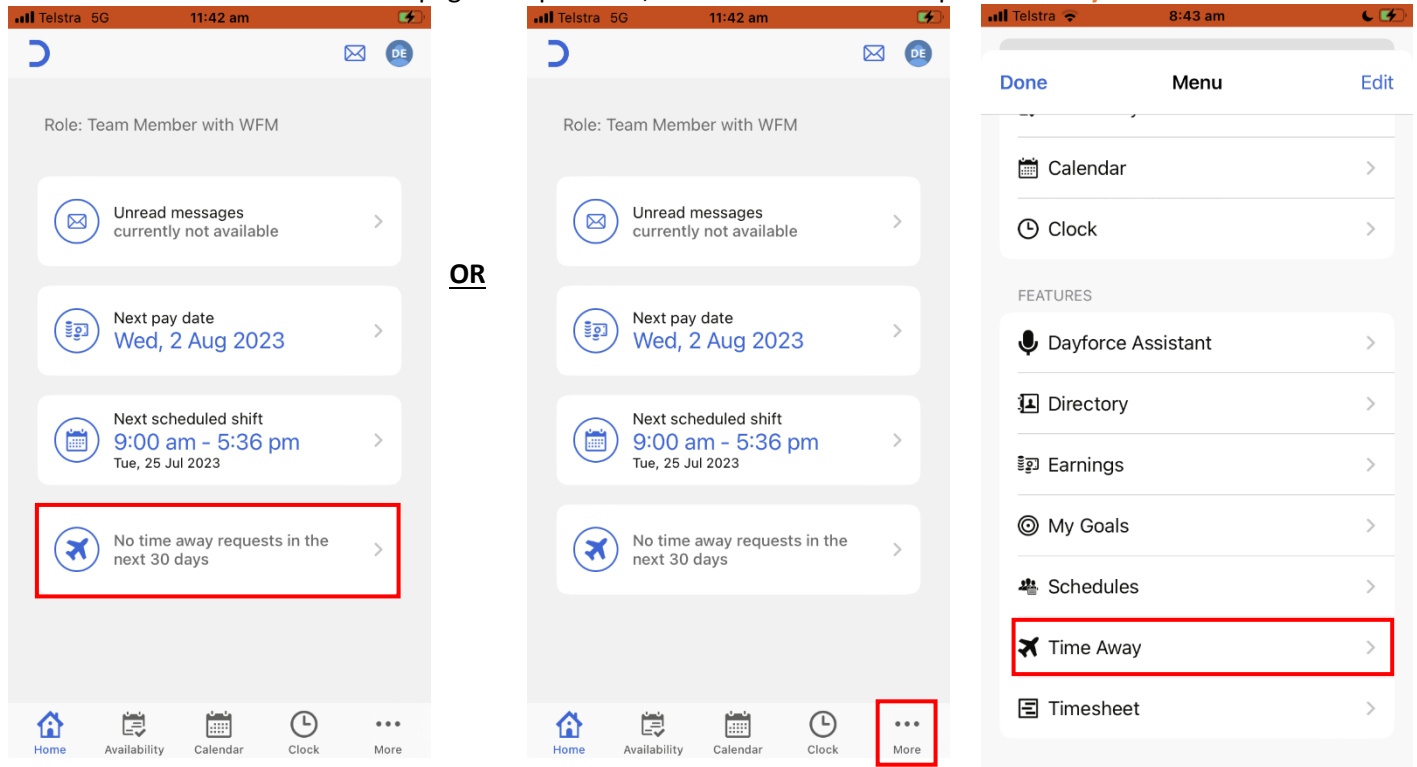
3.5.4 Assistant will then review your request and send you a response.



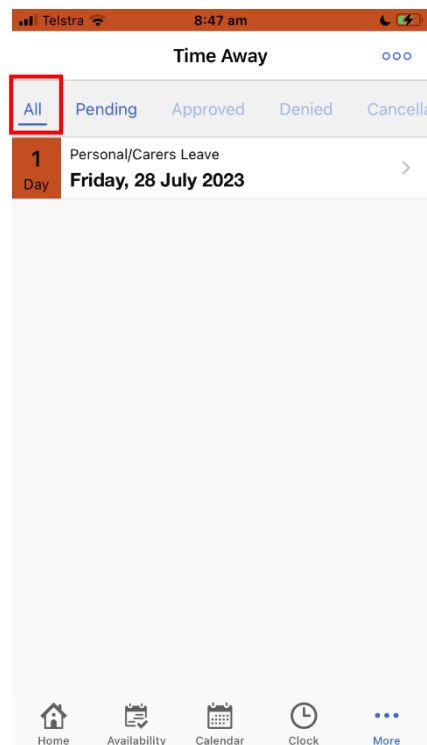
4.0 Leave & Time Off - Mobile App

4.1 Requesting Time Off

4.1.1 To make a time off request from the home page, tap on the Time Away icon (plane) from the home page or tap **'More'**, then scroll down and tap **'Time Away'**.

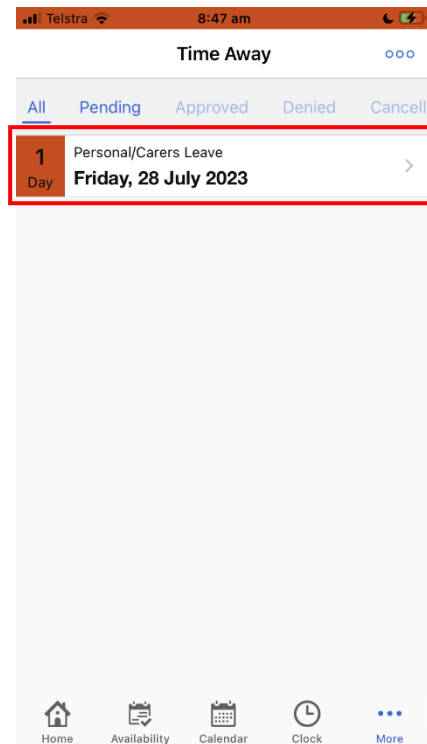


4.1.2 From here you can view the **Time Away** page. By selecting the **'All'** tab, you can review all your time off requests, whether approved, denied, pending or cancelled.

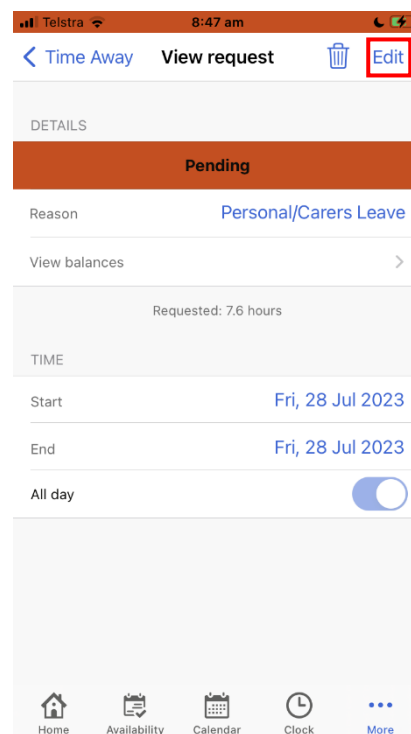


4.2 Editing a Time Off Request

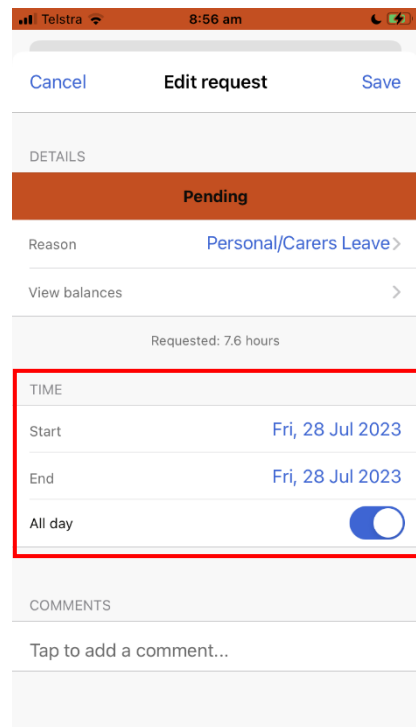
4.2.1 To edit a current time off request, tap on the absence you want to edit.



4.2.2 Click on the 'Edit' button in the top right corner.

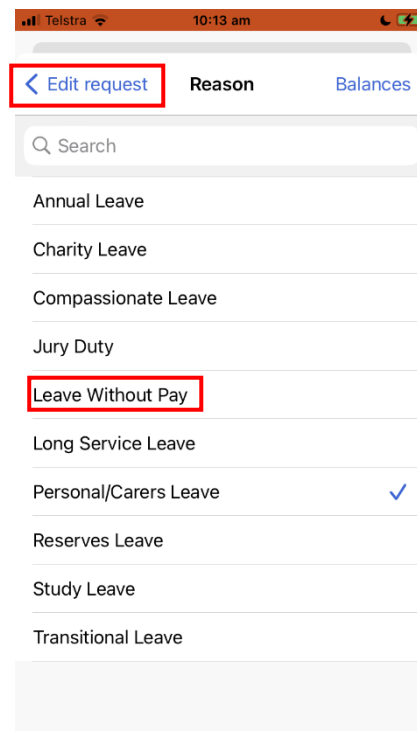
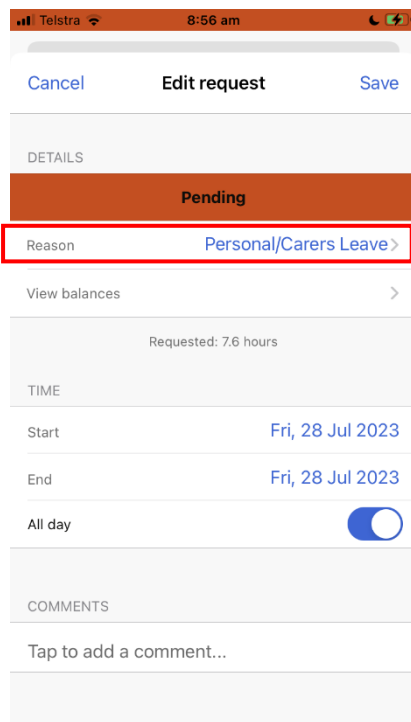


4.2.3 From here, you can adjust the date of the leave request or the duration by editing the fields under the **'Time'** section highlighted below.

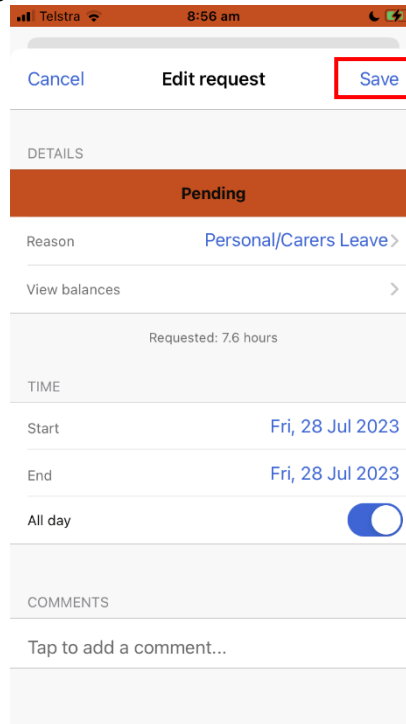


4.2.4 You can also change the time off type by selecting the **'Reason'** section highlighted below and changing the time off type.

EXAMPLE: If you want to change your leave from paid 'Personal/ Carers Leave' to 'Leave without Pay' you can change the request here.

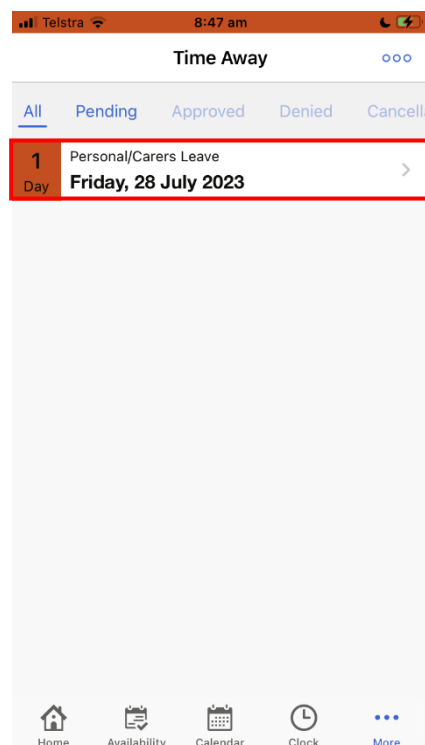


4.2.5 Once you have made any required adjustments to your leave type, tap the **'Save'** button to save your changes.

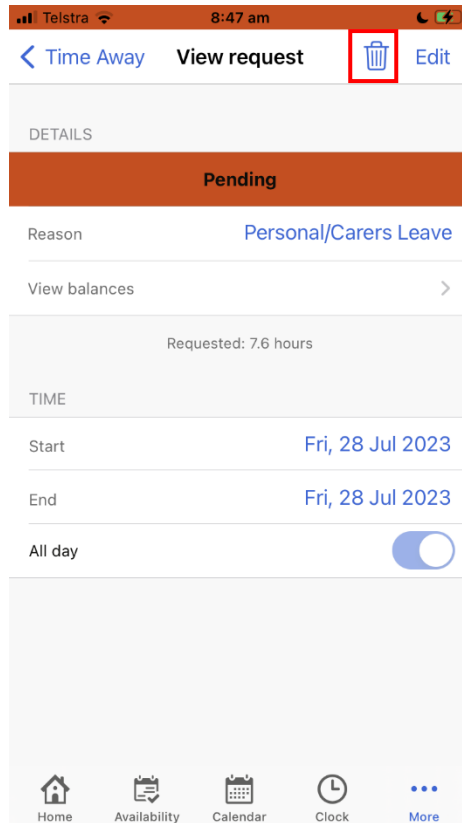


4.3 Cancelling a Time Off Request

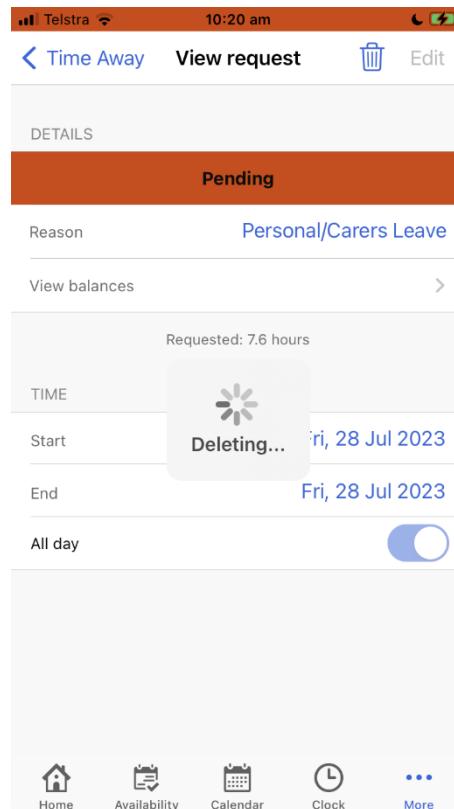
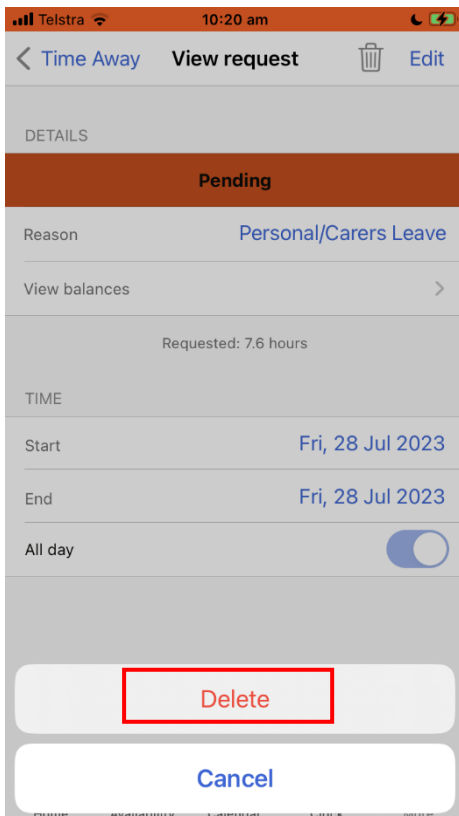
4.3.1 From the Time Away page, tap on the absence you want to cancel.



4.3.2 From within this tab, click on the **Rubbish Bin** icon to delete the absence.



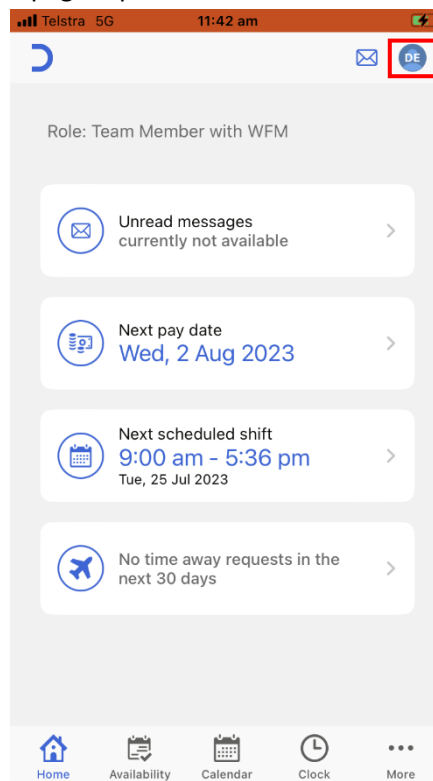
4.3.3 The click the **'Delete'** button when it appears, and your absence will delete.



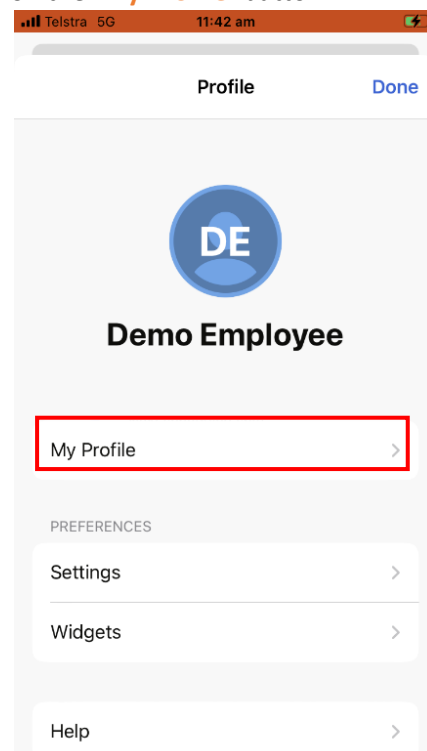
5.0 Updating your Details- Mobile App

5.1 Edit Contact Information

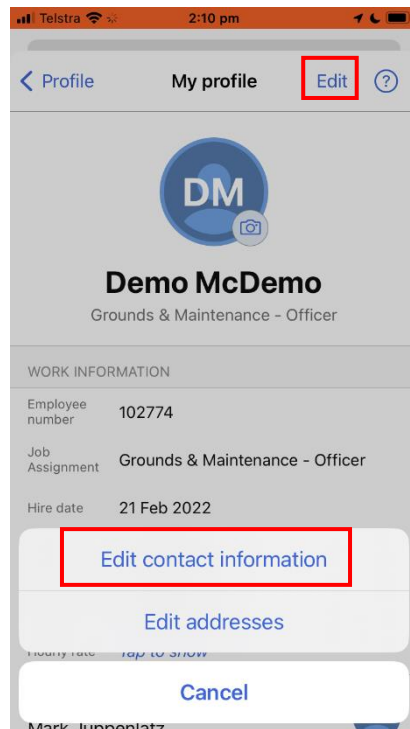
5.1.1 From the Home page tap on the **Profile** icon in the top right corner.



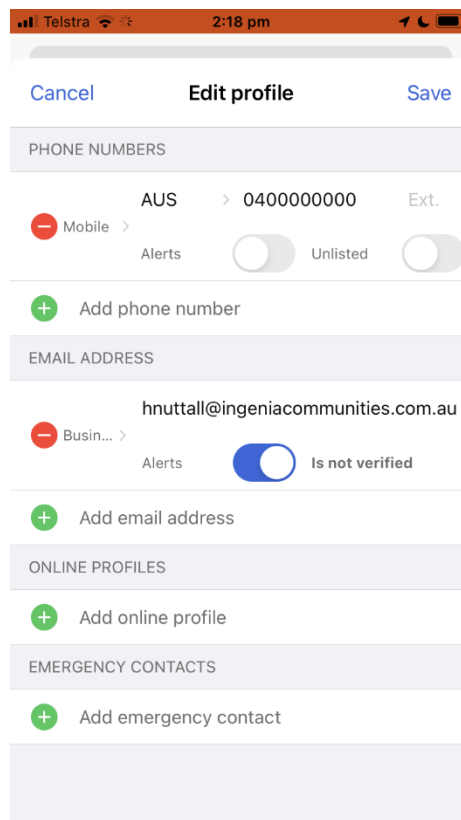
5.1.2 From here, tap on the **'My Profile'** button.



5.1.3 The select **'Edit'** and chose **'Edit Contact Information'**.

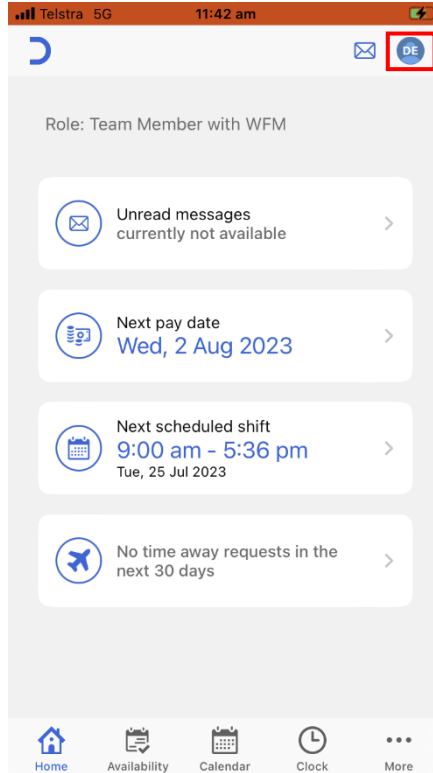


5.1.4 From here you can edit your phone number, email address or add emergency contacts then tap **'Save'**.

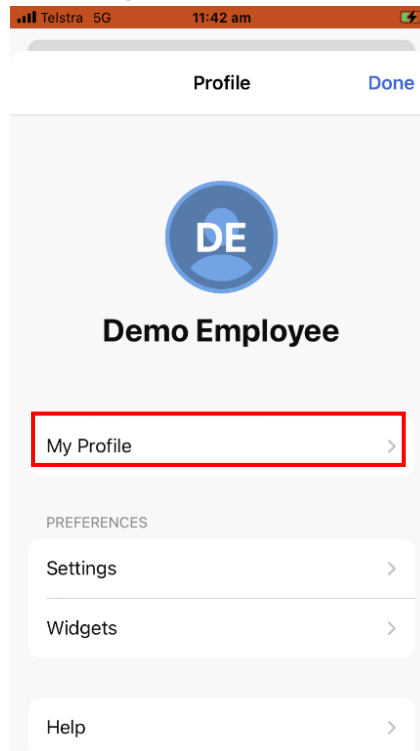


5.2 Edit Addresses

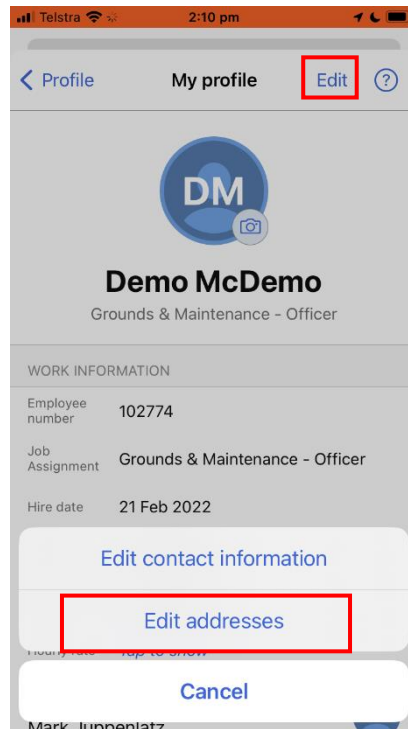
5.2.1 From the Home page tap on the **Profile** icon in the top right corner.



5.2.2 From here, tap on the **'My Profile'** button.

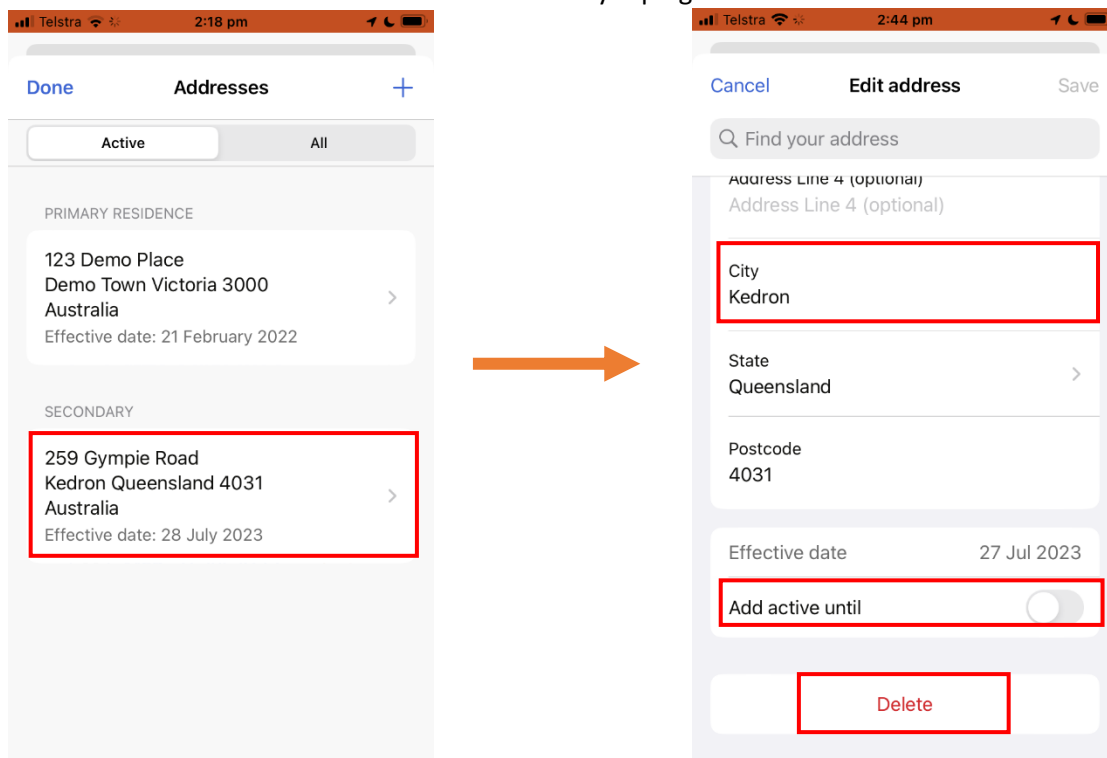


5.2.3 The select **'Edit'** and chose **'Edit Addresses'**.



5.2.4 From here you can edit your addresses. To edit an existing address tap on the **address**. Edit any details by tapping on the relevant section. Remember to tap **'Save'** to save your changes.

