

GUIDEBOOK FOR LABOURPOWER CANDIDATES

# The Labourpower App

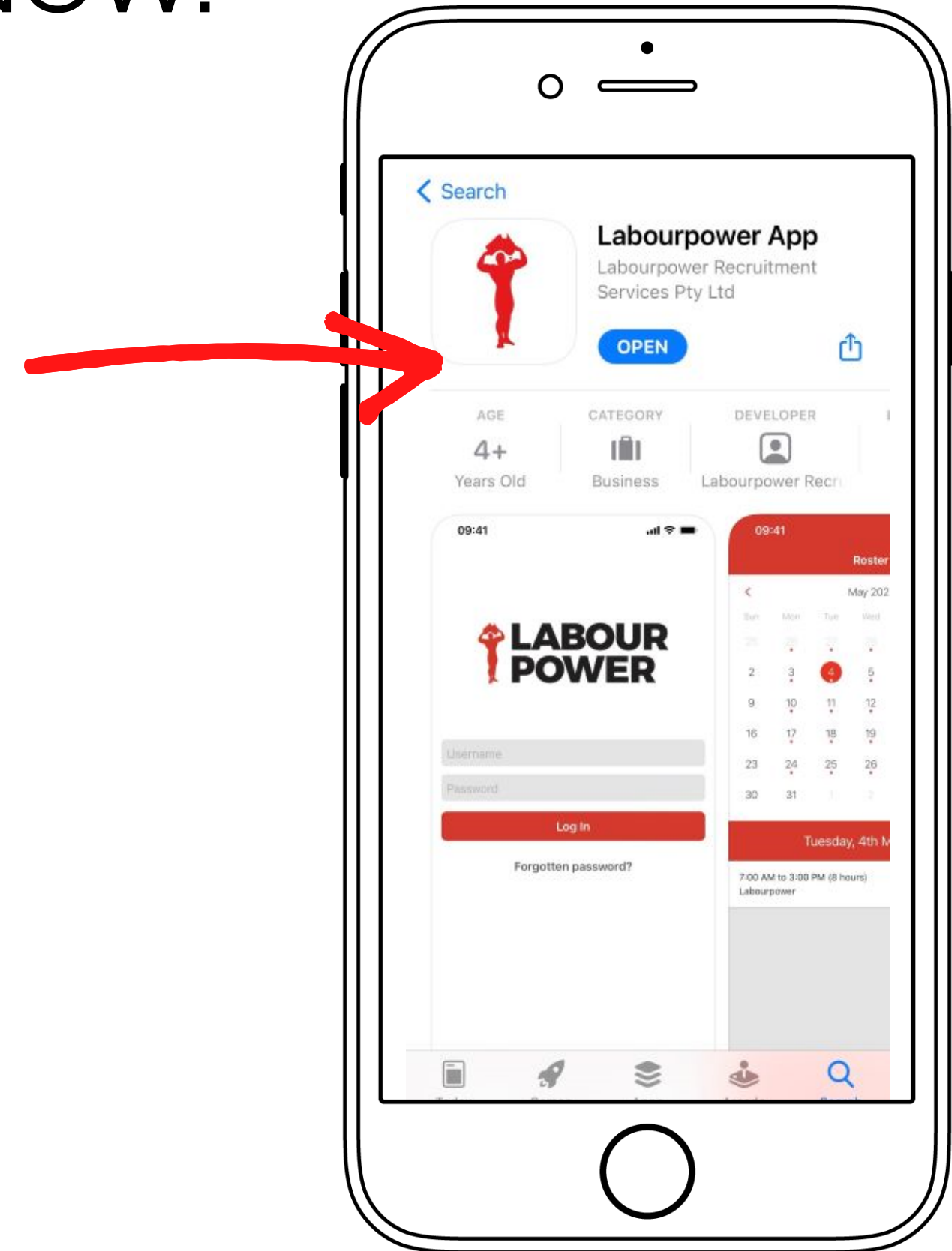
Your guidebook to using your Labourpower App



# Download the **Labourpower App** NOW!

**Download** the FREE Labourpower App from the IOS and ANDROID stores.

The **Labourpower App** is your wallet to all things Labourpower.

