> ready people

User Guide

Ready Pay by HR3 >.
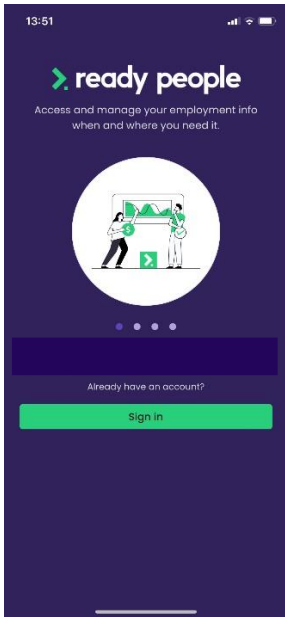
V3

May 2023

>. readytech

Contents

Sign in

Welcome to Ready People, the mobile app where you can manage your leave and view your payslips. You will be invited to create your password by an email invitation from your employer administrator.

Once you have signed in for the first time you are able to update your details, create a #PIN code and use biometrics for future sign in.

If you forget your password, click **Forgot Your Password?** In the **Enter Your Password** pop-up window.

You will be required to enter your email address and the system will send you instructions to reset your password.
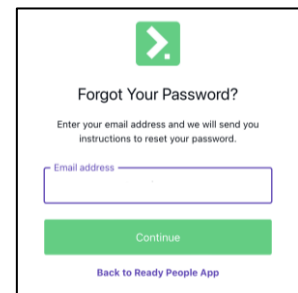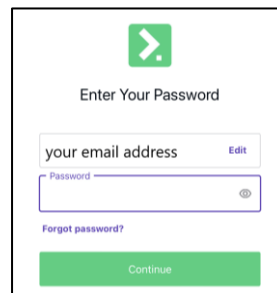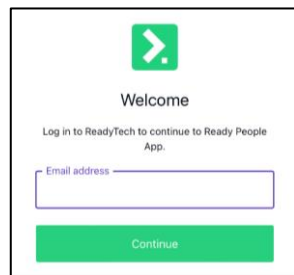
My Pay

How do I access my payslips?

You can access your latest payslip from the home screen or to view all of your payslips:

- From the home screen, click the 'pay' icon on the home screen or at the bottom ribbon.
- You will be able to view all your payslips.
- To open a pay slip, click on the payslip you wish to view.

Please Note: You can use the functions available through your own devices such as share, download, and print.

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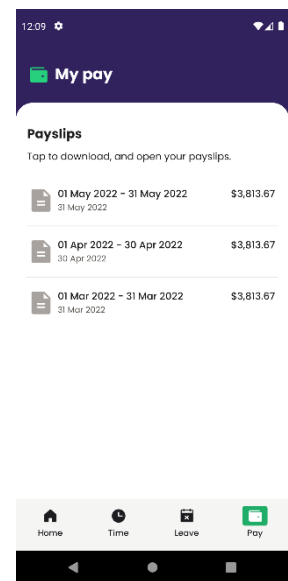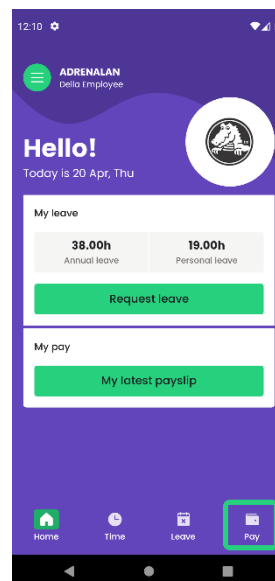
My Leave

How do I request leave?

- From the home screen, click 'My Leave' button, select Request Leave.
- Under Request Leave, select the leave type and the leave reason.
- If the leave is part day, toggle on the Part day leave.

What are the leave types?

The leave types include but not limited to Personal (Sick) Leave, Long Service Leave, Annual Leave, Public Holiday, Leave Without Pay, Flexitime Paid etc.

Please note: the view might be different with Apple devices and Android devices.
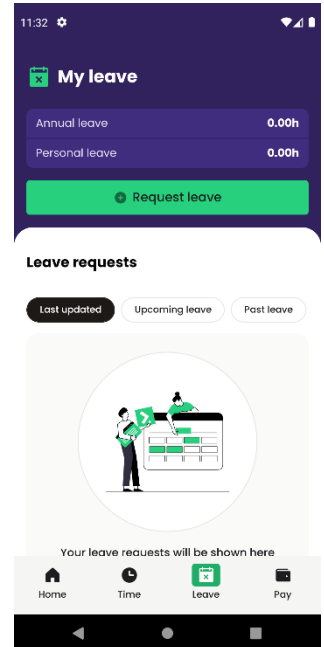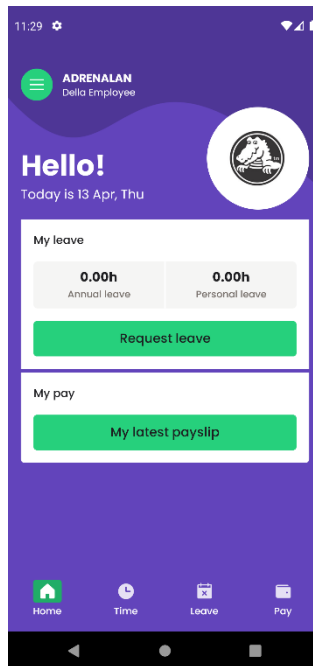
What do the leave reasons include?

The leave reasons include but not limited to Sick with certificate, Study Leave, Carers Leave, Not specified, Recreational, Leave to attend funeral, Board Meeting, Union Meeting, Family Leave, Sick No Certificate, Fire Warden Training etc.