You can also schedule a date for the address to expire (for example this is useful for if you are moving house and want us to stop using that address for you after your move date). You can also Delete the address by tapping on the **'Delete'** button.



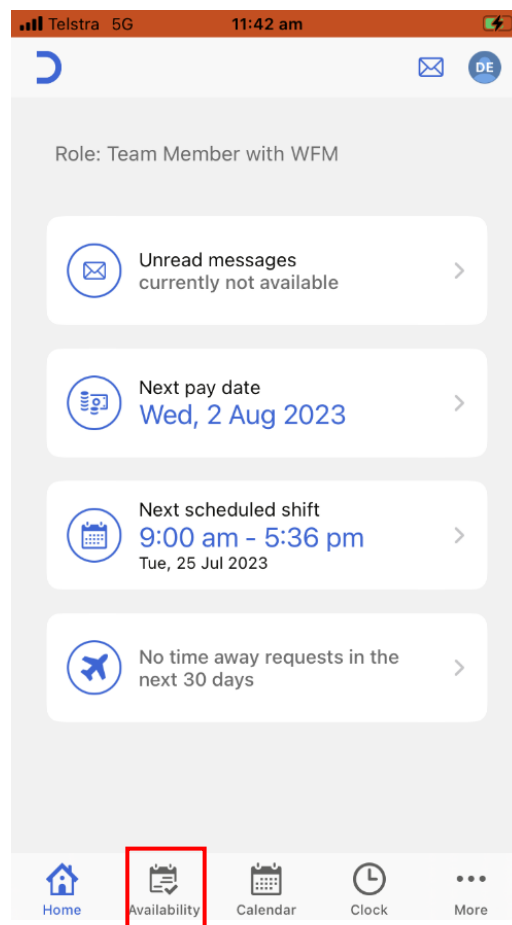
5.3 Edit Other Information

To edit other information on your profile, you are required to log in to a computer and use a web browser to access the Dayforce website. From here, you can access the **'Forms'** page (e.g. Google Chrome, Safari).

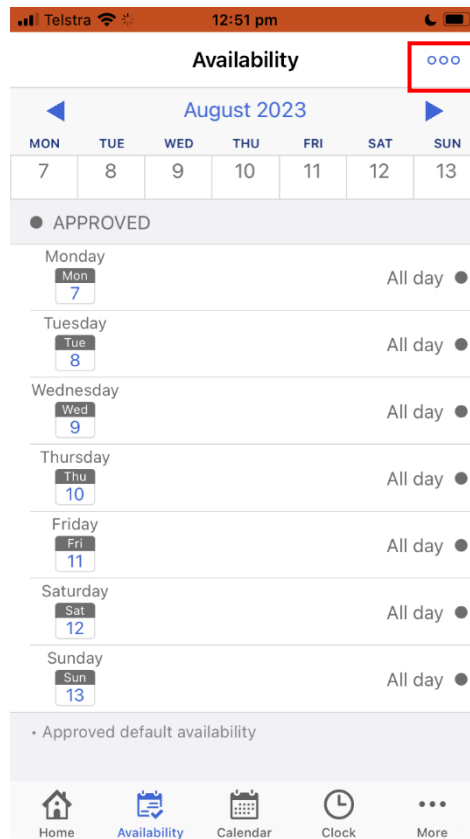
6.0 Updating your Availability - Mobile App

You are able to submit a request to amend your availability to work. To do this you must be submitting the requested change at least two weeks in advance.

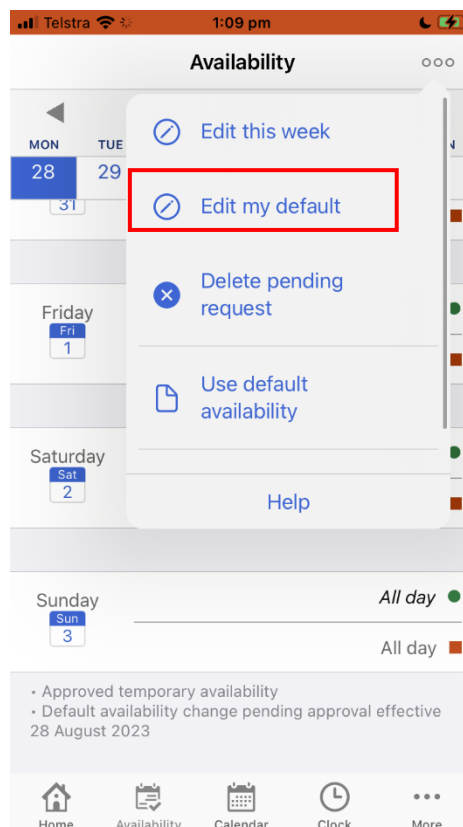
6.1.1 If you wish to change your availability, from the home page tap on the 'Availability icon'.



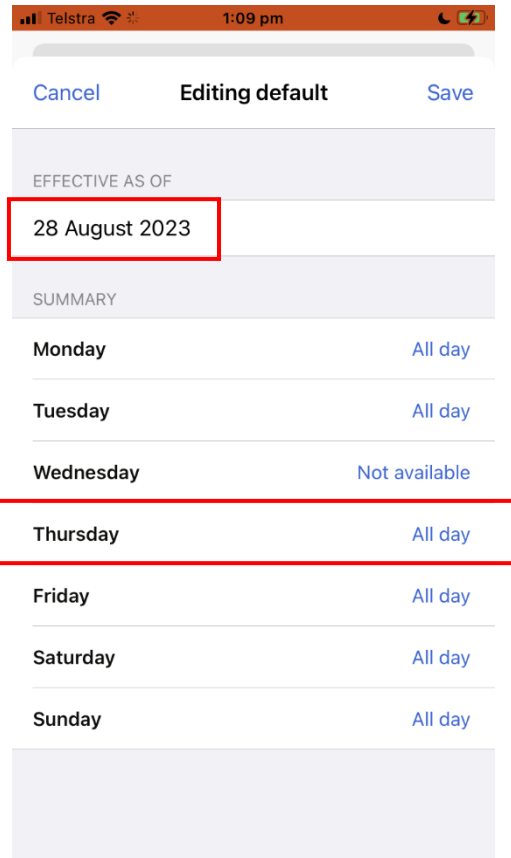
6.1.2 To set up your Default Availability, tap on the **menu** button (three dots in the top right corner).



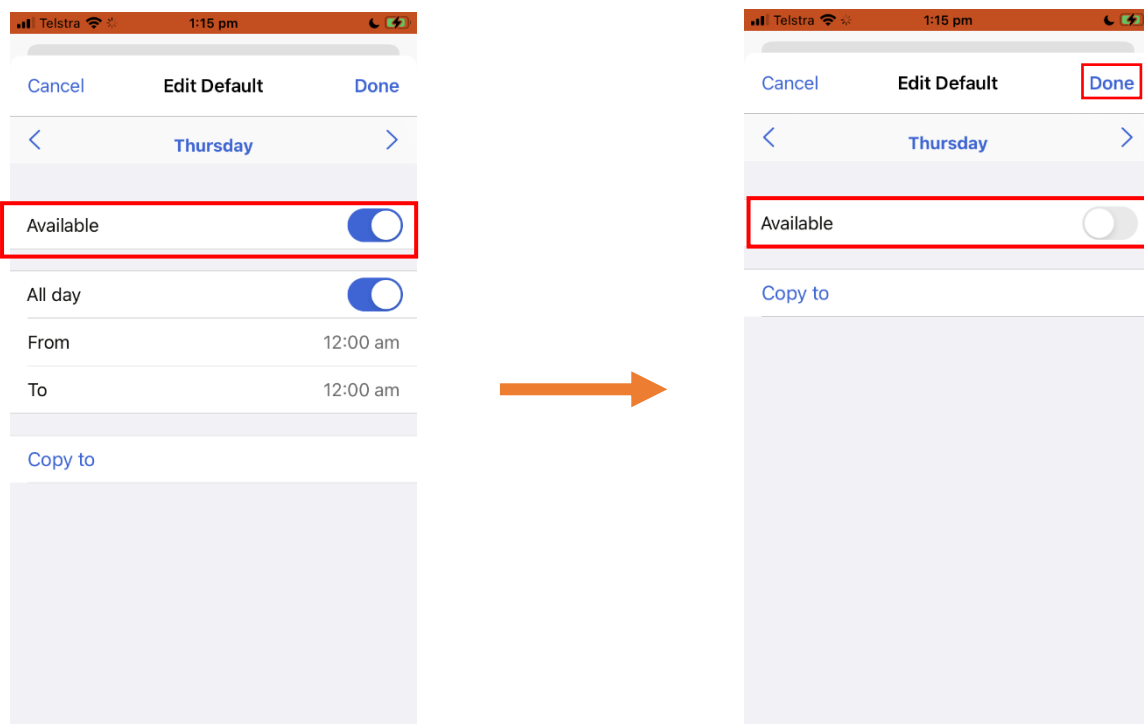
6.1.3 Then tap on **'Edit my default'**.



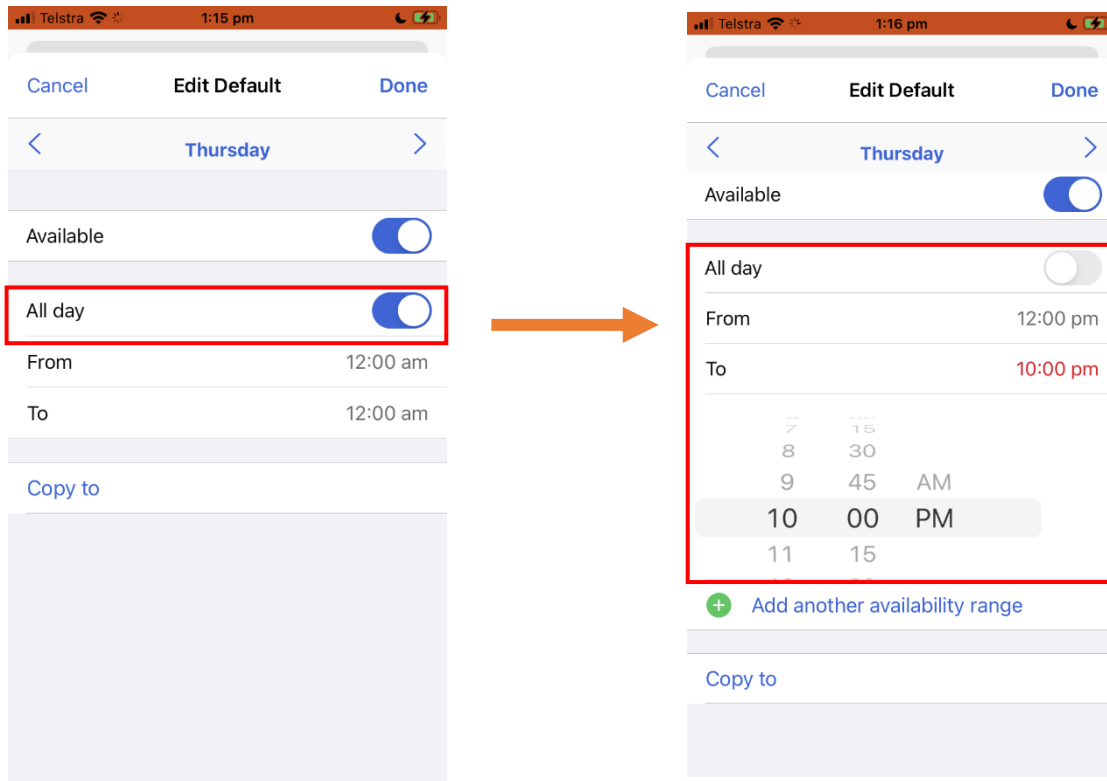
6.1.4 From here, you can choose an effective date by toggling with the **'Effective as of'** field. You can also adjust your default availability for each day of the week by **selecting the day you wish to adjust**.



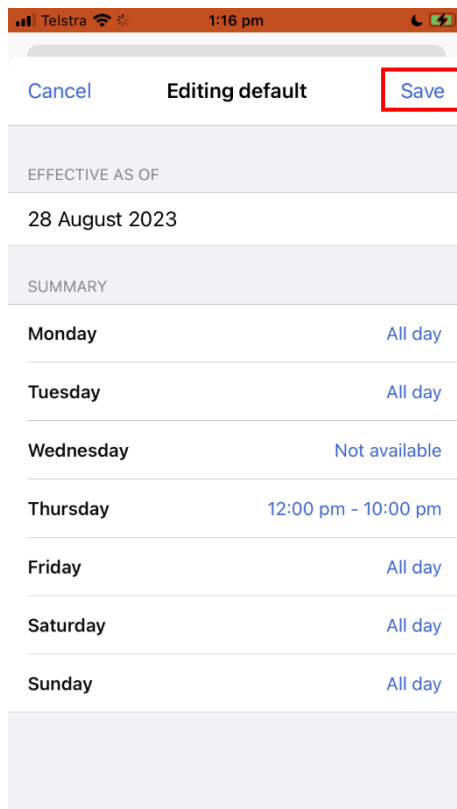
6.1.5 To mark yourself as unavailable for that day every week, toggle off the **'Available'** field, then tap **'Done'**.



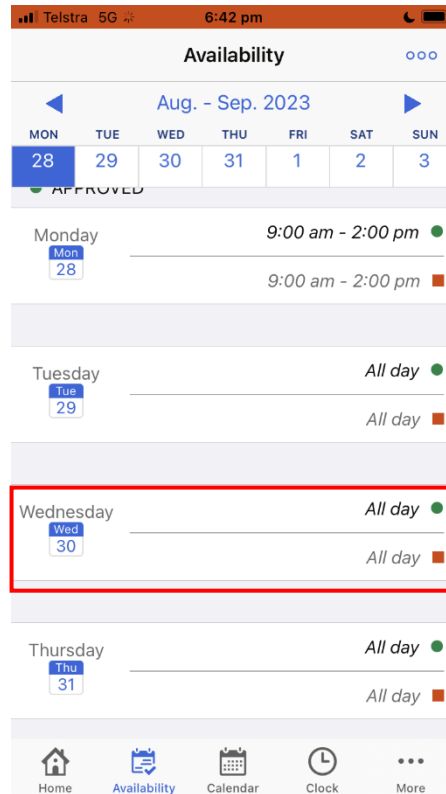
6.1.6 To adjust your availability for part of that day, toggle the **'All Day'** field off, and edit the start and finish times of your availability for that day, then tap **'Done'**.



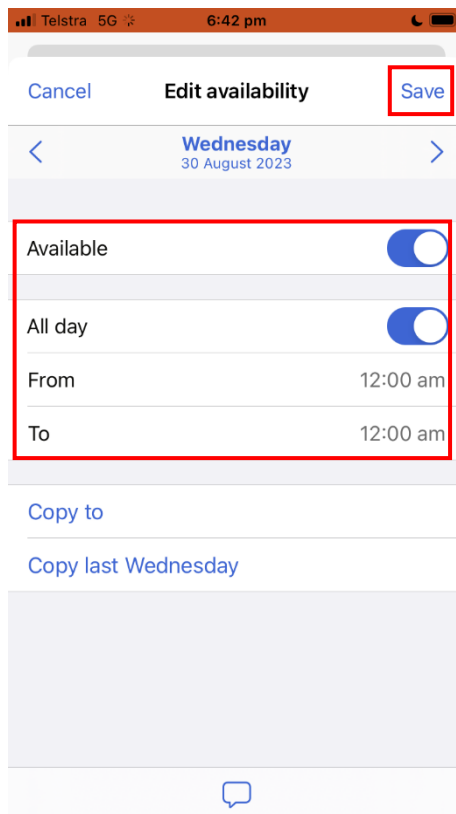
6.1.7 When you are happy with your availability changes review them and tap **'Save'**. This will then send a request to your manager for approval.



- 6.1.8 To adjust availability for a one-off day, return to the main availability page, select the individual day you want to adjust.

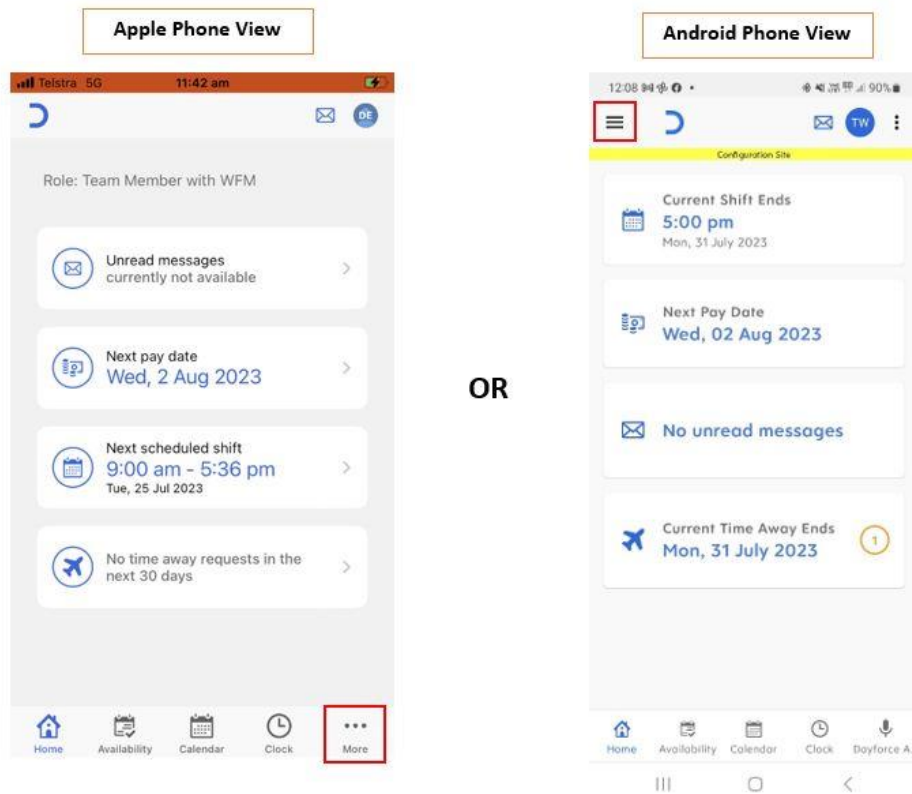


- 6.1.9 Edit the availability details to suit your preferences as detailed in 6.1.6 then tap 'Save'.

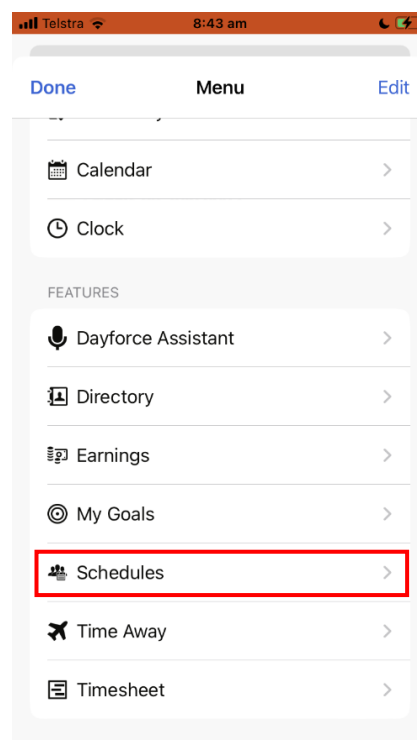


7.0 Viewing your Rosters (Schedules) - Mobile App

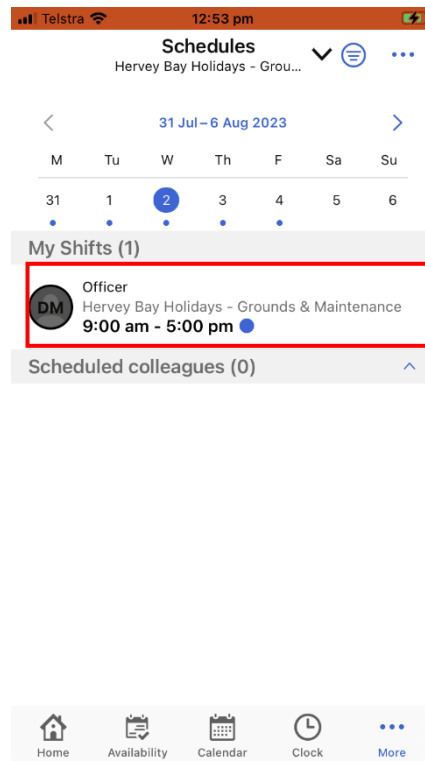
- 7.1.1 From the home page click on the **menu** button.
Please note for **Apple Users**, this will appear as the **'More'** button in the bottom left corner. For **Android Users**, this will appear as the Hamburger icon in the top left corner.



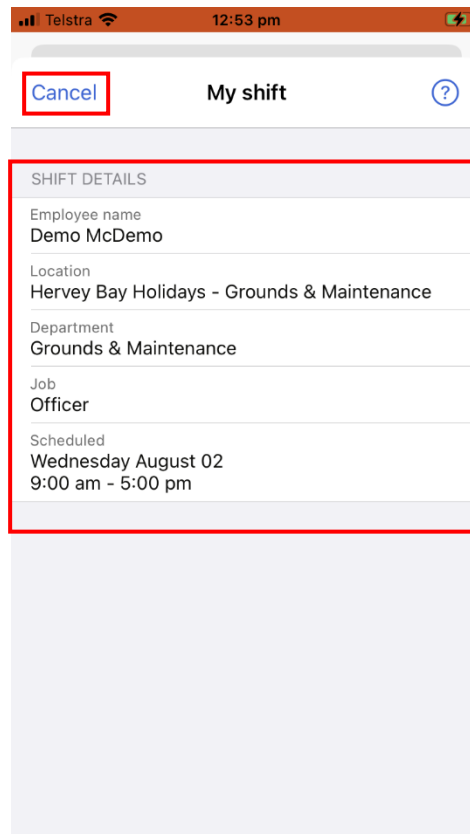
- 7.1.2 Select **'Schedules'** from the menu.



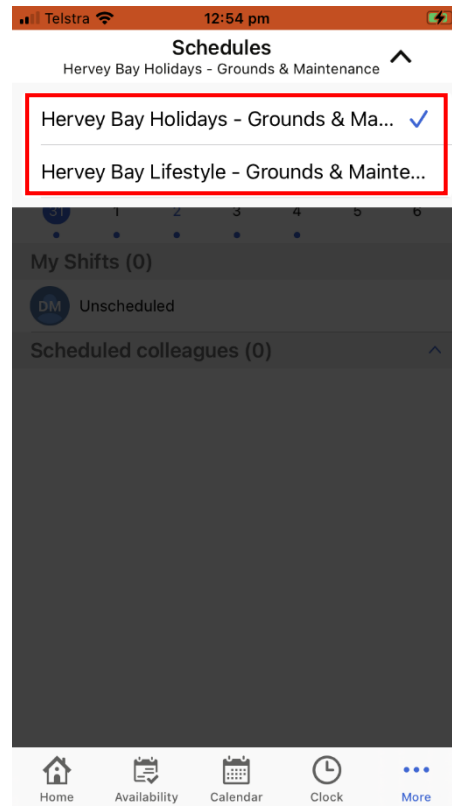
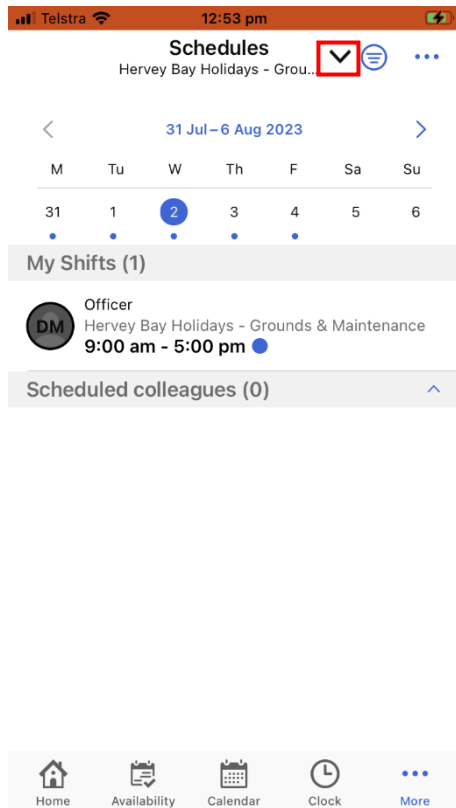
7.1.3 From within the **Schedule** you can view your rostered shifts. To view more detail regarding your shift, tap on the shift itself.



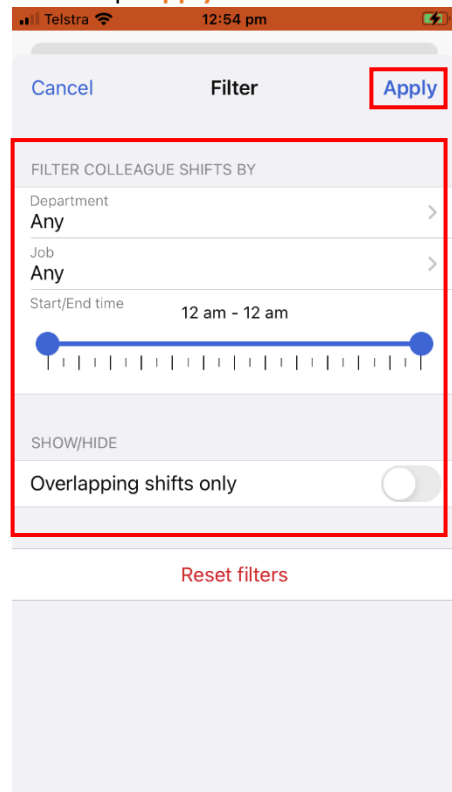
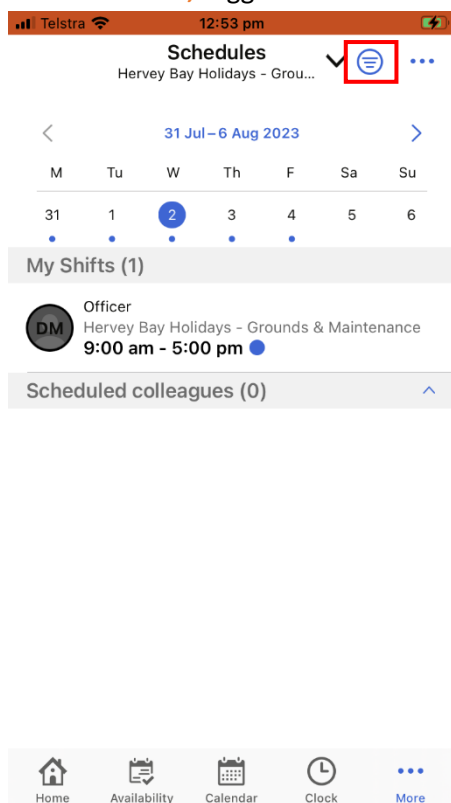
7.1.4 From within the shift you can view the start and finish time scheduled, date, role, department and location. To exit this screen tap **'Cancel'**.