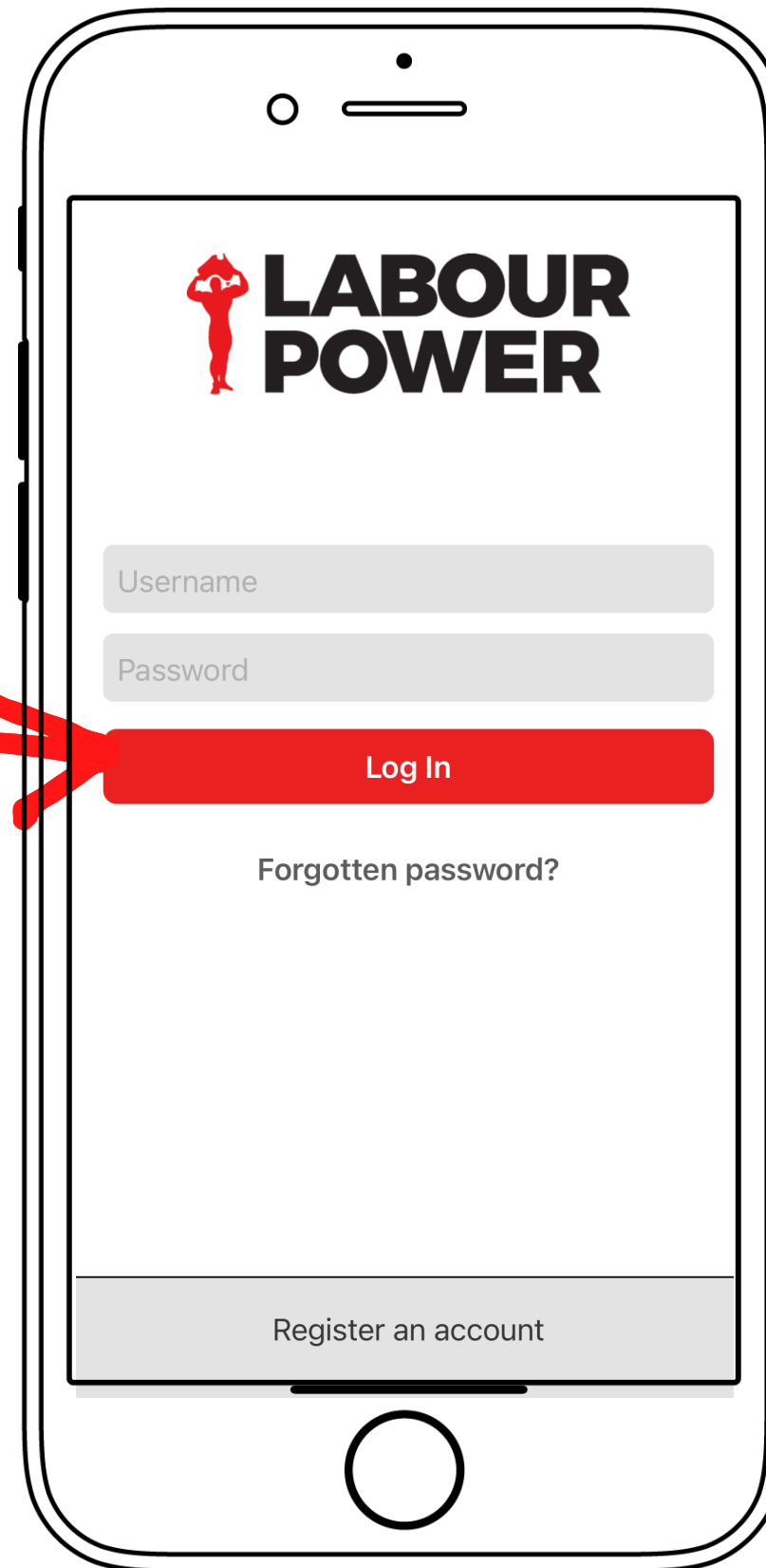


# What is the Labourpower App?

1. After you have downloaded the **Labourpower App** on your smartphone, open and proceed to the Log In screen.
2. Enter your Username (your Labourpower ID) and Password (year of birth).
3. Press Log In.

If you don't know your ID, please get in touch with your local branch, and they will give you all your personal information.

*Make sure you allow us to send you push notifications so that you can stay up to date with all of your new available jobs. Turn on via your smartphone settings/notifications.*