Please note: the options might be different for each business.
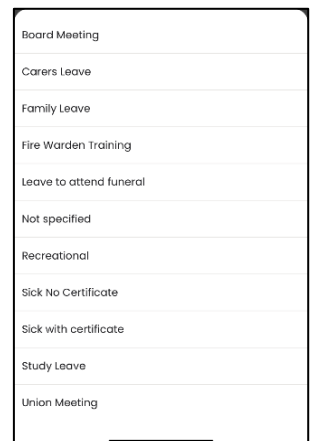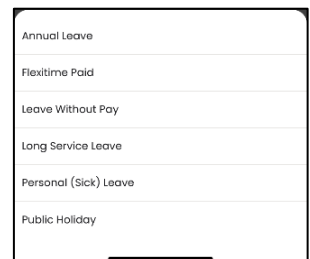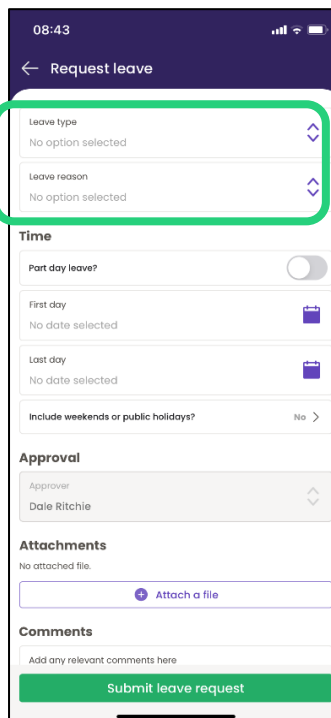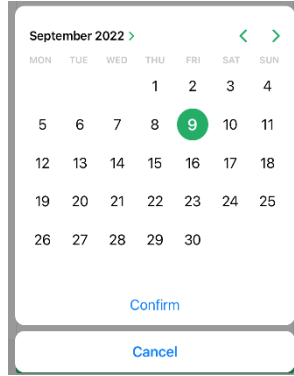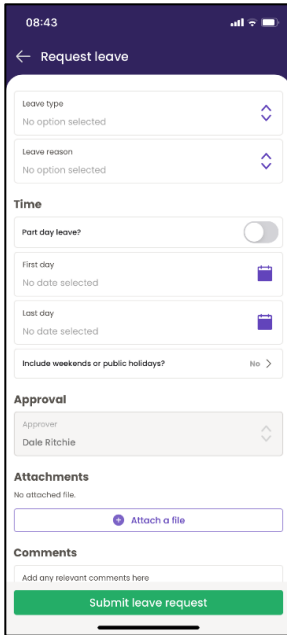
How do I select leave dates?

Select the first date and the last date of the leave, and if it is Part day leave,

you can also select the start and end time. The approver should automatically show up.

You can attach one document with maximum 3.5MB along with the leave request.

You can also add relevant comments in the comments section.

After checking all the details are filled in correctly, click Submit leave request.

Please note: the view might be different with Apple devices and Android devices.

Other questions

|	
Can Ready People show leave balances?	Yes, click My Leave on the home screen or the bottom ribbon, the Annual Leave and Personal Leave will show up for your reference when requesting leaves.
How do I select leave dates?	Leave dates will appear after you click Request Leave. Slide the year, month, and date to make sure the correct information is selected. Then click Confirm.
What does approval mean?	The approval means the leave request needs to be approved by an approver in the organisation. The approver will automatically show up after you click Request Leave.
What do I put in comments?	You can add more relevant leave information depending on the organisation requirements.
How do I cancel my leave request?	To cancel the leave request:

- Click My Leave on the home screen
- Under Leave request, select the leave request that you would like to cancel
- At the top right there is a three-dot option icon, click the icon
- The Cancel leave request option will show up - click it and you will see a warning page asking if you are sure you want to cancel the leave request and you can't undo this action.

The warning page will also require you to provide a reason. You **must** provide a reason to be able to cancel the leave request. After you provide a reason, you can select Cancel leave. You can also click Cancel to keep the leave request.
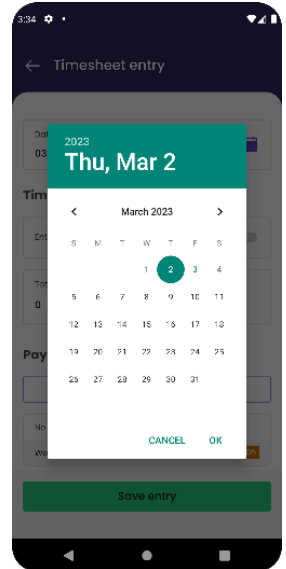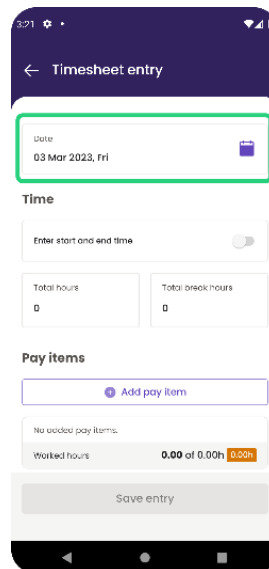
My Time

