



## Shift sign on and off

Where you're required to sign on to a shift, there will be an activity against the shift in the app.

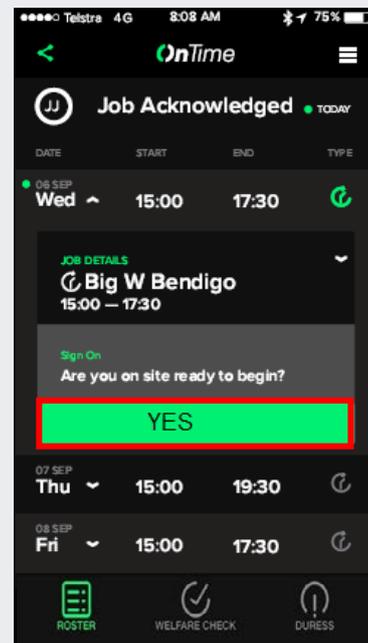
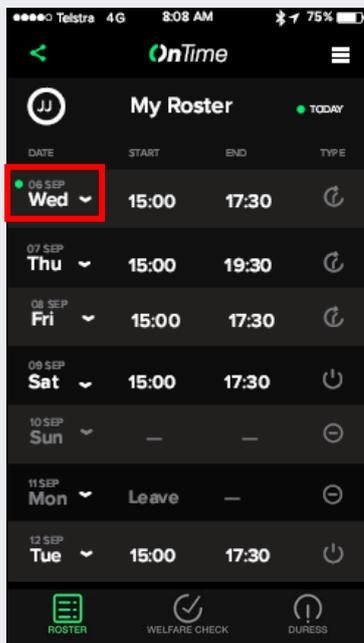
At the end of your shift, you will need to sign off from your shift.

Sign on and sign off activities must be done within the allocated time windows. This means you will not be able to sign on too early, or too late. Your manager/ team leader will be able to advise what the time window is for the rostered site.

If you need to sign off early, please follow the standard procedure to notify relevant people.

## Sign on (within time window)

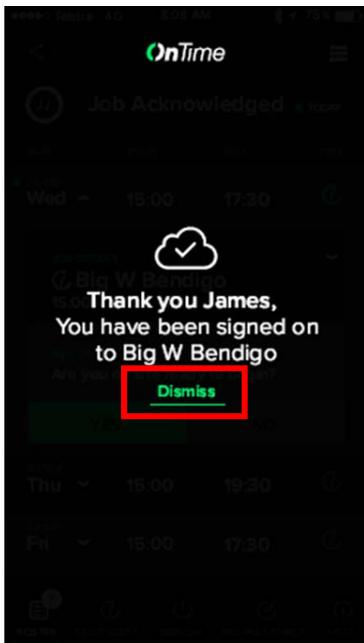
1. Use the drop-down arrow to view more details
2. Tap **YES** to confirm you're onsite and ready to begin



# OnTime Mobile App

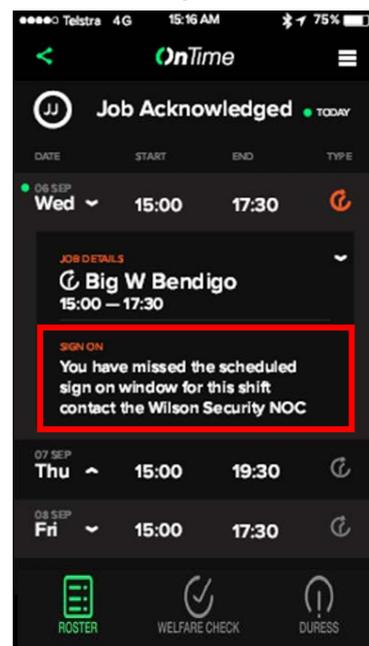
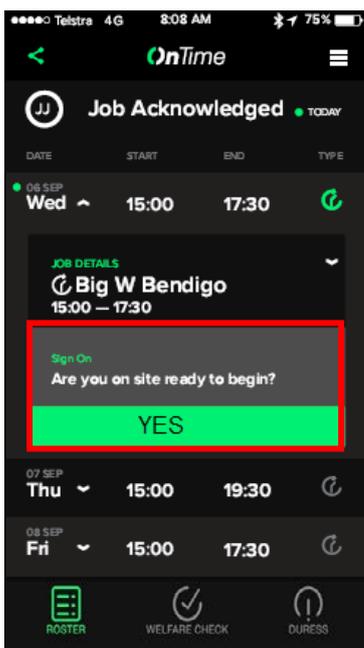


