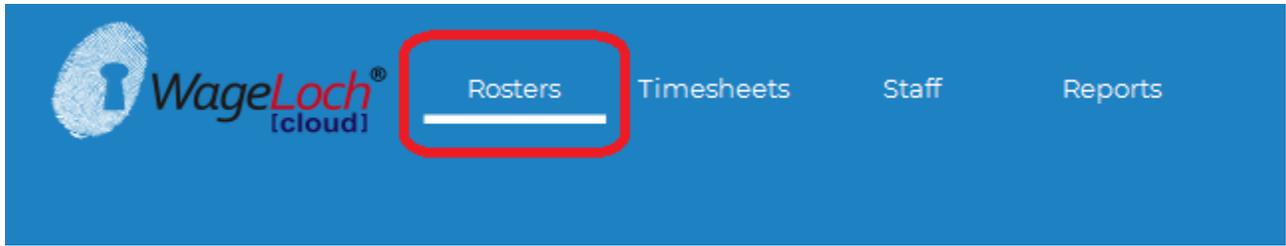




ROSTERING

- All previous, future and current rosters are going to now appear under the 'Rosters' tab in the top left-hand corner of **WageLoch Cloud Roster**



- To create a new roster simply click 'new roster' on the top corner; this will also bring up your options to copy from a roster template or previous roster.

Future Rosters

Start Date	End Date	
22/0/18	4/1/18	4 fortnights away
8/0/18	21/0/18	3 fortnights away
24/9/18	7/0/18	2 fortnights away

Current/Previous Rosters

Start Date	End Date		Details
27/8/18	9/9/18	This fortnight	VIEW >
13/8/18	26/8/18	Last fortnight	VIEW >
18/12/17	31/12/17	18 fortnights ago	VIEW >
4/12/17	17/12/17	19 fortnights ago	VIEW >
20/11/17	3/12/17	20 fortnights ago	VIEW >
6/11/17	19/11/17	21 fortnights ago	VIEW >
26/5/14	8/6/14	111 fortnights ago	VIEW >

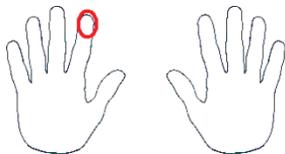


REGISTERING PRINTS AND CLOCKING IN AND OUT

- **WageLoch Cloud Time** is now designed to be used only for staff to clock on and off and does not need to be installed on machines that aren't used for clocking in
- Staff are now only required to register two fingerprints instead of four.
- Staff who have registered their prints, will now show a fingerprint next to their name

Register Fingerprints

Place the same finger on the scanner again...



RETAKE THIS FINGER

CANCEL X

- Instead of the Red/Green/Blue staff list – You will now get two lists -Clocked On and Clocked out

WageLoch Cloud Time

Friday, 31 Aug 2018, 6:01 PM

REGISTRATION COMPLETED

CLOCK TIMES WHO'S HERE

Online

Clocked On	Clocked Off	
Alice Bloggs @5:57p	April O'Neill	Arthur Weasley
	Barbara Gordon	Dwight Howard
	Elaine Bennetts	Fred Astaire
	George Costanza	Grace Jones
	Grace Kelly	Hal Jordan
	Harry Styles @4:00p	Jane Jetson
	Jean Gray	Joel Selwood
	Kenny Loggins	Kevin Owens
	Lance Franklin	Margaret Atwood
	Mark Taylor	Matt Hardy
	Max Powers	Nick Carter
	Olivia Munn	Peter Parker
	Ronda Rousey	Rory Sloane
	Sally Fields	Sam Smith @5:39p
	Sandra Sully	Selina Kyle
	Steffi Graff	Steven Rogers
	Susan Sarandon	Tim Duncan



CONFIRMATION OF HOURS

- WageLoch has changed the way you confirm and submit your timesheets to payroll.
- You can now roster, confirm and submit timesheets through **WageLoch Cloud Roster**
- To confirm hours, Open **WageLoch Cloud Roster**, and click on “Timesheets” on the bar at the top of the screen, and click on the Start Date of the Timesheet you wish to confirm

WageLoch (cloud) Rosters **Timesheets** Staff Reports

Logged in as Sys...