My time is where you can record your timesheets, click 'Time', on the top bar, you can click the date period to select the dates or use the right/left arrow to navigate to the desired period.
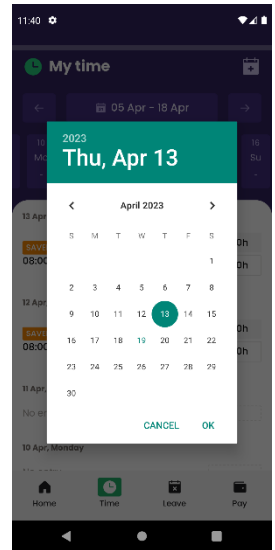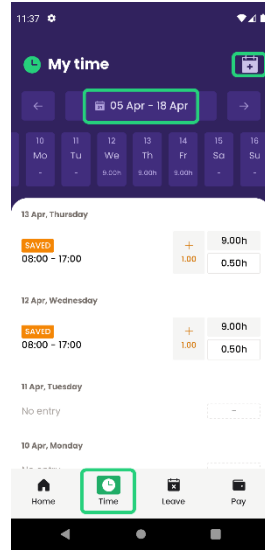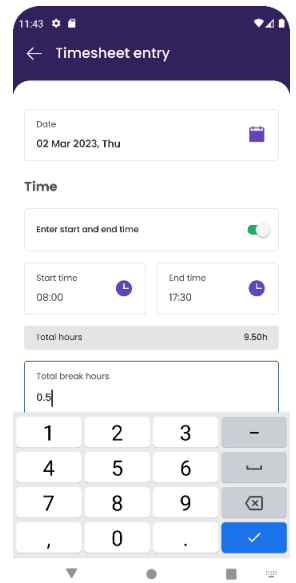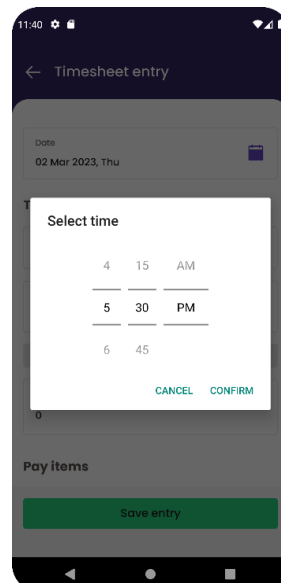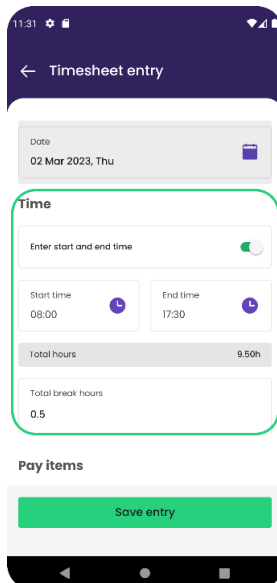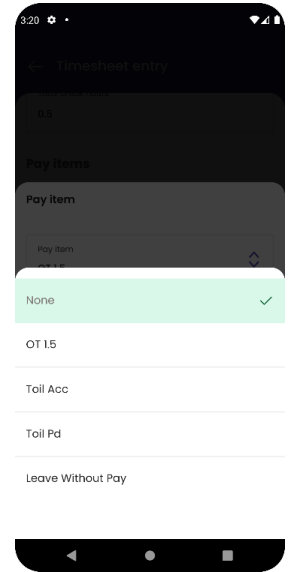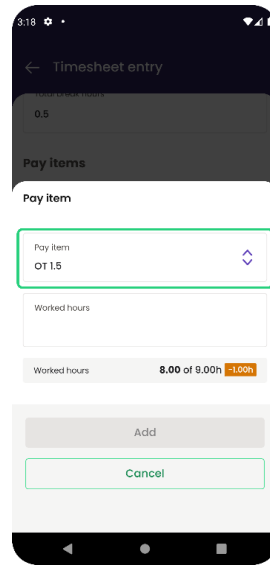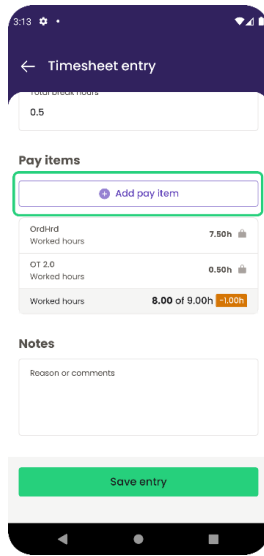
New Timesheet Entry
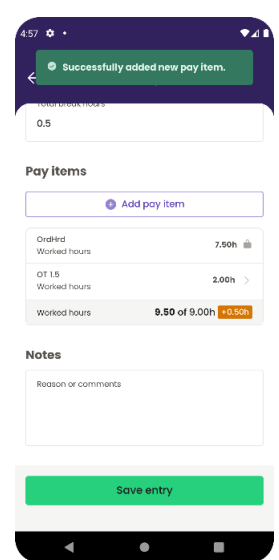
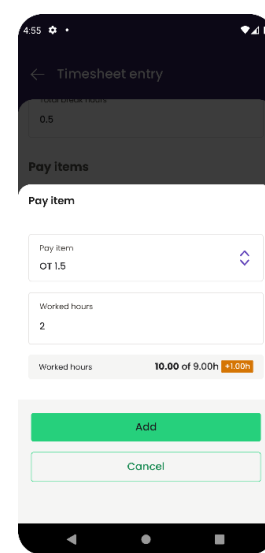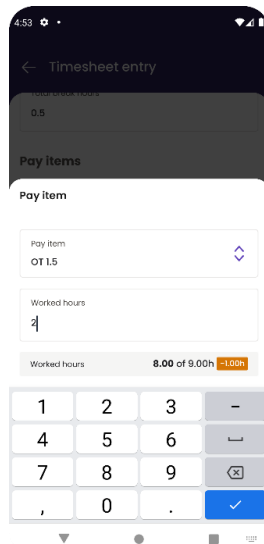- Click on the top bar to select a date.

- Click 'Enter start and end time' bar to enable the Start and End time button, you can slide and select the desired start/end time. You can also type in the break hours.
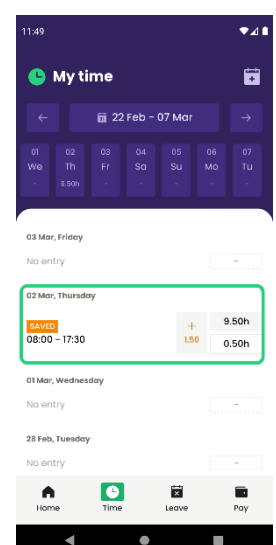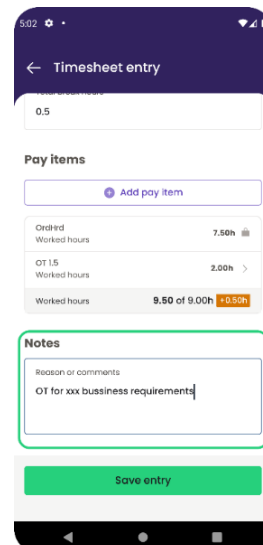
- You can also add pay items by selecting 'Add pay item'.