3. You're done! Tap **Dismiss** to return to the dashboard.



## Sign on (late – outside of time window)

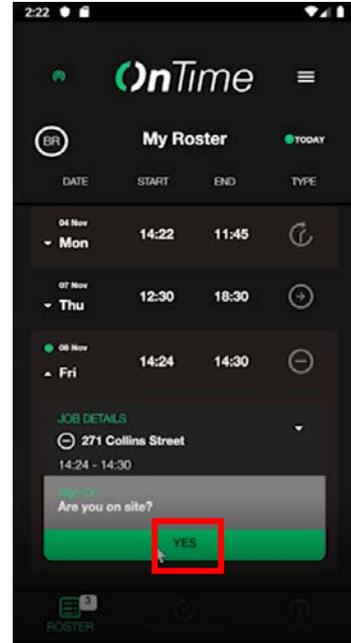
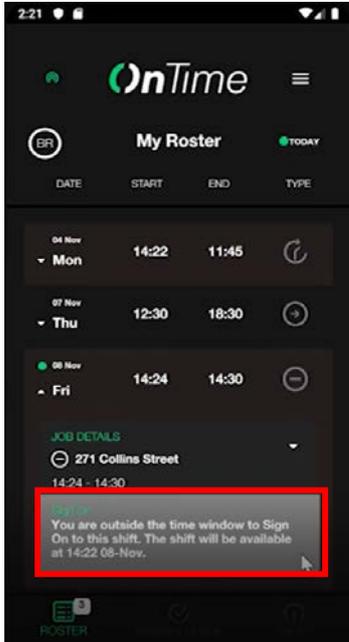
1. When a sign on is missed the job card changes from green to red. You will not be able to sign on past the allowed time window
2. Follow standard procedure to notify relevant people (ie, team leader/ site supervisor) if you have missed the sign on window





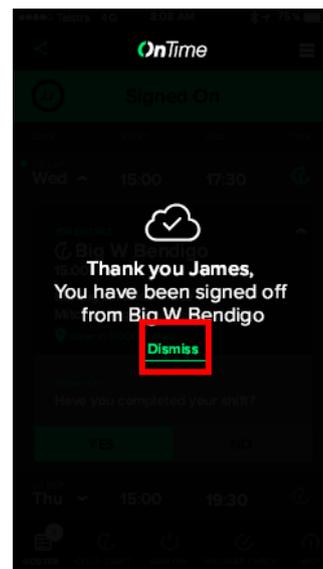
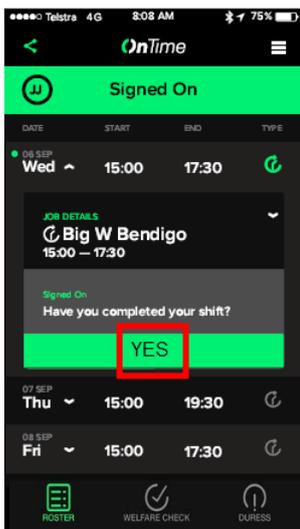
## Sign on (too early)

1. View more details. If you are too early it will tell you at what time you can sign on.
2. When the shift becomes available, tap **YES**.



## Sign off (within time window)

3. View more details. Select **YES**.
4. Tap **Dismiss**.



Need help? Contact your supervisor for assistance

