KAMS Employment Hero – Mobile App Handbook

Available for download on both Android and iOS devices, Employment Hero's mobile app allows you to submit leave and view leave balances, view your pay slips stay up to date with company announcements and much more.

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Clicking on each of the topics below will take you straight to the information about that feature.

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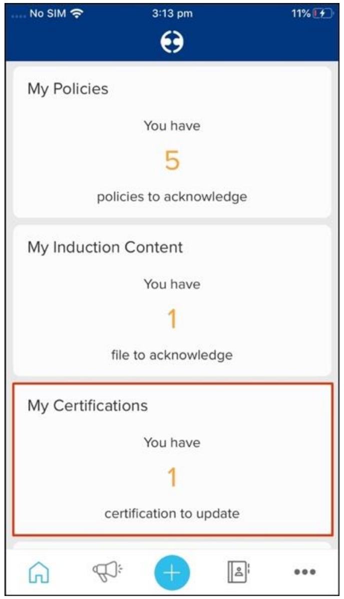
Certifications

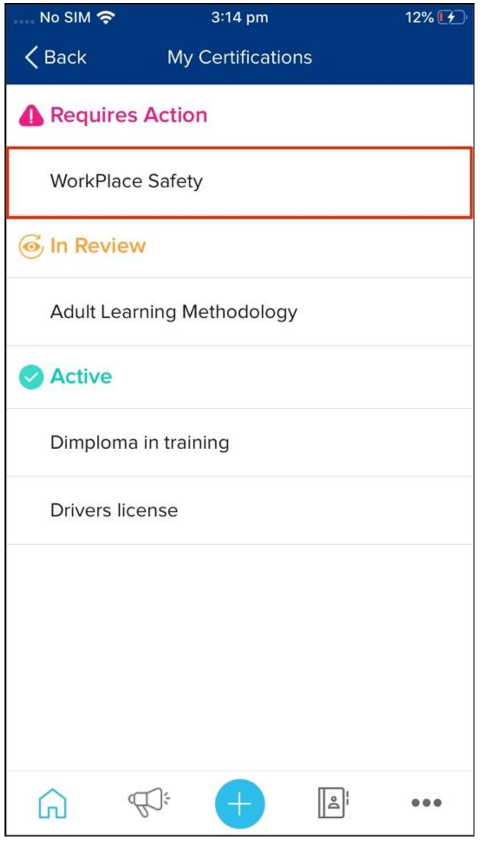
On the mobile app, the certification submission feature allows you to complete and/or update your assigned certifications, including the ability to upload supporting documentation. You can also use the certification record viewing feature to see all certifications assigned to your employee file.

This will enable you to see not only the status of all your submissions but also the details on each of your specific certifications. Another part of this feature is the ability to access a history log, showing all the supporting documentation you have submitted for each certification renewal you have completed.

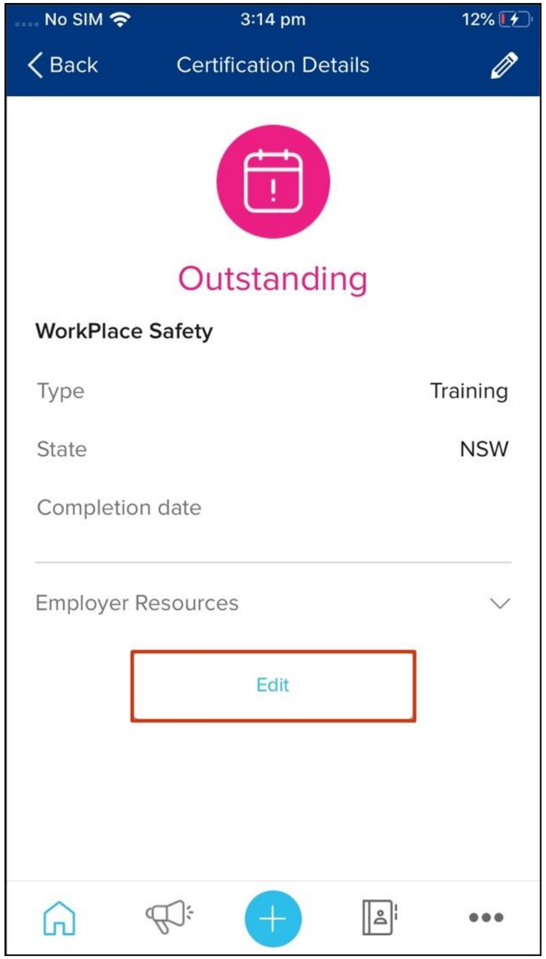
1. Tap the **My Certifications** button.



2. Tap a certification that requires actioning.



3. Click the **Edit** button.



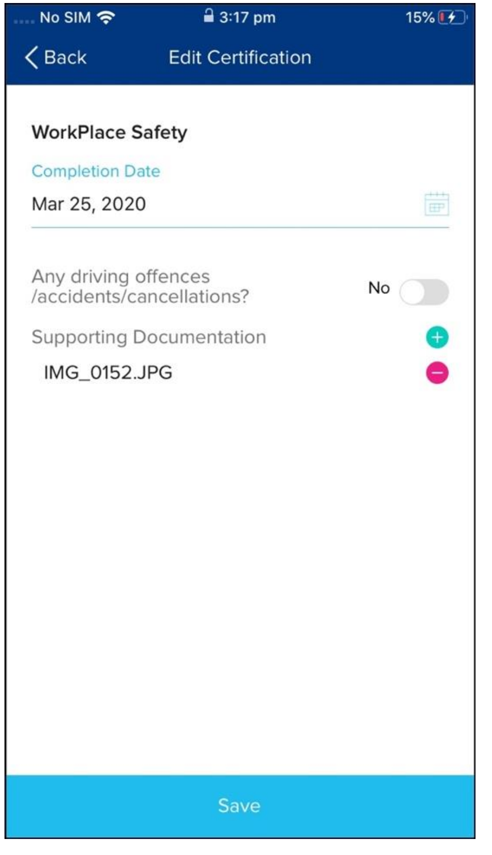
4. Complete the following fields:
    - Completion date/ Expiry Date

- Supporting documentation.

To add a supporting document, click the **Add** button, then upload the required file. Once the supporting documentation has successfully uploaded, the system will automatically save the file.

The maximum uploaded file size allowed is 10Mb for all attachments, with only PDF, Jpeg, and PNG file types accepted.

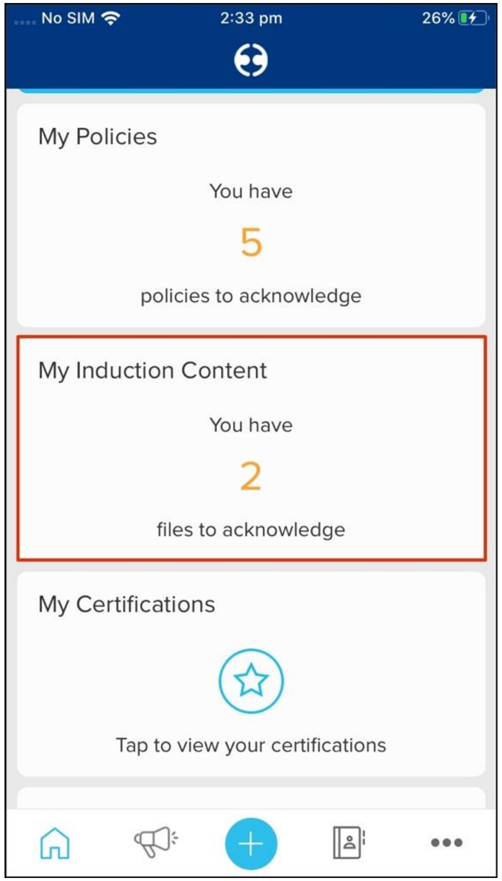
5. Click the **Save** button.



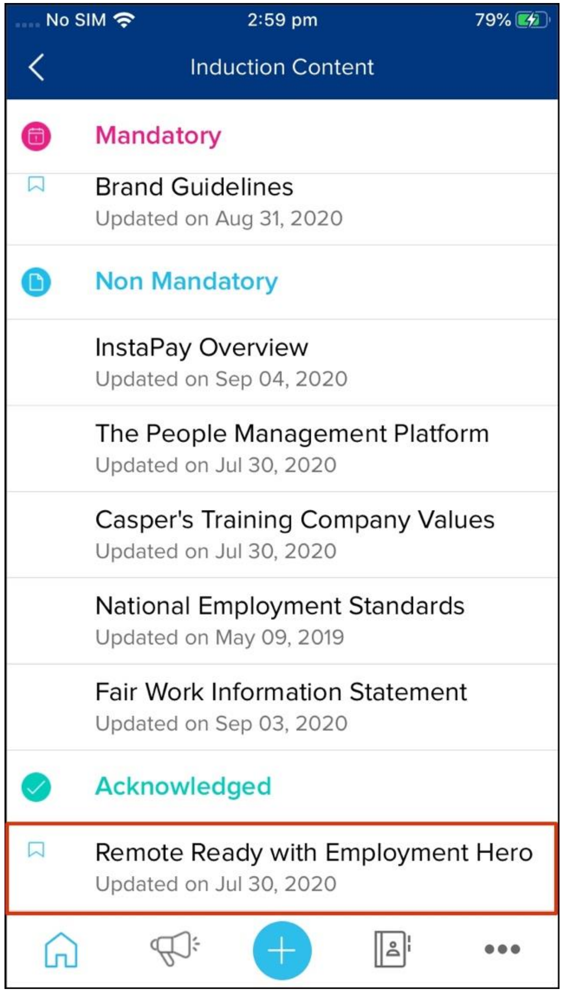
Induction Content

The Induction feature on the mobile app allows you to view and acknowledge your assigned induction content. You can also use this feature to view your previously acknowledged induction content and refresh your memory on the content if needed.

1. Tap the **My Induction Content** button.



2. Click the induction content that needs viewing.



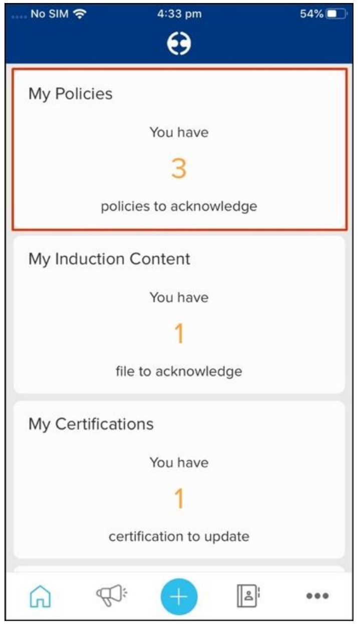
3. If the content requires your acknowledgement, read the content, or watch the video and then click the **Acknowledge** button.