- Select the pay item and type the Work Hours, then click Add, you can see a pay item has been successfully added.

- You can add reason or comments in the Notes field. Once all the fields have been filled out, click **Save entry** to save this time sheet entry.
- This entry will appear under My time.

Options

You will have 3 options available: Switch employer, My details, Preferences.
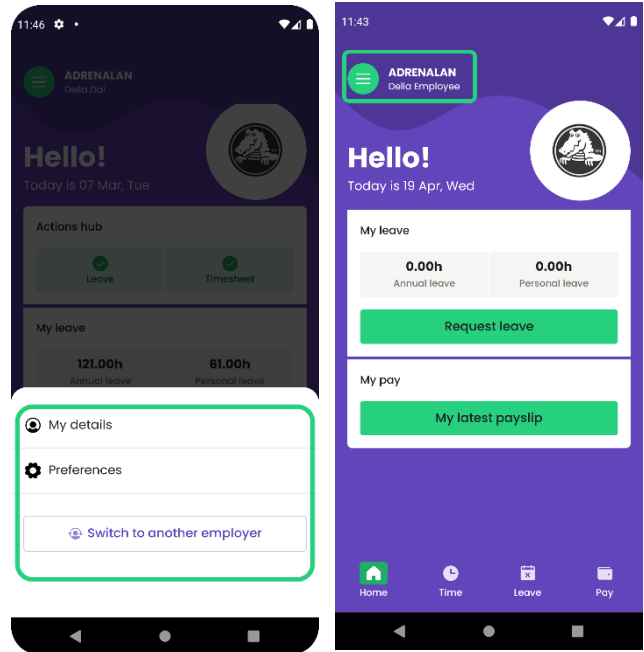
Switch employer

- You will see all the employers you have access to. Click the employer name to switch.
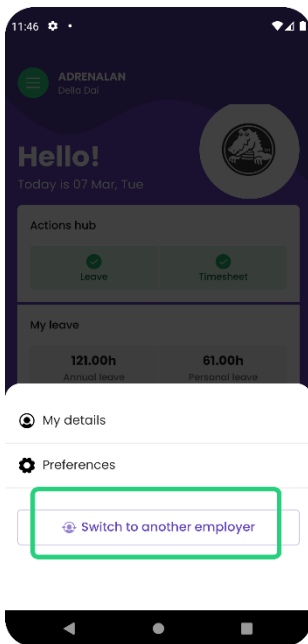
My details

- Where you can view and update your own details

Preferences

- Where you can enable your security, have access to the help sections, reset your password and sign out.

Switch employer

If you work across more than one employer, you have the ability to switch your information between employers.

To switch to another employer, click the top left icon beside your name from the home screen and then select the Switch employer button.

A list of your employers will appear, select the employer by clicking on the employer name. It will highlight in green with a green tick on the right.
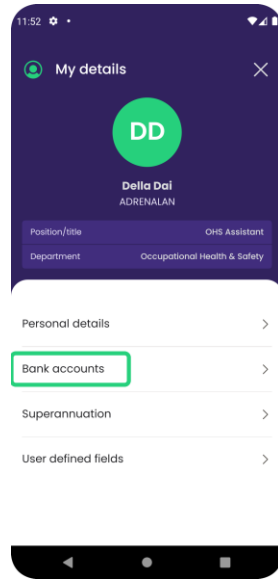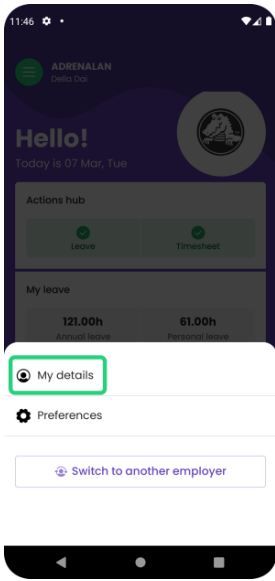
My details

