



WORKZONE APP

The WorkZone app is now available for all employees with ESS Portal access. The app gives you access to some of the features available on your ESS Portal, including Payslips, Timesheets, Upcoming Shifts and Leave Request. You can also receive notifications of new payslips, shifts and approved leave requests.

The collage displays the following app screens:

- Home Screen:** A green login screen with a calendar icon, the text "WORKZONE", and input fields for "Email" and "Password". A link "I forgot my password..." is at the bottom.
- Main Dashboard:** Shows "LAST PAY SLIP" for "The Burger Barn" on "Wed, 3 Aug". It also displays "NEXT SHIFT" for "Tue, 27 Sep" at "Wollongong" from "9:00 AM - 5:00 PM". A "TIMESHEETS 26 SEP - 2 OCT" summary shows 4 Submitted, 0 Rejected, 0 Approved, and 0 Processed timesheets. "LEAVE BALANCES AS AT 26 SEP" are listed as "Annual Leave 11.69232 hours" and "Time In Lieu 0.0 hours".
- Timesheets:** A weekly view for "26 Sep - 2 Oct 2016" showing submitted timesheets for Monday through Friday, all at "Wollongong" from "9:45 AM - 4:00 PM".
- Shifts:** A daily view for "26 - 2 Oct, 2016" showing shifts for Monday through Saturday, all at "Wollongong" from "9:00 AM - 5:00 PM".
- Leave request:** A form to request "Annual Leave" for "26 Sep 2016" to "26 Sep 2016". It shows a "Leave required" of 7.6 hours, a "Leave balance" of 11.69232, and an "Approved leave" of 0.0. There is a "Show details" toggle and an "Add attachment" option.



Download the WorkZone App for iPhone and Android and access your payslips and payroll details via your smartphone.



ADD ADDITIONAL TIMESHEETS

You can add additional timesheets for the same day by clicking the “+” in the top right-hand corner of the timesheet screen. Change the date as necessary.