7.1.5 If you work across multiple Site Locations or Departments, you can toggle between multiple sites to view your different shifts using the **arrow in the header** and selecting your **role or location** from the drop down menu.



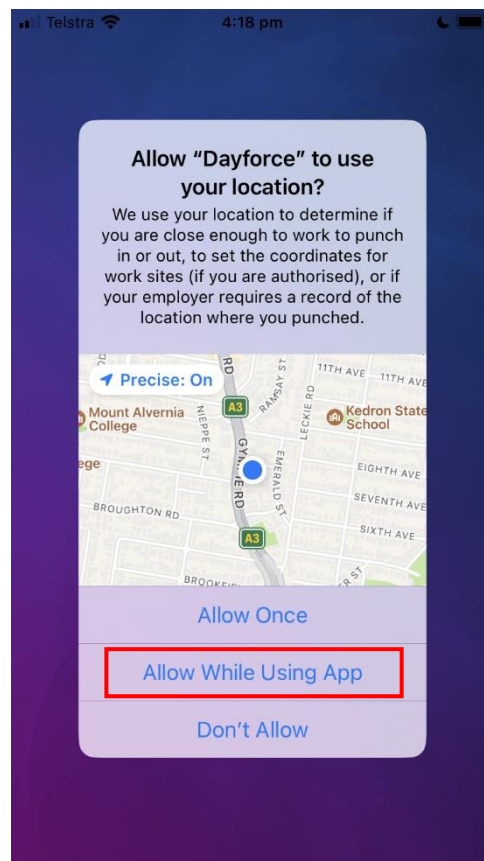
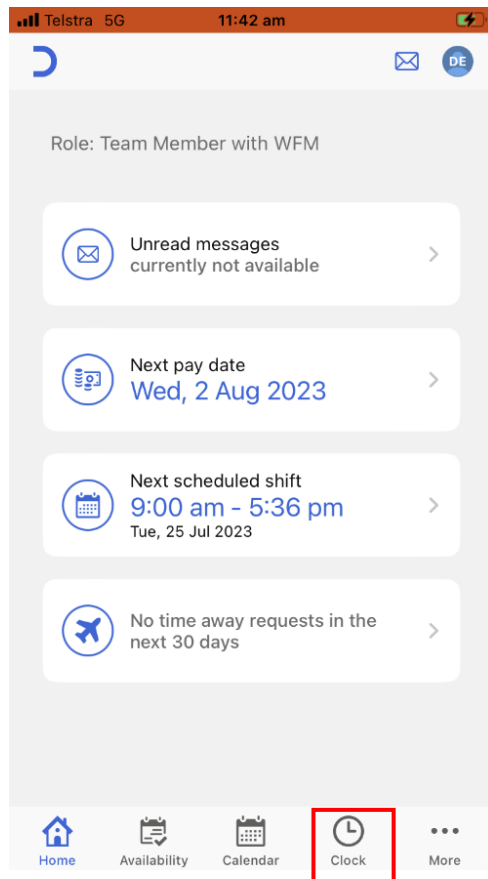
7.1.6 You can use the filter function to adjust which shifts you see. To do this tap on the **filter button**, toggle with the filter features and tap **'Apply'**.



8.0 Clocking your time - Mobile App

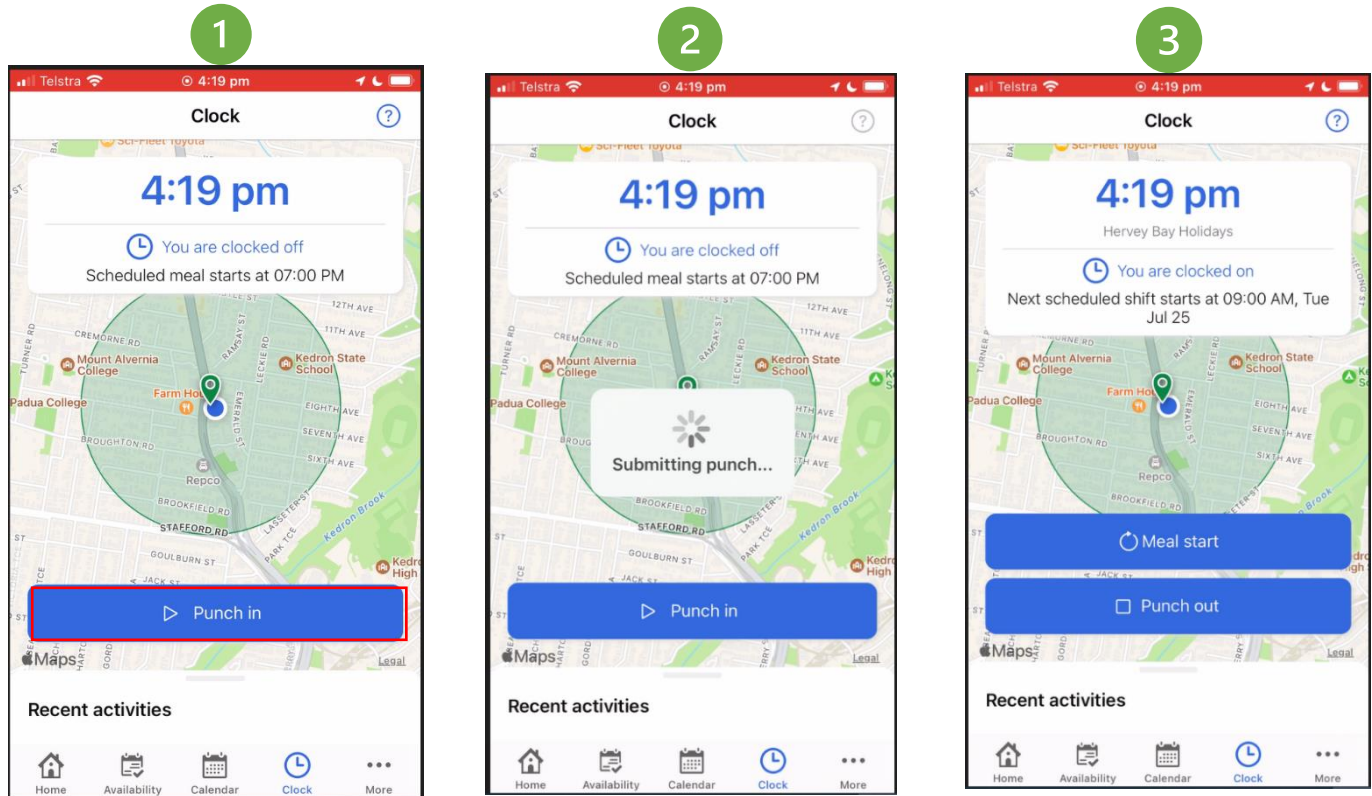
- 8.1.1 To clock your time, tap on the **Clock** button on the bottom of the screen. You will need to allow the Dayforce app to access your location for this feature to work, so if prompted to approve this access, please select **'Allow While Using the App'**.

NOTE: You can only clock on or off when you arrive at work ready to start a shift. You must be on site to punch on or off. For these reasons you will be required to allow the Dayforce app to use your location.

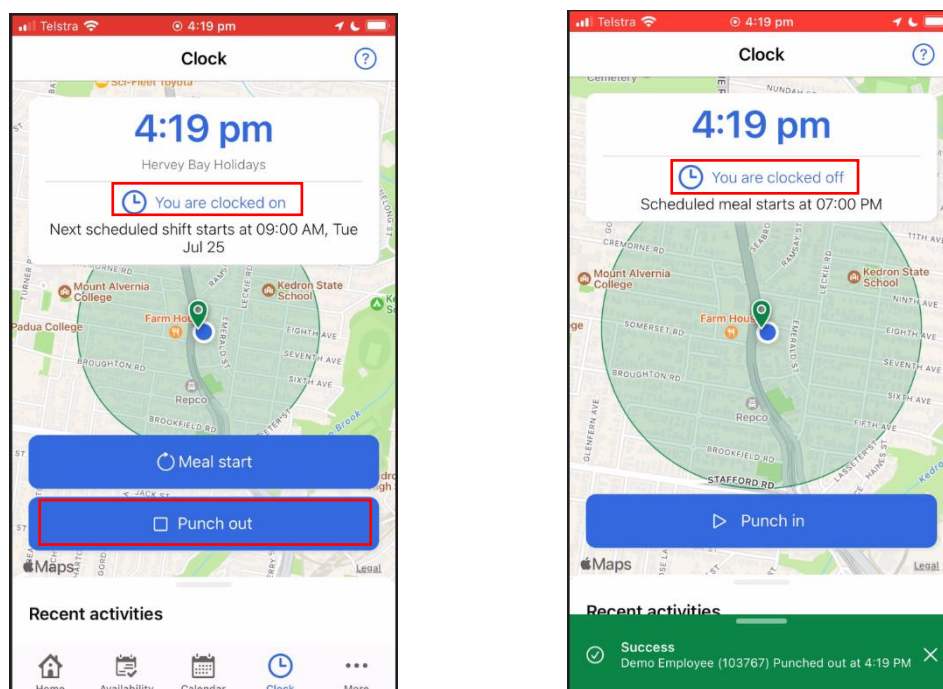


8.1.2 When you arrive on site and are ready to commence your shift, you can tap on the **'Punch In'** button. Once you have punched in you may see the **'Submitting punch'** loading symbol. Please wait for this to finish submitting before you close the app and start work. When your punch has been submitted the clock will state that **'You are clocked on'** and present you with buttons to clock a **'Meal Start'** or **'Punch Out'** (See image number 3 below).

NOTE: You do not have to clock your meal breaks as the system does this automatically, but if you want to you can choose to do this.

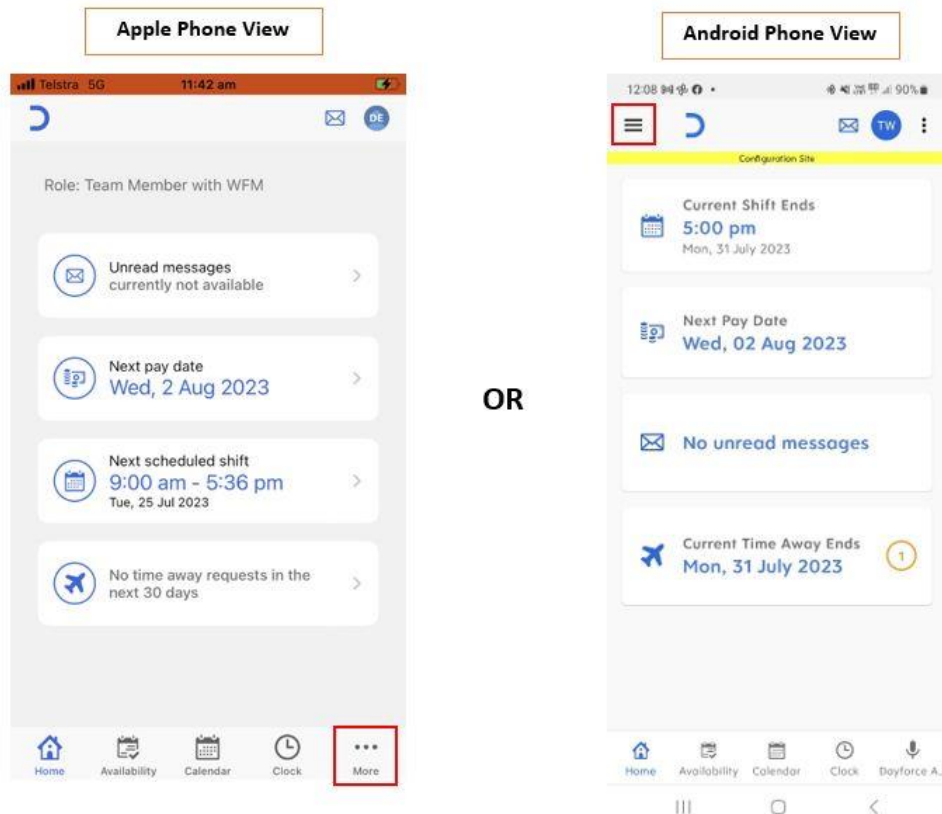


8.1.3 When ready to clock off, re opening the clock in the App and press on **'Punch Out'**. If the punch has been successful, the screen will display the message **'You are clocked off'**.

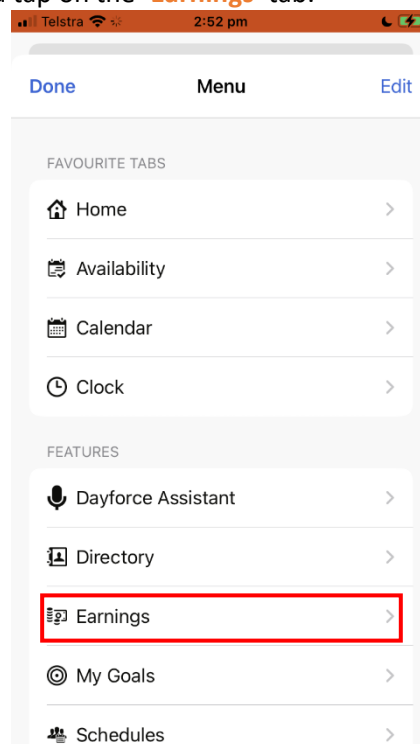


9.0 Viewing your Payslips - Mobile App

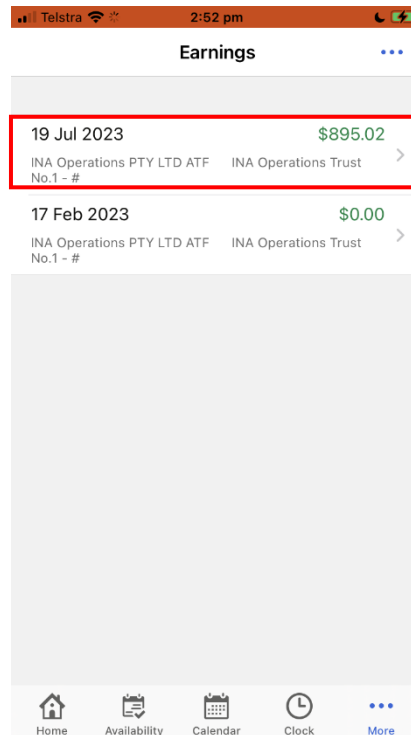
- 9.1.1 From the home page, tap on the **Menu** button. Please note for **Apple Users**, this will appear as the **'More'** button in the bottom left corner. For **Android Users**, this will appear as the Hamburger icon in the top left corner.



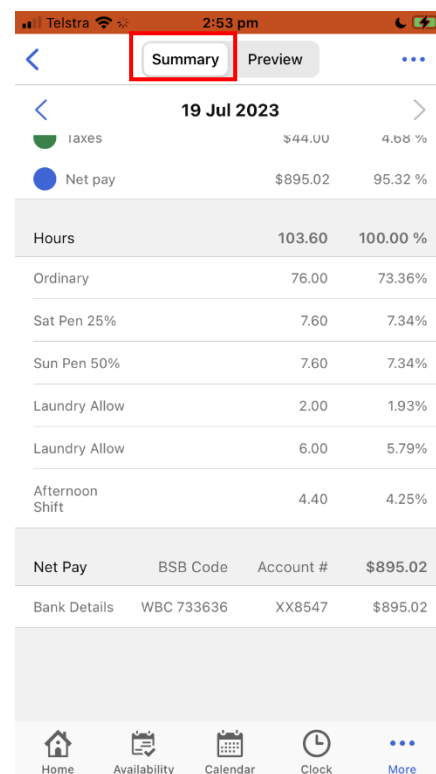
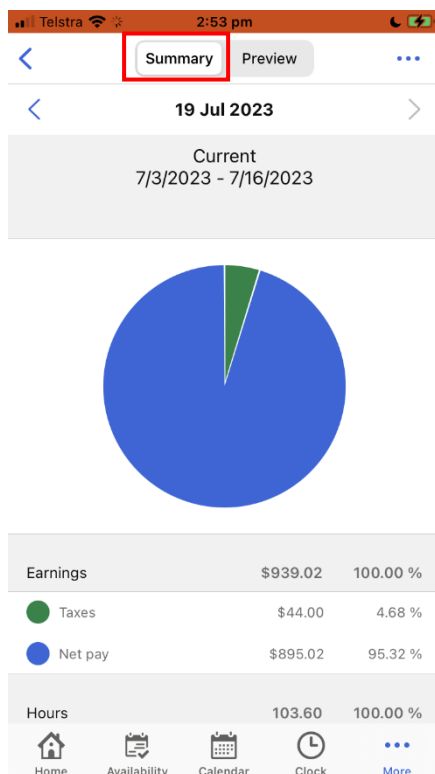
- 9.1.2 From the menu tap on the **'Earnings'** tab.



9.1.3 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.

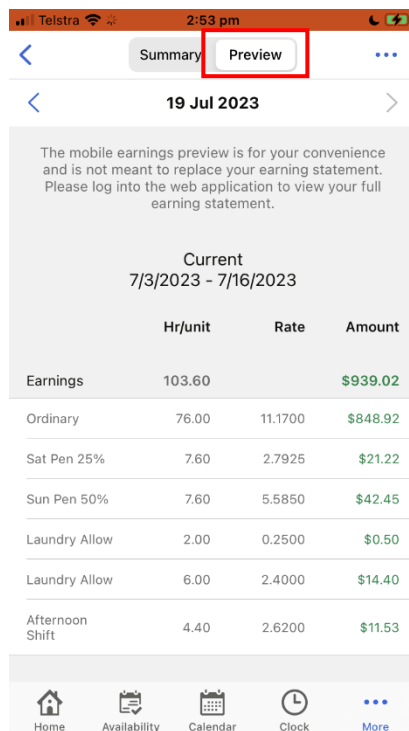


9.1.4 On the **Summary** tab, you can view a breakdown of your earnings for that payslip, including a summary of your Net Pay and Taxes. If you scroll down the page, you can view further details outlining the number of hours and percentage of time earned as ordinary wage hours, as well as Penalty Rates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



9.1.5 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.

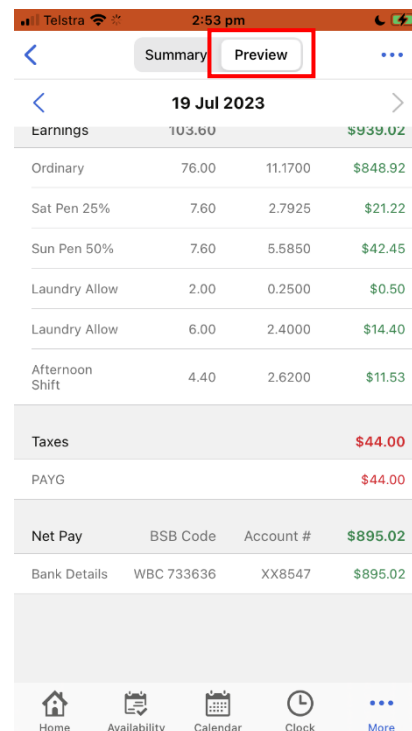
NOTE: This is a preview of your pay information. To view a full Payslip, you need to access the Dayforce Web Version. See **Section 12** for instructions on how to access this.



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.

Current
7/3/2023 - 7/16/2023

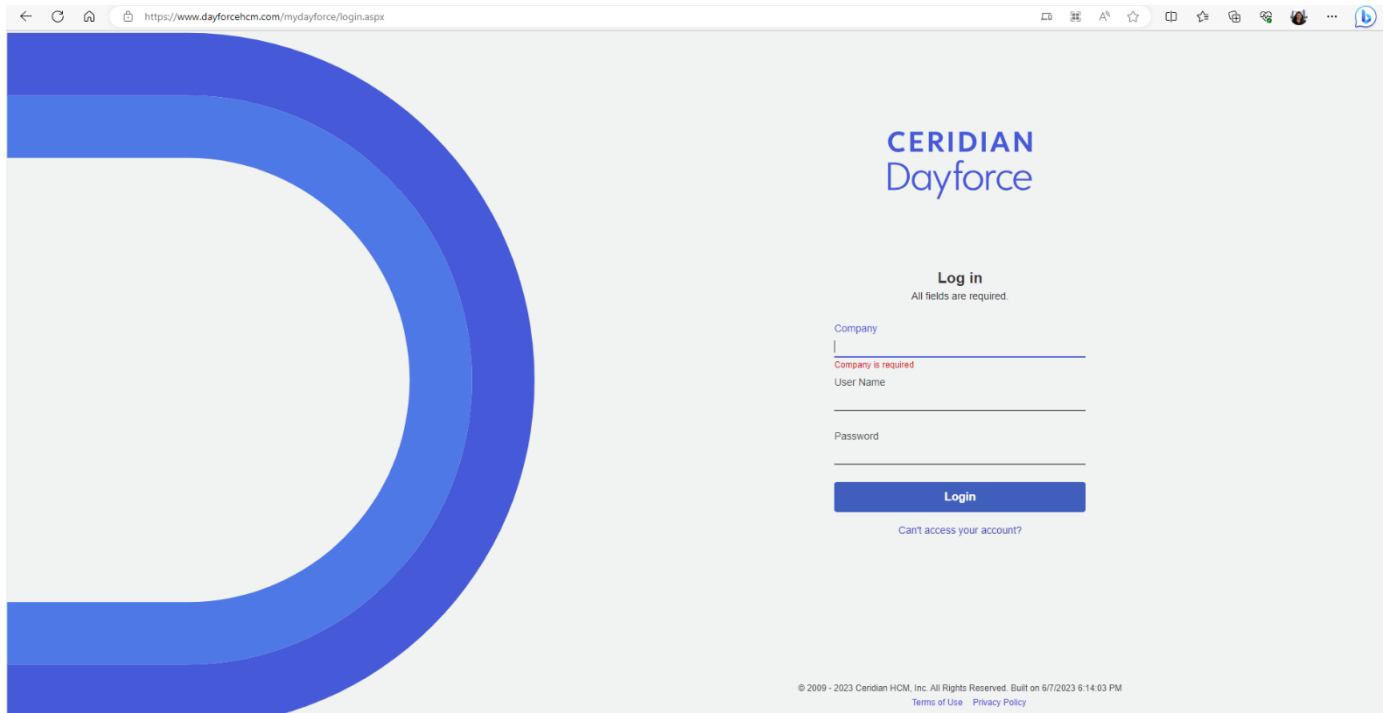
	Hr/unit	Rate	Amount
Earnings	103.60		\$939.02
Ordinary	76.00	11.1700	\$848.92
Sat Pen 25%	7.60	2.7925	\$21.22
Sun Pen 50%	7.60	5.5850	\$42.45
Laundry Allow	2.00	0.2500	\$0.50
Laundry Allow	6.00	2.4000	\$14.40
Afternoon Shift	4.40	2.6200	\$11.53



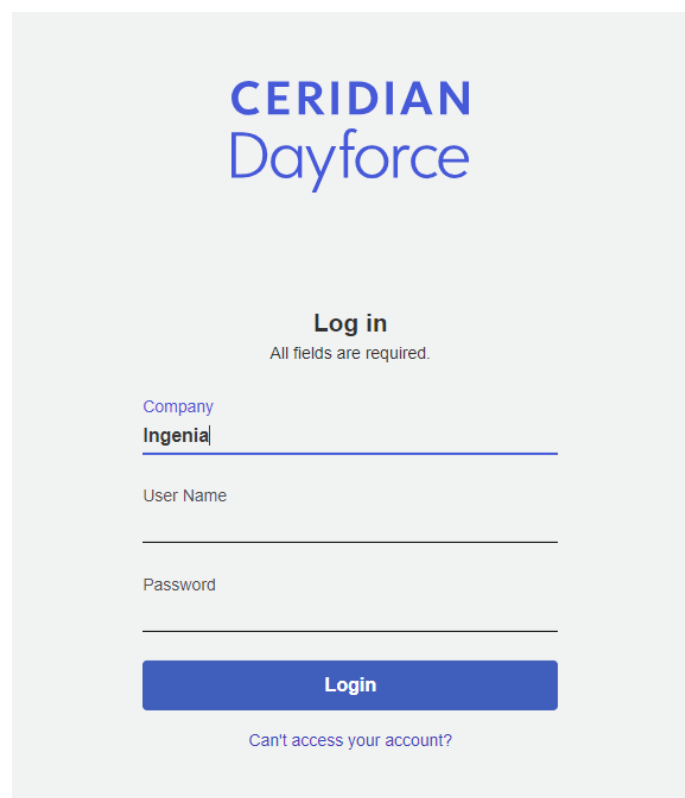
Earnings	103.60		\$939.02
Ordinary	76.00	11.1700	\$848.92
Sat Pen 25%	7.60	2.7925	\$21.22
Sun Pen 50%	7.60	5.5850	\$42.45
Laundry Allow	2.00	0.2500	\$0.50
Laundry Allow	6.00	2.4000	\$14.40
Afternoon Shift	4.40	2.6200	\$11.53
Taxes			\$44.00
PAYG			\$44.00
Net Pay			\$895.02
Bank Details	WBC 733636	XX8547	\$895.02

10.0 Logging in – Dayforce Website

- 10.1.1 From your computer, tablet or smartphone go to your preferred Web Browser (e.g. Safari, Google Chrome, Microsoft Edge) and search for “**Dayforce HCM**” or alternatively go to this web page: <https://www.dayforcehcm.com/mydayforce/login.aspx>

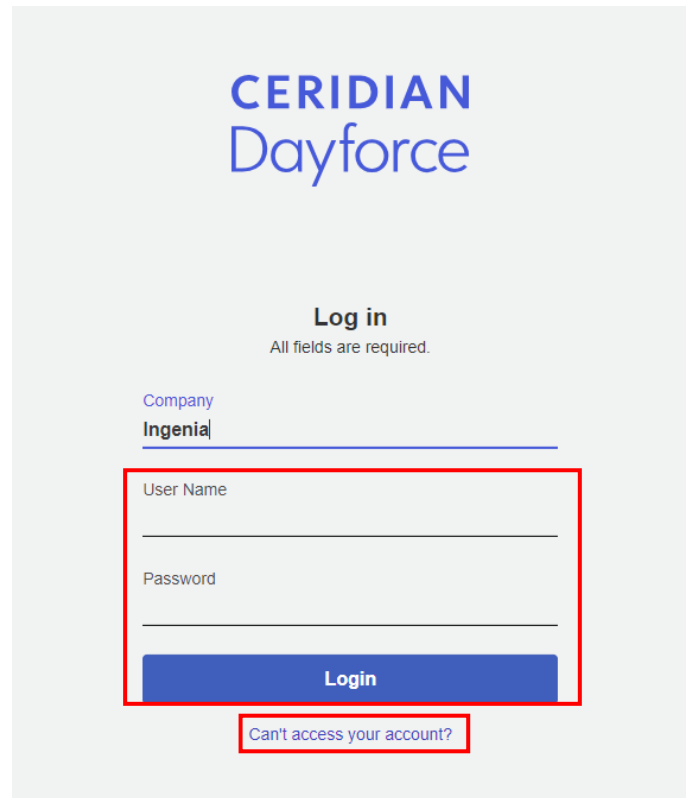


- 10.1.2 Type in ‘**Ingenia**’ as the Company ID.