Policies

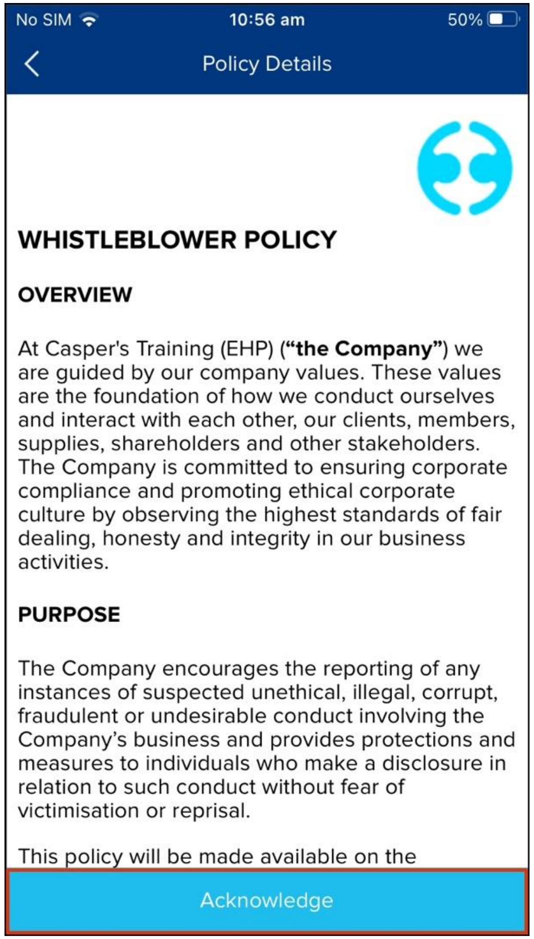
The Policies feature on the mobile app allows you to view and acknowledge your assigned policies. You can also use this feature to view your previously acknowledged policies and refresh your memory on the content if needed.

The Policies feature on the mobile app supports the following policy types:

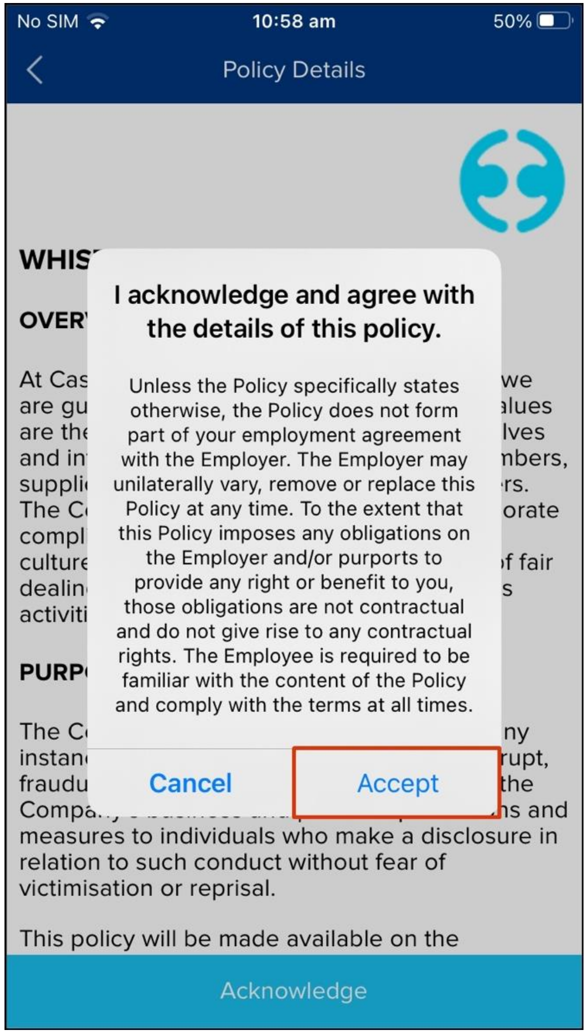
- Template policies.
- Image polices (png or Jpeg).
- PDF polices.
- Word policies (Doc or Docx).
  1. Tap the **My Policies** button.

- 

2. Click a policy that needs viewing. You will now see the policy details on your screen.
3. If the policy requires acknowledgement, read the content, then click the **Acknowledge** button.



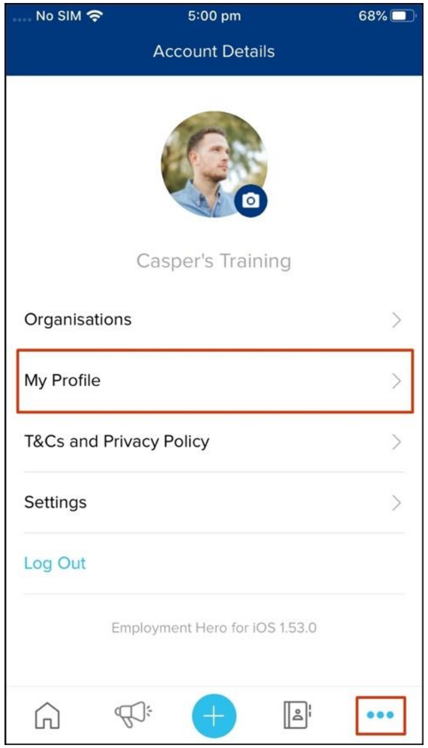
4. Click the **Accept** button



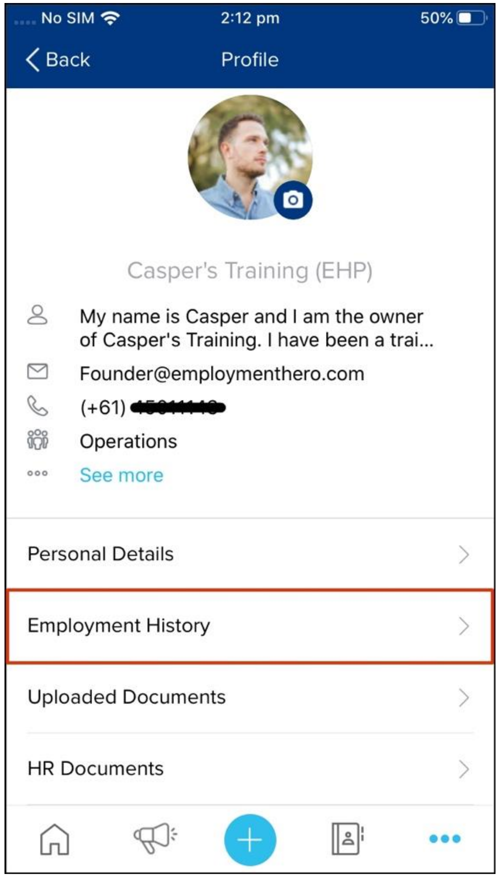
Employment History

You can use the employment history feature to view information about yourself, such as what your current role is, what previous roles you held along with the employment status such as was it a full time, part-time or casual role.

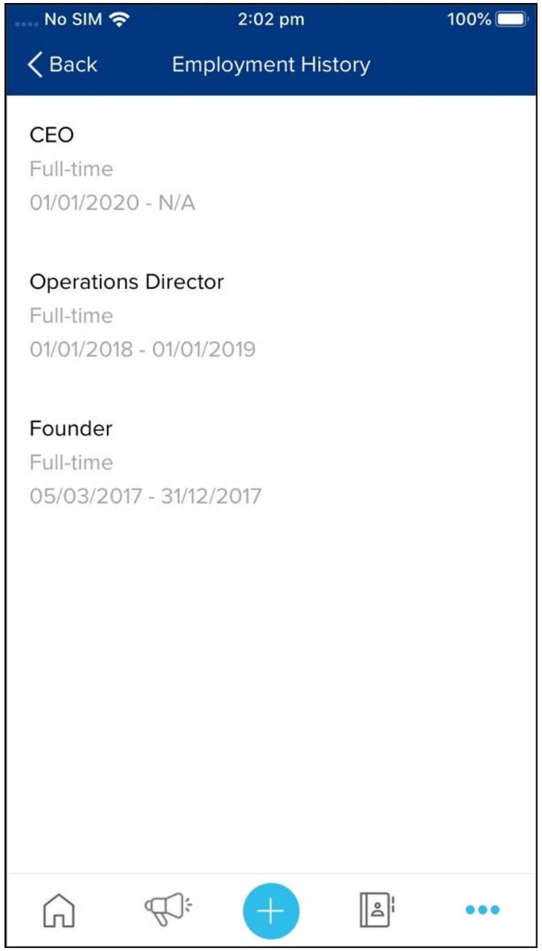
1. Tap the **Three Dots** button.
2. Tap the **My Profile** button.



3. Tap the **Employment History** button



4. You will now see your employment history on your screen.

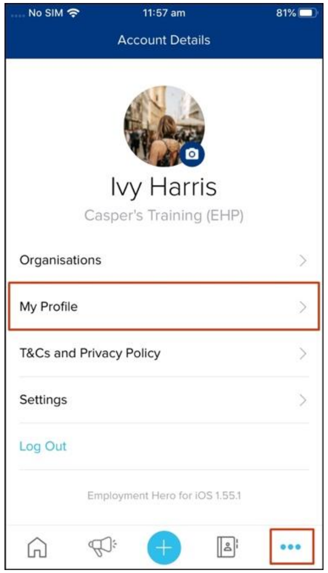


HR Documents

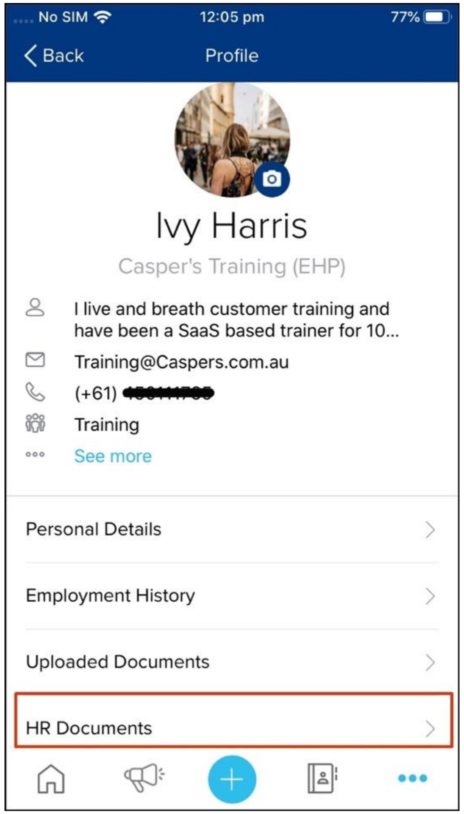
You can use the HR Documents mobile app feature to view information on your assigned HR documents, such as your employee contract, probation extension and temporary assignment notices.

