

ENTIREHR: WORKFORCE APP GUIDE

QUICK GUIDE

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LOGGING IN

1:04		''II \$ \$
	Login	
	EHS	
	EntireHR	
	Member Login	
	Access Code*	
	User ID*	8
	Password*	P
Set up simp	le Sign In	
	Login	
	Forgot Password ?	

Enter your Access Code and Login Details to enter the app.

Your Access Code is **KMP**.

User ID and Password details are provided via email.

If you have not received your login details, first check your junk mail box before calling your state office.

NAVIGATING THE DASHBOARD



1:06			? ■)		
iiii wa	Dashboard		Ì		hboard to see your upcoming s and shifts available to you.
Shor	t term Contract	s available			Access your settings or more detailed
\bigcirc	Today		\bigcirc	:	menu.
AVAILABIL S D 	N AM	PM N	·	\supset	Navigate through your upcoming availabilities by clicking the left and right buttons.
9 Shift(S) Ma	tched.	_		RELEASE SH 9 Shift(S) Mate	See the shifts that match your availability and expertise that are
					available for you to pick up.
	lability My Shifts	Released T	, ∰ Timesheets		

ENABLING NOTIFICATIONS





Click on the 'More Options' panel in the top left hand corner of the app. Click on the 'notifications' tab.

Swipe the tab to the right to ensure you receive all job notifications immediately as posted.

Click on the 'settings' tab.

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≔	More Options	=	=	Settings		<	Notifications	Done
â	Dashboard	We				Push Notification	ons	
Ľ	Permanent Availability	Short	About		>	Nouncations on		
D	Personal Details	\bigcirc	Notifications		>			
Ā	Contact Details							
e	Member Preferences	AVAILABILI						
×	Settings	S D						
	Change Password	RELEASE SH						
7	Simple Sign In	9 Shift(S) Mate						
		-						
2	Add Account							
Ċ	Log Out							
	Employment Details							
Ľ	Payroll Details							
	Employment Policies							
	My Documents							
	TFN Declaration							
Ē	Online References							
0	Help Centre	Dashboard Availa						
*	Feedback		_					

UPDATING YOUR AVAILABILITY



Availabilities can be changed at any time.

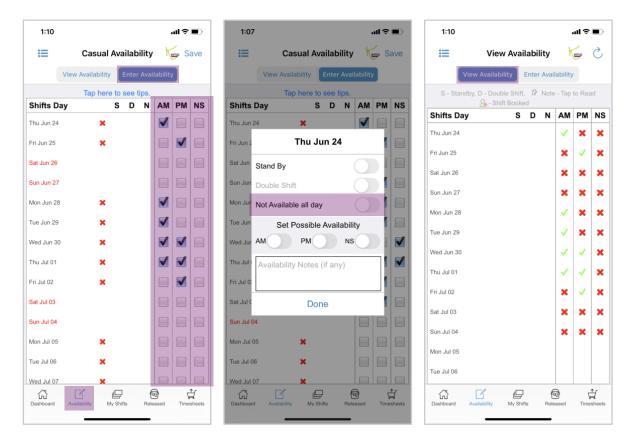
- 1. Click on 'Availability' to update your available dates and times.
- 2. Tick the boxes for the dates you are available to work for Kemp Recruitment
- 3. Click 'save'.

Important

To make a whole day unavailable:

- 1. Click the date.
- 2. Ensure the tab 'Not Available all day' is green.
- 3. Click 'Done'.

You can check your availabilities on the 'View Availability' tab.



BOOKING SHIFTS



Click on 'Released' to see all shifts that are currently available for you. These are matched according to your skill set.