To view your personal details, select 'My details'. A pop-up box will appear with three options: Personal details, Bank accounts, Superannuation.
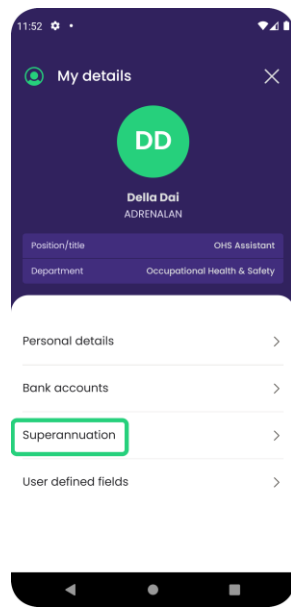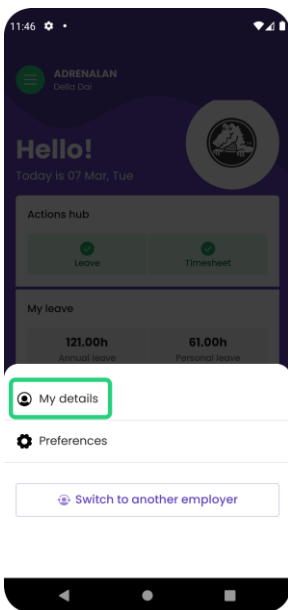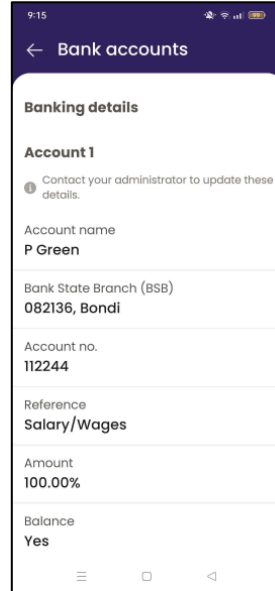
The **Personal details** tab shows you all of the current information you have provided your employer.
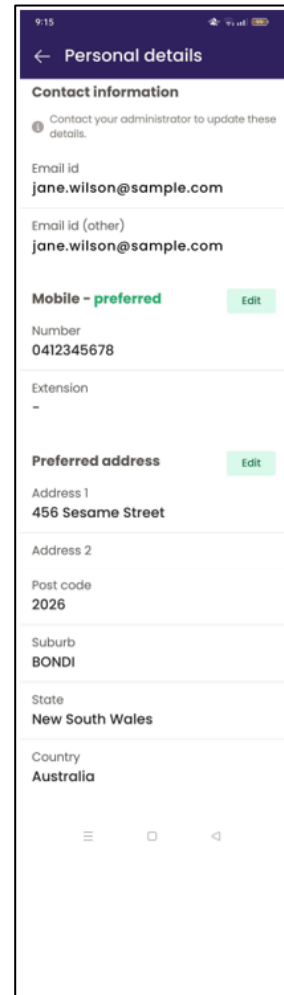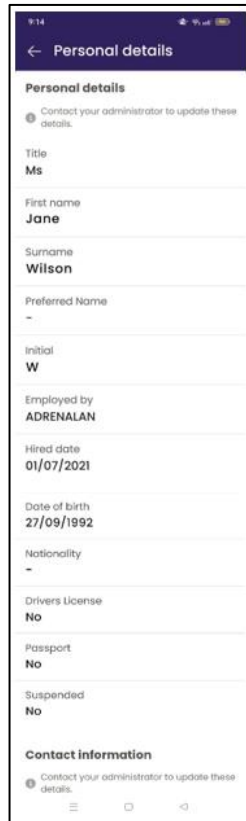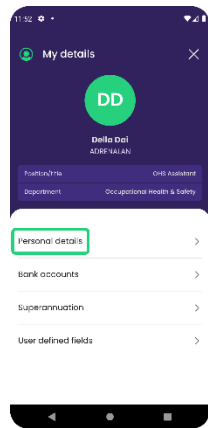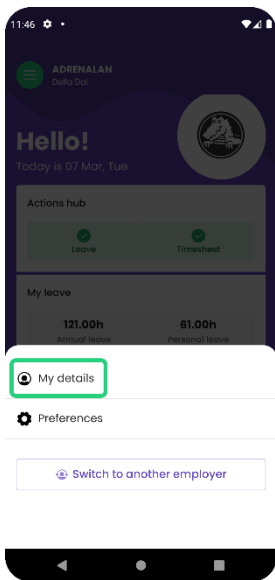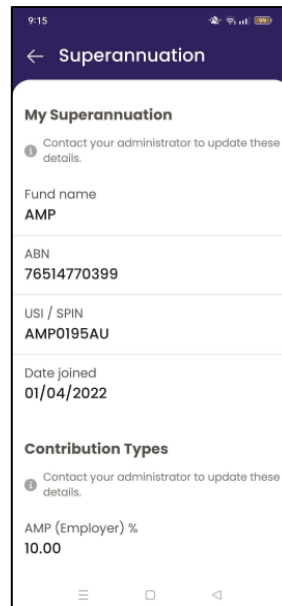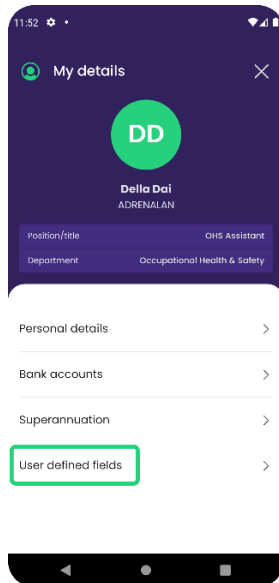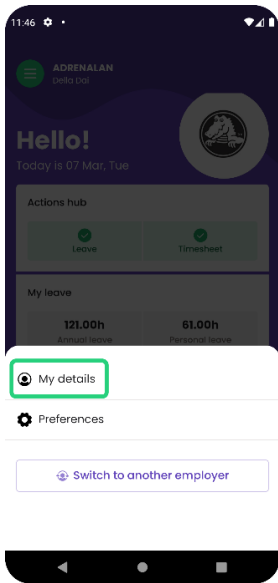
This is where you find information relating to your **bank account details** your Salary/Wages are send to.
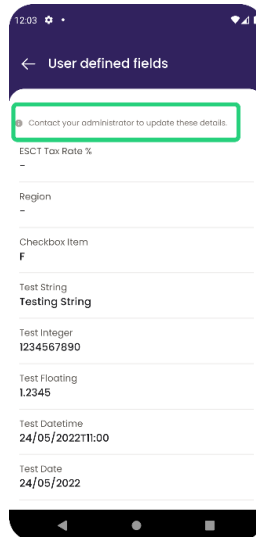

This is where you can find details and information about your **Superannuation**. From the Fund name, your ABN, date joined and Employer contribution.
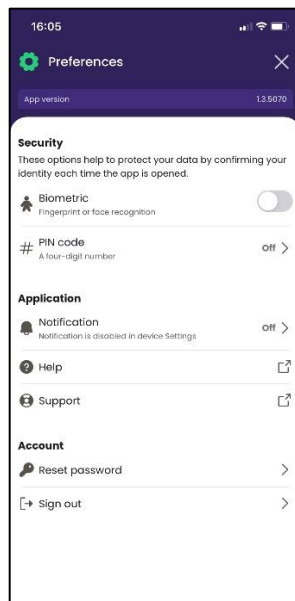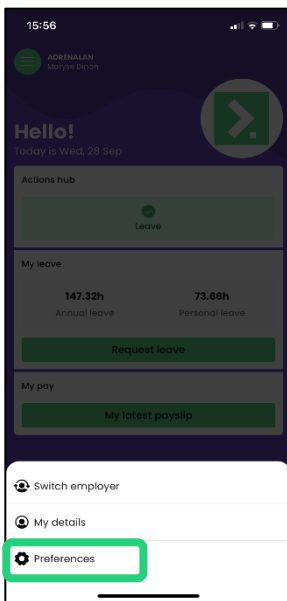
User defined fields is where your company administrator update the details. If you would like anything to be updated here, please contact your administrator.