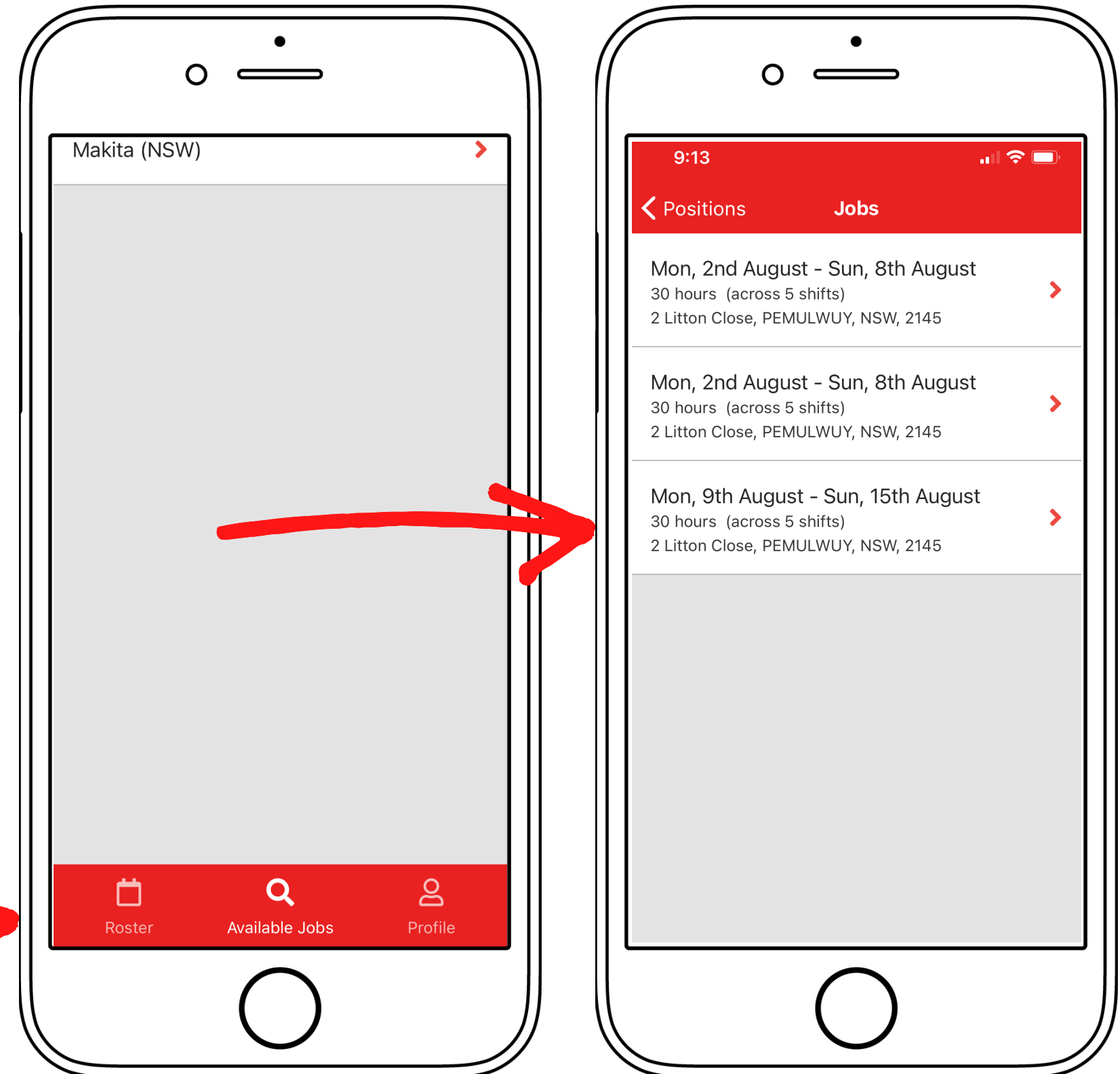
# Accessing your jobs

The **Labourpower app** will publish live jobs and available shifts daily and weekly for you to accept via your app.

You will receive an in-app notification every time a job is made available to you.

Head into the Available Jobs tab to check out what's on offer.