The mobile app only shows you finalised HR documents. If you need to acknowledge a document, you will need to use the MY Documents feature through the website.

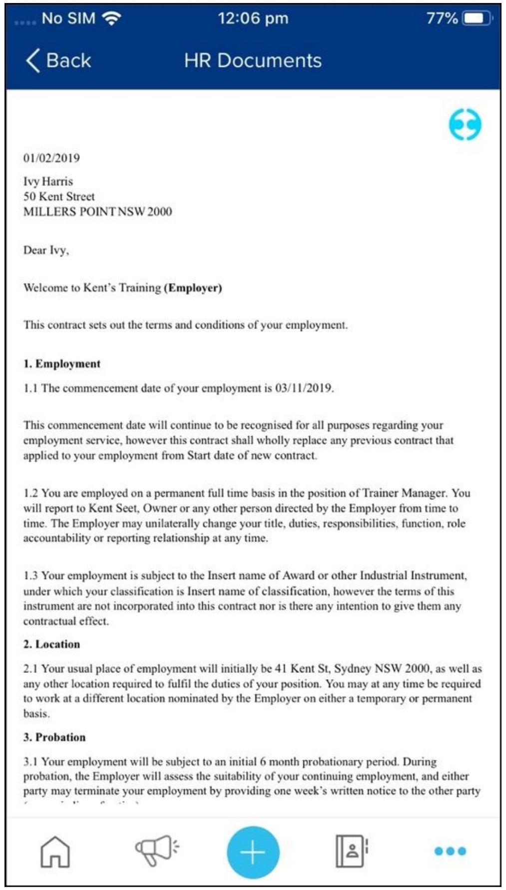
1. Tap the **Three Dots** button.
2. Tap the **My Profile** button.



3. Tap the **HR Documents** button.



4. Click on the HR Document that needs viewing. You will now see the details of your HR Document on your screen.



01/02/2019

Ivy Harris
50 Kent Street
MILLERS POINT NSW 2000

Dear Ivy,

Welcome to Kent's Training **(Employer)**

This contract sets out the terms and conditions of your employment.

1. Employment

1.1 The commencement date of your employment is 03/11/2019.

This commencement date will continue to be recognised for all purposes regarding your employment service, however this contract shall wholly replace any previous contract that applied to your employment from Start date of new contract.

1.2 You are employed on a permanent full time basis in the position of Trainer Manager. You will report to Kent Seet, Owner or any other person directed by the Employer from time to time. The Employer may unilaterally change your title, duties, responsibilities, function, role accountability or reporting relationship at any time.

1.3 Your employment is subject to the Insert name of Award or other Industrial Instrument, under which your classification is Insert name of classification, however the terms of this instrument are not incorporated into this contract nor is there any intention to give them any contractual effect.

2. Location

2.1 Your usual place of employment will initially be 41 Kent St, Sydney NSW 2000, as well as any other location required to fulfil the duties of your position. You may at any time be required to work at a different location nominated by the Employer on either a temporary or permanent basis.

3. Probation

3.1 Your employment will be subject to an initial 6 month probationary period. During probation, the Employer will assess the suitability of your continuing employment, and either party may terminate your employment by providing one week's written notice to the other party

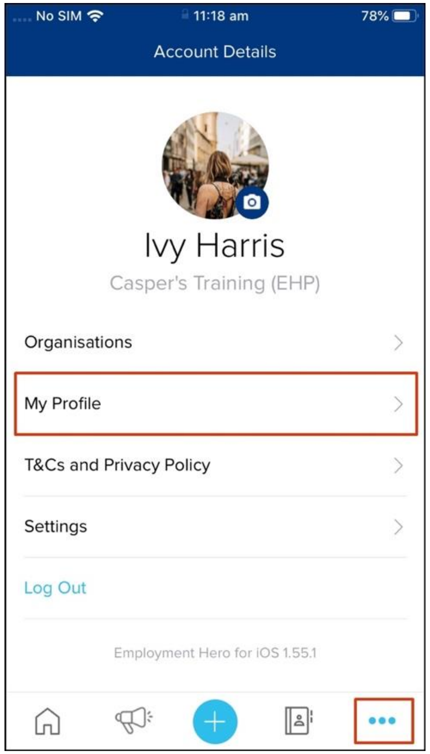
Adding a Profile Picture

1. Log into the mobile application.
2. Tap the **Three Dots** button.
3. Click the **Upload** button.
4. Select and upload your profile picture. The maximum uploaded file size allowed is 2Mb.

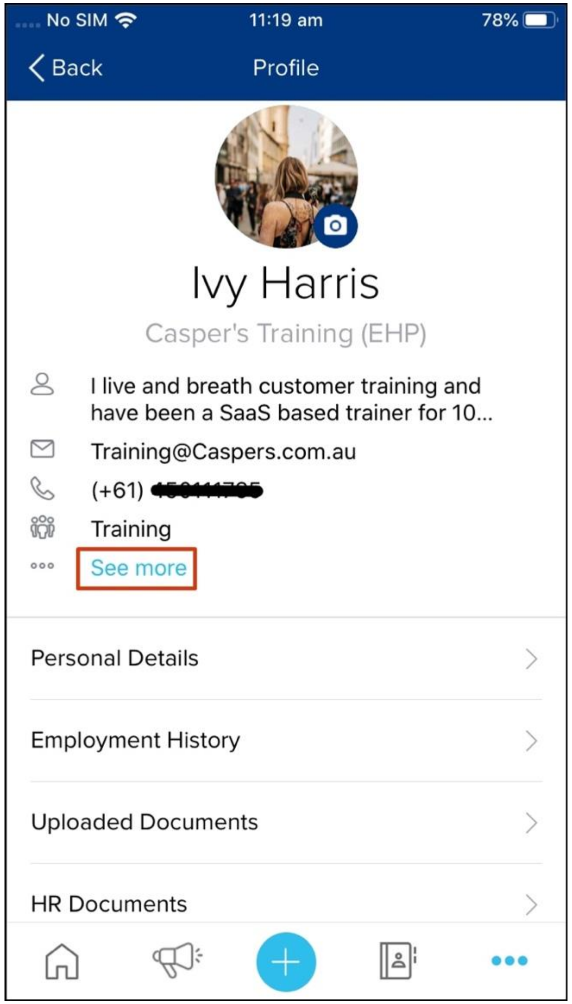
My Employee Overview

You can use the overview feature to update your company email and mobile phone details along with adding or removing a profile picture. The platform will reflect the changes you made in your employee file throughout the entire HR platform.

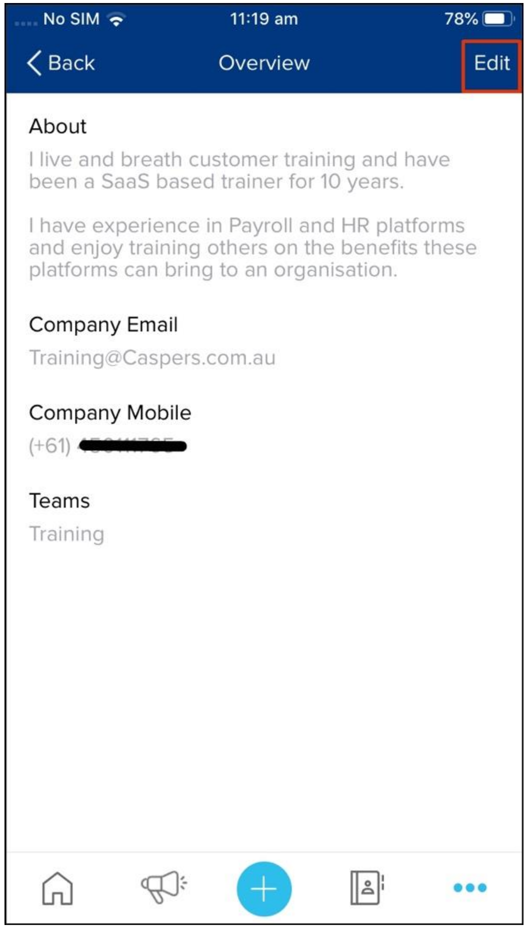
1. Tap the **Three Dots** button.
2. Tap the **My Profile** button.



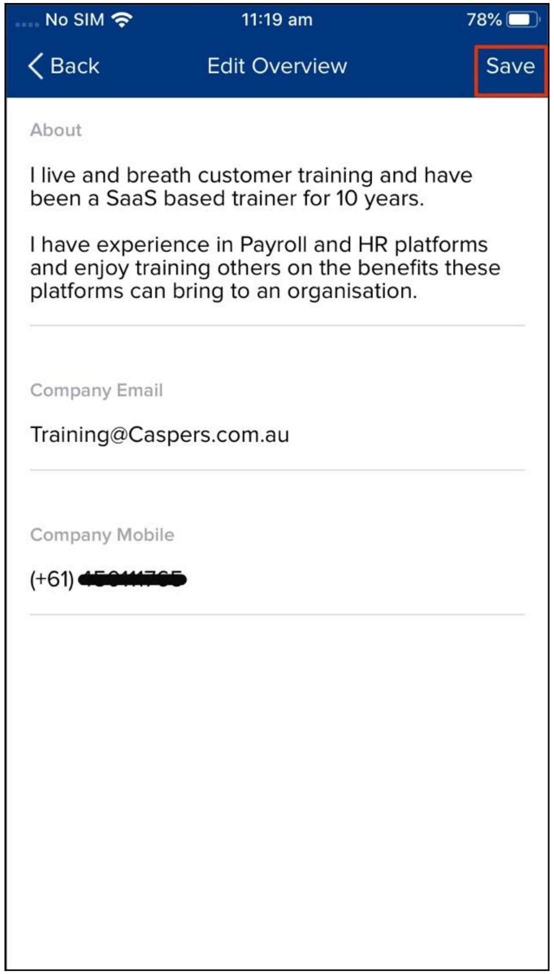
3. Tap the **See More** button.