1:12		.ul 🗢 🔲
≔	Released Shifts 揻	5 T
	Total Releases 1056 !!	
Thu Jun 24	8	>
Fri Jun 25	48	>
Sat Jun 26	18	>
Sun Jun 27	10	>
Mon Jun 28	57	>
Tue Jun 29	69	>
Wed Jun 30	70	>
Thu Jul 01	53	>
Fri Jul 02	56	>
Sat Jul 03	7	>
Mon Jul 05	29	>
Tue Jul 06	32	>
	e above shifts are available for ya alification. If a shift suits your ava	
Dashboard A	vailability My Shifts Released	↓ Timesheets

You can see the details for each shift available by clicking on a specific date. Accept the shift you want by clicking 'Accept'.

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<	Released Shifts
	Thursday June 24
Place	East Sydney Private Hospital- War
Suburb	East Sydney
Shift Type	NS
Shift Time	22:00 to 07:30
Qual	WARDS
Pay Level	
Expertise	AIN
	Distance Accept
Place	East Sydney Private Hospital- War
Suburb	East Sydney
Shift Type	PM
Shift Time	14:00 to 22:30
Qual	WARDS
Pay Level	
Expertise	
	Distance Accept
Place	Prince Of Wales Private- Wards
Place Suburb	Prince Of Wales Private- Wards Randwick



To see the shifts you have booked, click 'My Shifts'.

Once they have been confirmed by Kemp, 'Book' will turn green. You can view the shift details by clicking on the shift.

If your shift has been cancelled, you will need to accept the cancellation by clicking on the shift and clicking 'Acknowledge Cancellation'.

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Shifts Day	y	AM	PN	1	NS			Congratulat	ons		Ple	ase Acknowled	ge Cance	
Fri Jun 25		Book					Shift Date	Friday June 2	5 2021		Shift Date	Friday June 25	5 2021	
							Shift Time	06:30 - 06:31	AM		Shift Time	06:30 - 06:31	AM	
							Qualification	OTHER			Qualification	OTHER		
							Pay Level				Pay Level			
							Expertise				Expertise			
								Client Deta	nils			Client Deta	ils	
	4:02				.ıl ≎ ∎	>	KEMP RECRU NSW KEMP O				KEMP RECRU NSW KEMP O			
		5	My Shifts	\$	Ker d	5	Suite 1a, Leve SUTHERLAND	el 1 668 Old Princ), NSW - 2232	es Highway		Suite 1a, Leve SUTHERLAND	l 1 668 Old Prince , NSW - 2232	es Highway	/
	Shifts Day		AM	PM	NS									
	Fri Jun 25		Book								Act	knowledge Car	cellation	
Dashboard	Availability	My Shifts	Relea		∰ īmesheets		٢		\$	O	٢		\$	0



SUBMITTING YOUR TIMESHEETS

Click on 'Timesheets' to see the shifts awaiting timesheet submission.

Click the relevant shift to attach your timesheet.

Click on each tab in order to edit shift details. If any changes are made, you must note it in the 'Discrepancy Note' section before clicking 'Next'.

Please note: you can write anything in the Discrepancy Note section i.e. no meal break, fixed times or finished early/ later.

Timesheet Image: Composition of the system 2 shifts are waiting for submission Sa Kemp Office Sat Mar 20 Sa Kemp Office Sun Mar 21	1:13		all 🗟 🔳
Sa Kemp Office Sat Mar 20 AM Sa Kemp Office	I	Timesheet	Keep 👌
Sat Mar 20 AM Sa Kemp Office	2 shifts	are waiting for sub	mission
Sup Mar 21			AM
			AM
Image: Constraint of the second sec	Dashboard Availabilit		Released Timesheets

1:13	.1	?
<	Timesheet	Next
0	Sa Kemp Office Saturday March 20	
Shift Time	06:30-06:31	>
Shift Type	AM	>
Area		>
Qual	ANA+REC+SCRUBSCOUT+S	S
Expertise		>
Break	0	>
Wkd. Hrs.	00.01 Hrs	
Discrepancy Write your no		0/100



Enter the name of your shift supervisor and sign your timesheet in the box provided. Give your supervisor your device to review the shift details and sign your digital timesheet in the box provided. Once both signatures are recorded, click 'Confirm Timesheet Submission'.

Click 'Review approved details'.

Click 'Done'.