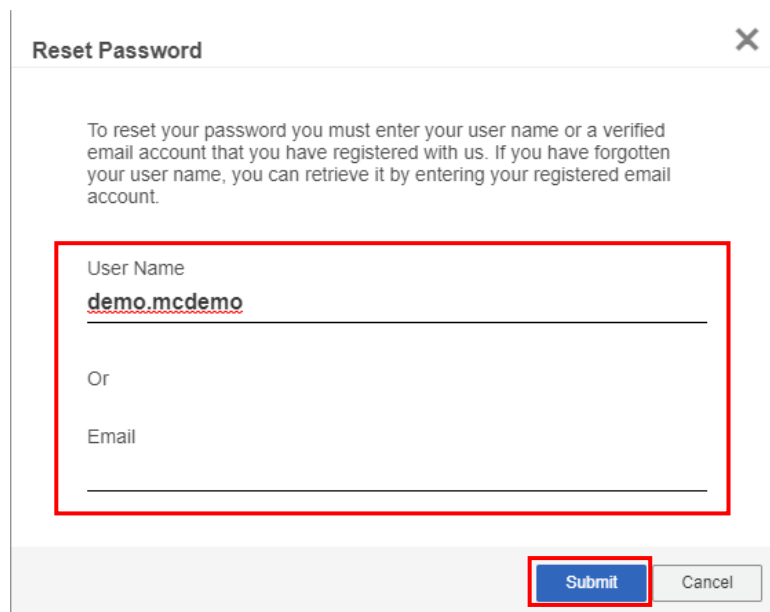


10.1.3 Type in your **'Username and Password'** then click **'Login'**.

- **Username:** Will be the same as the one you use for Tribe Learning, which should be **firstname.surname**
- **Password:** Will be the same as the one you use for Tribe learning. If you are unsure what this is, you can click the **"Can't access your account"** button and follow the prompts to reset a new password.



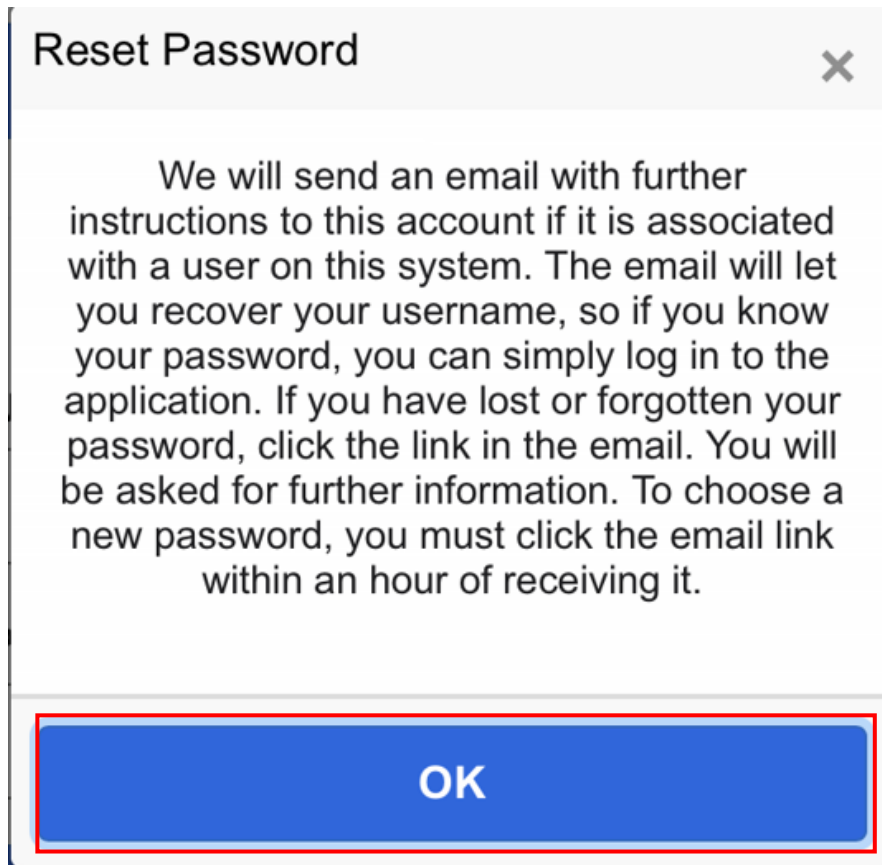
10.1.4 If resetting your password, a Reset Password window will appear. Enter your username or your personal email address then tap on **'Submit'**.



- 10.1.5 A message will then appear confirming the system has sent an email with further instructions to your email address. There will be a link within that email which you can click to reset your password.

Once you have followed the link and reset your password tap 'OK' and try logging in again.

NOTE: If you want to use the link to reset your password, you must use the link within 1 hour of receiving the email before the link expires.



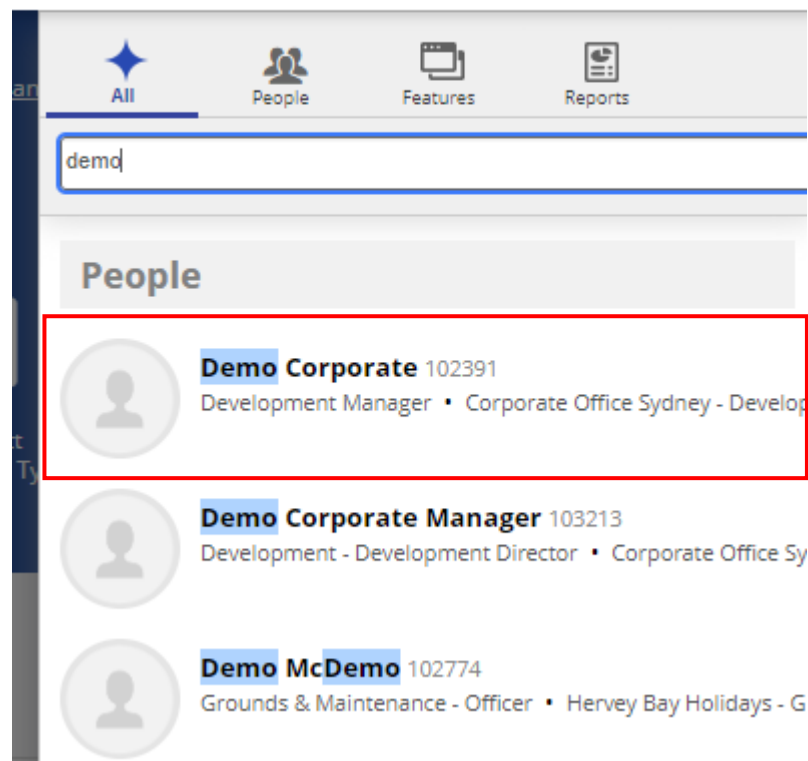
11.0 Navigation & Home Dashboard – Dayforce Website

11.1 Directory Search

11.1.1 To search the directory for a colleague click on the **'Magnifying Glass'** icon in the top right corner.

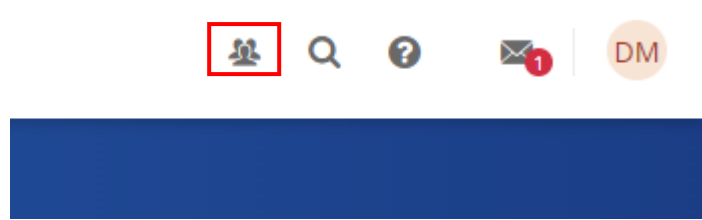


11.1.2 Search the name of the **employee** you are looking for to view their position, site location and any contact details they make have chosen to share.



11.2 Org Chart

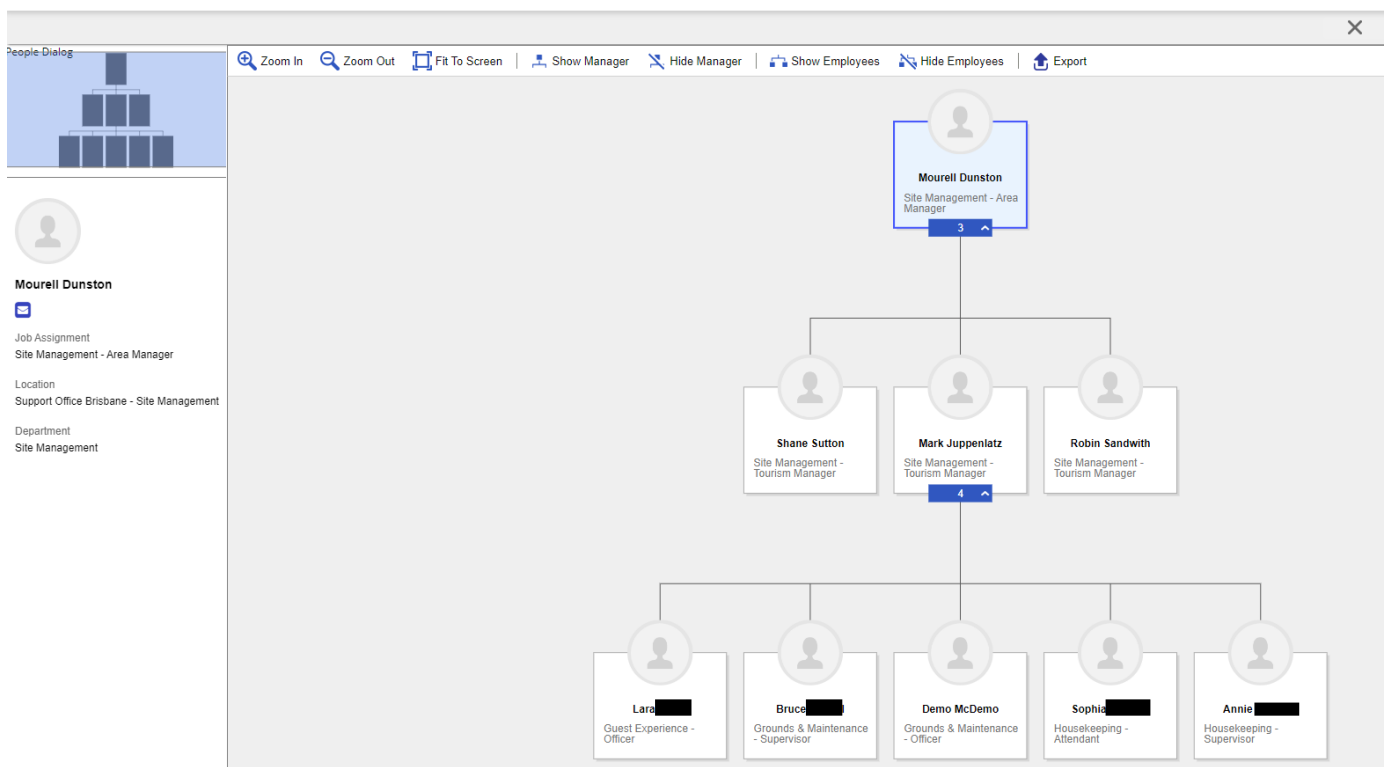
11.2.1 To view the Organisation Chart, click on the 'People' icon in the top right corner.



11.2.2 Click on the relevant individual employee to view their information, to view their manager click on the employee name then click on the 'Show Manager' Button.

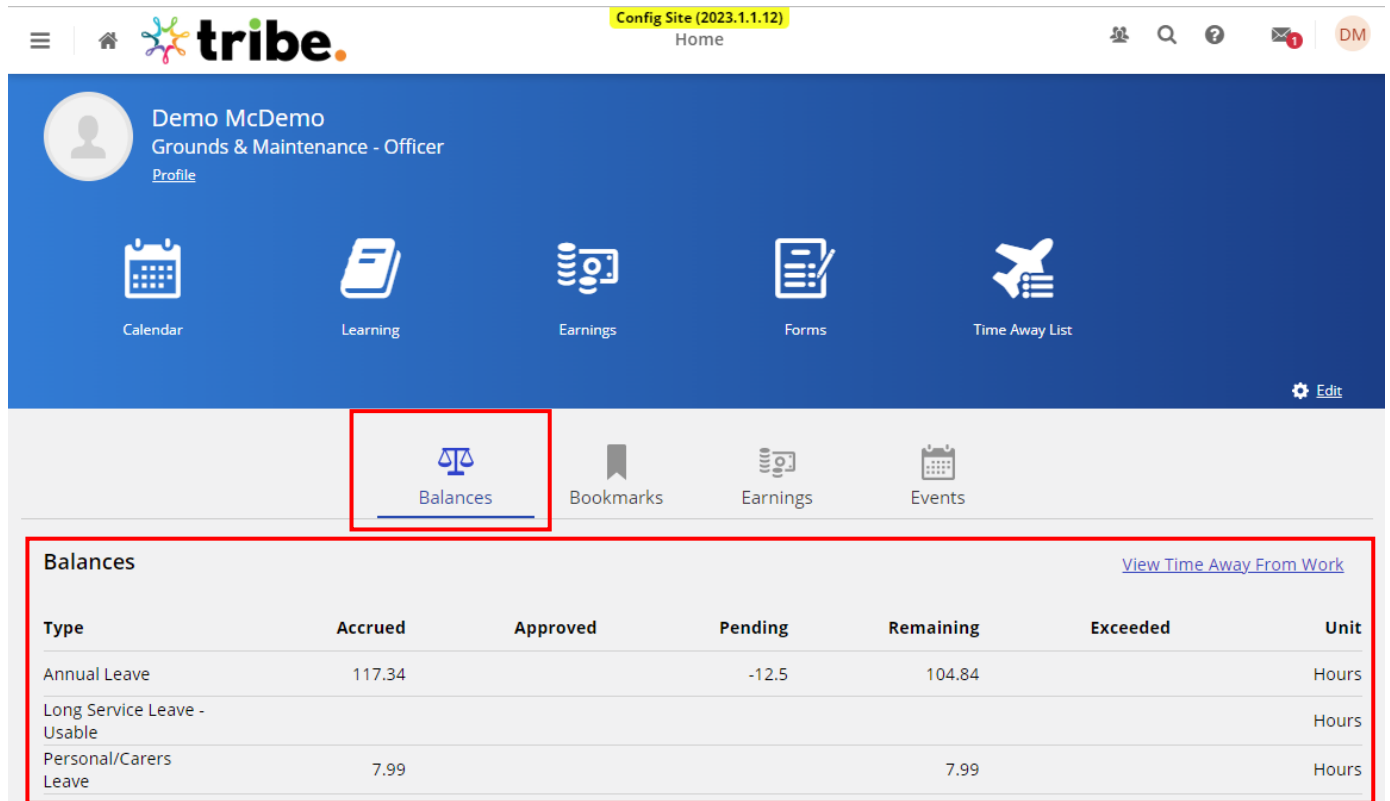


11.2.3 You should now be able to repeat this process to view the different layers of Management within the business.



11.3 Preview Balances

From the home page under the 'Balances' section you can view your current leave balances.



The screenshot shows the user interface for a WFM Team Member. At the top, there is a navigation bar with the tribe logo, a 'Config Site (2023.1.1.12)' notification, and a 'Home' link. Below this is a user profile section for 'Demo McDemo', Grounds & Maintenance - Officer, with a 'Profile' link. A row of icons provides quick access to various features: Calendar, Learning, Earnings, Forms, and Time Away List. Below this is a secondary row of icons: Balances (highlighted with a red box), Bookmarks, Earnings, and Events. The main content area displays the 'Balances' section, which includes a table of leave balances and a link to 'View Time Away From Work'.

Type	Accrued	Approved	Pending	Remaining	Exceeded	Unit
Annual Leave	117.34		-12.5	104.84		Hours
Long Service Leave - Usable						Hours
Personal/Carers Leave	7.99			7.99		Hours

11.4 Preview Earnings

11.4.1 From the home page click on the 'Earnings' section to view your most recent Payment summarised.

The screenshot shows the tribe home page for user Demo McDemo. The 'Earnings' icon in the top navigation bar is highlighted with a red box. Below the navigation bar, the 'Earnings' section is visible, showing a summary for 'INA Operations PTY LTD ATF INA Operations Trust No.1 - # • 19/07/2023 • Normal'. A table lists Earnings, Taxes, and Net Pay, along with a pie chart. The 'View Pay Slips' link is also visible.

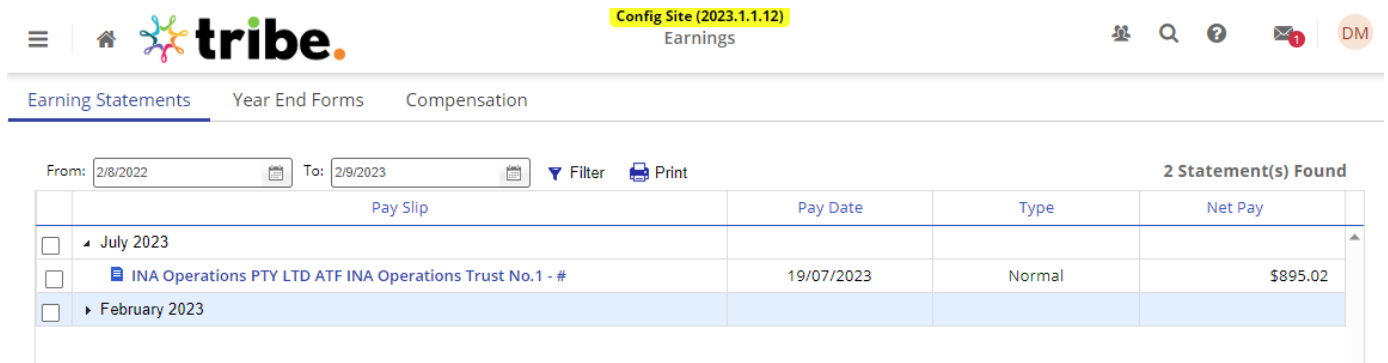
INA Operations PTY LTD ATF INA Operations Trust No.1 - # • 19/07/2023 • Normal		
Earnings	\$939.02	100.00%
Taxes	\$44.00	4.68%
Net Pay	\$895.02	95.32%

Hours		
Hours	103.60	100.00%
Ordinary	76.00	73.36%
Sat Pen 25%	7.60	7.34%
Sun Pen 50%	7.60	7.34%
Travel Allow	2.00	1.92%

11.4.2 You can also use the 'View Pay Slips' button to quickly access the page displaying your Payslips.

This screenshot is identical to the previous one, but the 'View Pay Slips' button in the top right corner of the Earnings section is highlighted with a red box.

11.4.3 On the **Earning Statements** Tab you can view all your payslips, which are categorised by month by double clicking on the relevant month and selecting the **Payslip** linked for the relevant pay date.



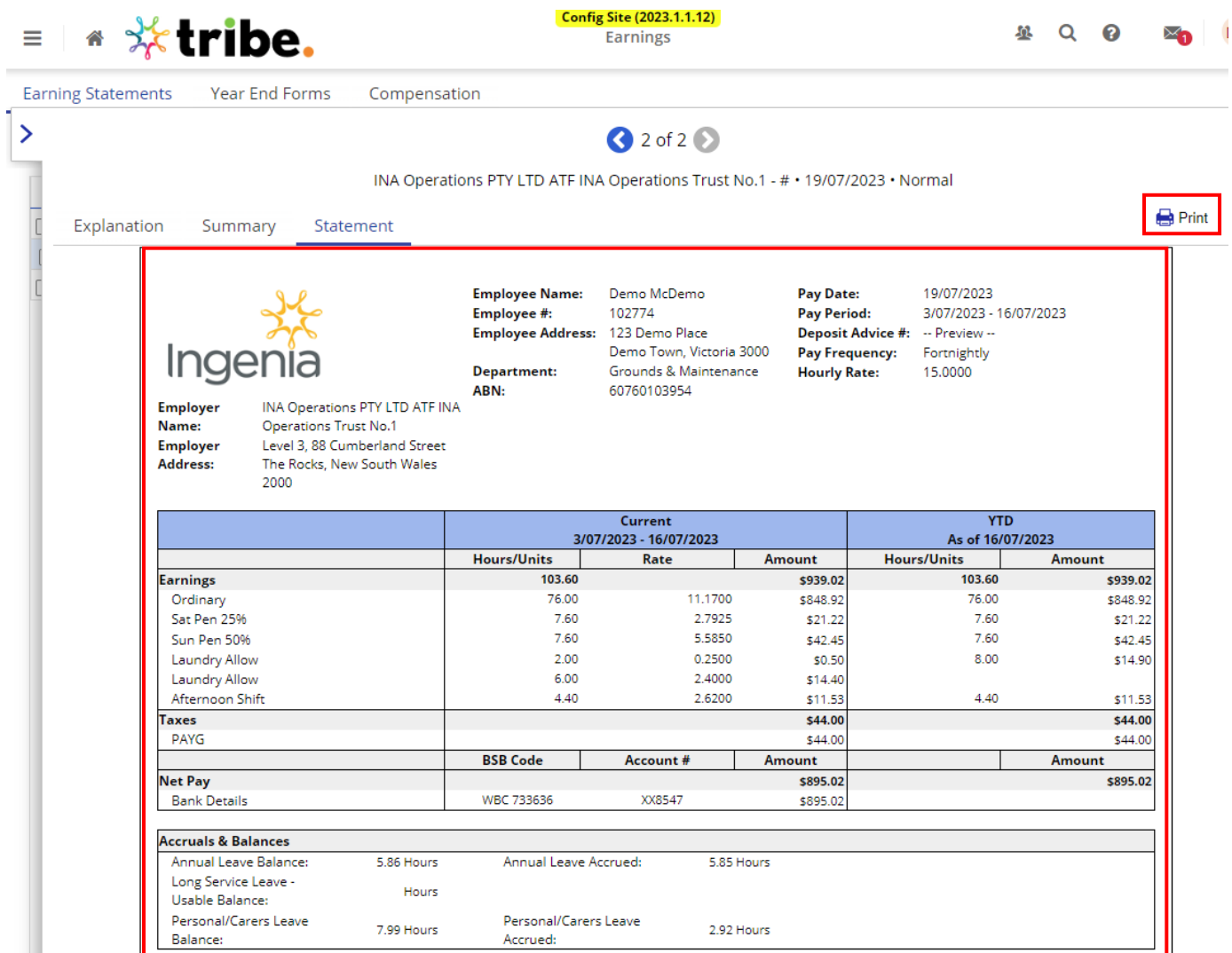
Config Site (2023.1.1.12) Earnings

Earning Statements Year End Forms Compensation

From: 2/8/2022 To: 2/9/2023 Filter Print 2 Statement(s) Found

Pay Slip	Pay Date	Type	Net Pay
July 2023			
INA Operations PTY LTD ATF INA Operations Trust No.1 - #	19/07/2023	Normal	\$895.02
February 2023			

11.4.4 From here you can view your full **Pay Slip (Earnings Statement)**, and you can print or save this by clicking the **'Print'** button and following the prompts.