4. Click the **Edit** button.



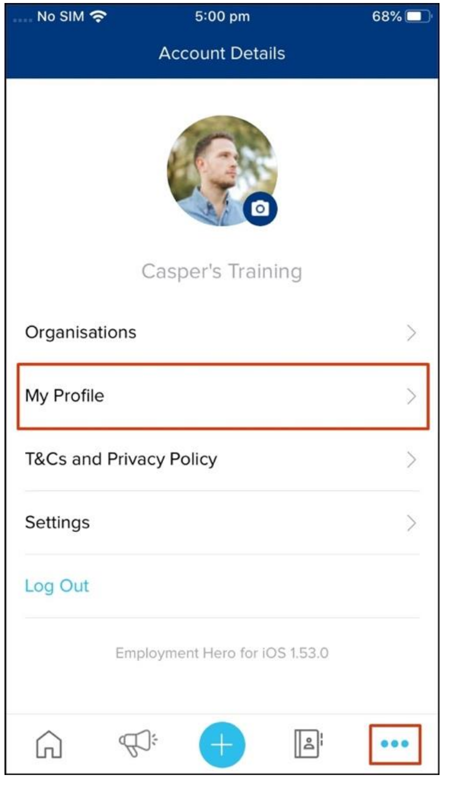
5. Make the required changes and click the **Save** button.



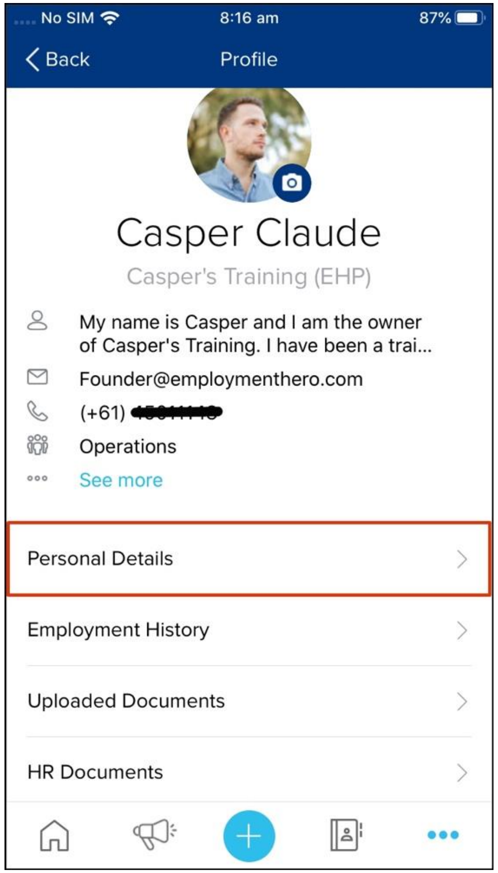
Personal Details

The Personal Details feature on the mobile app is where you update these details if they change, with the HR platform reflecting theses changes throughout the entire platform. This means there is only one place you need to update your details if they change, ensuring your employee record on the HR platform is always up to date.

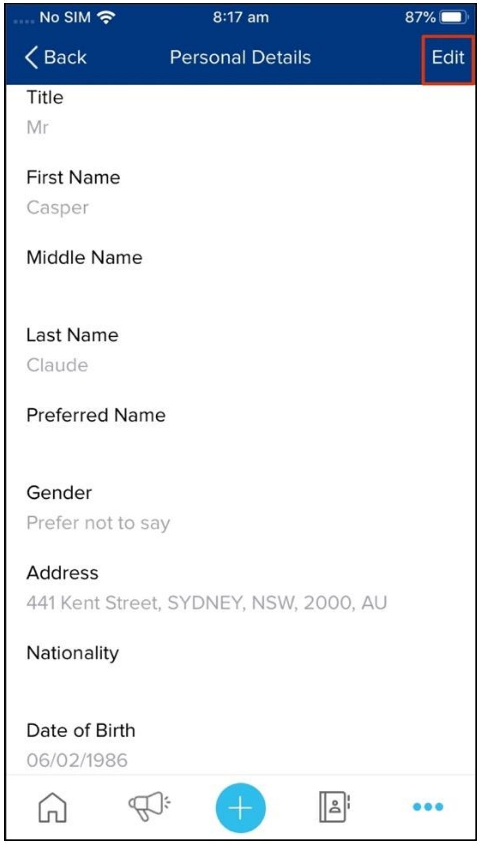
1. Tap the **Three Dots** button.
2. Tap the **My Profile** button.



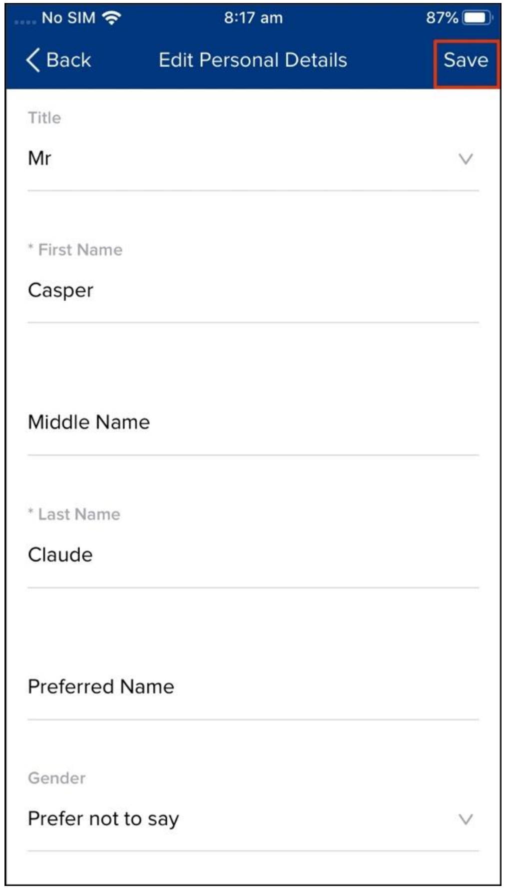
3. Tap the **Personal Details** button.



4. Click the **Edit** button.



5. Click the **Save** button

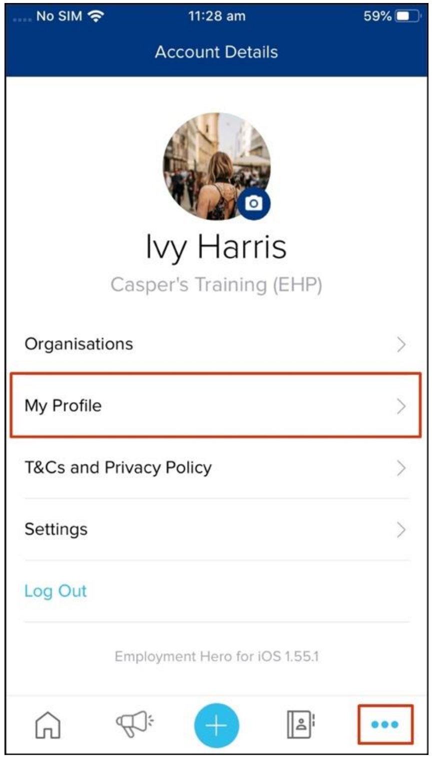


Uploaded Documents

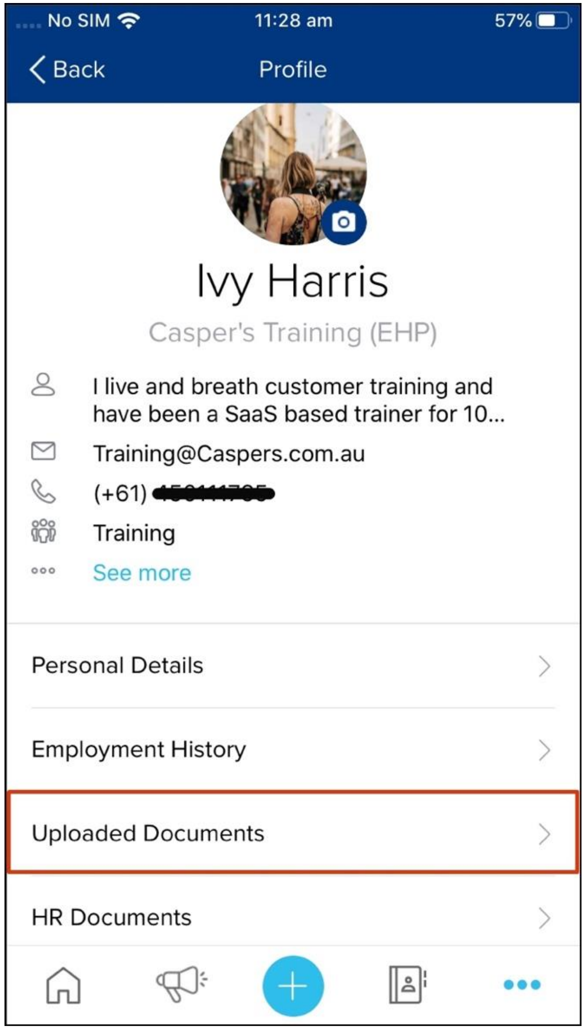
You can use the Uploaded Documents mobile app feature to view information on your allocated files, such as team meeting notes, project scoping documents, and role specific process flow charts.

You can view PDF, Doc, Docx, Png, Jpeg and CSV upload files via the mobile app.

1. Tap the **Three Dots** button.
2. Tap the **My Profile** button.



3. Tap the **Uploaded Documents** button and select on the document you need to view.

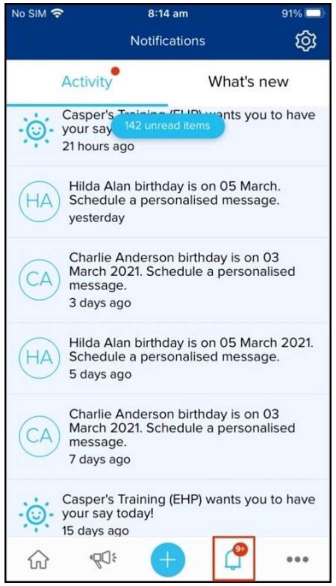


Notification Feed

This Notification Feed feature on the mobile app allows you to view what push notifications you have received from your organisation. This feature not only lets you see what notification you received, but you can also click on a notification and the app will take you to the relevant feature to view the updated information.

The HR platform does not display in the activity feed notifications caused by actions undertaken in the company feed.

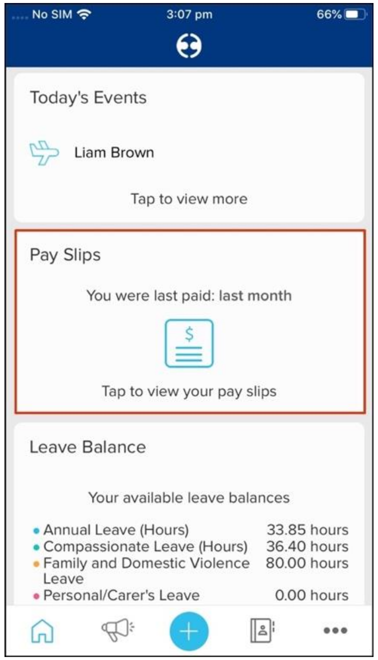
1. Tap the **Notification Feed** button.
2. Tap the desired notification to see further details.