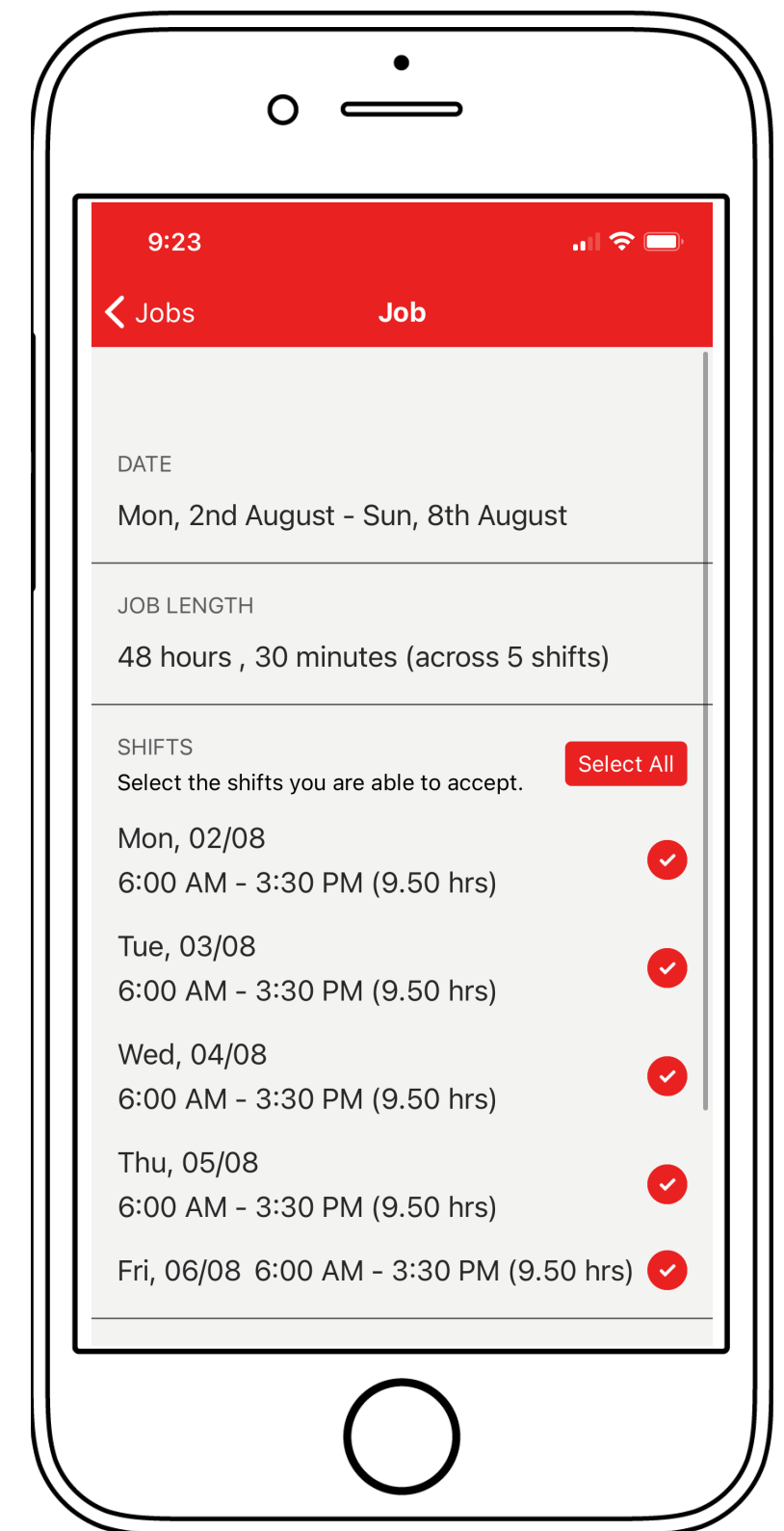
*Make sure you allow us to send you push notifications so that you can stay up to date with all of your new available jobs. Turn on via your smartphone settings/notifications.*



# Confirming your shifts

According to the job that suits you best, Labourpower will offer all available shifts that are a match for any given week. From there, you can confirm all or some of the shifts that fit your schedule for that week.

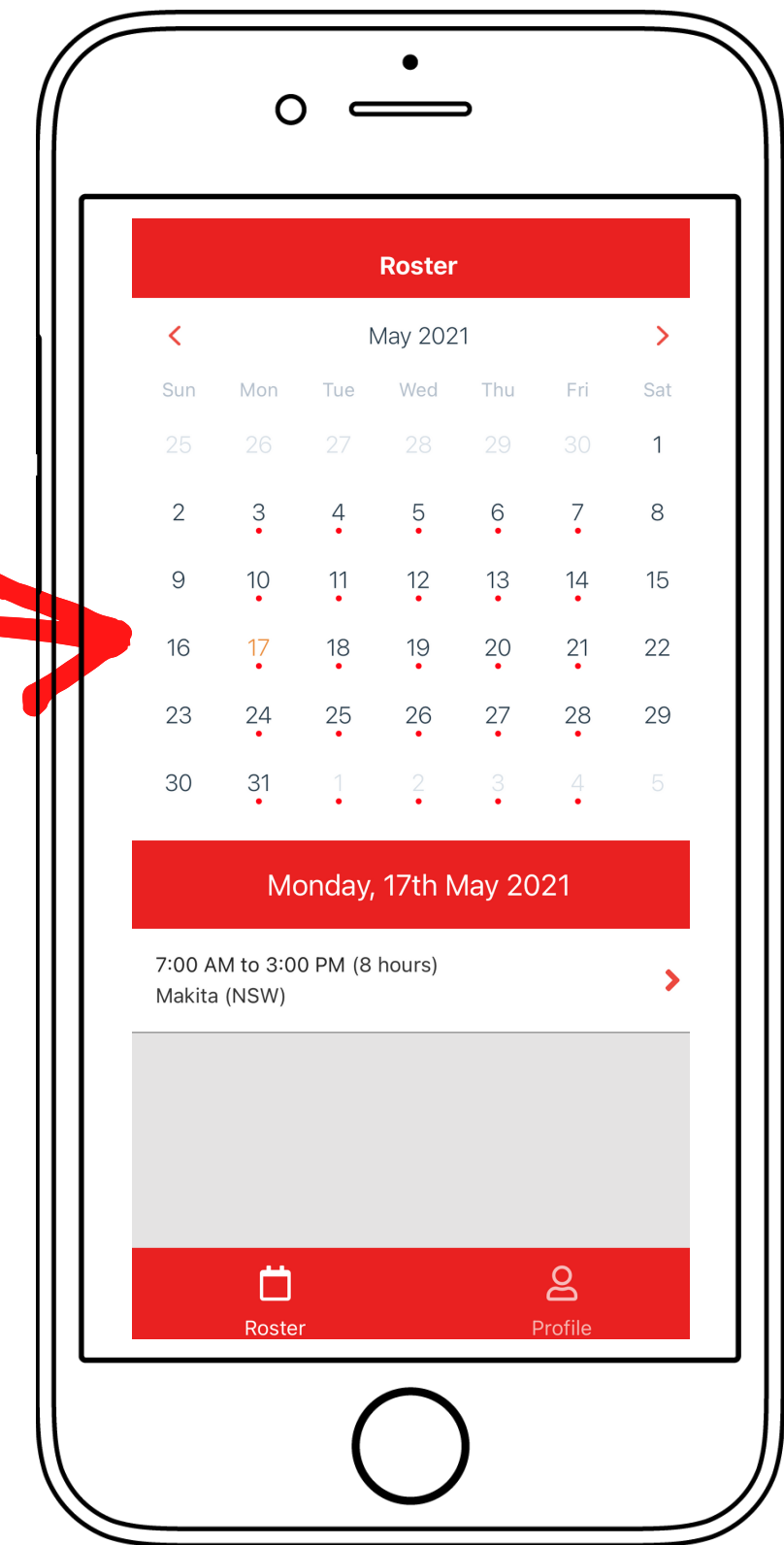
Labourpower allows you to customise your working week by selecting the shifts that suit you and your busy schedule.