Preferences

In Preferences, you have three options:
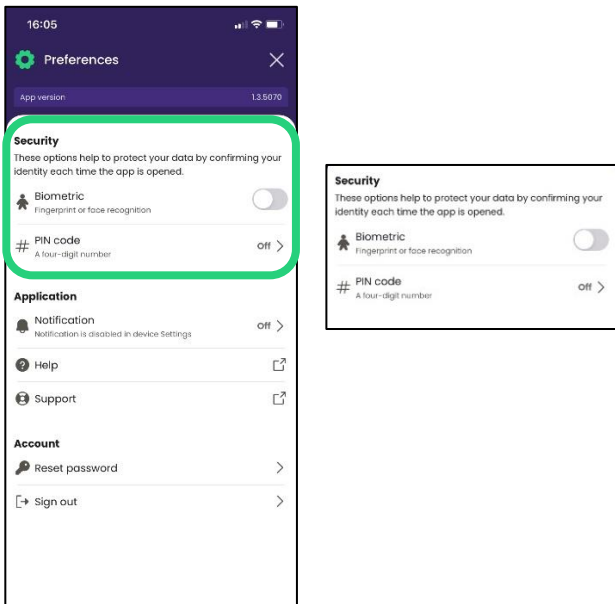
- Security
- Application
- Account

Security is where you can add a fingerprint, face recognition or a 4-digit pin code to log in.

Application is where you can find help, support, and turn your phone notifications on and off.

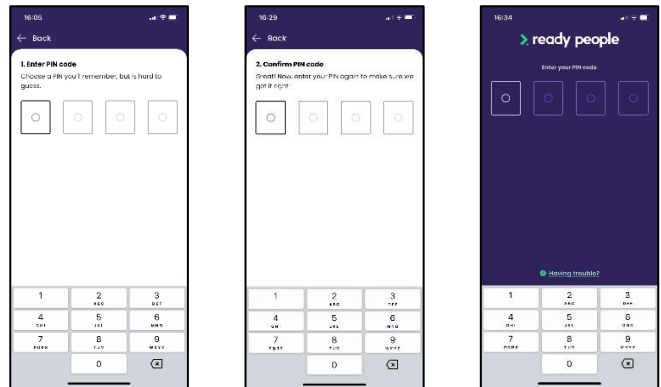**Account** is where you can reset your password or sign out of the app.
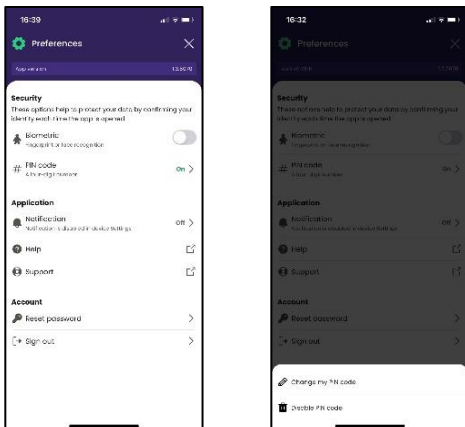
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PIN code

How to create a PIN code

Select PIN code, enter your 4-digit code and confirm your code. When you open your Ready people app, you can now log in with your PIN code:
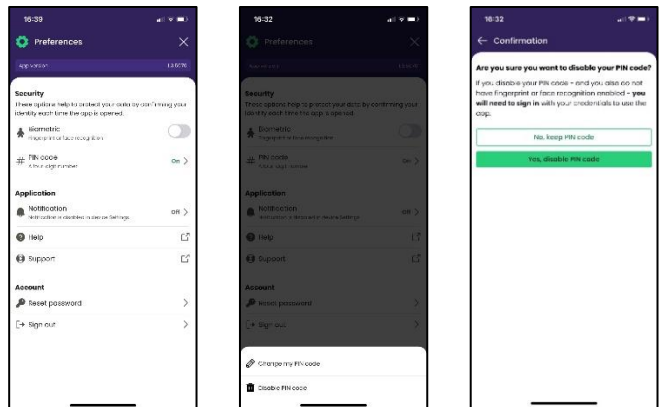
How to change a PIN code

To change your PIN code click #PIN code. Click change my PIN code. Repeat the steps to create a new PIN code.
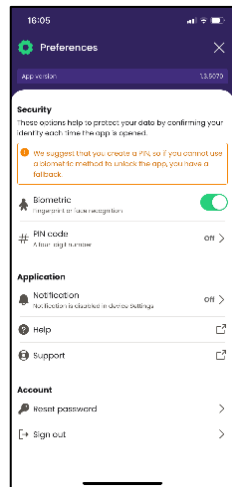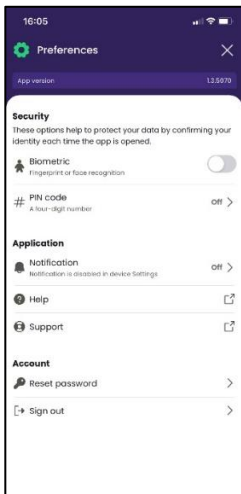
How to disable a PIN code

To disable your PIN code Click #PIN code. Click Disable my PIN code. A confirmation message will appear, choose to disable, or keep.
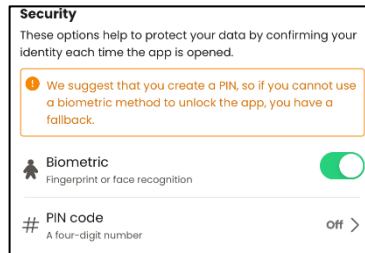
Biometric

Biometric is available to you for Fingerprint or face recognition and links to your own phone settings.

It is recommended to set a #PIN code as a fallback option.

The Application options in the Preferences toggle has three actions:

Notifications – Turn notifications on or off by going to your phone settings. The toggle to open phone settings will be available and will send you to the correct screen in your phone settings.