Config Site (2023.1.1.12) Earnings

Earning Statements Year End Forms Compensation

2 of 2

INA Operations PTY LTD ATF INA Operations Trust No.1 - # • 19/07/2023 • Normal

Explanation Summary **Statement** Print



Employee Name: Demo McDemo **Pay Date:** 19/07/2023
Employee #: 102774 **Pay Period:** 3/07/2023 - 16/07/2023
Employee Address: 123 Demo Place **Deposit Advice #:** -- Preview --
 Demo Town, Victoria 3000 **Pay Frequency:** Fortnightly
Department: Grounds & Maintenance **Hourly Rate:** 15.0000
ABN: 60760103954

Employer Name: INA Operations PTY LTD ATF INA Operations Trust No.1
Employer Address: Level 3, 88 Cumberland Street
 The Rocks, New South Wales
 2000

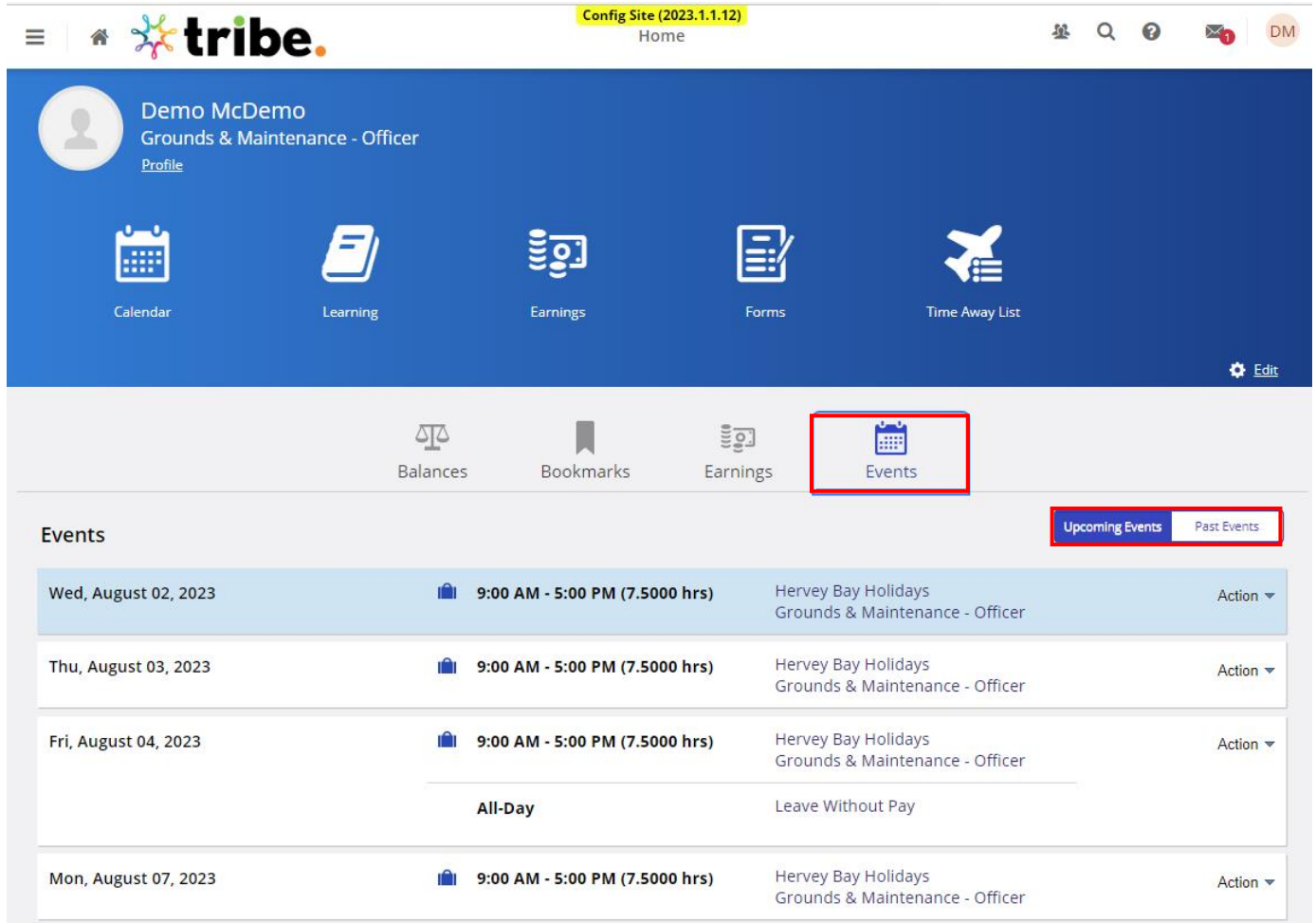
	Current 3/07/2023 - 16/07/2023			YTD As of 16/07/2023	
	Hours/Units	Rate	Amount	Hours/Units	Amount
Earnings	103.60		\$939.02	103.60	\$939.02
Ordinary	76.00	11.1700	\$848.92	76.00	\$848.92
Sat Pen 25%	7.60	2.7925	\$21.22	7.60	\$21.22
Sun Pen 50%	7.60	5.5850	\$42.45	7.60	\$42.45
Laundry Allow	2.00	0.2500	\$0.50	8.00	\$14.90
Laundry Allow	6.00	2.4000	\$14.40		
Afternoon Shift	4.40	2.6200	\$11.53	4.40	\$11.53
Taxes			\$44.00		\$44.00
PAYG			\$44.00		\$44.00
Net Pay			\$895.02		\$895.02
Bank Details	WBC 733636	XX8547	\$895.02		

Accruals & Balances

Annual Leave Balance:	5.86 Hours	Annual Leave Accrued:	5.85 Hours
Long Service Leave - Usable Balance:	Hours		
Personal/Carers Leave Balance:	7.99 Hours	Personal/Carers Leave Accrued:	2.92 Hours

11.5 Events

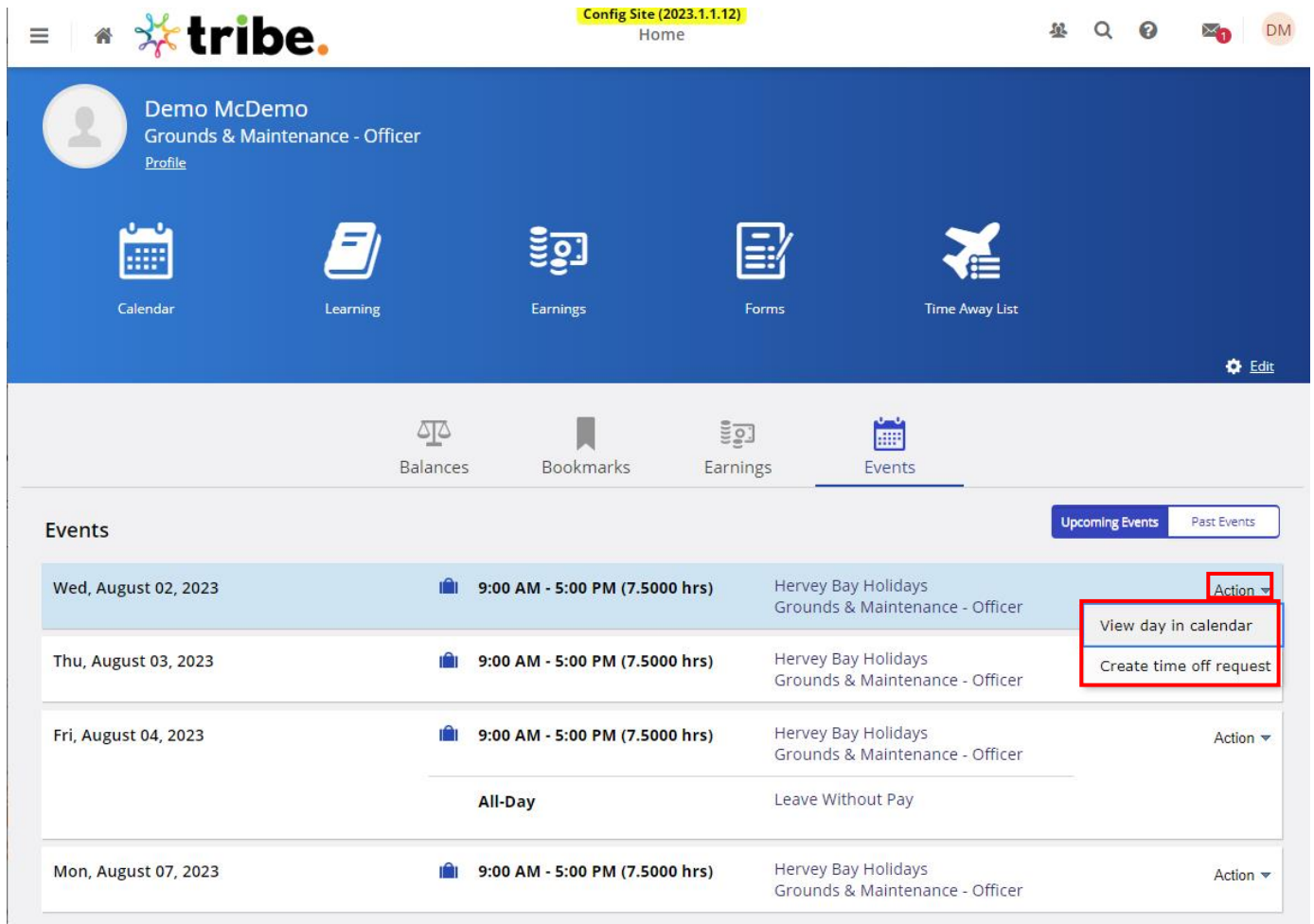
11.5.1 To view the **Events** Tab, click on the **'Events'** button. This will display all upcoming events (such as shifts, public holidays or Time Away). You can also toggle to the **Past Events** by clicking the **'Past Events'** button.



The screenshot shows the tribe WFM interface. At the top, there is a navigation bar with the tribe logo, a 'Config Site (2023.1.1.12)' notification, and user profile information for 'Demo McDemo'. Below this is a dashboard with icons for Calendar, Learning, Earnings, Forms, and Time Away List. A secondary navigation bar contains icons for Balances, Bookmarks, Earnings, and Events (highlighted with a red box). Below the navigation bar, there are two tabs: 'Upcoming Events' (selected) and 'Past Events'. The main content area displays a list of events:

Date	Time	Event Name	Action
Wed, August 02, 2023	9:00 AM - 5:00 PM (7.5000 hrs)	Hervey Bay Holidays Grounds & Maintenance - Officer	Action ▾
Thu, August 03, 2023	9:00 AM - 5:00 PM (7.5000 hrs)	Hervey Bay Holidays Grounds & Maintenance - Officer	Action ▾
Fri, August 04, 2023	9:00 AM - 5:00 PM (7.5000 hrs)	Hervey Bay Holidays Grounds & Maintenance - Officer	Action ▾
	All-Day	Leave Without Pay	
Mon, August 07, 2023	9:00 AM - 5:00 PM (7.5000 hrs)	Hervey Bay Holidays Grounds & Maintenance - Officer	Action ▾

11.5.2 You can click on the **'Action'** button at the end of each event to **View that day in your Calendar** or **Create a Time Off Request** for that day.



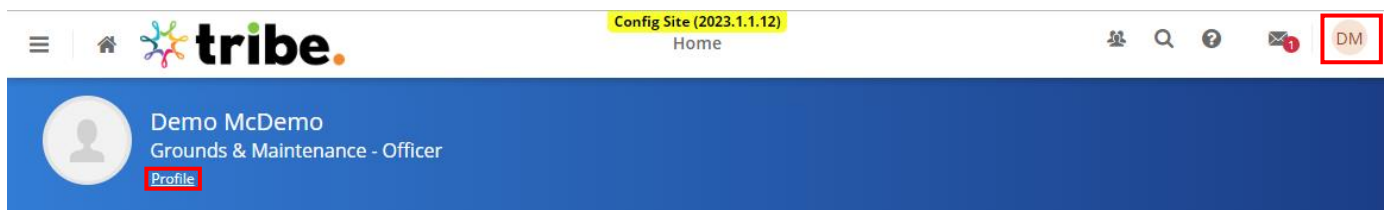
The screenshot shows the user interface for a WFM team member. At the top, there is a navigation bar with the Tribe logo, a home icon, and a user profile icon labeled 'DM'. Below this is a blue header section with the user's name 'Demo McDemo' and title 'Grounds & Maintenance - Officer'. A row of icons represents different sections: Calendar, Learning, Earnings, Forms, and Time Away List. Below this is a row of icons for Balances, Bookmarks, Earnings, and Events. The main content area is titled 'Events' and has two tabs: 'Upcoming Events' (selected) and 'Past Events'. A table lists events for August 2023:

Date	Time	Event Name	Action
Wed, August 02, 2023	9:00 AM - 5:00 PM (7.5000 hrs)	Hervey Bay Holidays Grounds & Maintenance - Officer	Action
Thu, August 03, 2023	9:00 AM - 5:00 PM (7.5000 hrs)	Hervey Bay Holidays Grounds & Maintenance - Officer	Action
Fri, August 04, 2023	9:00 AM - 5:00 PM (7.5000 hrs)	Hervey Bay Holidays Grounds & Maintenance - Officer	Action
	All-Day	Leave Without Pay	
Mon, August 07, 2023	9:00 AM - 5:00 PM (7.5000 hrs)	Hervey Bay Holidays Grounds & Maintenance - Officer	Action

The 'Action' dropdown menu for the first event is expanded, showing two options: 'View day in calendar' and 'Create time off request'. Both options are highlighted with a red box in the original image.

12.0 Profile Section

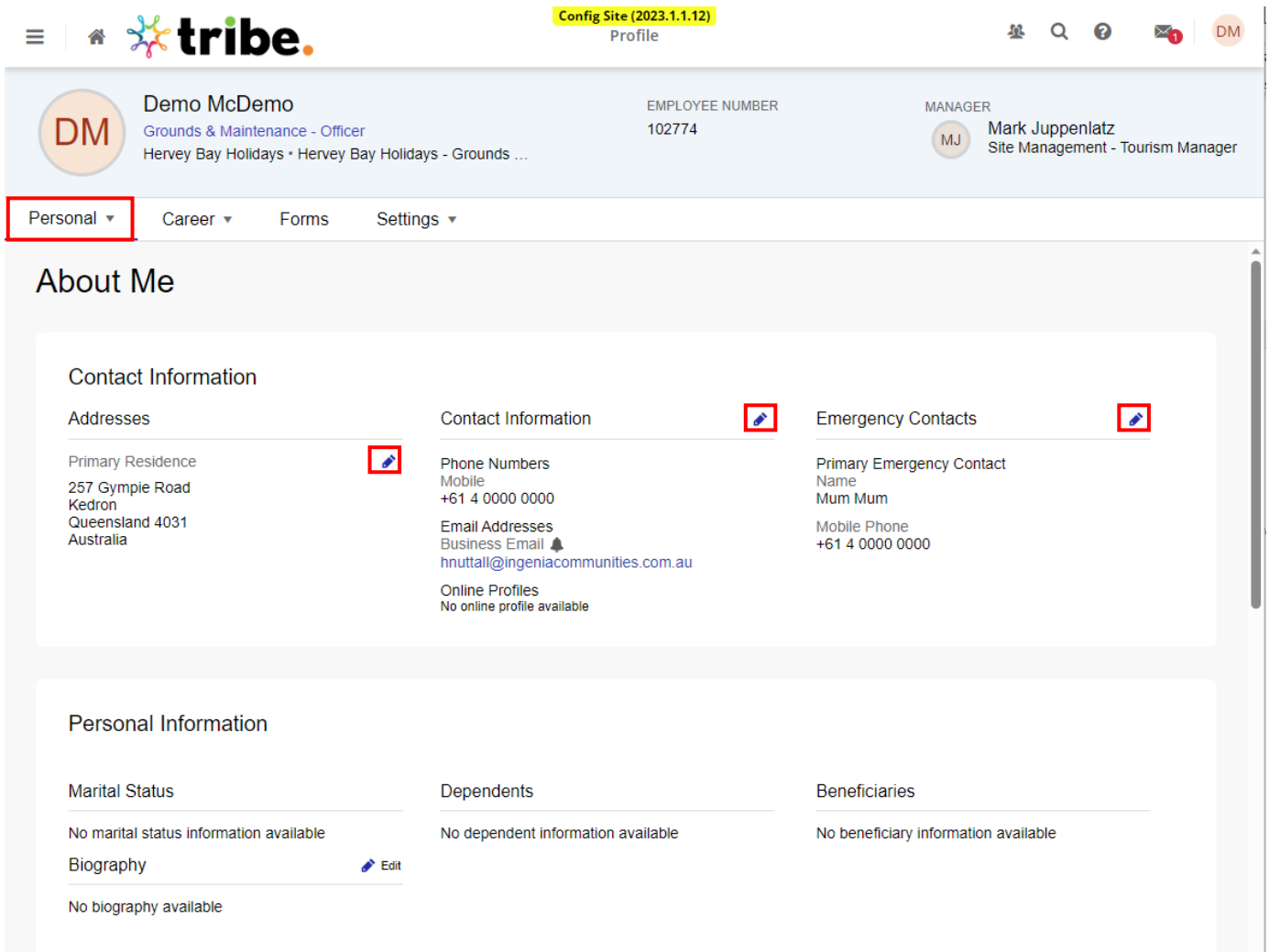
To view your profile you can click on the **'Profile'** Button on the home page, or click on the **Profile Icon** in the top right corner.



The screenshot shows the user interface for a WFM team member. At the top, there is a navigation bar with the Tribe logo, a home icon, and a user profile icon labeled 'DM'. Below this is a blue header section with the user's name 'Demo McDemo' and title 'Grounds & Maintenance - Officer'. A 'Profile' button is highlighted with a red box. Below this is a row of icons representing different sections: Calendar, Learning, Earnings, Forms, and Time Away List.

12.1 Personal Tab

12.1.1 On the **Personal** Tab you can view and edit a range of information relating to your employment. To edit a range of information click on the **'Edit' pencil icon**.



The screenshot shows the Tribe user interface. At the top, there is a navigation bar with a home icon, the Tribe logo, a configuration site notice for 2023.1.1.12, and user profile information for Demo McDemo. Below this is a header section with the user's name, role (Grounds & Maintenance - Officer), employee number (102774), and manager information (Mark Juppenlatz). A navigation menu below the header has 'Personal' selected and highlighted with a red box. The main content area is titled 'About Me' and contains two sections: 'Contact Information' and 'Personal Information'. The 'Contact Information' section has three sub-sections: 'Addresses', 'Contact Information', and 'Emergency Contacts', each with an edit icon. The 'Personal Information' section has three sub-sections: 'Marital Status', 'Dependents', and 'Beneficiaries', each with an edit icon.

Personal ▾ Career ▾ Forms Settings ▾

About Me

Contact Information

Addresses	Contact Information	Emergency Contacts
<p>Primary Residence</p> <p>257 Gympie Road Kedron Queensland 4031 Australia</p>	<p>Phone Numbers</p> <p>Mobile +61 4 0000 0000</p> <p>Email Addresses</p> <p>Business Email 📧 hnuttall@ingeniacommunities.com.au</p> <p>Online Profiles</p> <p>No online profile available</p>	<p>Primary Emergency Contact</p> <p>Name Mum Mum</p> <p>Mobile Phone +61 4 0000 0000</p>

Personal Information

Marital Status	Dependents	Beneficiaries
<p>No marital status information available</p>	<p>No dependent information available</p>	<p>No beneficiary information available</p>
<p>Biography</p> <p>No biography available</p>		

12.1.2 If you scroll down the page further you can view your **Work Information and Time Away Balances**.

Personal ▾ Career ▾ Forms Settings ▾

Work Information

Employee Information		Payroll Information	
Number	102774	Pay Class	Full Time
Status	Active	Pay Group	Australia Fortnightly 1
Location	Hervey Bay Holidays - Grounds & Maintenance	Pay Type	Hourly
Job Assignment	Grounds & Maintenance - Officer	Pay Frequency	Fortnightly
Department	Grounds & Maintenance	Hourly Rate	View
Original Hire Date	21/2/22	Bank Name	Westpac Banking Corporation
First Day Worked	21/2/22	Account Type	Checking
Seniority Date	21/2/22	Account Number	**8547
Continuous Employment Start Date		Year End Form Delivery	[None] ✎
Long Service Leave Eligibility Date			
Manager	Mark Juppenlatz		

Balances

[Overview](#) Expiring Transactions Time Bank Balances

Type	Accrued	Approved	Pending	Remaining	Exceeded	Unit
Annual Leave	117.34		-12.5	104.84		Hours
Long Service Leave - Usable						Hours
Personal/Carers Leave	7.99			7.99		Hours

12.2 Forms

12.2.1 On the **Profile** Page click on the **'Forms'** tab to access a range of forms that you can complete and submit to update a range of your personal details and information.


Config Site (2023.1.1.12) Profile

DM Demo McDemo Grounds & Maintenance - Officer EMPLOYEE NUMBER 102774 LOCATION Hervey Bay Holidays - Hervey ... MANAGER MJ Mark Juppenlatz Site Management - Tourism Manager

Personal ▾ Career ▾ **Forms** Settings ▾

12.2.2 From here select the form you wish to complete by clicking on the **Form Name**.

Forms

My Form Submissions 

Available Forms

Search Forms Search Reset

General Forms (3)

- Superannuation Standard Choice
- Superannuation Voluntary Contribution Request
- TFN Declaration Form

Personal (8)

- Address
- Bank Details**
- Contact Details
- Emergency Contacts
- Employee Biography
- Name and Marital Status
- Request Leave of Absence
- Right To Work Document Upload

Professional (2)

- KM Reimbursement form
- Upload New Certificate

12.2.3 Follow the form prompts to add your updated information by using items such as the **'Add'** or **'Remove'** buttons. Remember to click **'Submit'** once you are finished to the form can be sent to the payroll team for processing.

Bank Details

Status: Active Employee Number: [REDACTED]

This is your current direct deposit information. Adding or modifying accounts will change where your pay will be deposited.

Pay will be added to your accounts based on the priority you set. Any pay remaining will be deposited into your remainder account. An amount is required for all accounts except your remainder account.

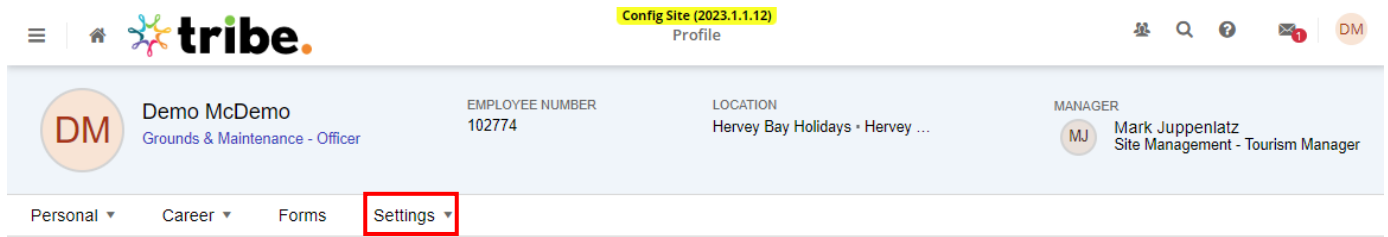
Priority	BSB Code*	Branch & Location	Account Number*	Deposit Type*	Allocation
1	[REDACTED]	Australia and New Zealan...	123456789	Remainder / Full Amount	

Comment

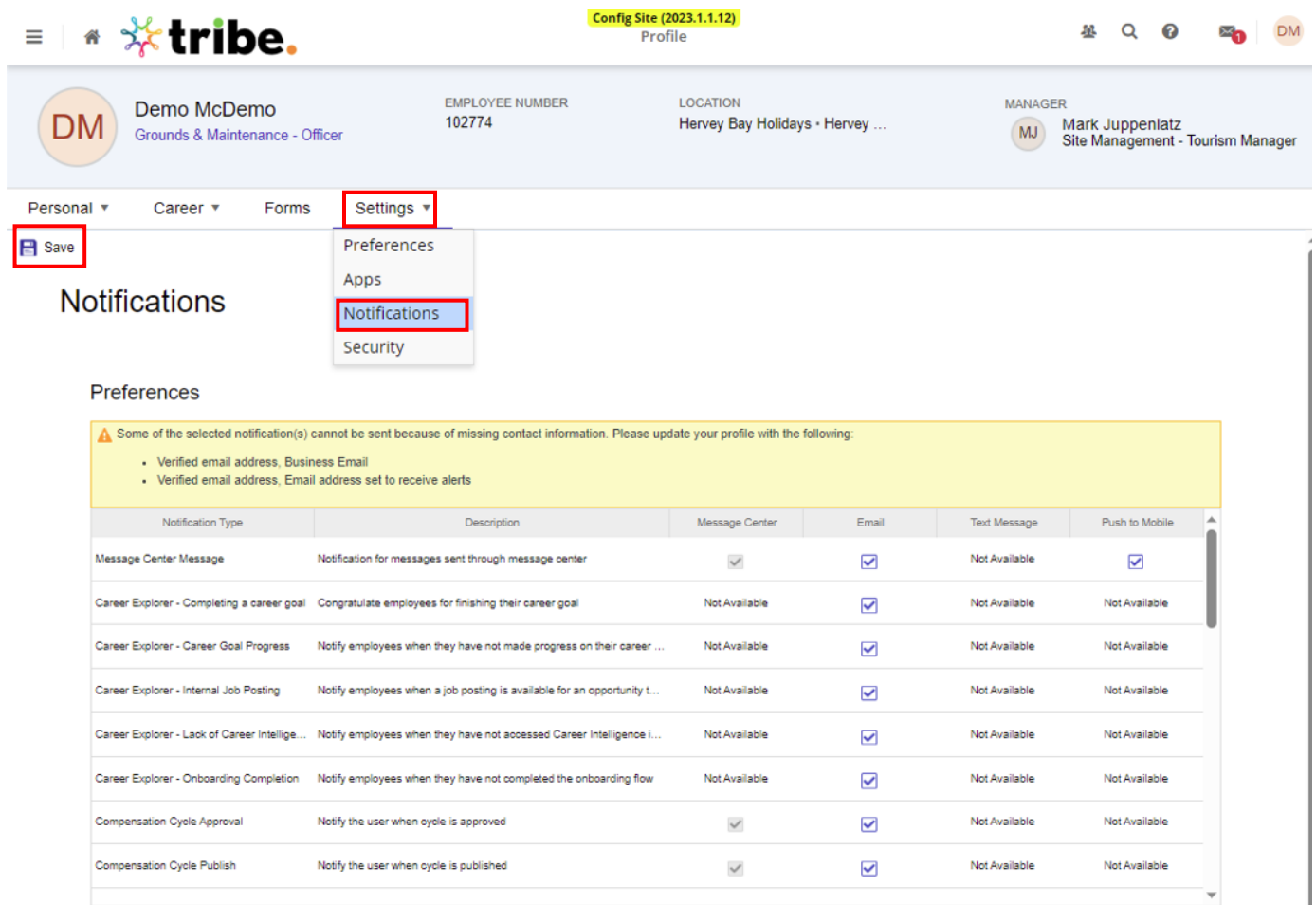
Add comment to the employee's file.