# Your weekly roster

Once you have confirmed your shifts, they will populate into your roster, so you have constant access to all of your confirmed working shifts.

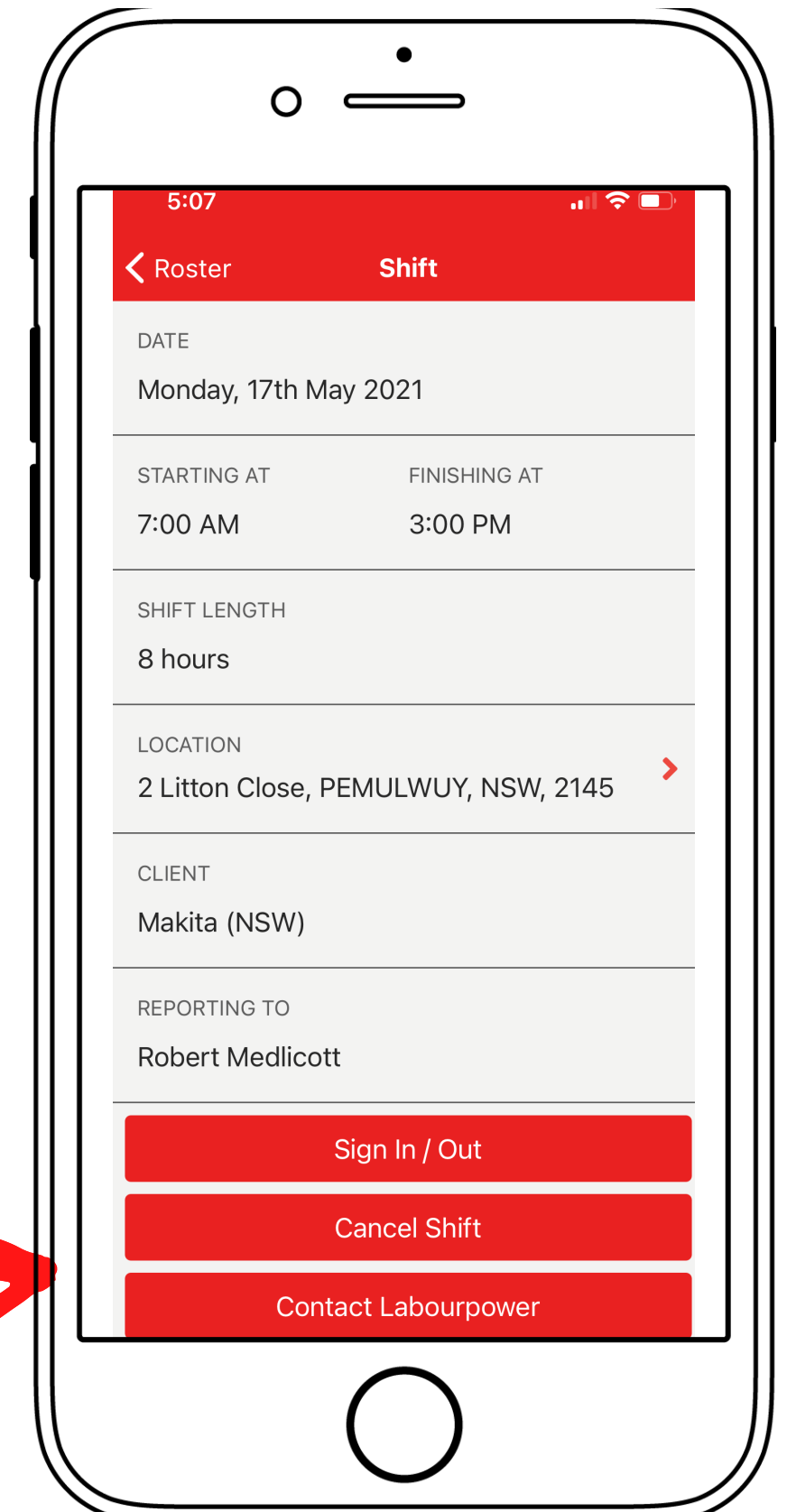
Never miss work again with easy access to key information at your fingertips.