Current Timesheet

Start Date: 27/8/18 End Date: 9/9/18

- This will bring up the timesheet for the payroll cycle
- You can adjust the coloured shift bars to confirm the hours for each employee the same as you did before

WageLoch (cloud) Rosters Timesheets Staff Reports

Logged in as System Engineer

Timesheet for the fortnight beginning August 27, 2018

64.50 Hours paid for Monday \$1412.07 Total cost for shift

RESET **FINALISE**

SORT BY ONLY SHOW EXCEPTIONS HIDE UNPAID SHOW ALL FLIP CLOCK TIMES

	Mon 27/8	Tue 28/8	Wed 29/8	Thu 30/8	Fri 31/8	Sat 1/9	Sun 2/9	Mon 3/9	Tue 4/9	Wed 5/9	Thu 6/9	Fri 7/9	Sat 8/9	Sun 9/9	Total Hours
Elaine Bennetts	8:45a-1:30p (Assistant)					2:00p-5:30p (Assistant)									8.25 \$191.14
Grace Jones	9:00a-1:00p (Assistant)					1:30p-5:15p (Assistant)									7.75 \$185.95
Jean Gray	9:00a-12:00p (Assistant)				12:30p-6:00p (Assistant)										8.50 \$154.12
Sam Smith	9:00a-12:00p (Assistant)				12:30p-4:00p (Assistant)										6.50 \$147.37
Selma Kyle	8:45a-1:00p (Assistant)					1:30p-7:30p (Assistant)									10.25 \$233.92
Steven Rogers		10:00a-12:30p (Assistant)			1:00p-5:30p (Assistant)										7.00 \$158.01
Fred Aatare		9:00a-1:30p (Pharmacist)			12:00p-2:00p (Pharmacist)	2:30p-6:00p (Pharmacist)									9.00 \$172.84
Hary Styles		9:15a-4:30p (Pharmacist)													7.25 \$168.12

- Once you have completed a day, you can click the “Finalise” button to confirm the day has been completed, the day will then have a tick (✓) next to it. A Question Mark (?) means the day has been edited but not finalised

SORT BY ONLY SHOW EXCEPTIONS HIDE UNPAID SHOW ALL FLIP CLOCK TIMES

Mon 27/8 ? Tue 28/8 ? **Wed 29/8 ✓** Thu 30/8 ✓ Fri 31/8 ✓ Sat 1/9 ? Sun 2/9 ✓ Mon 3/9 ✓ Tue 4/9



SUBMITTING TIMESHEETS

- To submit your timesheets – just click “Pre-Submit”
- A message box will advise you if any days have not been completed, if you click “YES” it will confirm them as blank – with no hours worked

WageLoch Cloud Roster



The following days have not had hours confirmed:

- Saturday week 1
- Sunday week 1
- Saturday week 2
- Sunday week 2

Are you sure you don't want to pay anyone for these days?

YES

NO

CANCEL ✕

WageLoch cloud Rosters Timesheets Staff Reports Logged in as System Engineer Log Out

Timesheet for the fortnight beginning August 27, 2018

64.50 Hours paid for Monday **\$1412.07** Total cost for shift

RESET ✕ FINALISE

SORT BY ONLY SHOW EXCEPTIONS HIDE UNPAID SHOW ALL FLIP CLOCK TIMES

Mon 27/8 Tue 28/8 Wed 29/8 Thu 30/8 Fri 31/8 Sat 1/9 Sun 2/9 Mon 3/9 Tue 4/9 Wed 5/9 Thu 6/9 Fri 7/9 Sat 8/9 Sun 9/9