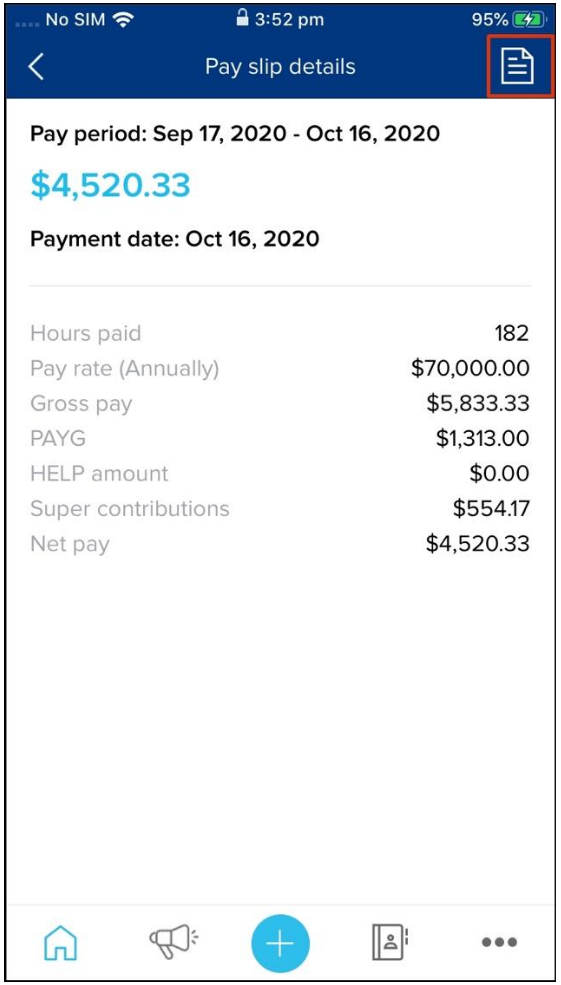
Pay slips

The Payslips feature on the mobile app allows you to access a digital copy of your pay slips, which you can download if you want an offline version. This means you can store a record on your phone that you can access if your phone enters an area with no mobile data.

1. Tap on the **Pay Slips** tile.



2. Click the desired pay slip.
3. Tap the **PDF** button.

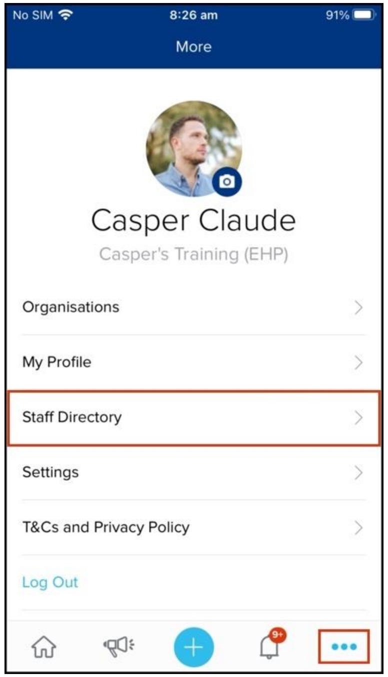


4. Tap the **Download** button.

Staff Directory

The staff directory feature on the mobile app allows you to search for a coworker and see their best contact details if you need to reach out to them for help. You can also use this feature to view the team structure for any of your co-workers, enabling you to understand who reports to who within your organisation.

1. Tap the **Three Dots** button.
2. Tap the **Staff Directory** button.

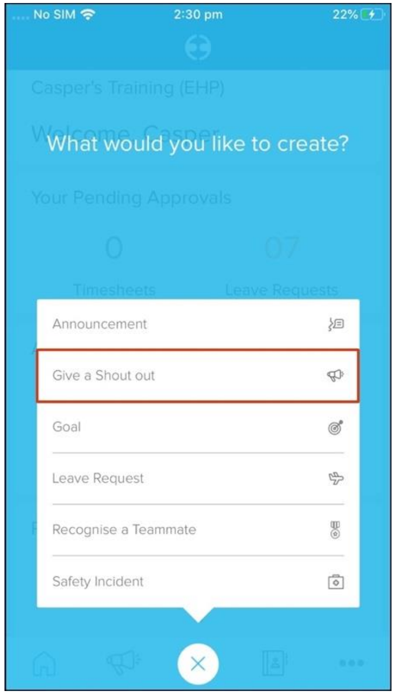


3. Tap on the employee whose details you need to view. If enabled, you can view both their Contact details and Team Structure.

Company Feed

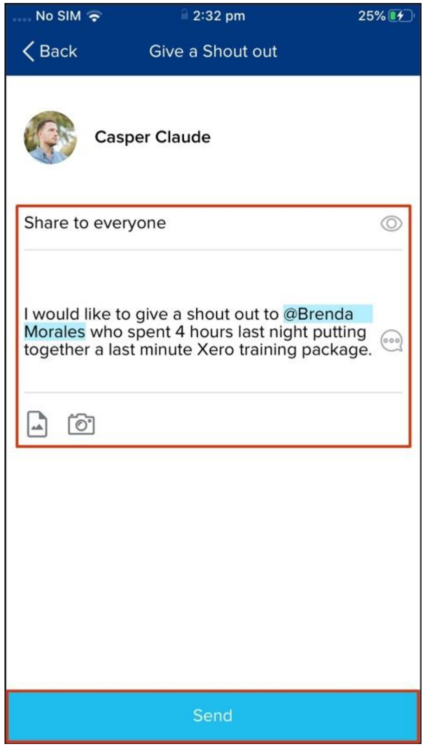
The company feed allows you to post a public message or announcement to either your team or the whole organisation. You can also use this feature to comment on a post made by yourself or another employee. Typing @ into the text field, followed by an employee's name, will tag that employee in the shout out.

1. Tap the **Plus** button.
2. Tap to give a shout out, announcement or recognise a teammate.



3. Type your announcement, add any attachments and documents via the document or camera icon and tap the **send** button.

Nb. The platform only allows you to attach a .jpg, .png and .gif (IOS and Android) and .pdf (Android) to a shout out.

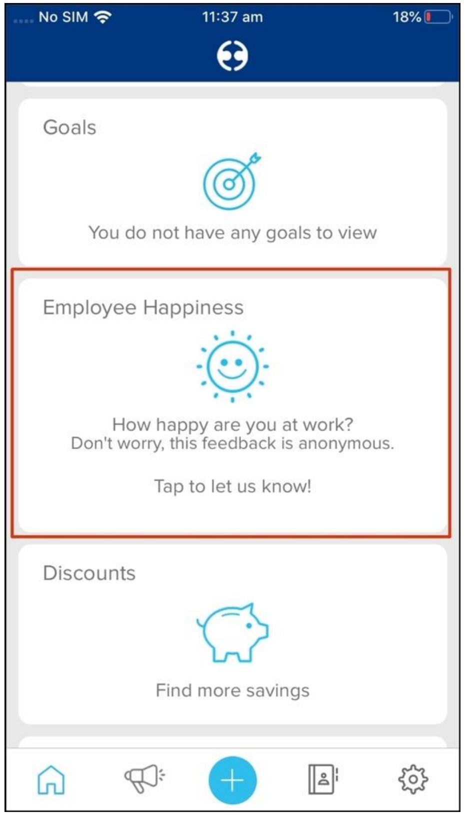


Completing Surveys

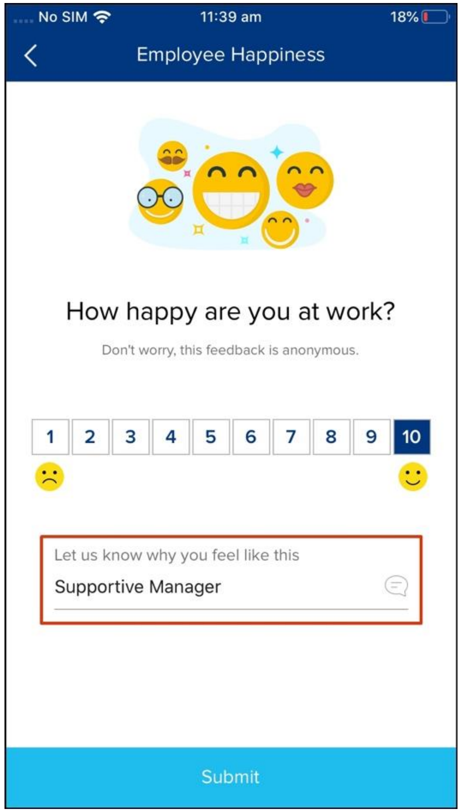
The Engagement feature on the mobile app, allows you to access and complete your assigned surveys from your mobile phone. This means you can complete your surveys wherever you may be located instead of needing to be at a computer.

Happiness Surveys

1. Tap on the **Employee Happiness** tile.



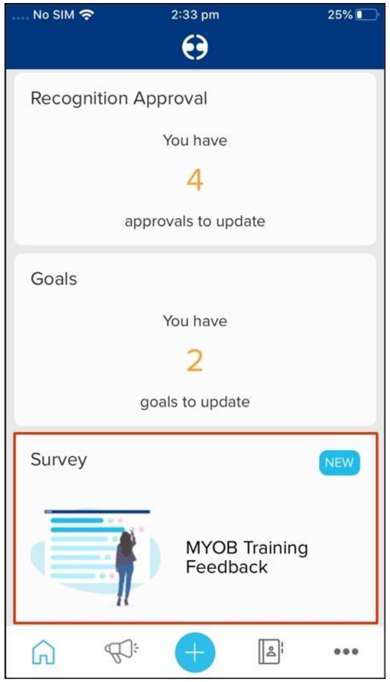
2. Tap on your happiness score from one to ten and leave a comment.