# What if your shift information is **wrong**?

If your shift information looks incorrect or you wish to make a change, contact your local **Labourpower** branch by selecting the Contact or Cancel function.

This will take you to our website to access the branch's contact details and speak with one of our **amazing** recruitment consultants!



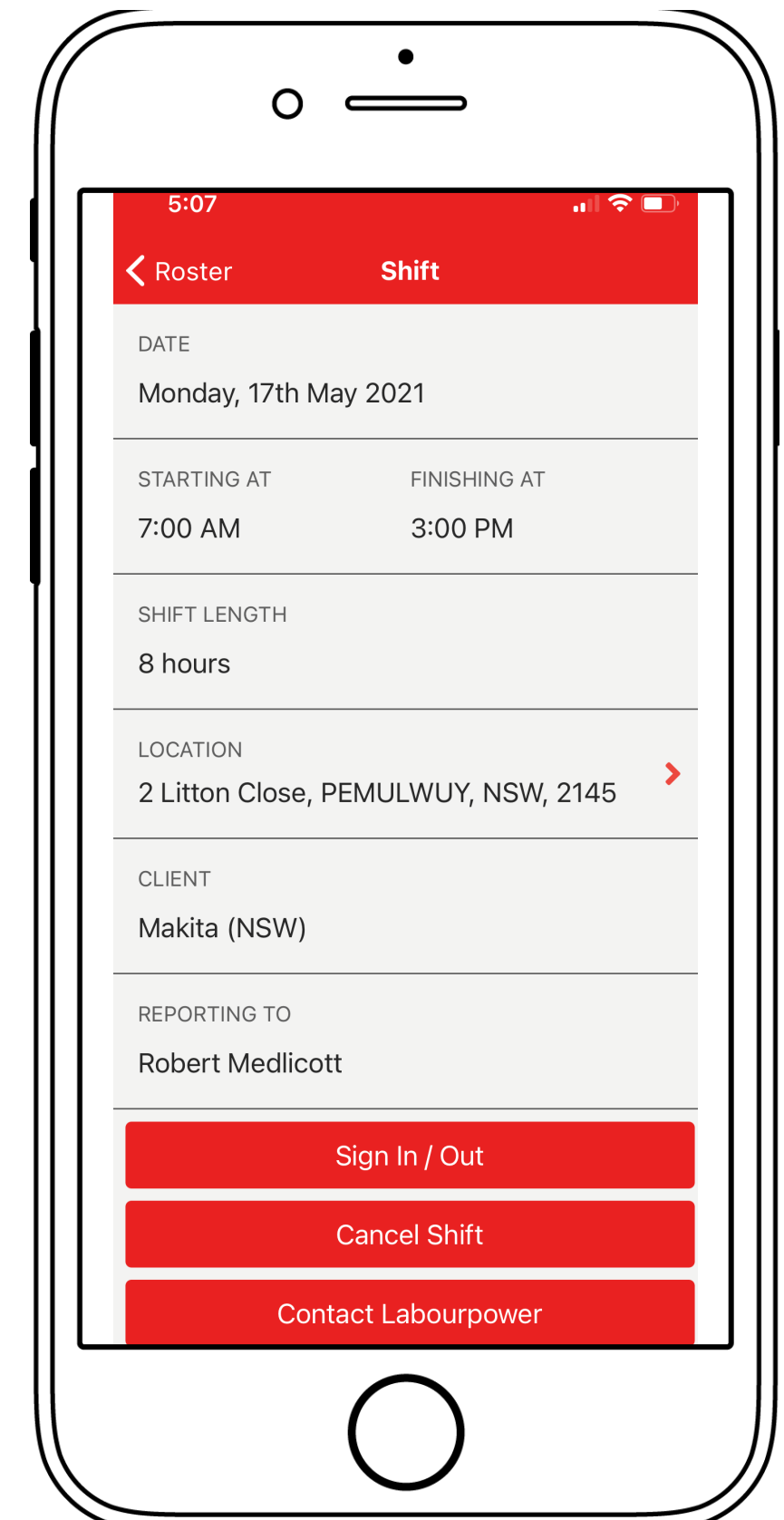
# What if your shift information is updated?