Help - Opens the online Ready People help centre

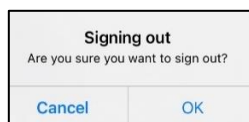**Support** – allows you to contact your organisation's administrator.
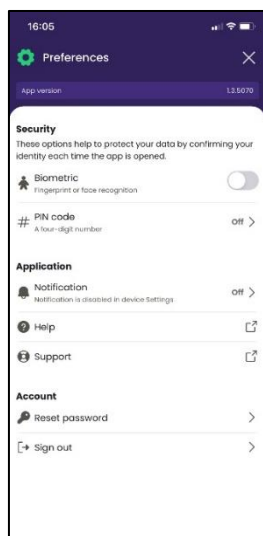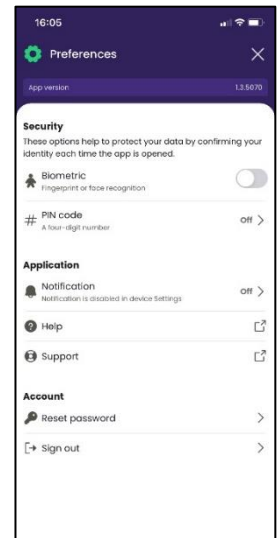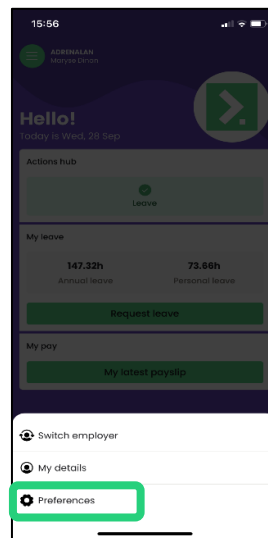
The Account option in the Preferences toggle has two actions:

Reset password – when this toggle is selected, confirm you would like to reset your password and you will receive an email notification.

Sign out – a pop up will open to confirm you want to sign out of the Ready People app


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Using Ready People to manage your staff

The Action hub allows the manager to access any outstanding actions, such as approve/deny leave requests.
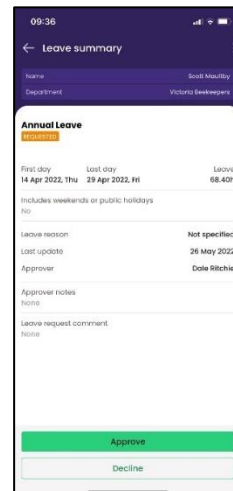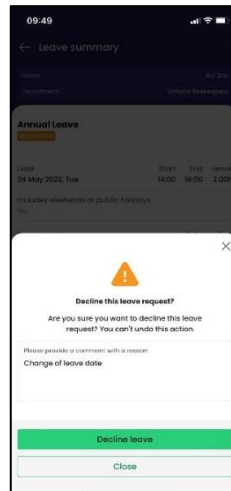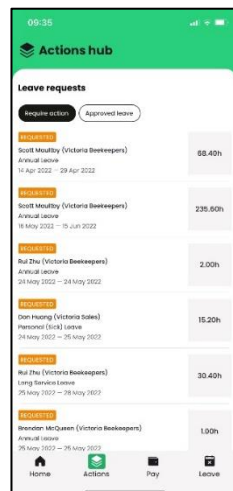
How to approve Leave

- Select the Actions button at the bottom of your home page screen. The Actions hub page will have a green background
- Click on the leave request
- Review and Approve the leave by clicking the green Approve button
- A confirmation message will appear, click Approve leave
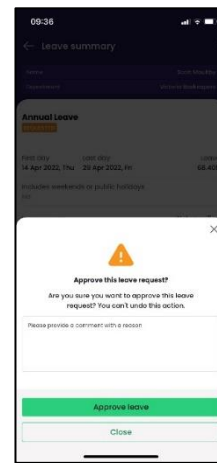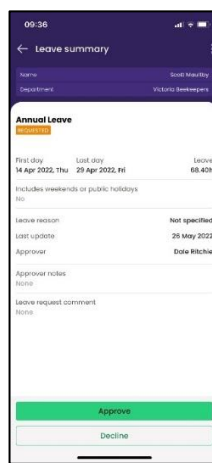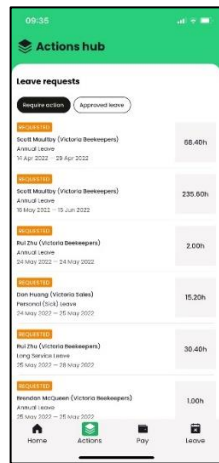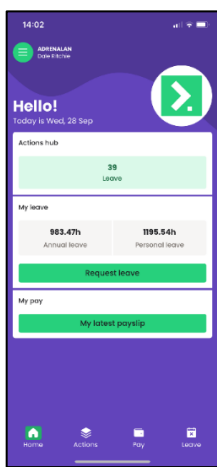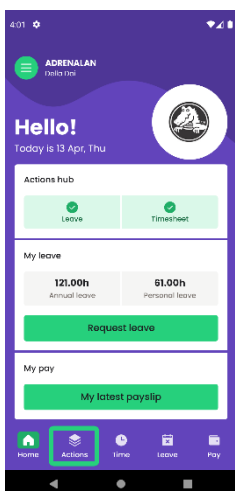

How to decline Leave

- Select the Actions button at the bottom of your home page screen. The Actions hub page will have a green background
- Click on the leave request
- Review and Decline the leave by clicking the grey **Decline button**
- A confirmation message will appear, and you must write a reason for declining the leave
- Click the green **Decline leave** button

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Viewing Approved Leave

As an Employee, you can view your future approved leaves under Approved Leave in Action hub.