3. Tap the **Submit** Button

Custom Surveys

1. Tap the Survey button.

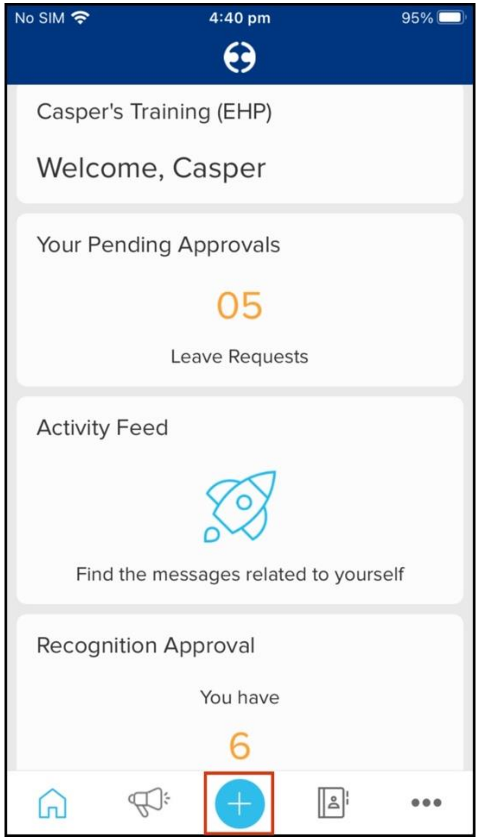


2. Answer the displayed question and then click the **Next** button.
3. Once you answer all the questions click the **Submit** button.

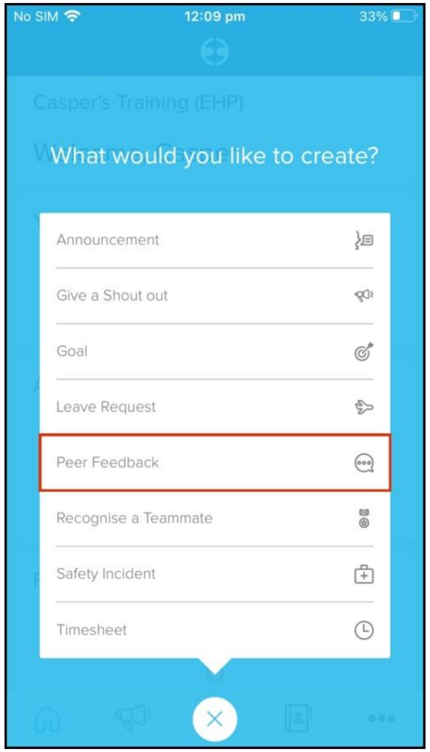
Feedback

The Feedback feature on the mobile app allows you to send feedback to another employee in your business. When sending this feedback, you can choose whether this information goes to the employee receiving this message only or their manager can view the message as well, along with the ability to add an attachment, such as a record of a slack conversation.
You can only use the feedback editing features on an iOS device.

1. Tap the **Plus** button.



2. Tap the **Peer Feedback** button.



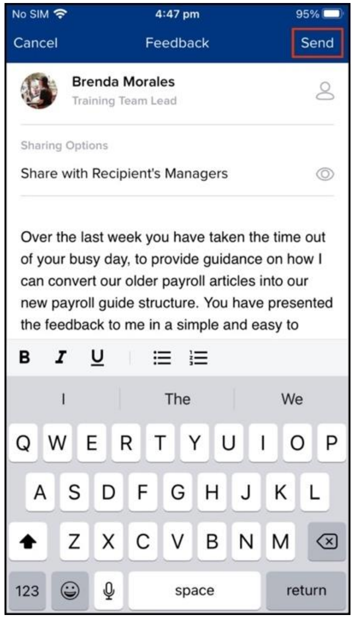
3. Select the feedback recipient from the **Who is this Feedback For** drop-down.
4. Select from the following sharing options:
    a. Recipients' manager.
    b. Recipient.

Nb. Selecting the recipient's manager sharing option will send this feedback to the employee's primary and secondary manager.

5. Enter the feedback you want to provide in the Your Feedback field.
6. Click the **Document** or **Camera** icon to add an attachment to the feedback post.

Nb. The platform only allows you to attach a .jpg, .png and .gif (IOS and Android) and .pdf (Android) to your feedback message.

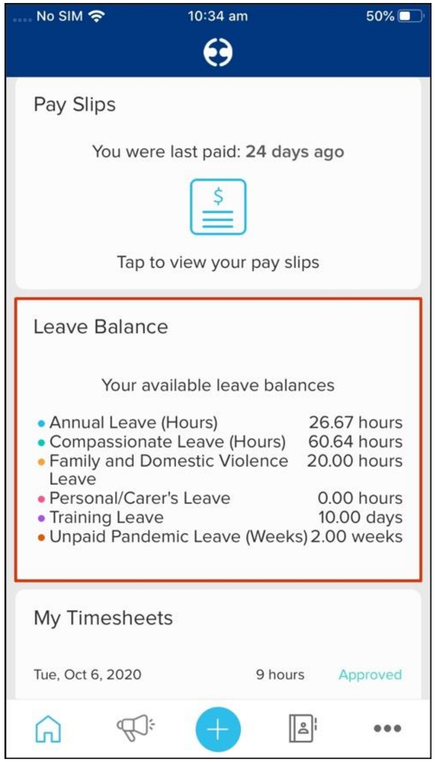
7. If required, use the editing features to format your feedback message.
8. Tap the **Send** button.



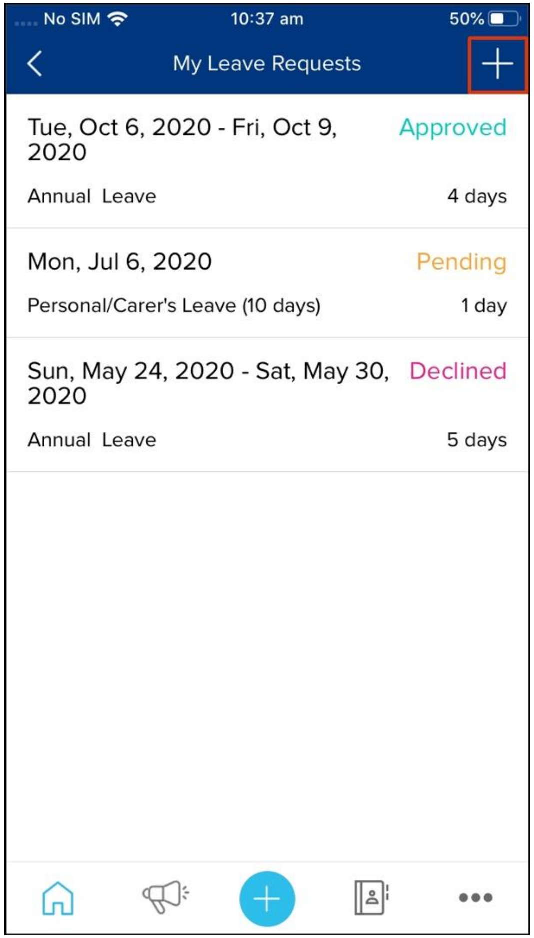
Applying for Leave

You can use the My Leave feature on the mobile app to see your leave balances, and if you have the balance required, submit a time off request. You can also use this feature to edit a submitted leave request if the details changed and delete a submission if it is no longer required.

1. Tap the **Leave Balances** button.



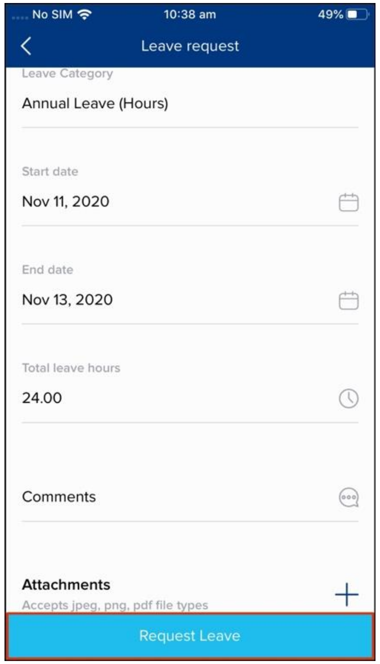
2. Tap the **Add** button to add a leave request or tap an existing leave request to edit or delete it.



3. Complete the following fields:

- Leave category.
- Start date.
- End date.
- Total hours - You can tap the Total Hours field to display the leave details for each month. If you only need to take a half day off work, then you can edit the value within the hours field.
- Comments
- Attachments

4. Tap the **Request Leave** button.

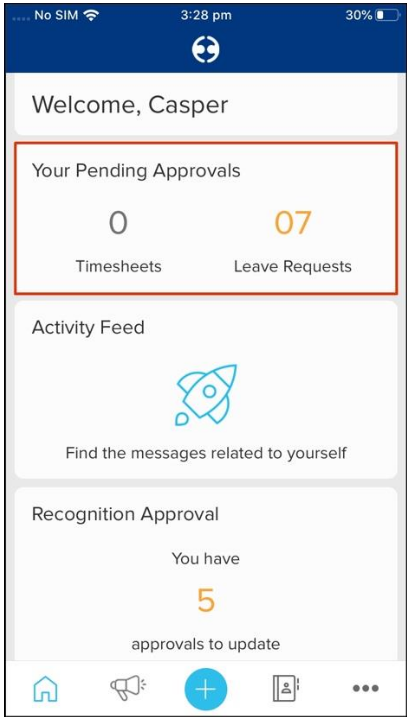


Approving Leave

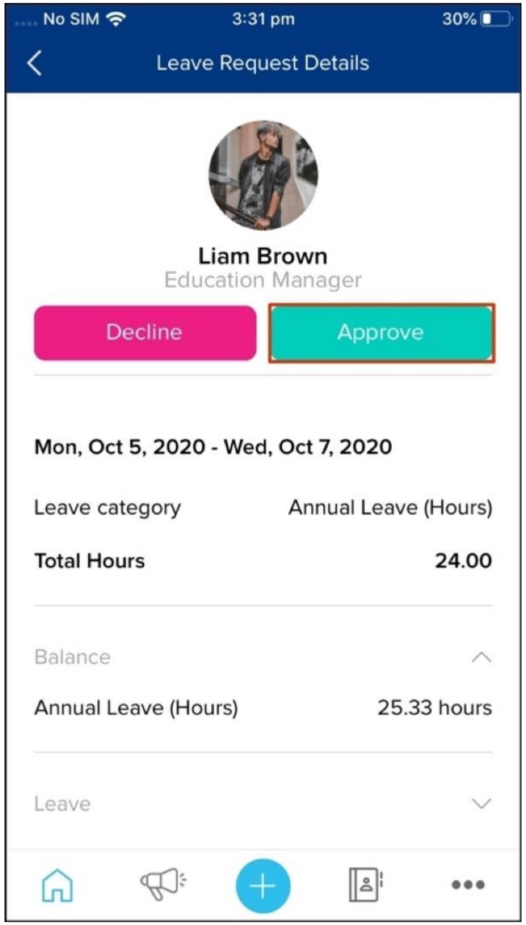
You can use the Leave Approval feature on the mobile app to see your employee submitted leave request and then approve or decline these submissions. You can also use this feature to filter what leave requests you see on your approval page, giving you the ability to tailor what employee submissions you see on the app.