If your shift information is updated, you will receive a notification advising that changes have been made to your confirmed shift.

When you log into your app, the shift information will be displayed with the new updated details for you to accept.

Once accepted, your roster will be updated for that given shift.

*Make sure you allow us to send you push notifications so that you can stay up to date with all of your new available jobs. Turn on via your smartphone settings/notifications.*

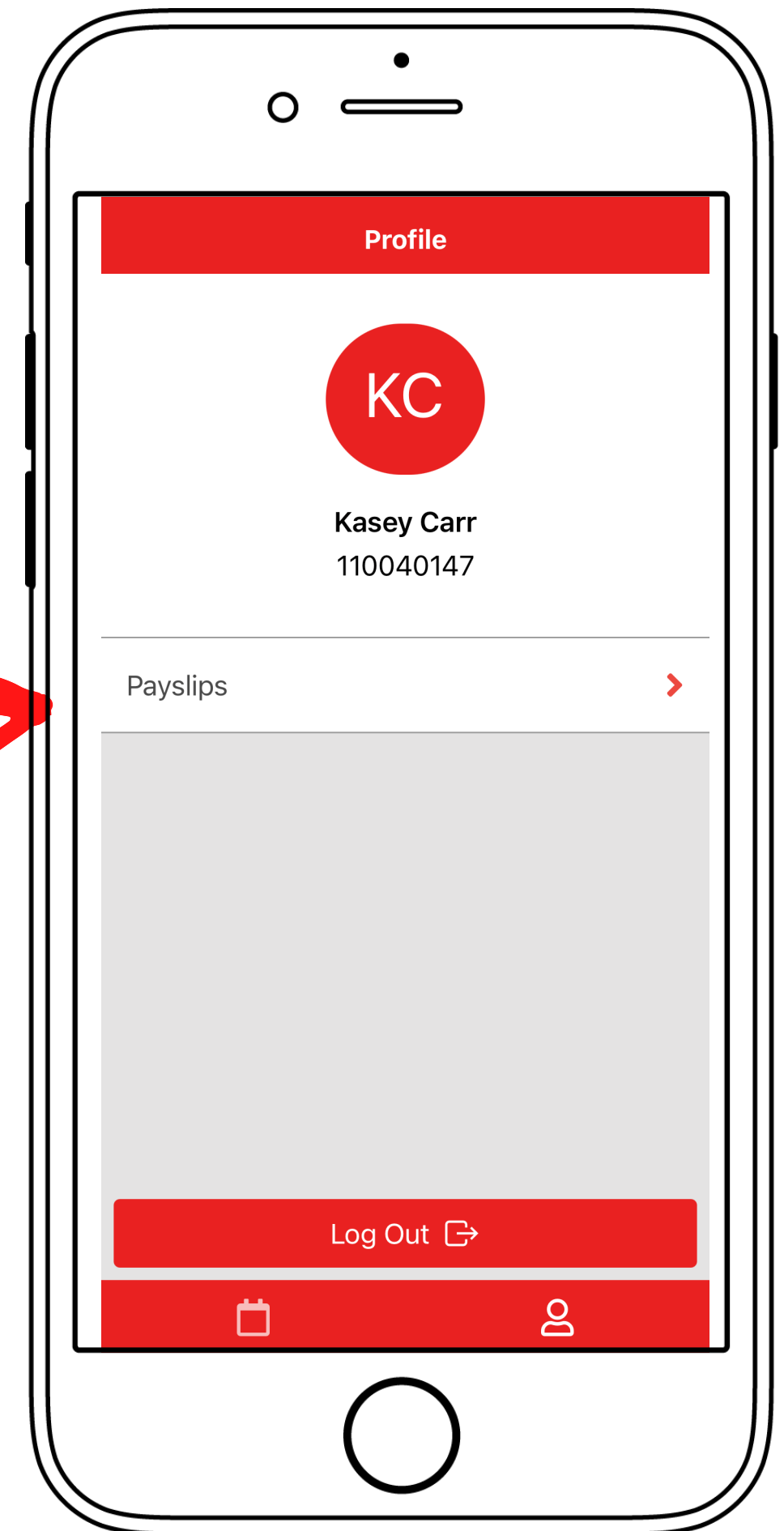




# Access your payslips

You can now access all your payslips inside your **Labourpower App**.