12.3 Settings

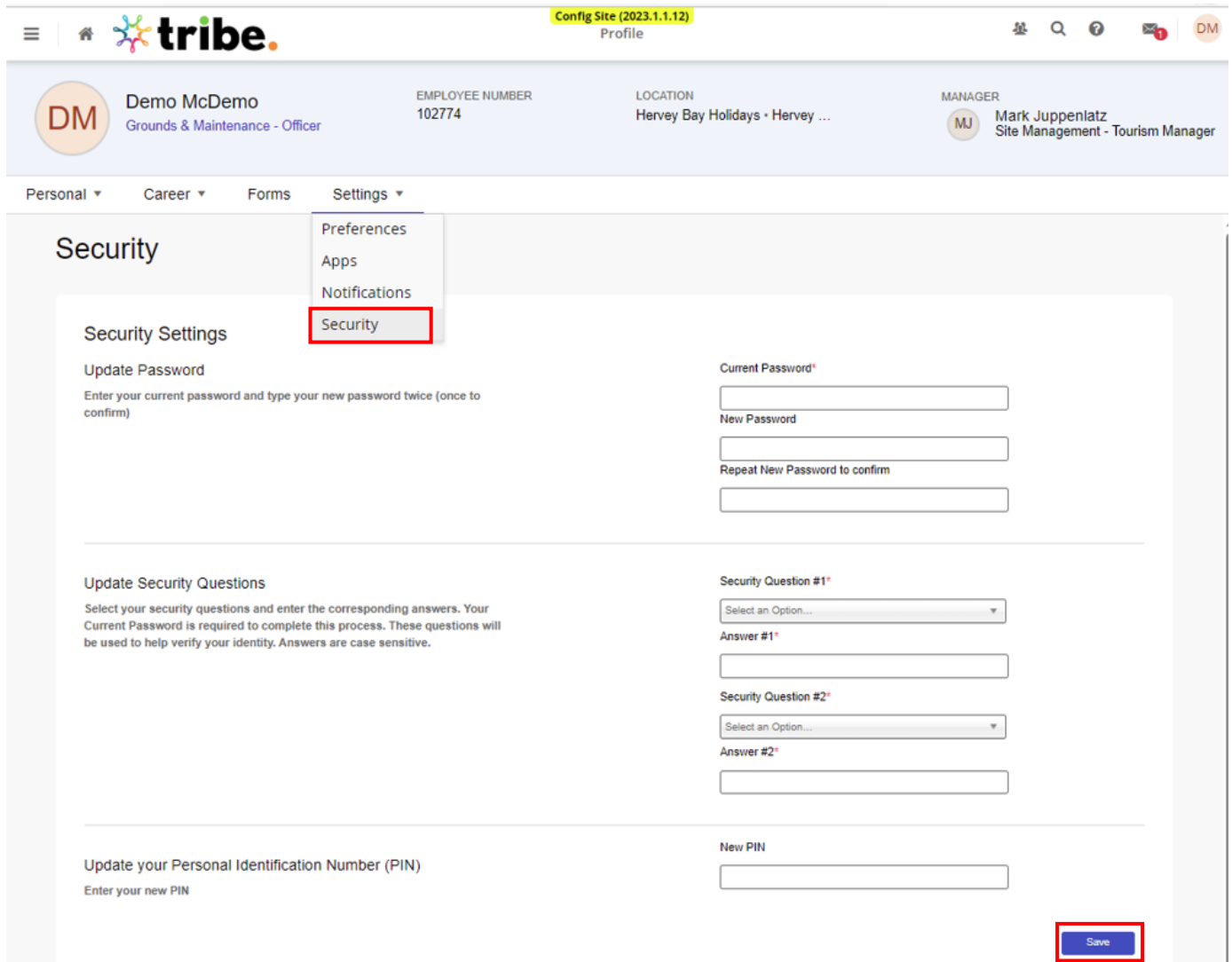
12.3.1 On the **Profile** Page click on the **'Settings'** tab to access a range of settings for your account.



12.3.2 Click on the **'Notifications'** section of the Settings Tab to edit your notification preferences. Remember to click **'Save'** if you adjust your preferences.



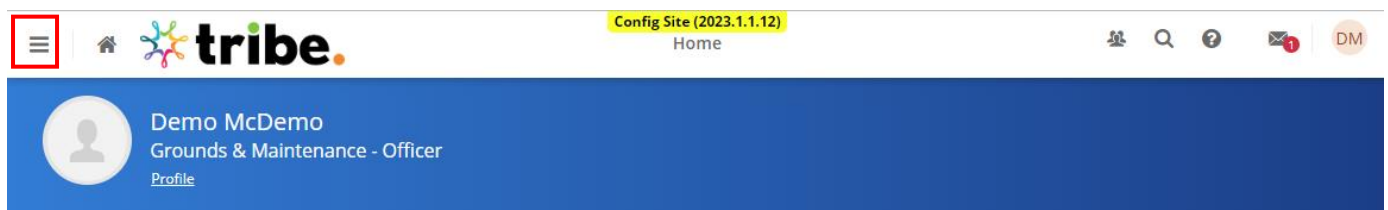
12.3.3 Click on the **'Security'** tab to Update your Password, Update Security Questions or Update your PIN. Remember to click the **'Save'** button once you have edited any of these.



The screenshot shows the tribe user interface. At the top, there is a navigation bar with the tribe logo, a 'Config Site (2023.1.1.12)' indicator, and user profile information for 'Demo McDemo'. Below this is a header section with the user's name, employee number (102774), location (Hervey Bay Holidays), and manager (Mark Juppenlatz). A main navigation menu includes 'Personal', 'Career', 'Forms', and 'Settings'. The 'Settings' dropdown is open, and the 'Security' option is highlighted with a red box. The 'Security' page contains three sections: 'Update Password', 'Update Security Questions', and 'Update your Personal Identification Number (PIN)'. Each section has corresponding input fields. A 'Save' button is located at the bottom right of the page, also highlighted with a red box.

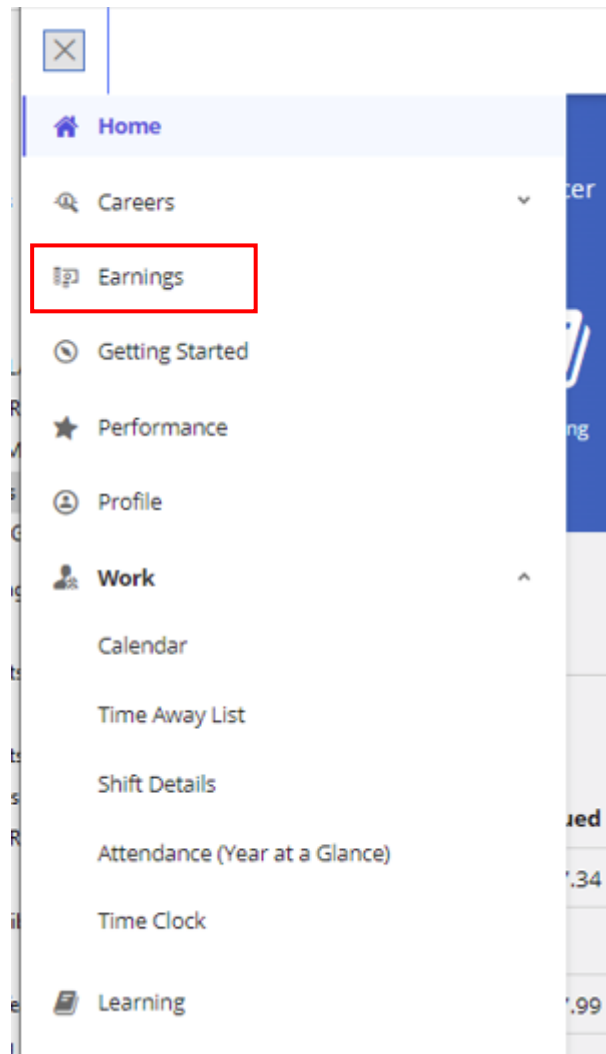
13.0 Earnings Section - Dayforce Website

13.1.1 From the Home Page navigate to the Earnings section by clicking on the Hamburger Menu Button

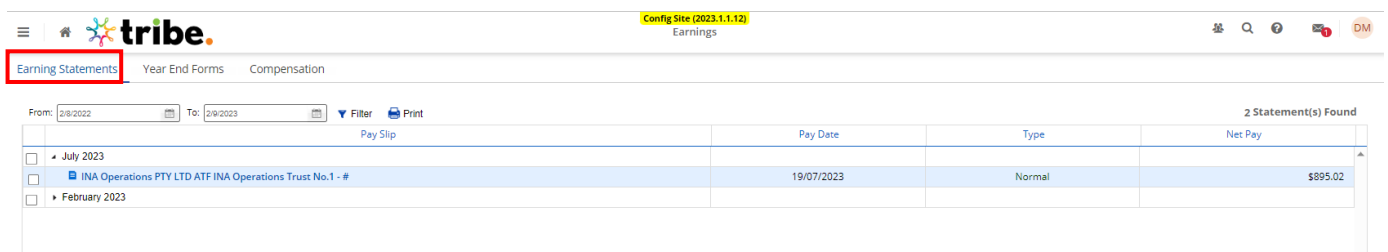


The screenshot shows the tribe user interface on the Home page. The navigation bar includes the tribe logo, a 'Config Site (2023.1.1.12)' indicator, and user profile information for 'Demo McDemo'. Below this is a blue header section with the user's name, title, and a 'Profile' link. The Hamburger Menu button (three horizontal lines) is highlighted with a red box.

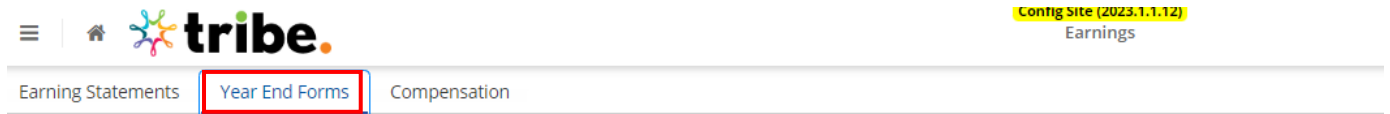
13.1.2 From the Menu, click on the 'Earnings' button.



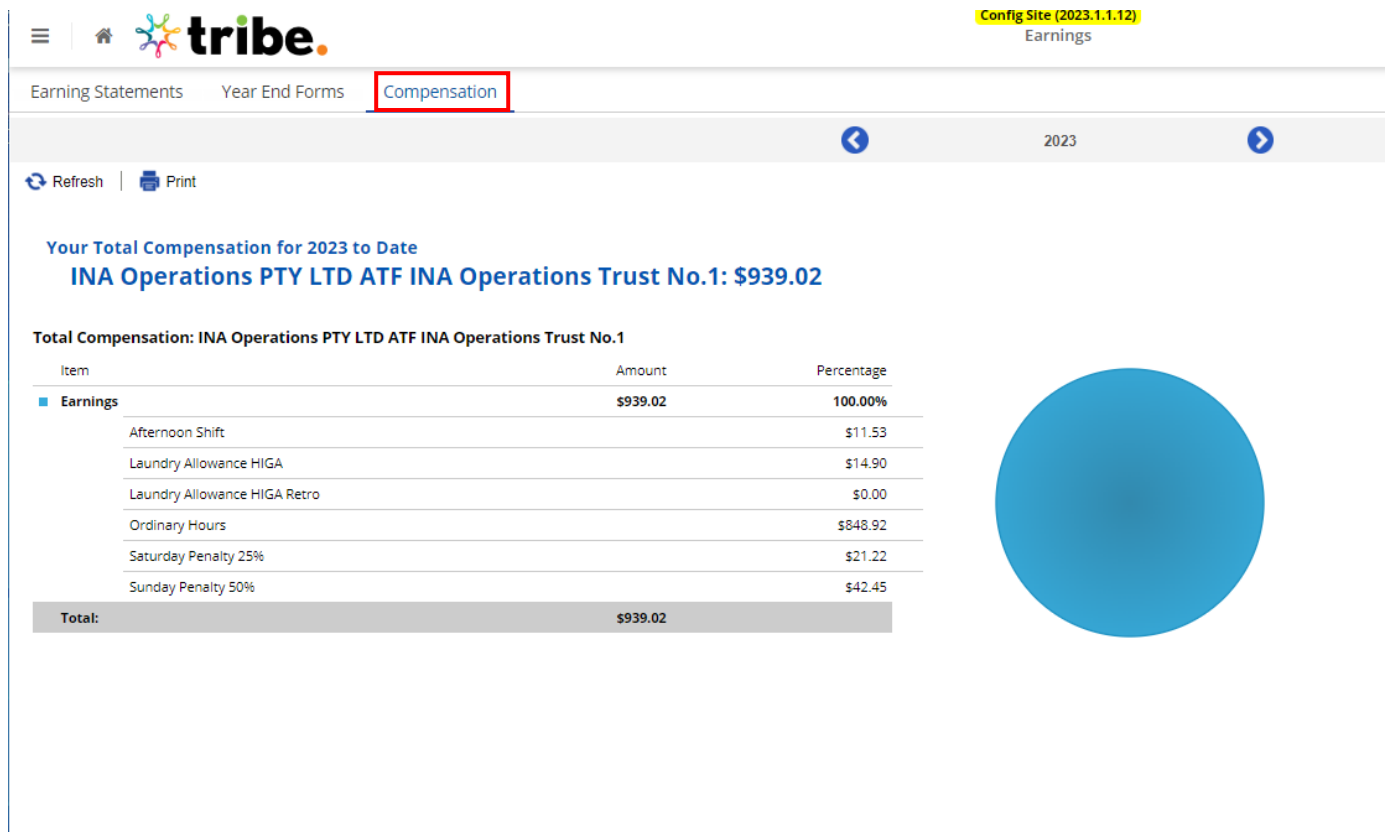
13.1.3 View payslips by following the steps set out in 11.4.3 on the Earnings Statements Tab highlighted below.



13.1.4 The Year End Forms section is not available in Australia so this will not display anything.

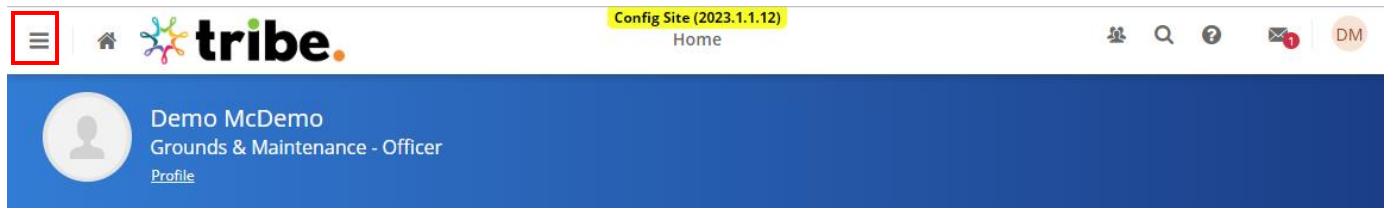


13.1.5 If you click on the 'Compensation' tab you can view a breakdown of your earnings by Year.

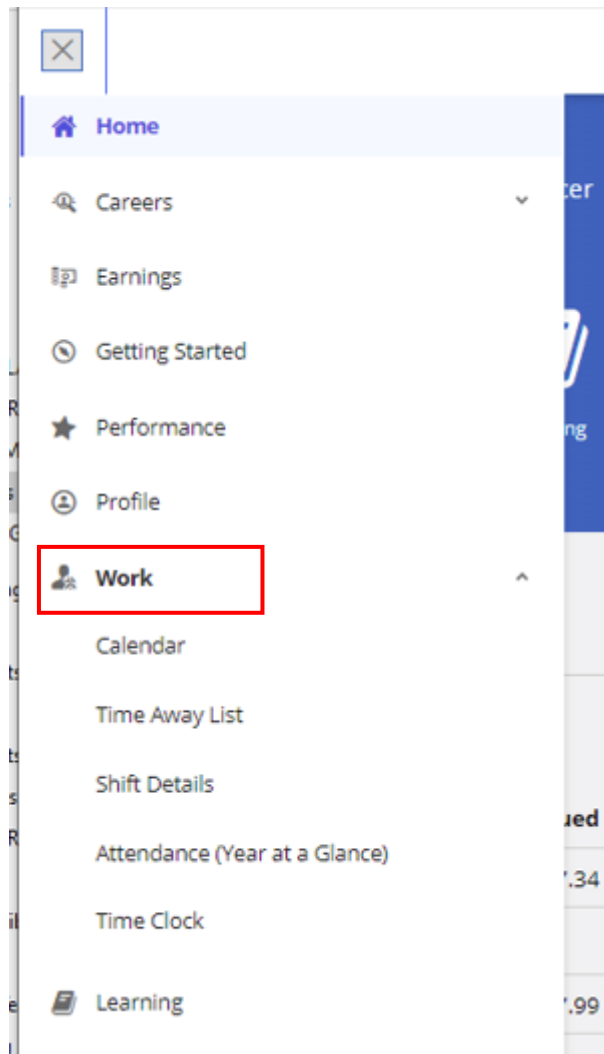


14.0 Work Section - Dayforce Website

14.1.1 From the Home Page navigate to the **Work** section by clicking on the **Hamburger Menu Button**.

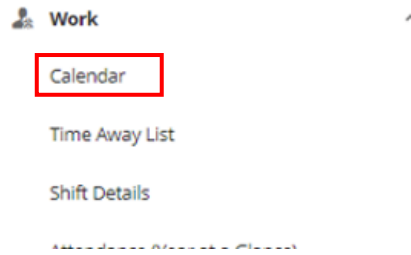


14.1.2 From the Menu, click on the **'Work'** button.



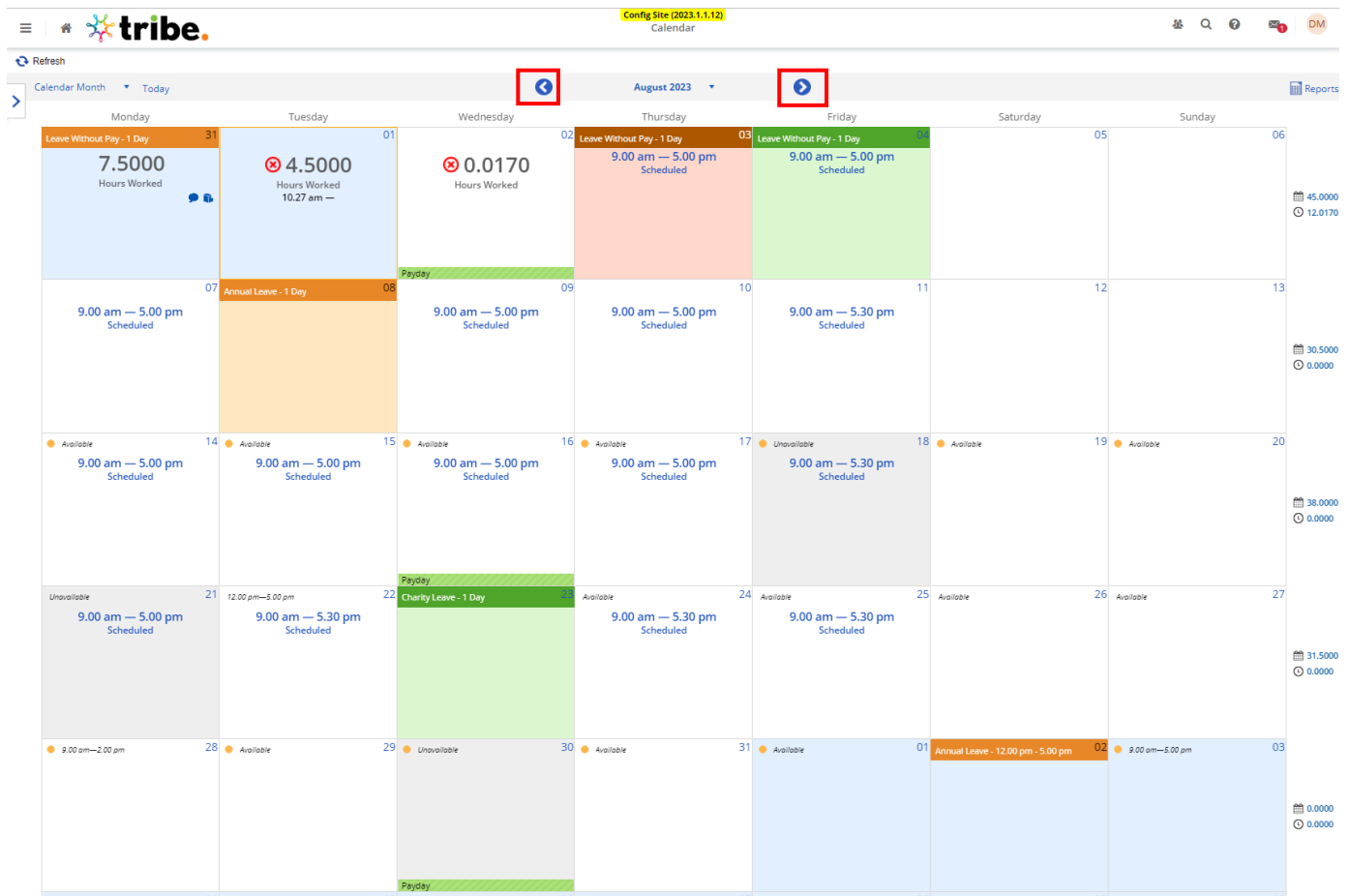
14.2 Calendar

14.2.1 To access the **Calendar** function click on **'Calendar'** from the Work section of the menu.

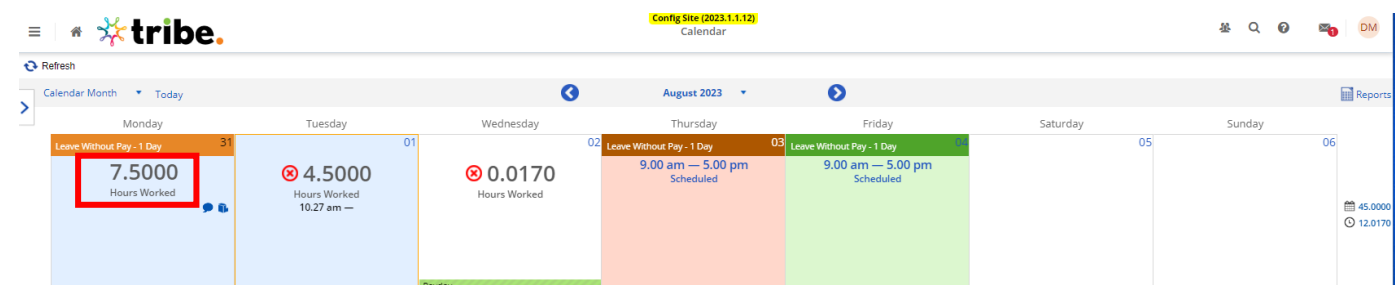


14.2.2 Within the calendar you can review all your shifts, payday, time off requests, availability and extract reports based on this information.

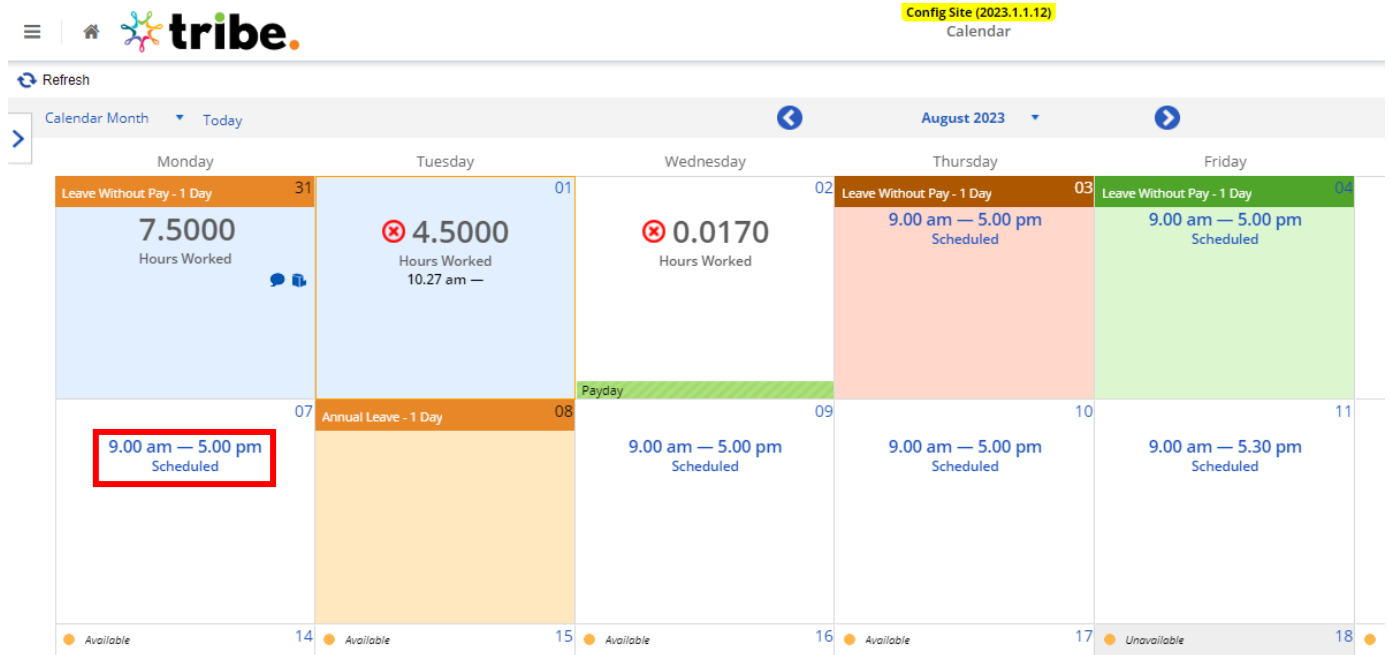
You can adjust the view to a different month by using the arrows on the top of the Calendar.



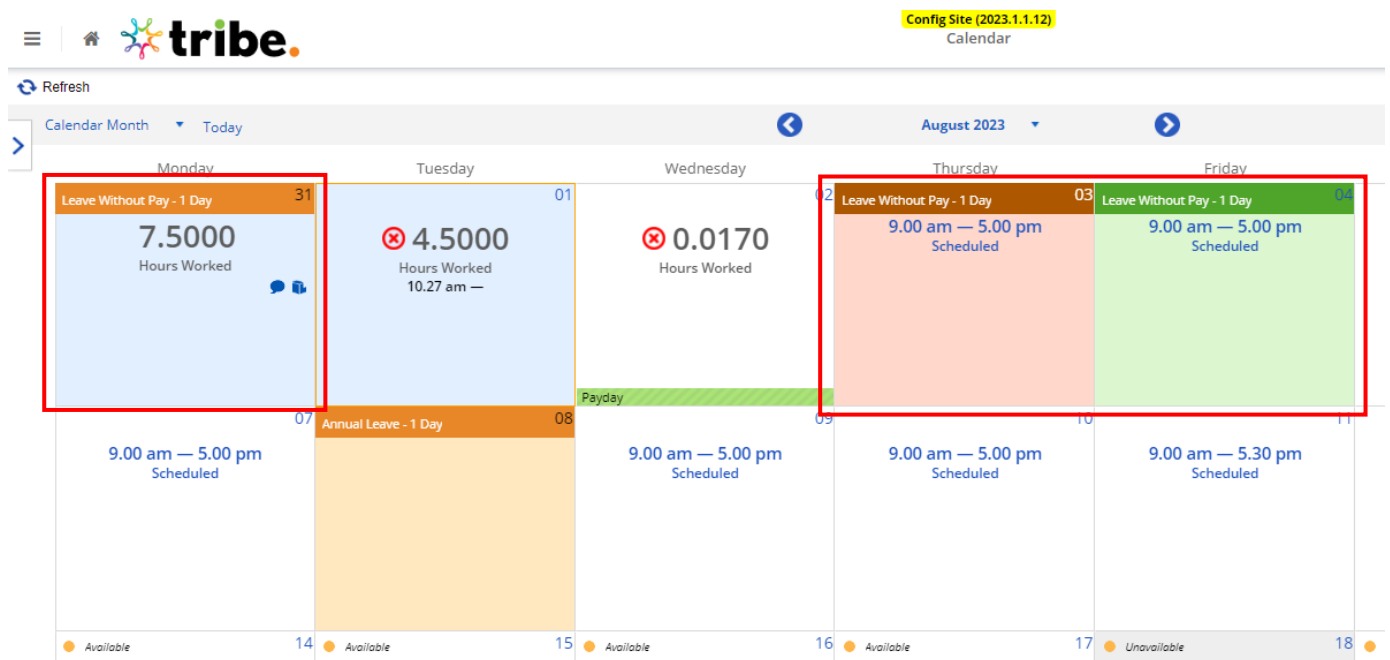
14.2.3 Your **hours worked** will be displayed as highlighted below.