The mobile app only allows managers to view pending leave requests. Once you approve or decline a leave submission, you can view these records on the desktop platform.

1. Tap the **Leave Requests** button.



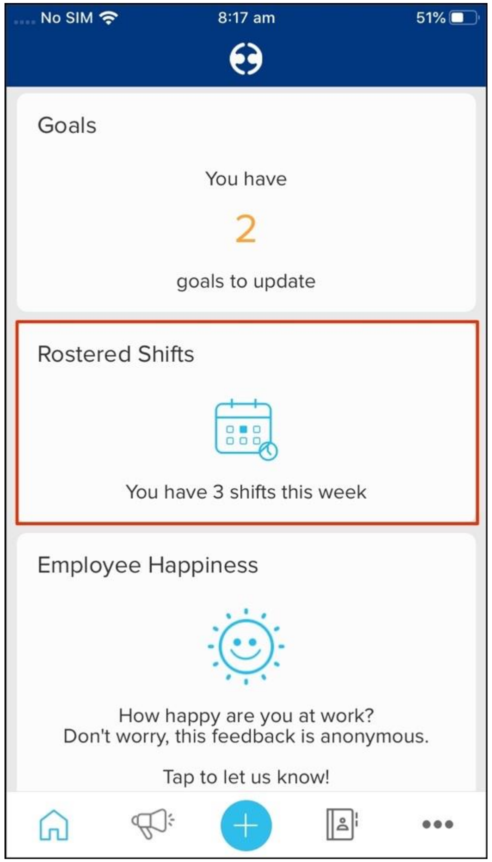
2. Swipe right on a leave request to approve it or tap on the leave request to see more information and approve or decline.



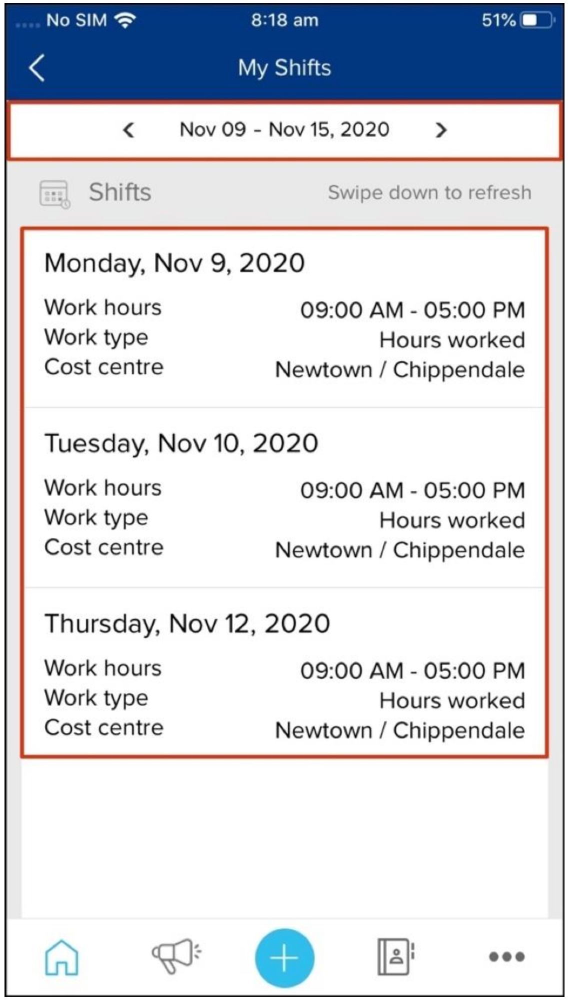
Rostering

You can use the Rostered Shifts feature on the mobile app to view your rostered shifts for the week coming up, including your allocated hours and the cost centre. You can also use this feature to change the weekly view to see what shifts you have coming up at a particular point in time.

1. Tap the **Rostered Shifts** button.

- 

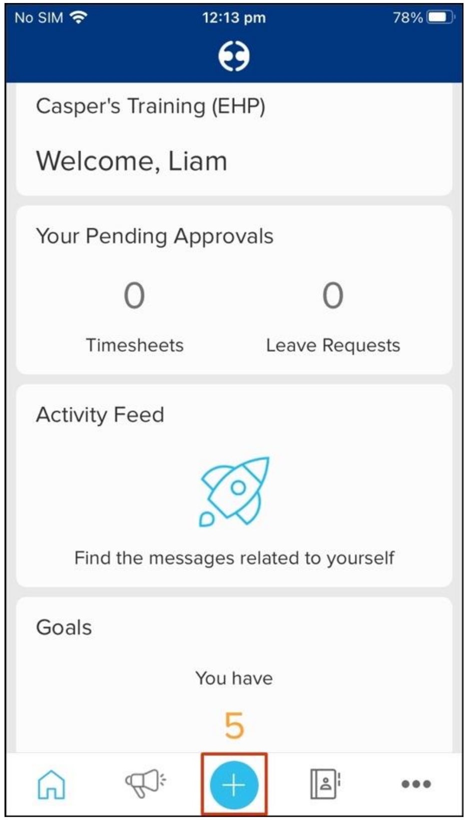
3. You will now see your rostered shifts for the current week. You can use the **Week** button to view your shifts for a different week. Swipe down to refresh the data.



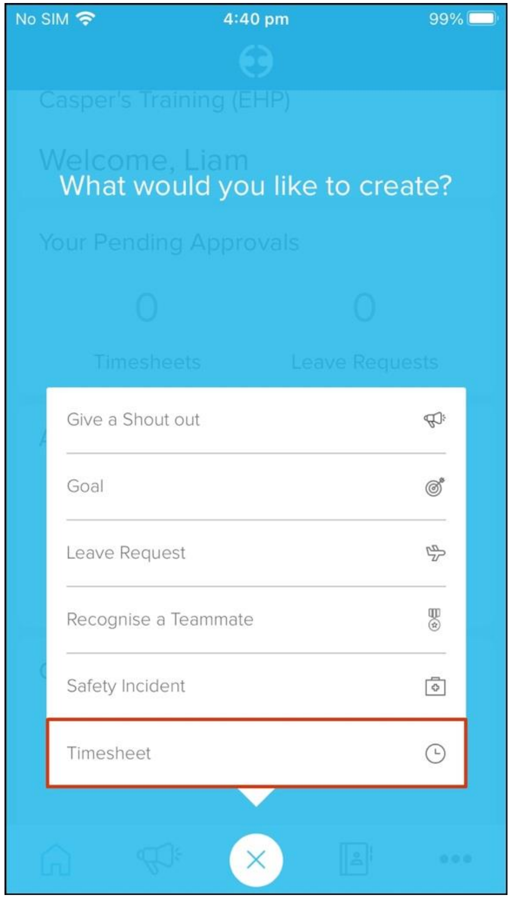
Timesheets

You can use the Timesheets feature on the mobile app to submit a timesheet for the hours you have worked during the day, with the ability to add details such as a work type or a comment to your entry. You can also use this feature to edit a submitted timesheet if the details changed and delete an entry if it is no longer required.

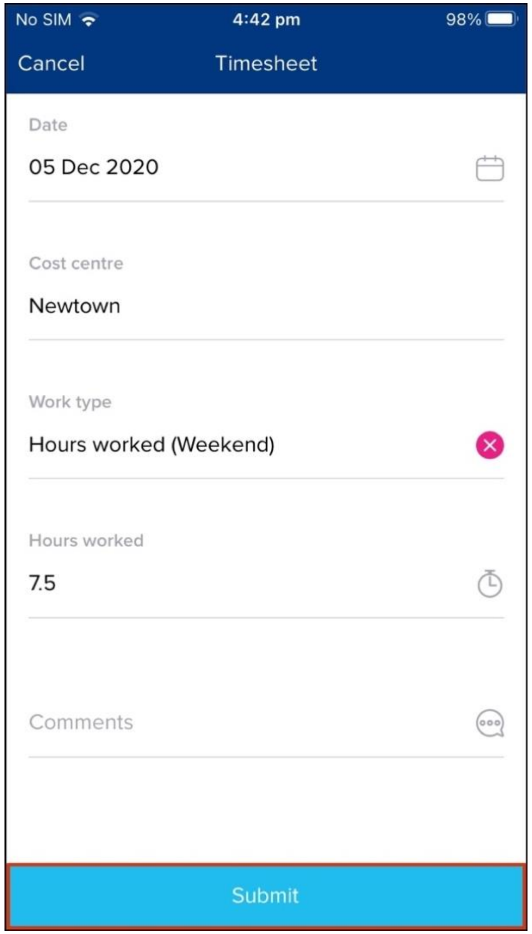
1. Tap the **Plus** button.



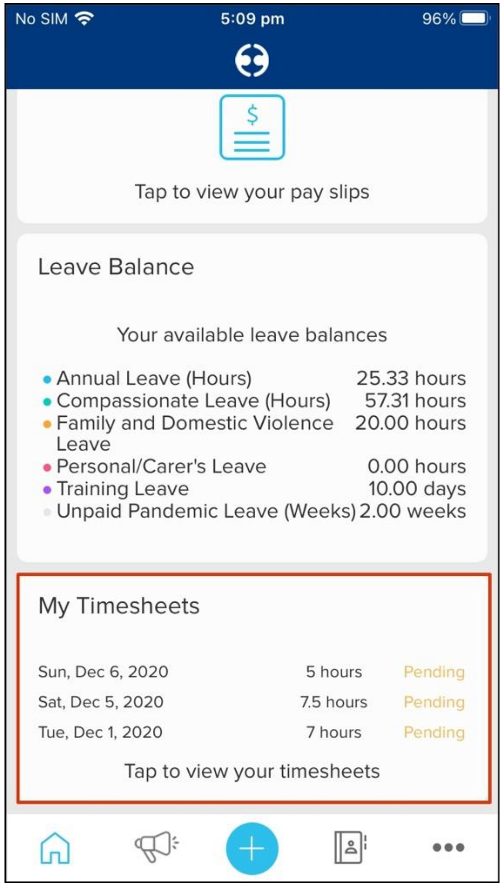
2. Tap the **Timesheet** button



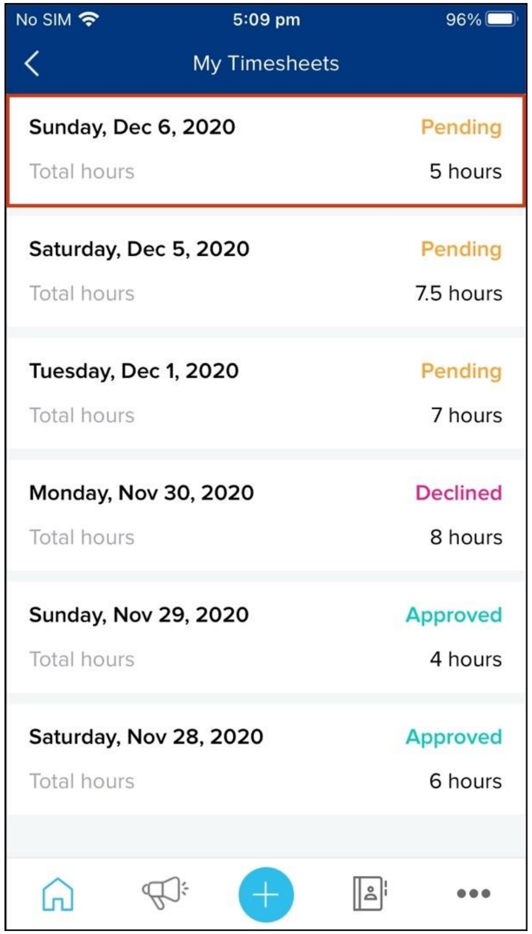
3. Complete the fields and tap **submit**.