1. **Go** to your Profile section.
2. **Select** Payslips
3. **You** now have access to view all your payslips anytime, anywhere.

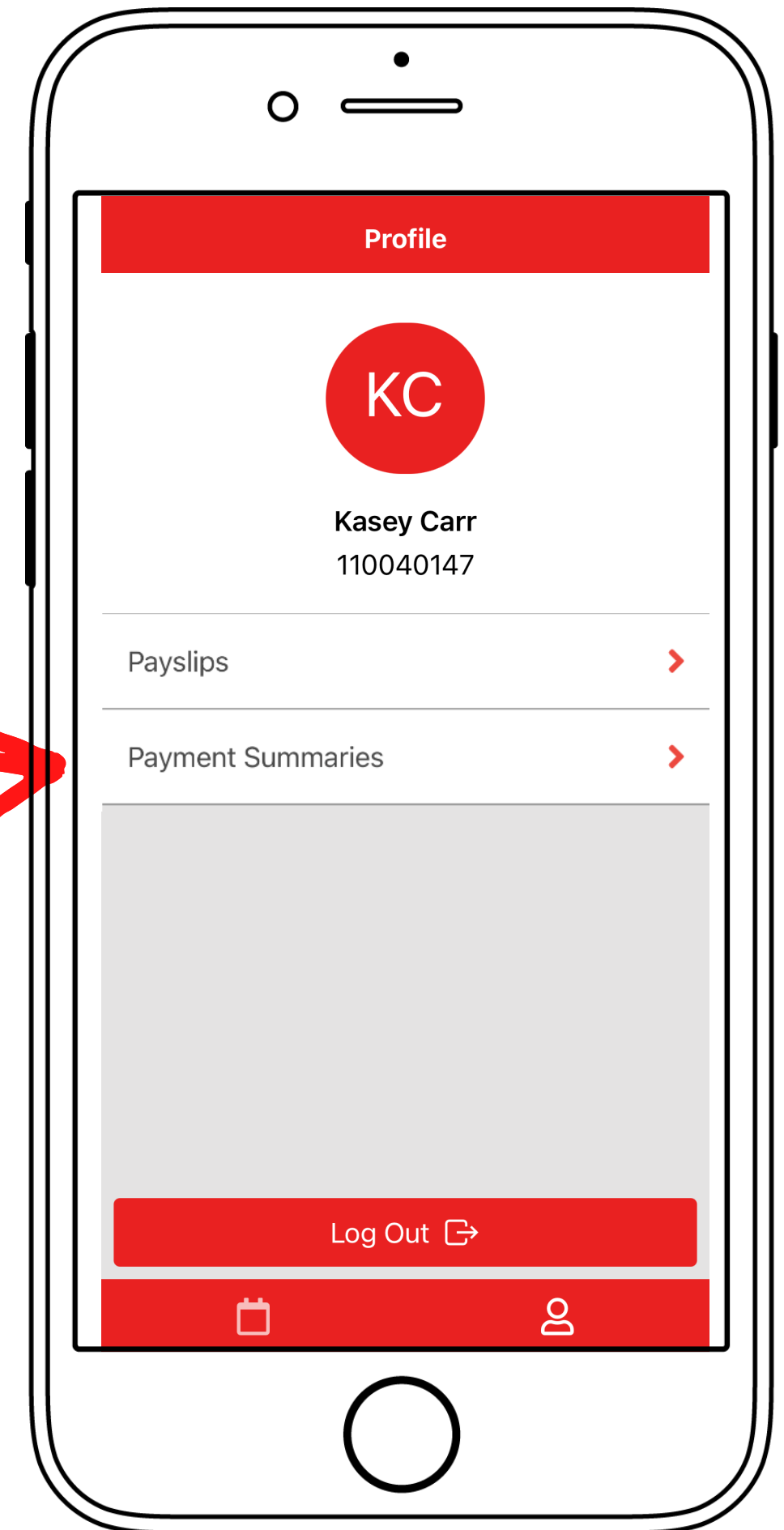


# Access your payment summary

You can now access all your payslips inside your **Labourpower App**.

1. **Go** to your Profile section.
2. **Select** Payment Summaries
3. **You** will have access to all your payment summaries for any given financial year you have worked.

*You may also access all your payment summary information through your myGov profile.*



# Logging out of your app!

To stay up to date with all your shift information and any changes, we recommend not logging out of your app.

Stay signed in so we can send you all your important information!

If you do log out, we won't be able to inform you via your Labourpower app and may need to call or SMS you!

*Don't worry* - all your information is safe and secure, and no one can access it!