As a Manager, you can view the future leaves you have approved under Approved Leave in Action hub.
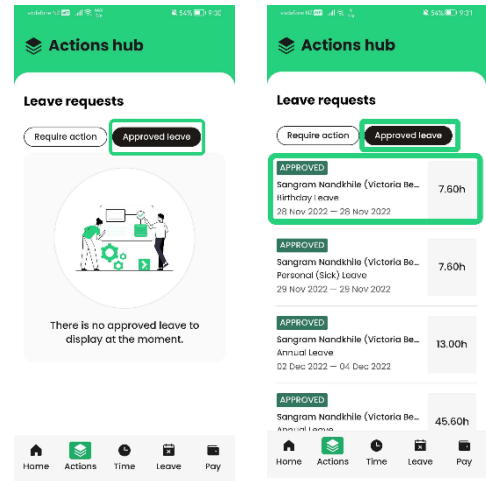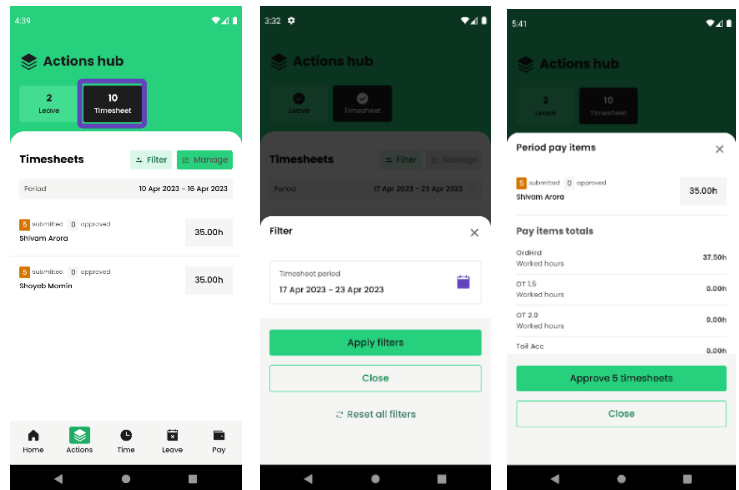

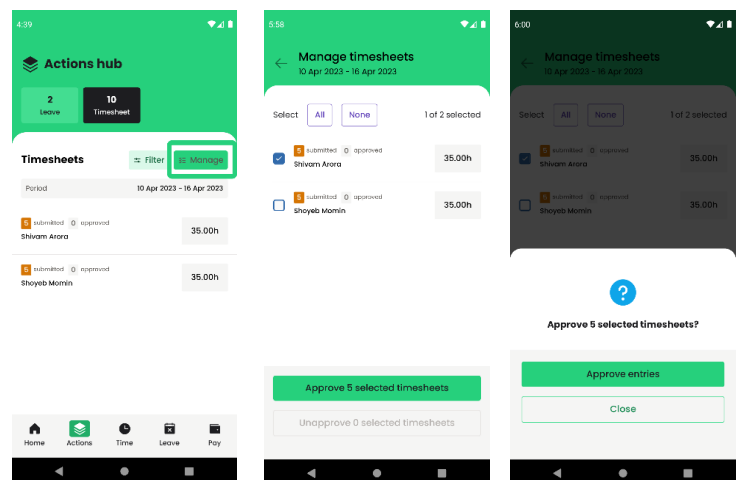# How to approve Timesheet

Approve

As a manager, you can approve your direct report employees' timesheet in the Action hub. You can see the number of timesheets that need to be approved.

You can click **Filter** to filter out the data that you would like to view the timesheet requests, Filter data range is one week. Click Apply filters to apply.

You can click each individual employee to check their timesheet details then Approve.

If you click Manage, you can select multiple timesheet entries to approve by selecting the check boxes. When you click Approve it, it will give you the option to select Yes or No, and once the timesheets are approved, the status will be changed to Approved. Employee Kiosk will reflect the status.

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Unapprove

You can also unapprove timesheet. If you select the timesheet entry, you can have the option to select Unapprove Timesheets, once you click it, the timesheet will be unapproved, the status will be changed to Submitted.
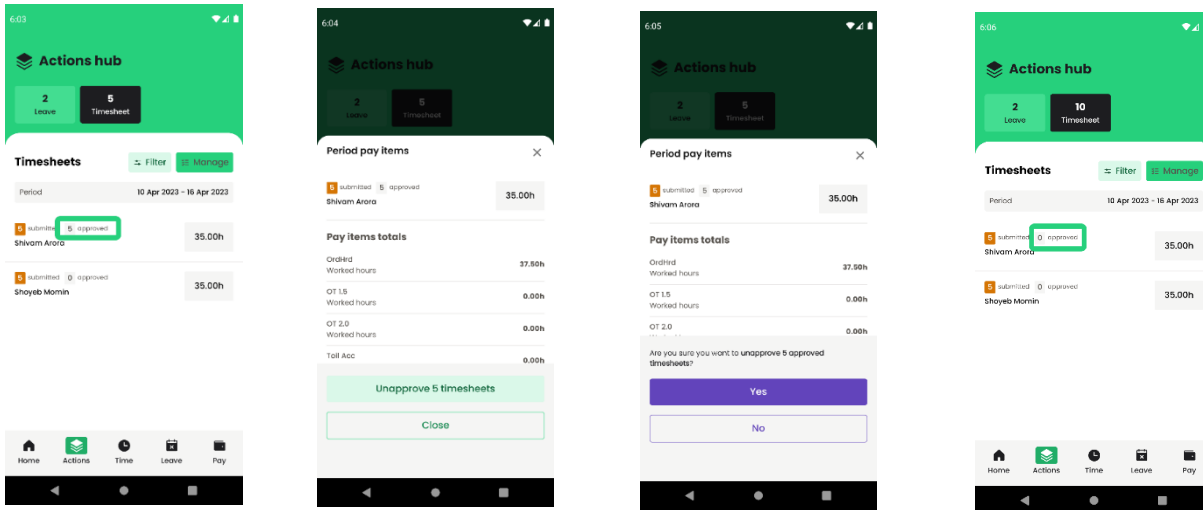
You can view the timesheet details of an employee during the selected period. You can view the total work hours/total break hours/total of the pay items etc.