	8am	9am	10am	11am	12pm	1pm	2pm	3pm	4pm	5pm	6pm	7pm	8pm	9pm	10pm	11pm	12am	Total Hours
Eiane Bennetts		8:45a-1:30p (Assistant)					2:00p-5:30p (Assistant)											8.25 \$191.14
Grace Jones		9:00a-1:00p (Assistant)					1:30p-5:15p (Assistant)											7.75 \$185.55
Jean Gray		9:00a-12:00p (Assistant)				12:30p-6:00p (Assistant)												8.50 \$154.12
Sam Smith		9:00a-12:00p (Assistant)				12:30p-4:00p (Assistant)												6.50 \$147.37
Selma Kyle		8:45a-1:00p (Assistant)					1:30p-7:30p (Assistant)											10.25 \$233.52
Steven Rogers			10:00a-12:30p (Assistant)			1:00p-5:30p (Assistant)												7.00 \$158.61
Fred Aitane		9:00a-1:30p (Pharmacist)				1:30p-5:00p (Pharmacist)	2:30p-6:00p (Pharmacist)											9.00 \$172.04
Hary Styles		9:15a-4:30p (Pharmacist)																7.25 \$168.12

Daily Notes: Please enter your daily notes here (optional)

Sales: Total

PRE-SUBMIT CLOSE



SUBMITTING TIMESHEETS

- Once you have confirmed all days and clicked Pre-Submit – you will be taken to the usual Timesheet view, from there – you can click “Submit” to submit your Timesheet to payroll.

WageLoch (cloud) Rosters Timesheets Staff Reports

Logged in as System Engineer Log Out

Timesheet for the fortnight beginning August 27, 2018

MARK AS ALREADY SENT [BACK](#) [SUBMIT](#)

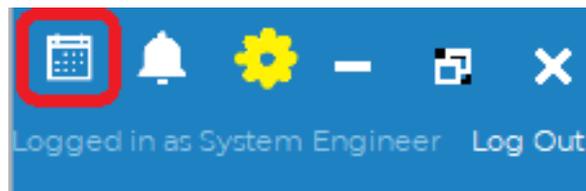
ADJUSTMENTS

Name	Ord	Cas Ord	Ord 1.25	Ord 1.5	Ord 1.75	Ord 1.95	Ord 2.0	Ord 2.2	Ord 2.25	PH 2.25	PH 2.5	O/T 1.5	O/T 2.0	O/T 2.5	HEALBR 1.5	HEALBR 2.0	HEALBR 2.5	ANNUAL LVE	LEAVE LOAD	PERSONAL LVE	LSL	INFOR	TOIL	LWOP
Alice Bloggs																								
April O'Neill																								
Arthur Weasley																								
Barbara Gordon																								
Dwight Howard																								
Elaine Bennetts		15.25																					2.00	
Fred Astaire	9.00																						1.00	
George Costanza																								
Grace Jones		16.50																					2.00	
Grace Kelly																								
Hal Jordan																								
Harry Styles		7.25																					1.00	
Jane Jetson																								
Jean Gray	15.00																						2.00	
Joel Selwood	8.00																						5.00	
Kenny Loggins																								
Kevin Owens																								
Lance Franklin																								
Margaret Atwood																								
Mark Taylor																								
Matt Hardy	8.50																						5.00	
Max Powers																								
Nick Carter																								
Olivia Munn																								
Peter Parker																								
Ronda Rousey	6.50																						5.00	
Rory Sloane																								
Sally Fields																								
Sam Smith		6.50																					1.00	
Sandra Sully																								
Selina Kyle		9.75		0.50																			1.00	
Steffi Craff	9.00																						5.00	



APPROVE LEAVE AND AVAILABILITY

- Previously in WageLoch Cloud Roster, you would go to 'Leave' or 'Availability' to submit or approve requests for staff.
- This can now be found on the home screen by clicking the calendar icon in the **top right** corner. This is a combined Leave/Availability section which will allow you to control requests from the Staff Portal as well as input manual approvals.



- The Calendar now provides you a combined view of both approved leave and staff availability
- The approving/declining process is still very much the same, just simplified – all you do is click approve or decline.

