

KEYPAY / WORKZONE EMPLOYEE MANUAL

What do I use KeyPay for?	2
Step 1 – Complete your Onboarding with KeyPay (Payroll Details)	2
Step 2 – How do I get my login details for WorkZone?	4
Step 3 – Download the WorkZone App & logging in	4
Clocking In & Clocking Out of your Shift	6
How do I update my availability?	8
How do I apply for annual leave?	9
How do I check if annual leave (permanent) or leave without pay (casual) has been applied my shift?	ł to 9
How do I check if I am required to work on a public holiday?	. 10
How do I reset my password?	. 11



What do I use KeyPay for?

- To update your payroll details; bank, superannuation and tax file declaration
- To view your work schedule / roster
- To 'clock in' and 'clock out' of your shifts for payroll (no paper timesheets)
- To submit any leave requests or unavailability

Step 1 – Complete your Onboarding with KeyPay (Payroll Details)

You will receive an email from KeyPay to setup your 'employee file'. If you cannot locate this email in your inbox with the subject '*Login details for KeyPay payroll*', please try checking your junkmail.



Step 2 – click on the link to 'Setup my employee file' and follow the prompts

Pers Velcome to AUSTRALIAN G Employe Please enter your	onal Details REEN CLEAN (EVENTS) PTY LTD Se Self Setup details below to complete			
your emp	loyee self setup.		••••••	
litle			Banking Details	
Mr	¥	Deal Datalla		
irst Name	Middle Name	Bank Details		
John	Middle Name	Account Name	BSB	Account Number
Surname	Date of Birth	John Test Smith	000-000	123456
Test Smith	23/07/2000 🛍 20 years old			
Sender		Pay into this account		
Male	~	The entire amount 🛛 🗙		Telete
Residential Address Line 1	Residential Address Line 2			
39 Bacon Street	Enter your address	Add another account		
Residential Suburb				
HINDMARSH, SA, 5007	Ŧ			
Postal address is the same as residential		Back		Add Later Next Ste
Email Address	Mobile Phone	l		
rosters@agreenclean.com.au	0421967388	•		