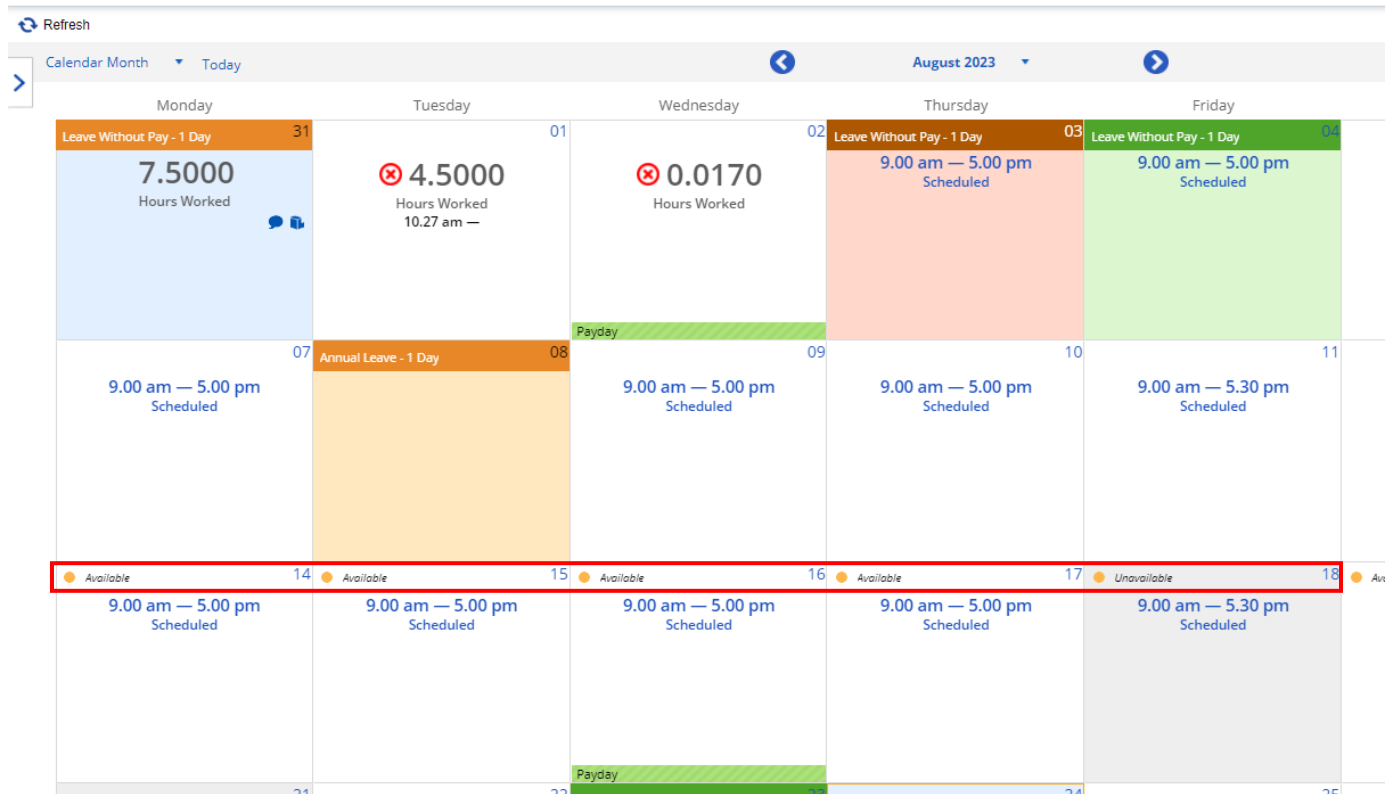
14.2.4 Your **scheduled shifts** will display as highlighted below.



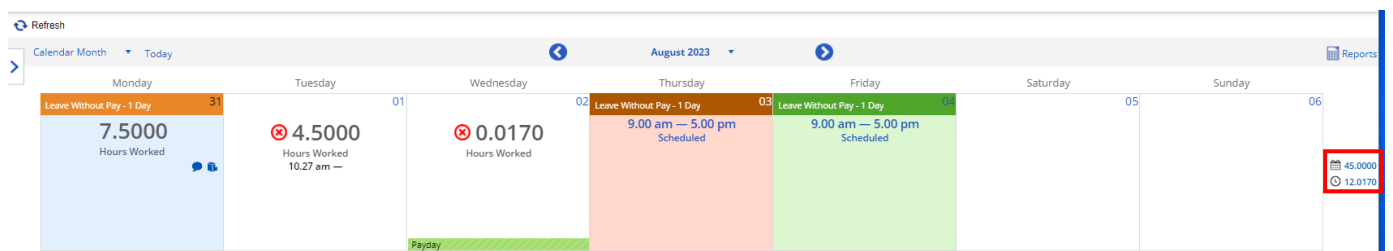
14.2.5 **Time Off Requests** will display as highlighted below, with **Approved** requests in Green, **Pending** requests in Yellow and **Declined** or cancelled requests in Red.



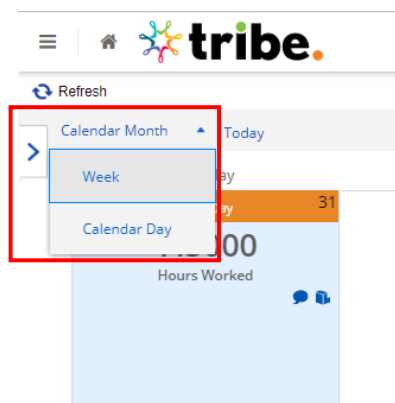
14.2.6 You can view your **availability** at the top of each day (at least 14 days in advance) as displayed below.



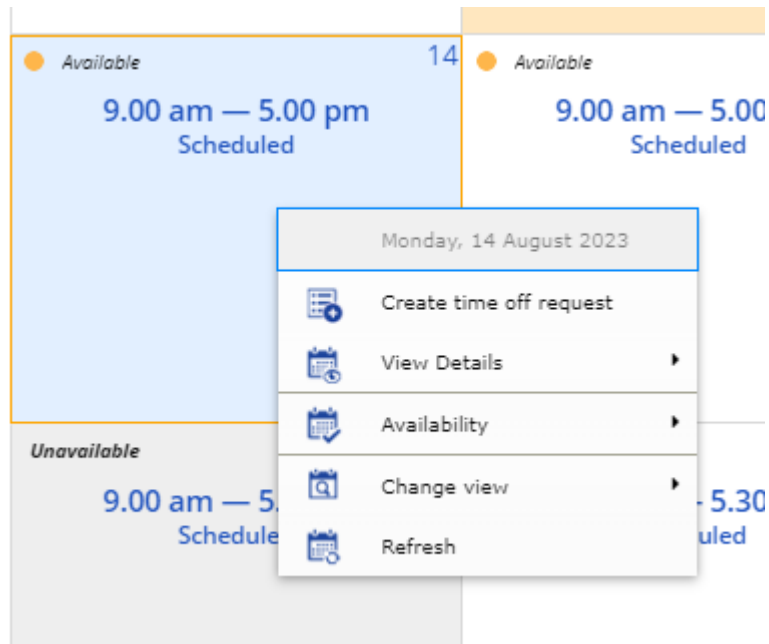
14.2.7 You can review the total number of **hours scheduled** at the end of each week's row next to the **Calendar** Icon and view the number of **hours clocked** so far underneath next to the **Clock** Icon.



14.2.8 You can also adjust your view by clicking on the Calendar Month section to view this information by week or Calendar Day.

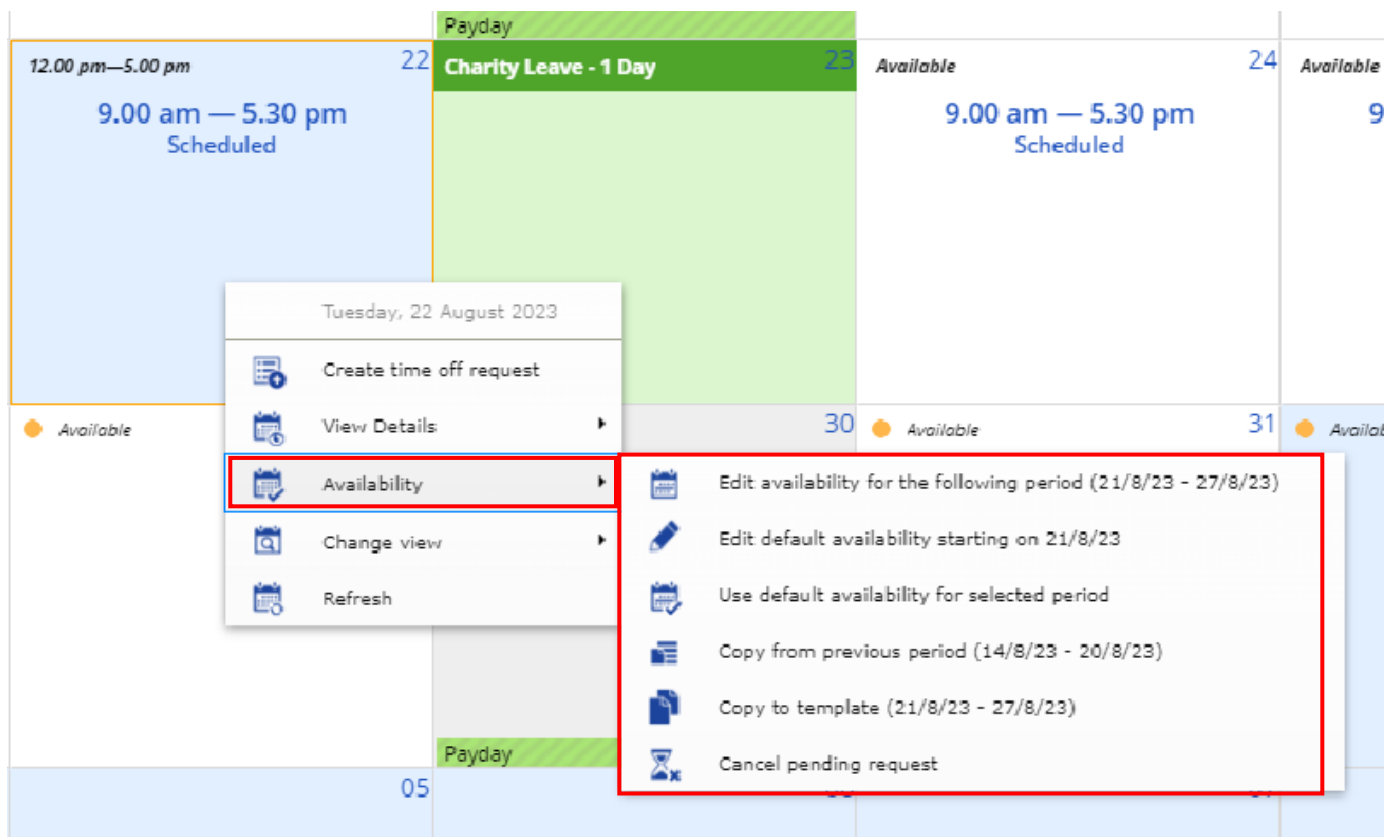


14.2.9 By clicking on a day in the Calendar, a small drop down menu will appear which allows you to Create a new Time Off Request, View Further Details of your shift, Adjust your availability or change your view.

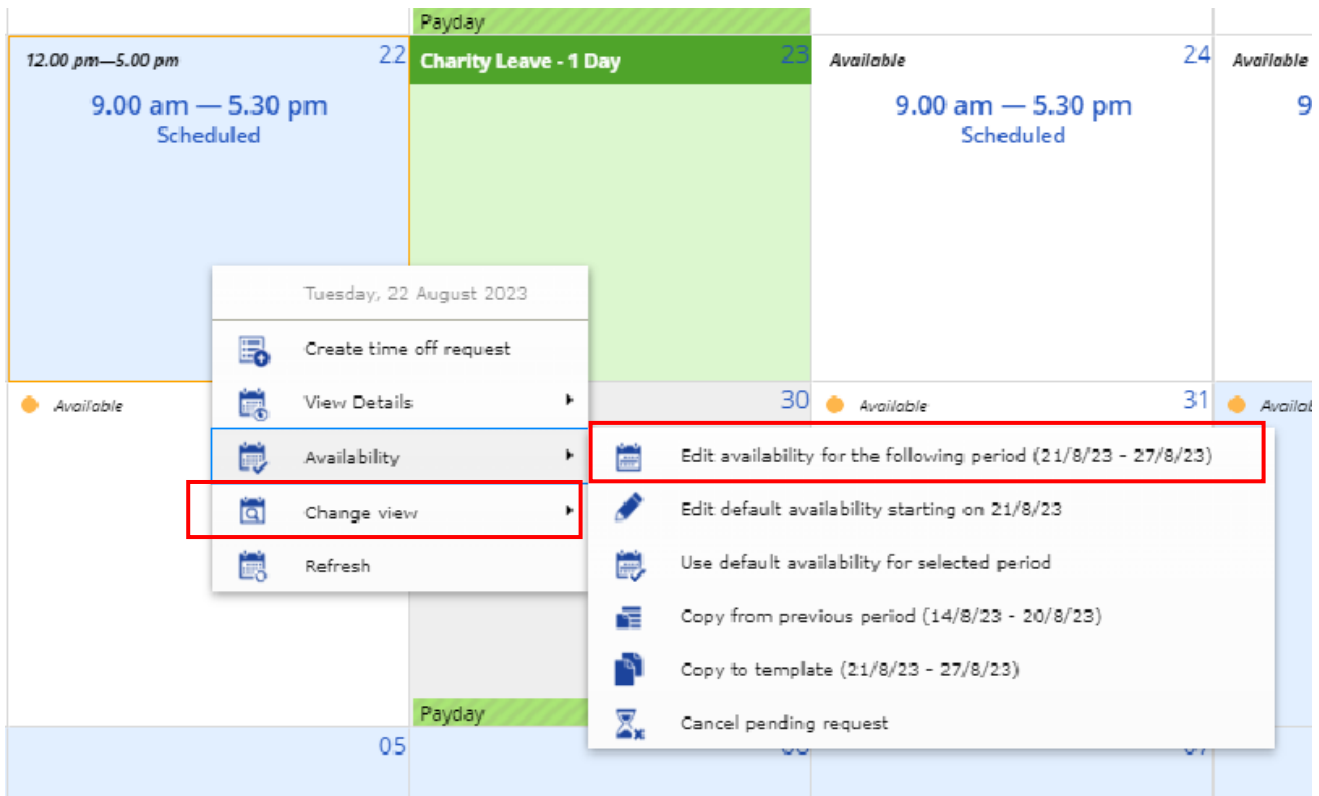


14.3 Updating your Availability

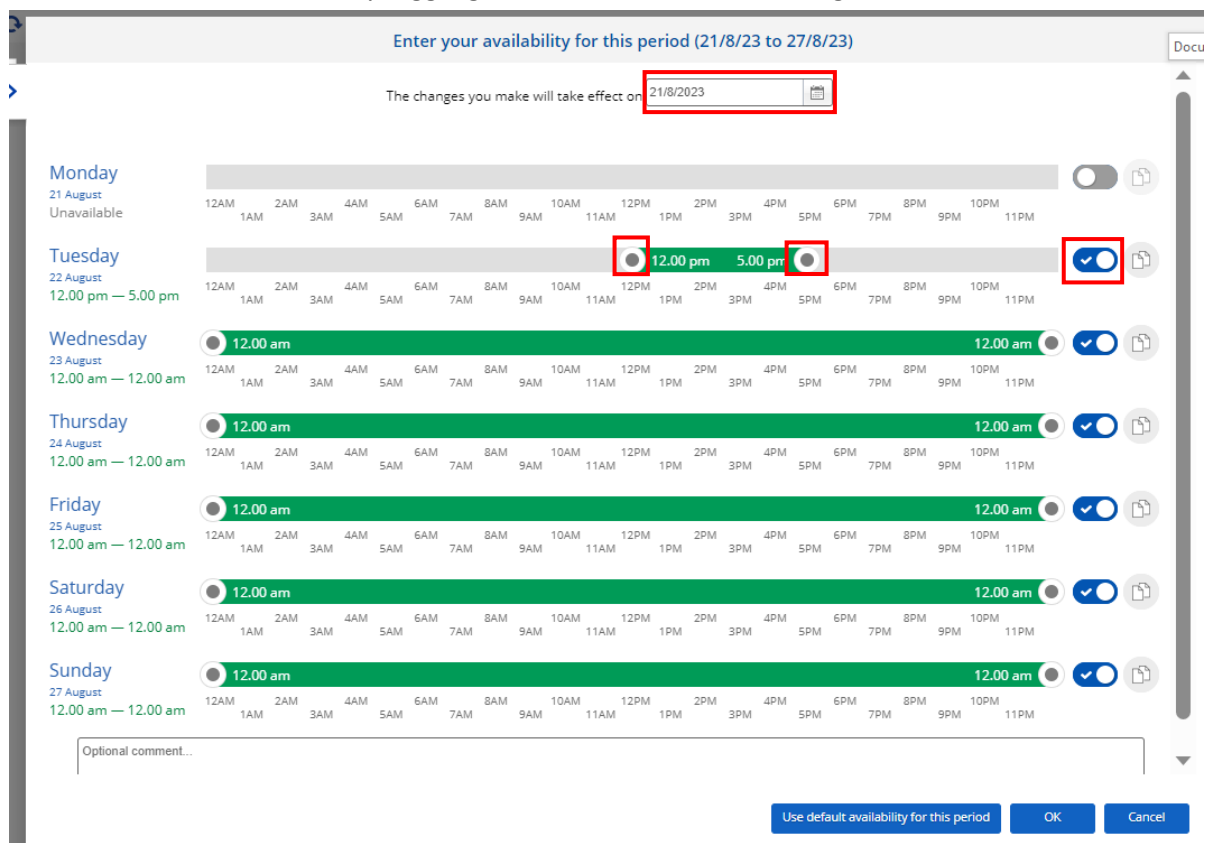
14.3.1 To update your **Availability** click on a day that is at least 14 days away, the **'Availability'** options should appear on the drop down list. If so, click on the **Availability** button. You can then review a range of different ways to change your availability.



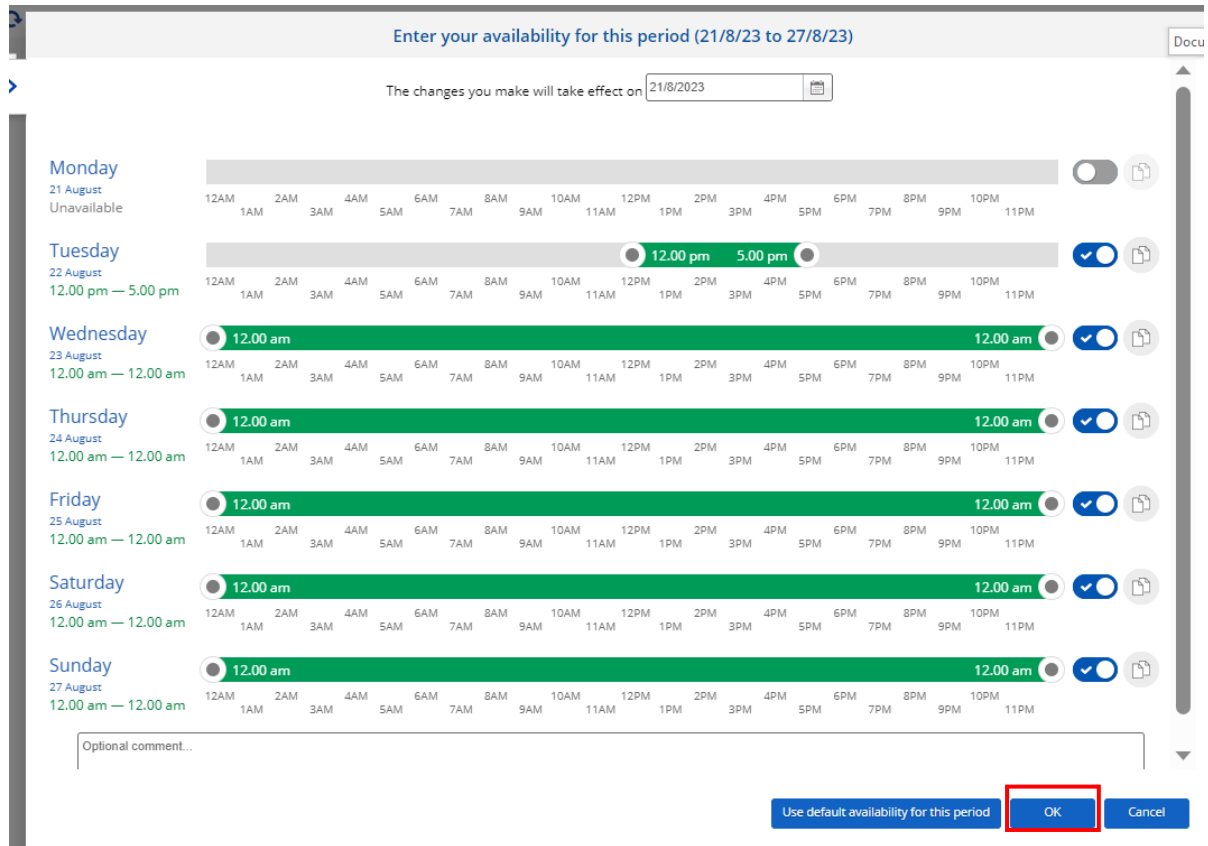
14.3.2 If you want to edit your availability for that week, click on the first item on the list **'Edit availability for the following period'**.



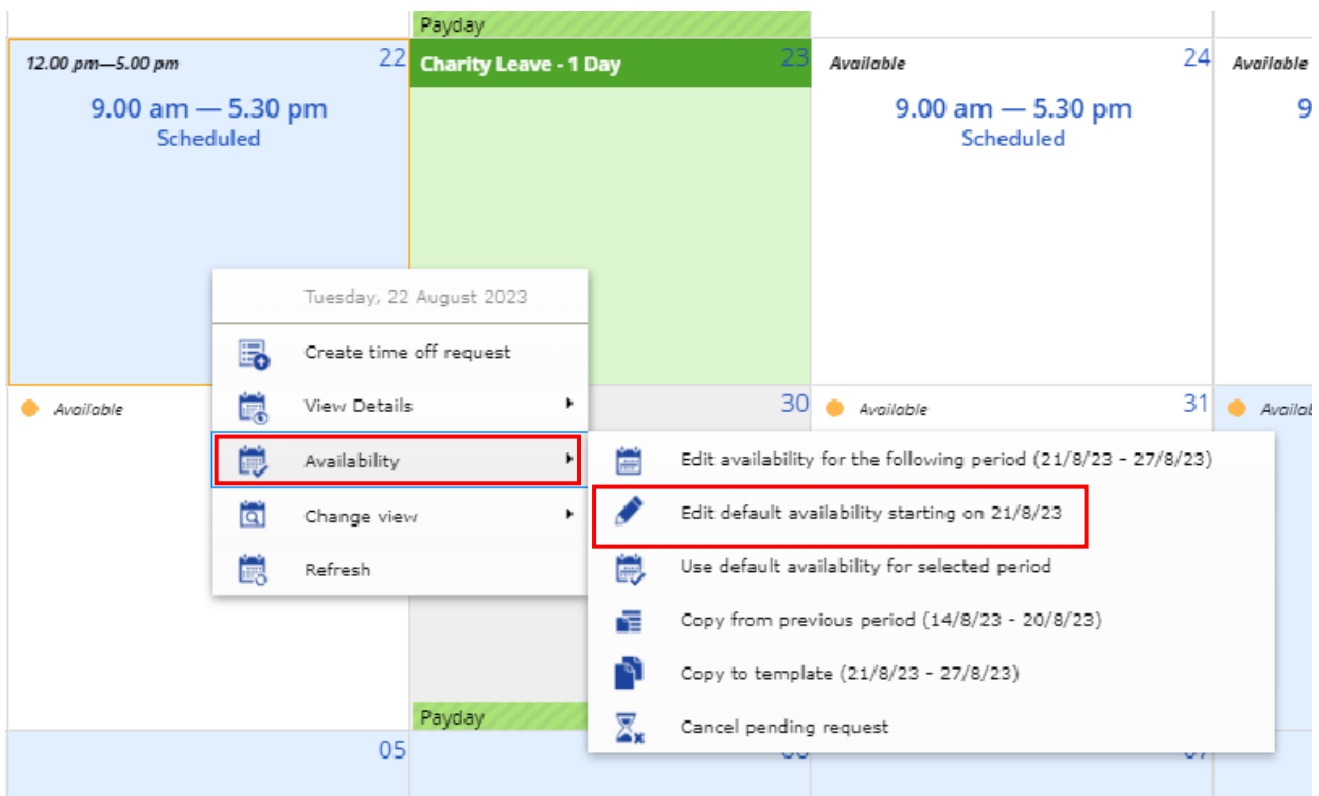
14.3.3 You will then be presented with the days of that week and be able to drag the dots on each day backwards and forwards to adjust the times you can work. You can make a full day as unavailable by toggling with the **Check Icon** on the right.



