

ezytax  
BLUE

rosterelf  
manual

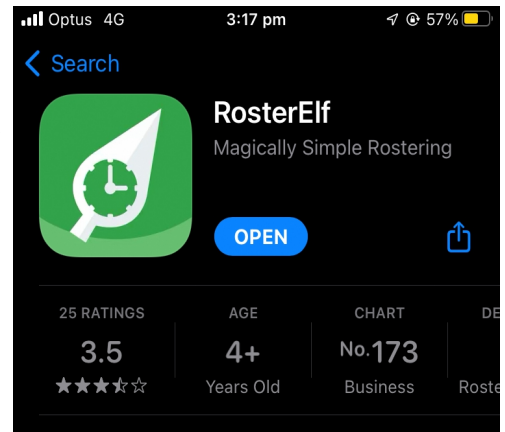
## ROSTERELF

All rosters will be accessible via a downloadable application called RosterElf. You will be required to clock in and out of your shifts using this app.

### SETTING UP ROSTERELF

You will receive an email from RosterElf with links to download the app and you will be provided with a temporary password. This will be sent to your Ezytax Blue email.

Alternatively, you can download the app by visiting the app store/google play and search for RosterELF. Select Install.



Open you have installed the RosterElf app, enter your email address and the temporary password that was sent to you then click **Login**.

Confirm your details and ensure your profile is correct. Once you tap **Next** you will be prompted to upload a profile picture.

Now your account is all set up

## VIEWING THE ROSTER

Every Sunday the following week's roster will be uploaded to RosterElf.

It's highly recommended that you turn on Push Notification on your phone so you can be notified when a roster is published.

You can do this by selecting **My Info** tab and selecting all notifications. You will also get notifications regarding any roster changes

Clicking **Future Shifts** tab will enable you to see the days you have been rostered. These are represented as a green dot on the days you have a shift.

You can see which station and the duration of the shift on the days you are rostered. If you are not sure where the station is located, clicking on **Info** will give you the address of the shift location.

Clicking on the **Roster** tab will enable you to see which of your co-workers are working on that day and which station they are rostered to be on. This is useful for future reference if you want to swap shifts with someone.

### Push Notification Settings

#### Roster Notifications

Be notified about new rosters published, updated rosters and removal from rosters.



#### Shift Notifications

Be notified about upcoming shifts 1 hour prior to shift starting.



#### Leave Notifications

Be notified about leave approval or denial.



#### Shift Swap Notifications

Be notified about shift swap approval, denial & additional shifts available.



My Shifts



Roster



My Info

SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Wed, May 04 2022

09:00 - 17:00 (8.00 hours)

Tax Consultants

ECCQ01



My Shifts



Roster



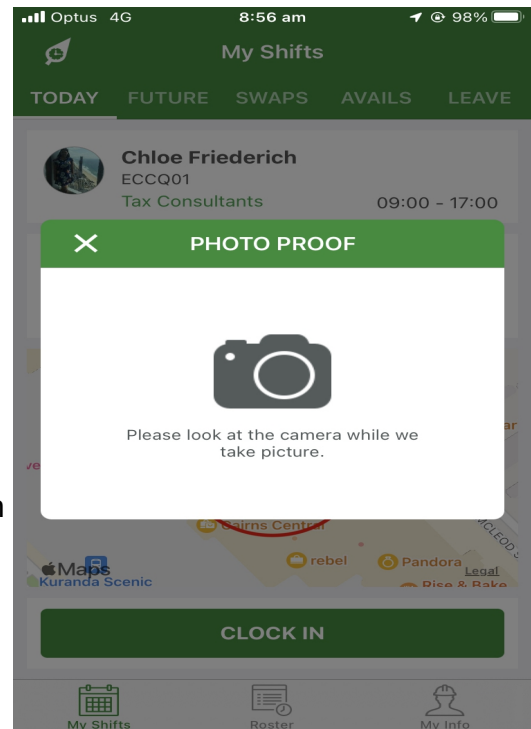
My Info

## CLOCKING IN AND OUT

If you click on the **Today** tab and you have a shift scheduled, you will be prompted to clock in for your shift. To clock in you will need to be within the GPS tolerance zone. Press **Clock In** and take a photo of your face with the booth in the background. After, write a simple hello or good morning on Slack.

When you are packed and ready to head home, press **Clock Out** and you will be prompted to take picture within the GPS tolerance zone with the booth in the background. Write in Slack "Goodbye".

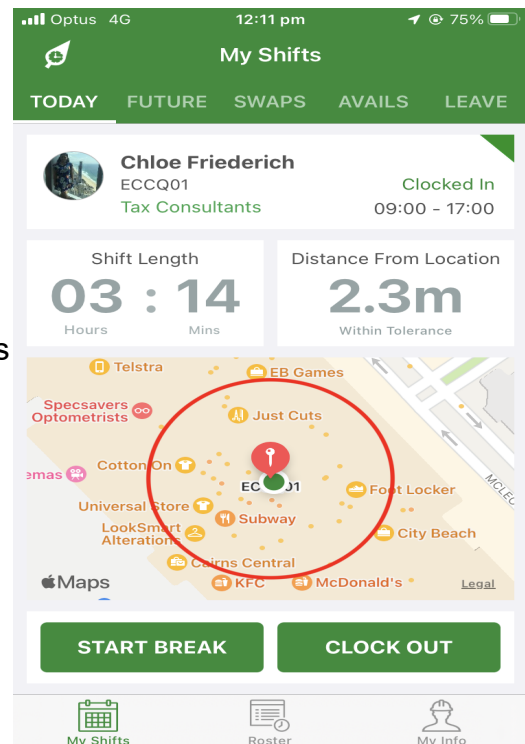
If you are clocking in or out early/late you may be prompted to leave a comment as to why you are doing so. Simply enter a comment and click **Submit**.



## **TAKING LUNCH AND BATHROOM BREAKS**

Press **Start Break** to record your break time and take photo when leaving the booth. **Remember** your break time starts when you leave the booth. Write in Slack "Lunch Break". You have 30mins per lunch break if your shift is longer than 5 hours. Press **End Break** to end your lunch and with photo proof. Write in Slack "Back".

If you need to go to the bathroom, tap **Start Break** button and take photo proof before leaving the booth. Write in Slack when you have left and when you come back. Tap **End Break** to clock back in to



work with photo proof.

## **SWAPPING SHIFTS**

It is your responsibility to let Management know of any unavailability before a roster is published.

However, in the event you need to swap shifts, press **Future Tab**. You will be able to see future shifts in the upcoming week. If you cannot work on that day, you can request a Shift Swap. On the shift you cannot work, tap the **Shift Swap** button and leave a reason for the request and tap **Request Swap**.

It is your responsibility to find someone to cover your shift. After finding a replacement, let Management know on Slack so the swap can be reviewed and approved.

## **Leave Request**

If you cannot work on a future date you can request leave on that day.

Tap **My Shifts** at the bottom of the RosterElf app screen. Tap the **Leave** tab along the top right of the screen. Click the **Plus (+)** icon (top right) to add a new request. Add the date range and reason for the leave request. Tap **Save**.

If approved, you will be marked as unavailable to work during the leave period.