Leave/Availability

Pending Requests **Calendar** Unavailability History

« < > »

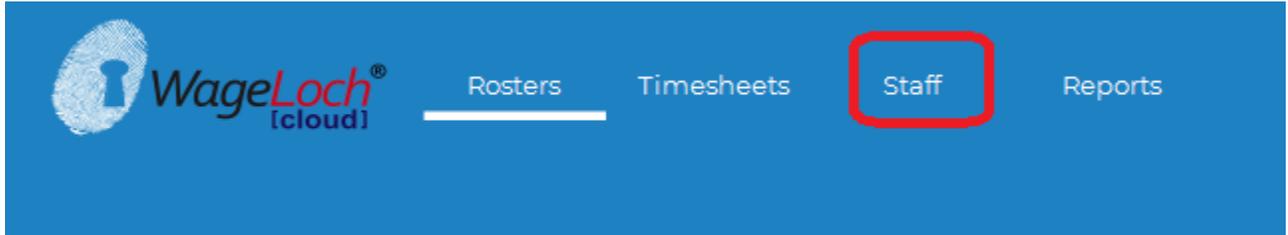
Wed	Thu	Fri	Sat	Sun	Mon	Tue
5/9	6/9	7/9	8/9	9/9	10/9	11/9 Alice Bloggs cannot work at all on this date
12/9	13/9	14/9	15/9 Nick Carter	16/9	17/9	18/9 Alice Bloggs cannot work at all on this date
19/9	20/9	21/9	22/9	23/9	24/9	25/9 Alice Bloggs cannot work at all on this date
26/9	27/9	28/9	29/9	30/9	1/10	2/10 Alice Bloggs cannot work at all on this date
3/10	4/10	5/10	6/10	7/10	8/10	9/10 Alice Bloggs cannot work at all on this date

Click and drag a date range to manually create a leave entry



EDITING/CREATING STAFF INFORMATION

- Staff Cards are now accessed via the header menu in **WageLoch Cloud Roster**



- To open a staff card for editing, simply double click the card, or select and click "Edit"
- Staff's name, email, mobile and DOB are located at the top of the card
- You can tab through the sections on the lower half to edit as needed for Rostering, Payroll, Accruals, Leave etc
- Click 'DONE' to save changes

The screenshot shows the WageLoch Cloud Roster interface. The header menu includes 'Rosters', 'Timesheets', 'Staff', and 'Reports'. The 'Staff' menu item is selected. The main content area displays a list of staff members on the left and a table of staff details on the right. A modal window titled 'Edit staff member 'Bloggs, Alice'' is open, showing the following information:

Payroll Code: 3
First Name: Alice
Surname: Bloggs
Email: alice@wageloch.com.au
Mobile:
Date of Birth: 04/12/87

The modal has tabs for 'Rostering', 'Payroll', 'Options', 'Qualifications', 'Accruals', 'Leave', and 'Other'. The 'Payroll' tab is active, showing the following details:

Pay Group: PT Assist
Pay Level: <manual>

Type	Rate
Base Hourly	17.9842

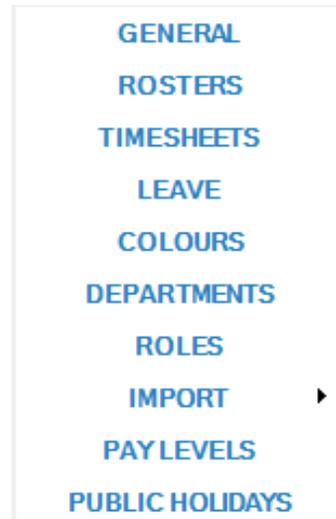
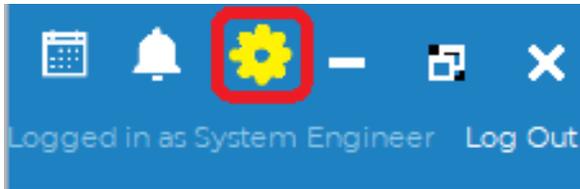
Hours per fortnight: [input field]
 Manually enter the hours each day

The modal also has 'CANCEL' and 'DONE' buttons.



SETTINGS/IMPORT STAFF

- You can find all the settings for WageLock in the **Cog Menu** in the top-right of **WageLock Cloud Roster**.
- You can also use the “Import” sub menu to import staff and accrual balances



- For an example, the Roster Setup options are now under the ROSTERS section in the Cog Menu:

Roster Settings

Publishing

Budgets

Printing

Compact
Printing

Headers/Footers

Other

Publish completed rosters via Staff Portal and email ▼

When roster is changed and published, email

Include this message with every roster emailed

Request a read receipt on emailed rosters