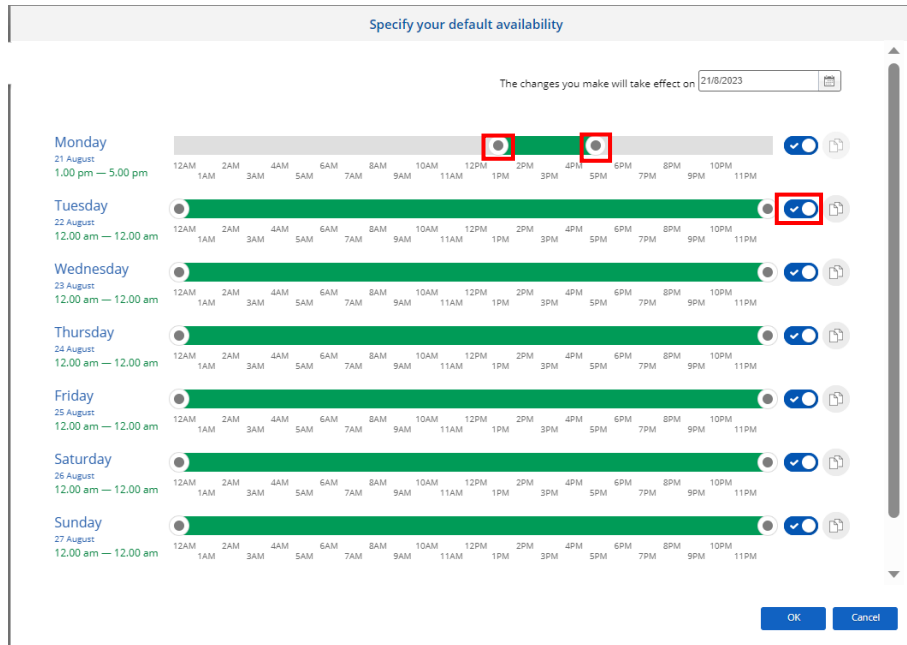
14.3.4 Once you are happy with your adjustments, click on the 'OK' button in the bottom right corner of the page.



14.3.5 If you want to edit your **default availability**, click on the section option from the drop down list 'Edit default availability starting on DATE'.



14.3.6 You will then be presented with the days of that week and be able to drag the dots on each day backwards and forwards to adjust the times you can work. You can make a day as unavailable by toggling with the **Check Icon** on the right.

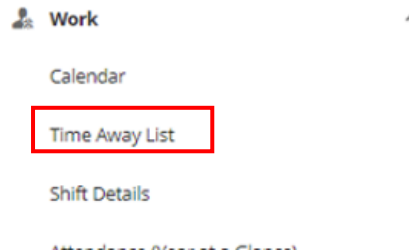


14.3.7 Once you are happy with your adjustments. Click on the **'OK'** button in the bottom right corner of the page.

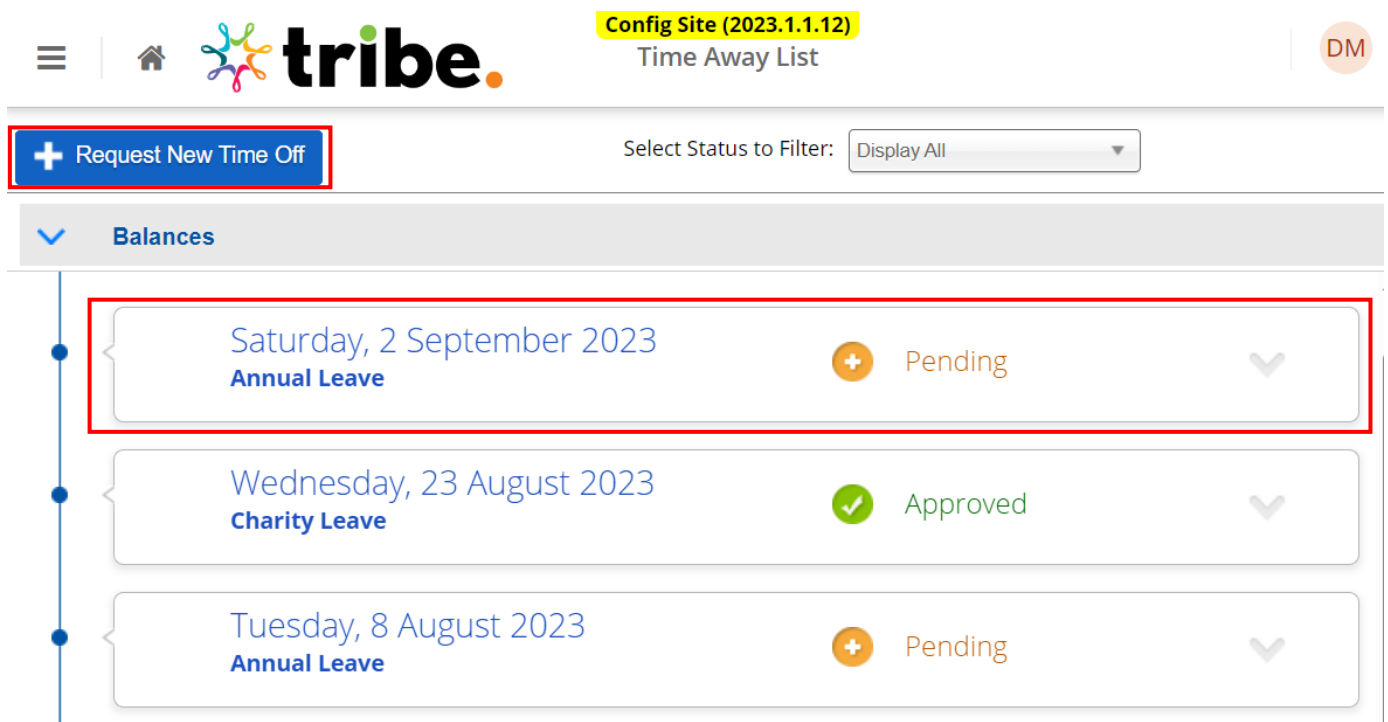


14.4 Time Away List

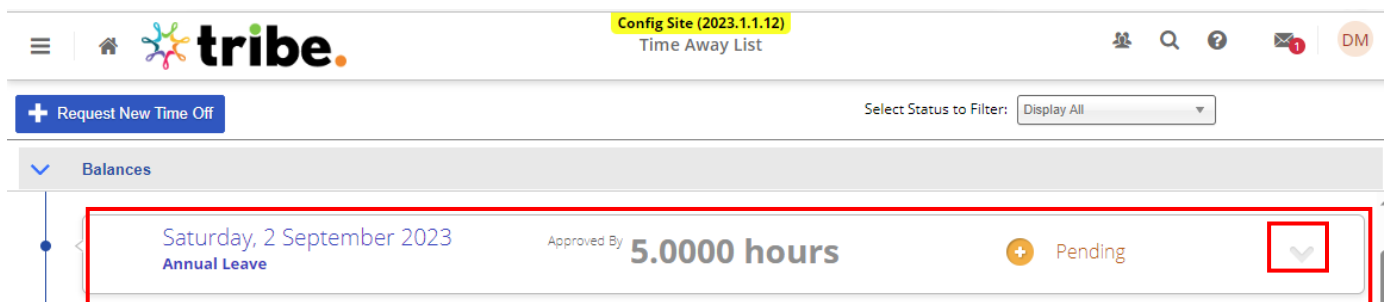
14.4.1 To access the **Time Away List** function click on **'Time Away List'** from the Work section of the menu.



14.4.2 Within this section you can review all of your Time Away requests. You can also request New Time off by clicking on the **"Request New Time Off"** button.



14.4.3 To view more information on a leave request, click on the **selected request**, or the **down arrow**.



14.4.4 From here you can review and edit the request, add a comment, cancel the request or resubmit it.

Config Site (2023.1.1.12)
Time Away List

Request New Time Off

Select Status to Filter: Display All

Balances

Saturday, 2 September 2023
Annual Leave

Approved By 5.0000 hours

Pending

Time Off Details

Time Requested: 5.0000 Hours

Reason	Start Date	End Date	Type	Remaining	Unit
Annual Leave	2/9/2023	2/9/2023	Annual Leave	104.84	Hours
			Long Service Leave - Us...		Hours
			Personal/Carers Leave	7.99	Hours

Type of Request

All Day Partial Day

12:00 PM 5:00 PM

Employee Comments

Taking a half day

Balances

Cancel Request Submit Close

14.4.5 You can use the **Select Status Filter** to display requests by Approval Status or all requests. Select the absence type you want to display from the drop down menu.

Config Site (2023.1.1.12)
Time Away List

Request New Time Off

Select Status to Filter: Display All

Balances

Saturday, 2 September 2023
Annual Leave

Approved By 5.0000 hours

Wednesday, 23 August 2023
Charity Leave

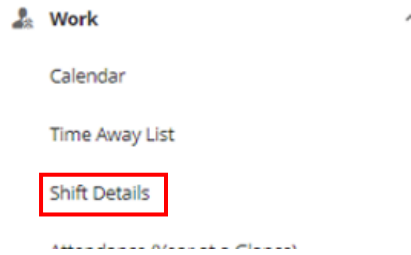
Approved By MarkJuppenlatz

1 day

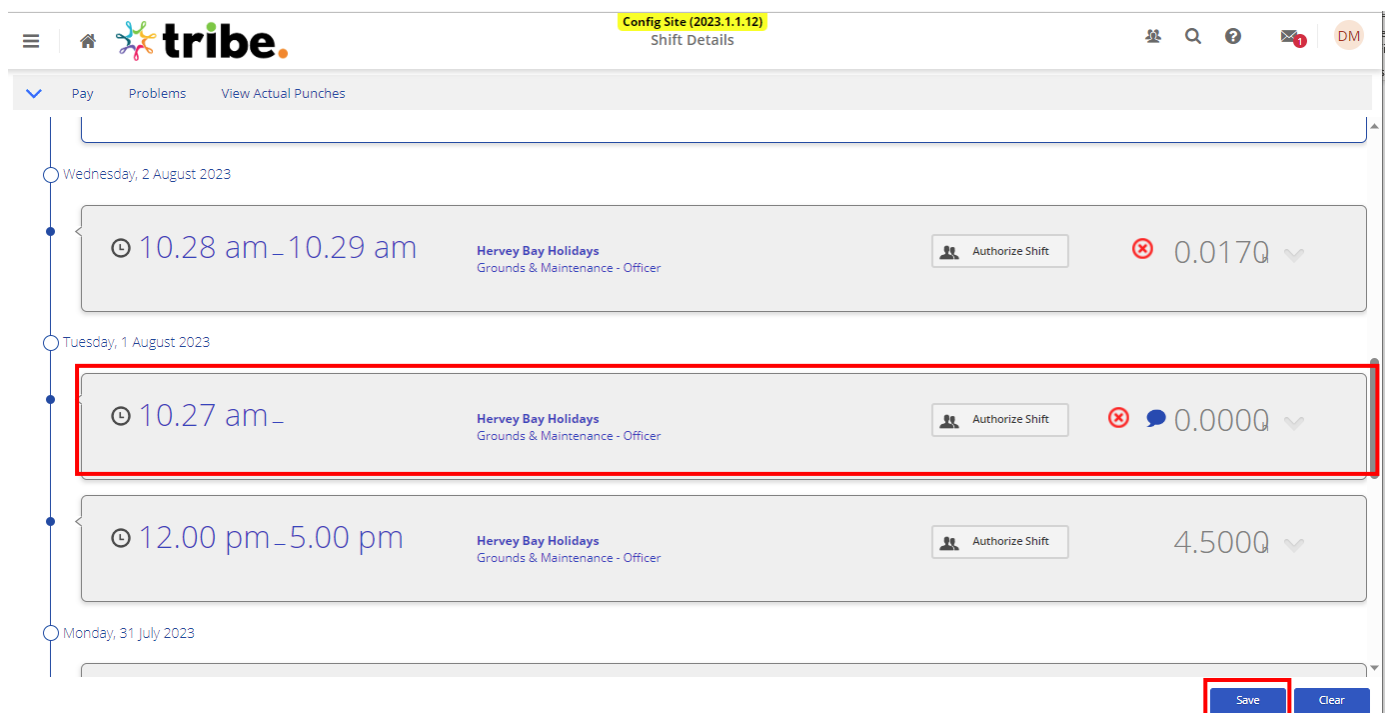
Pending
Approved
Denied
Cancellation Pending
Canceled

14.5 Shift details

14.5.1 To access the **Shift Details** function click on **'Shift Details'** from the Work section of the menu.



14.5.2 From within the **Shift Details** page you can review information relating to your timesheets and add comments for your manager to review prior to approving your timesheets. To view more details or add a comment click on the relevant time punch or shift.



14.5.3 Within each request you can review your scheduled start, finish and break times, time punches and add a comment in the comment field and then click **'Save'**.

Config Site (2023.1.1.12)
Shift Details

10.28 am - 10.29 am **Hervey Bay Holidays**
Grounds & Maintenance - Officer

	Scheduled Time	Actual Time	
📅	9.00 am	10.28 am	Shift Start
🕒	12.00 pm	10.28 am	Meal Start
🕒	12.30 pm	10.28 am	Meal End
📅	5.00 pm	10.29 am	Shift End

No comment has been entered

Manager Comments

Timesheet: No comment has been entered

Schedule: No comment has been entered

Tuesday, 1 August 2023

Save Clear

14.5.4 By clicking on the **'Pay'** section from the toolbar, you can review a range of calculations of what the estimated pay details are for the shifts worked so far by week or day.

Config Site (2023.1.1.12)
Shift Details

Pay Problems View Actual Punches

Weekly

Daily

Retros

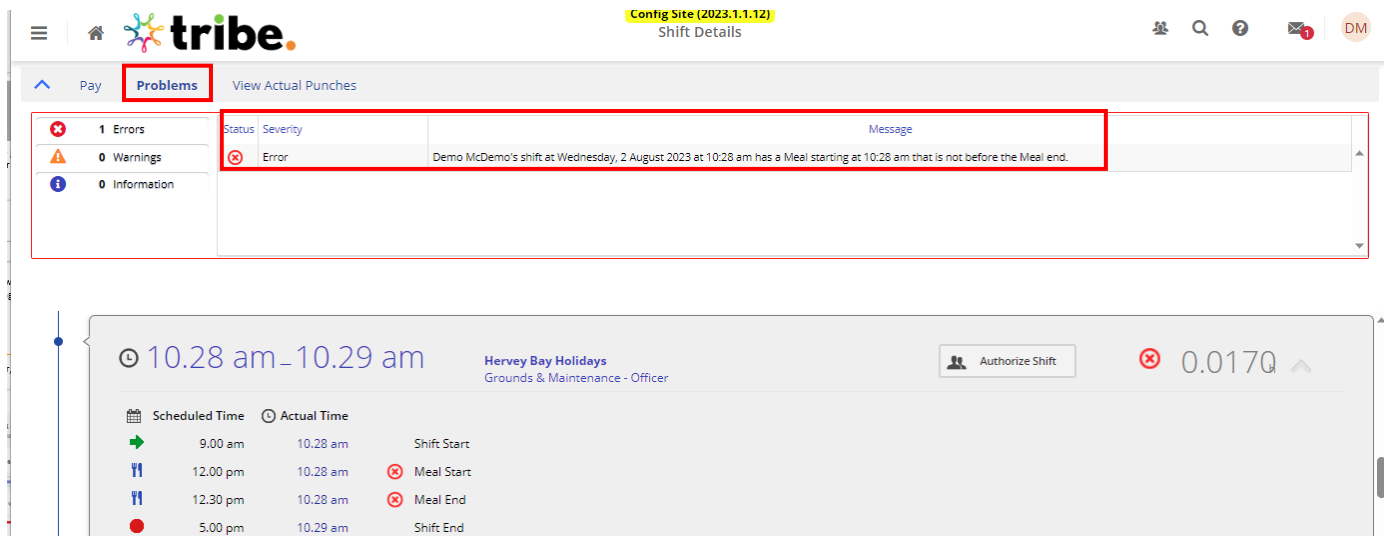
As of: 2/8/2023

Week 1		Date	Location	Department	Job	REG	REG	OT	OT	PREM	PREM	VAC	UNPAID	OT2	HOLT.C
Mon, 31 Jul	Hervey Bay Holidays - Grounds & Ma...	Grounds & Mainte...	Officer		7.5000								0.5000		
Tue, 01 Aug	Hervey Bay Holidays - Grounds & Ma...	Grounds & Mainte...	Officer		6.0000								0.5000		
Thu, 03 Aug	Hervey Bay Holidays - Grounds & Ma...	Grounds & Mainte...	Officer												
Fri, 04 Aug	Hervey Bay Holidays - Grounds & Ma...	Grounds & Mainte...	Officer												

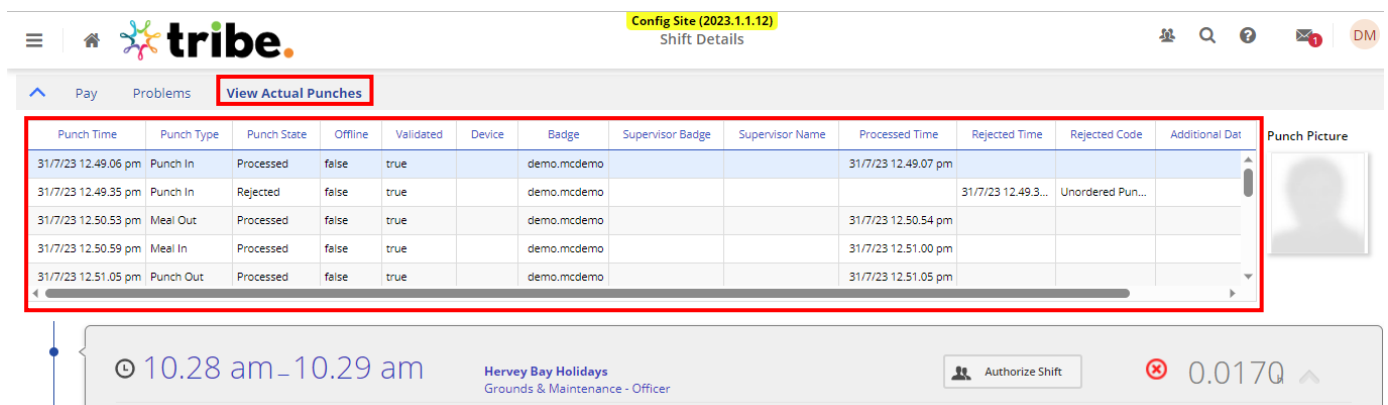
10.28 am - 10.29 am **Hervey Bay Holidays**
Grounds & Maintenance - Officer

Authorize Shift 0.0170

14.5.5 By clicking on the **'Problems'** tab you can review any errors that have arisen and what may have caused this for each shift.

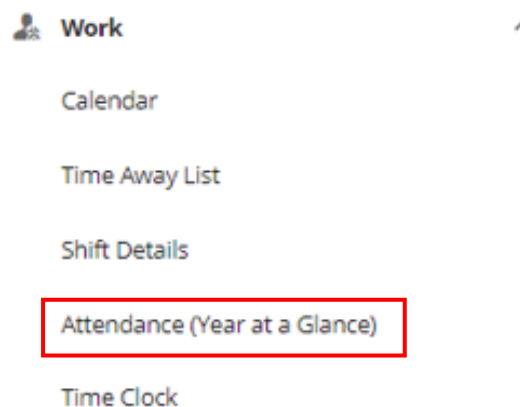


14.5.6 By clicking on the **'View Actual Punches'** button you can review all of your punch in and out information and their associated timestamps.



14.6 Attendance (Year at a glance)

14.6.1 To access the **Attendance** function click on **'Attendance (Year at a glance)'** from the Work section of the menu.



14.6.2 From within the **Attendance** section you can view a calendar displaying your attendance over the year and colour coding based on the type of absences you have logged.

Config Site (2023.1.1.12)
Attendance (Year at a Glance)

Refresh

2023

■ Unexplained Absence
 ■ Late/Early
 ■ Charity Leave
 ■ Leave Without Pay

Month	1	2	3	4	5	6	7	Month	1	2	3	4	Month	1	2	Month	1	2	3	4	5	6
September								September					September			September						
October								October					October			October						
November								November					November			November						
December								December					December			December						

14.6.3 You can change the year you are viewing by using the **arrows** in the toolbar and review more details of each absence by clicking on the **arrows** in the details section next to each leave item.

Config Site (2023.1.1.12)
Attendance (Year at a Glance)

Refresh

2023

■ Unexplained Absence
 ■ Late/Early
 ■ Charity Leave
 ■ Leave Without Pay

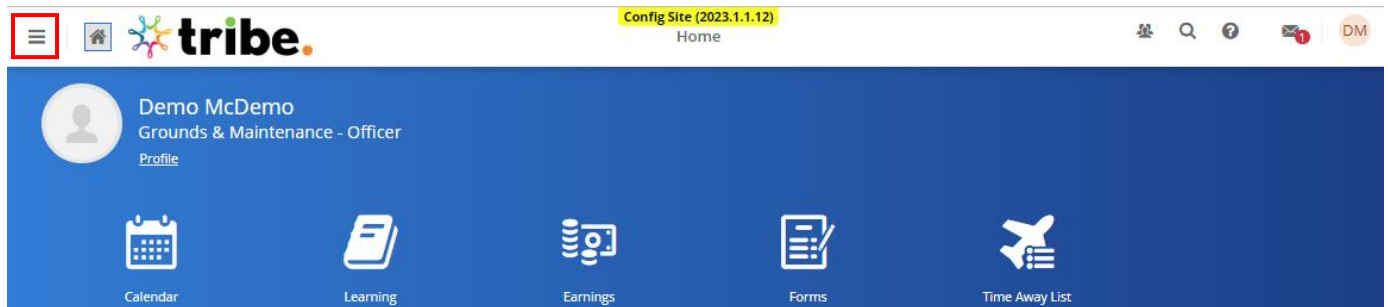
Month	1	2	3	4	5	6	7	Month	1	2	3	4	Month	1	2	Month	1	2	3	4	5	6
September								September					September			September						
October								October					October			October						
November								November					November			November						
December								December					December			December						

Details

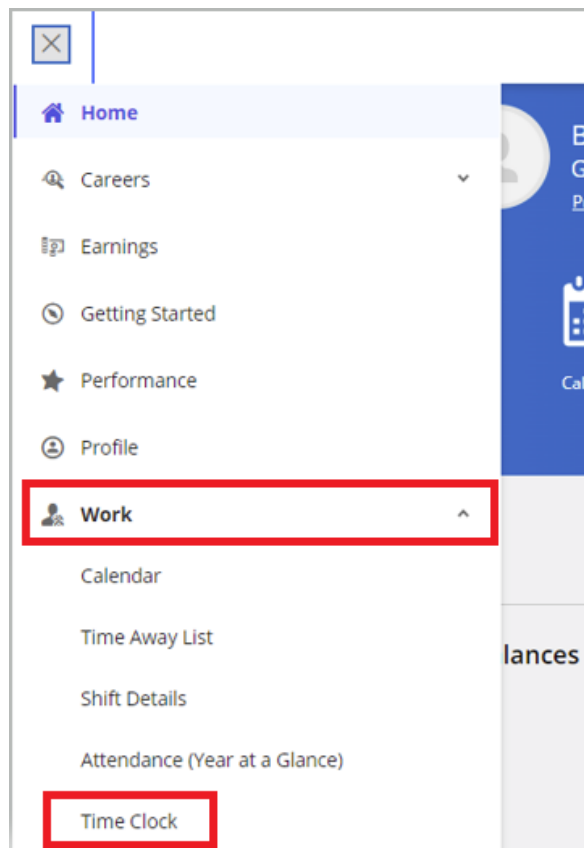
Absence		Description			Hours	Incider
Date	Details	Hours	Scheduled Times	Actual Times	Adjusted Times	
23/8/23	Charity Leave	7.600				
	Leave Without Pay		Leave Without Pay			15.00
Total						22.60

14.7 Time Clock

14.7.1 To clock your time, click on the **Menu** button in the top left corner.

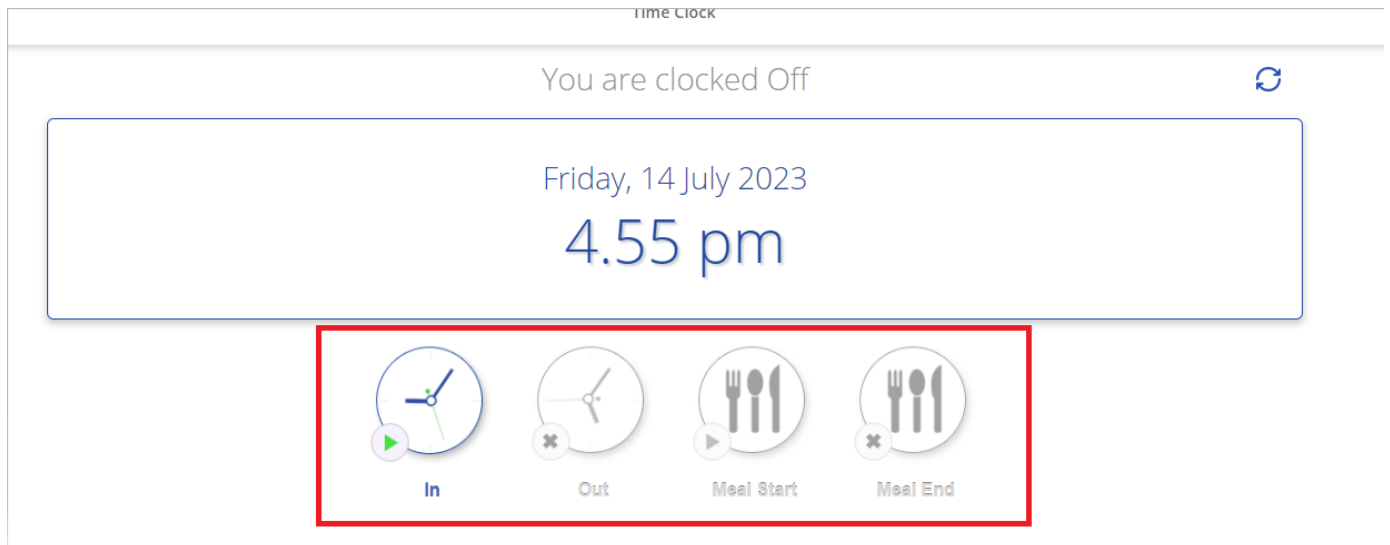


14.7.2 Next click on **'Work'** followed by **'Time Clock'** from the drop down menu.



14.7.3 From here you can view your time clock and use the **'In'** button to clock on and the **'Out'** button to clock off at the end of your shift. Use the **'Meal Start'** and **'Meal End'** buttons to log your breaks.

NOTE: You do not have to clock your meal breaks as the system does this automatically, but if you want to you can choose to do this.



What's Next?

Time to download the App and start using it!

If you have any questions, please reach out to the People & Culture team via HR@ingeniacommunities.com.au or your Manager.