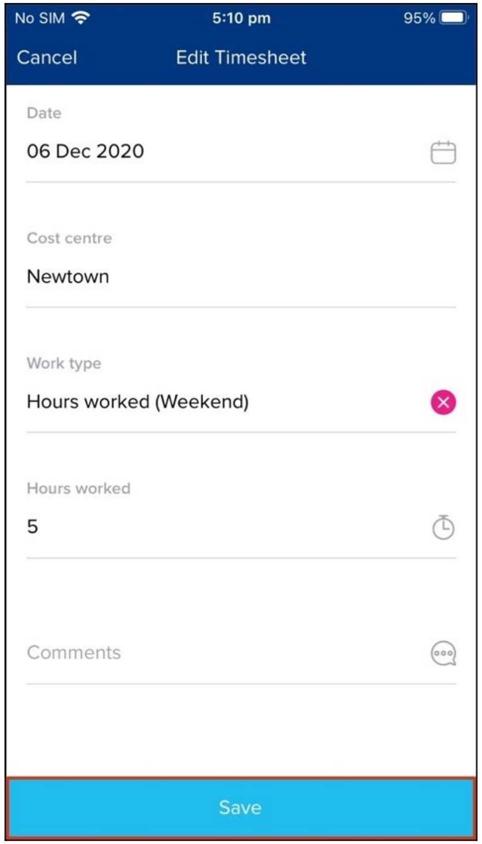
4. To view your timesheet submissions, Tap the **My Timesheets** button on your home screen.



5. To delete or edit a timesheet, tap the timesheet submission.

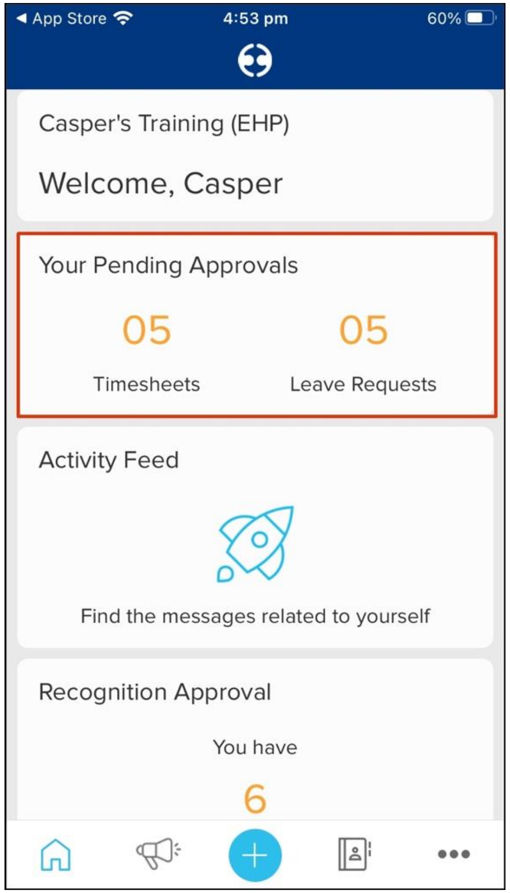


6. Make the required changes and tap the **Save** button.

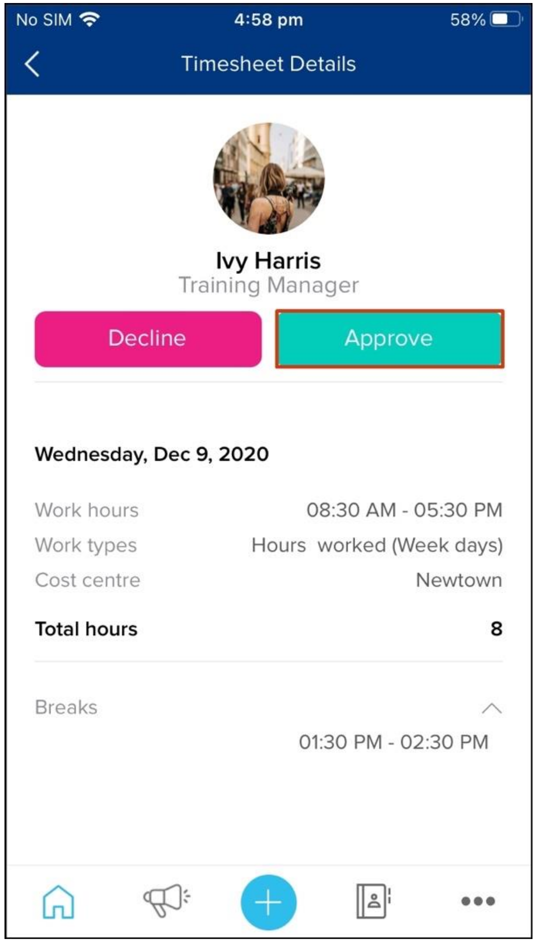


Approving timesheets

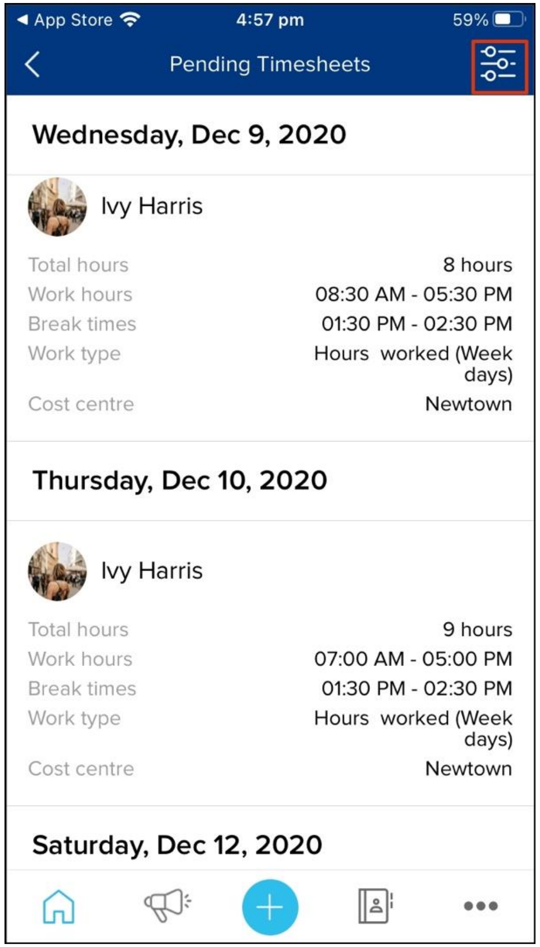
1. Tap the **Timesheets** button



2. Swipe right to approve the timesheet straight away. Otherwise, tap on the timesheet that needs to be approved/ declined to view more details.



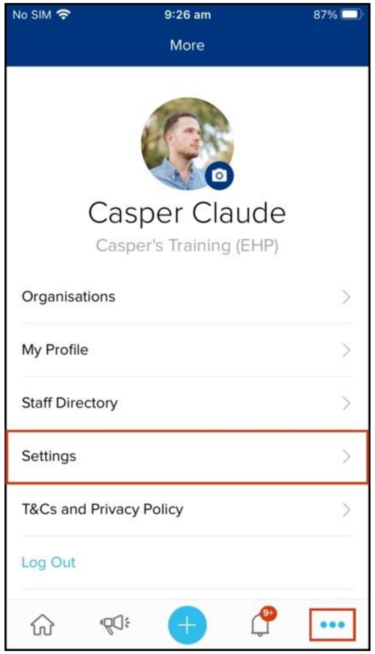
Nb. Tap the filter button in the top right-hand corner to filter timesheets for your direct and indirect employees.



Notifications

Push Notifications

1. Tap the **Three Dots** button.
2. Tap the **Settings** button.

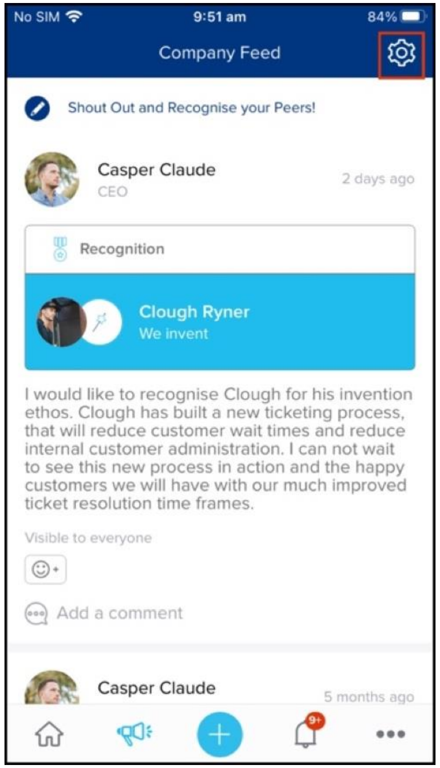


3. Tap on the **Notification Settings** button.
4. Customise your settings based on the time and days of the week.

Nb. You can also change your time zone and activate your fingerprint log in via the 'Settings' button.

Company Feed settings

1. Tap the **Company Feed** button.
2. Tap on the **Settings** button



3. Use the following fields to customise your notifications:

- Notify me about:
    - Everything.
    - Direct members only.

Switching Organisations

If you are an employee of more than one organisation, you can switch the company.

1. Tap the **Three Dots** button.
2. Tap the **Organisations** button.