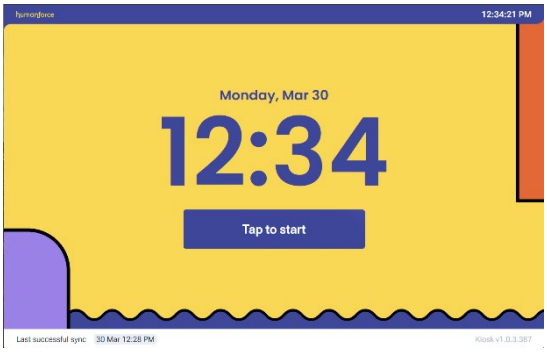
Clock in and out of your shift using the Humanforce kiosk at your site

Clocking in and out is now easier and more accurate with Humanforce. Whether you're starting your shift, taking a break, or finishing up for the day, you'll be able to record your time using the Humanforce kiosk at your site. This helps ensure your hours are captured correctly and gives you confidence that your timesheets reflect your actual working time.

Kiosks will be located at key areas to make clocking in and out quick and seamless. This could even be on your POS machine!



Clock in and out: Facial recognition

Facial recognition - Using a three-photo capture system and an advanced recognition server, employees can verify their identity using a device camera. Employees can self-register via the mobile app (with approval) or be registered by a manager.

This approach ensures transparency and fairness, while also making it easier for you to view your working hours in real time. We hope you enjoy this functionality!

If you're rostered for a shift:

1. Sign in at the kiosk.
2. Your rostered Location, Department, and Role will be pre-filled.
3. Click Start Work to clock in.

You'll now be marked as clocked in for your shift.

If you're not rostered:

1. Sign in at the kiosk.
2. A message will appear: You have not been rostered to work at this time.
3. Select your Location, Department, and Role manually.
    - Additional fields such as Area, Event, or Function may appear depending on your setup.
4. Click Start Work to clock in.

A shift is created using your selected details and will require manager approval.

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Finish your shift

1. Sign back in at the kiosk.
2. (Optional) If enabled, **Add Comment** before completing your shift.
3. Click **Clock Out**.

Clock in and out: Humanforce Work app

Some regional locations may use the mobile app to clock in and out. This will be advised by your manager before your first shift.

Start Shift

If you are rostered for a shift:

1. Open the **Humanforce Work** app.
2. Tap **Clocking** in the bottom menu.
3. Your rostered shift details (location, department, and role) will be shown.
4. Tap **Start Work** to begin your shift.

If you are not rostered:

1. Go to the **Clocking** page.
2. Tap **Start Work**.
3. You'll be prompted to confirm your **location**, **department**, and **role**.
4. Tap **Start Work** to begin your shift.

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Finish Shift:

1. When your shift is complete, return to the **Clocking** screen.
2. Tap **Finish Work**.

If your organisation has enabled a **break reminder**, and no break was logged, you'll be asked:

- **Did you take a break?**
    - Tap **No** to clock out without a break.
    - Tap **Yes** if a break was taken.
        - If prompted, enter the break **start time** and **length**, then tap **Confirm**.

3. Review your shift summary.
4. Tap **End Shift** (Work app)

Unable to clock in if not rostered on?

Humanforce can block you from clocking in if you are not rostered on to work.

It may appear that Humanforce is not allowing you to Clock-In because there is no shift for you. This may occur if there's a last-minute roster change. You can still clock in but you will have to select the Location, Department and Role that you will working. Once selected the Start Work button will be enabled.

If you have any questions, feel free to reach out to your manager, or for regional locations and outside normal business hours the National Communications Centre (1800 283 233).