		•	••••		
Super Fund Details			TFN Declaration		
Super Fund			Tax File Declaration		
I request that all my future supe	er contributions be paid to:		Additional information regarding these	questions can be found here	
Fund Name edit					
AustralianSuper		*	1 - What is your tax file number (TFN)?	4 - Do you want to claim the tax-free threshold from this payer?	
ABN	Product Code	Member Number	00000000	Yes No	
65714394898	STA0100AU	123456	Or	5 - Do you have a Higher Education Loan Program (HELP), VET Student Loan (VSL)	
Deviate this fixed			l don't know my Tax File Number 🛛 🗸	Financial Supplement (FS), Student Start-up Loan (SSL) or Trade Support Loan (TSL)	
Pay into this tund			2 - Previous sumame	debt?	
The entire amount		Delete		Yes ONO	
Add another fund			3 - Are you an Australian resident for tax purposes?		
			() Yes		
			O No Or		
Back		Add Later Next Step	Working holiday maker		
	TFN Verification		Emergency Contact Details		
ax File Verification			Emergency Contact Details		
			Emergency Contact Details	Contact Number	
ue to legislation, in order to subm our identity	nit an electronic copy of the Ta	ax File Declaration provided, you must verify	Emergency Contact Details Name Mary Smith	Contact Number 08 7200 3764	
ue to legislation, in order to subm our identity. you wish to proceed click the Ser	nit an electronic copy of the Ta nd Verification Code button b	ax File Declaration provided, you must verify elow and a code will be sent to your mobile	Emergency Contact Details Name Mary Smith Address	Contact Number 08 7200 3764	
ue to legislation, in order to subm our identity. you wish to proceed click the Sen none: 0421967388	nit an electronic copy of the Ta nd Verification Code button b	ax File Declaration provided, you must verify elow and a code will be sent to your mobile	Emergency Contact Details Name Many Smith Address 39 Bacon Street, Hindmarsh	Contact Number 08 7200 3764	
ue to legislation, in order to subm our identity. you wish to proceed click the Se hone: 0421967388	nit an electronic copy of the Ta	ax File Declaration provided, you must verify elow and a code will be sent to your mobile	Emergency Contact Details Name Mary Smith Address 39 Bacon Street, Hindmarsh Relationship	Contact Number 08 7200 3764 Alternate Contact Number	
ue to legislation, in order to subm pur identity. you wish to proceed click the Ser none: 0421967388 You have successfully submit your Tax File [nit an electronic copy of the Tr nd Verification Code button b y verified your identity. We wil Declaration.	ax File Declaration provided, you must verify elow and a code will be sent to your mobile I now be able to electronically	Emergency Contact Details Name Mary Smith Address 39 Bacon Street, Hindmarsh Relationship Sister	Contact Number 08 7200 3764 Alternate Contact Number Number	
ue to legislation, in order to subm pur identity. you wish to proceed click the Ser hone: 0421967388 You have successfully submit your Tax File [nit an electronic copy of the Ta nd Verification Code button b y verified your identity. We wil Declaration.	ax File Declaration provided, you must verify elow and a code will be sent to your mobile I now be able to electronically	Emergency Contact Details Name Mary Smith Address 39 Bacon Street, Hindmarsh Relationship Sister Secondary Emergency Contact Details	Contact Number 08 7200 3764 Alternate Contact Number Number	
ue to legislation, in order to subn pur identity. you wish to proceed click the Sen none: 0421967388 You have successfully submit your Tax File (nit an electronic copy of the Ta nd Verification Code button b y verified your identity. We wil Declaration.	ax File Declaration provided, you must verify elow and a code will be sent to your mobile I now be able to electronically	Emergency Contact Details Name Many Smith Address 39 Bacon Street, Hindmarsh Relationship Sister Secondary Emergency Contact Details Name	Contact Number 08 7200 3764 Alternate Contact Number Number Contact Number	
ue to legislation, in order to subn pur identity. you wish to proceed click the Ser none: 0421967388 You have successfully submit your Tax File [Back	nit an electronic copy of the Ta nd Verification Code button b y verified your identity. We wil Declaration.	ax File Declaration provided, you must verify elow and a code will be sent to your mobile I now be able to electronically Next Step	Emergency Contact Details Name Mary Smith Address 39 Bacon Street, Hindmarsh Relationship Sister Secondary Emergency Contact Details Name Jack Smith	Contact Number 08 7200 3764 Alternate Contact Number Number Contact Number 08 7200 3764	
ue to legislation, in order to subm pur identity. you wish to proceed click the Ser none: 0421967388 You have successfully submit your Tax File [Back	nit an electronic copy of the Ta nd Verification Code button b y verified your identity. We wil Declaration.	ax File Declaration provided, you must verify elow and a code will be sent to your mobile i now be able to electronically Next Step	Emergency Contact Details Name Mary Smith Address 39 Bacon Street, Hindmarsh Relationship Sister Secondary Emergency Contact Details Name Jack Smith Address	Contact Number 08 7200 3764 Alternate Contact Number Contact Number 08 7200 3764	
ue to legislation, in order to subm pur identity. you wish to proceed click the Ser toone: 0421967388 You have successfully submit your Tax File I Back	nit an electronic copy of the Ta nd Verification Code button b y verified your identity. We wil Declaration.	ax File Declaration provided, you must verify elow and a code will be sent to your mobile I now be able to electronically Next Step	Emergency Contact Details Name Mary Smith Address 39 Bacon Street, Hindmarsh Relationship Sister Secondary Emergency Contact Details Name Jack Smith Address 39 Bacon Street, Hindmarsh	Contact Number 08 7200 3764 Alternate Contact Number Number Contact Number 08 7200 3764	
ue to legislation, in order to subm our identity. you wish to proceed click the Ser toone: 0421967388 You have successfully submit your Tax File I Back	nit an electronic copy of the Ta nd Verification Code button b y verified your identity. We wil Declaration.	ax File Declaration provided, you must verify elow and a code will be sent to your mobile I now be able to electronically Next Step	Emergency Contact Details Name Mary Smith Address 39 Bacon Street, Hindmarsh Relationship Sister Secondary Emergency Contact Details Name Jack Smith Address 39 Bacon Street, Hindmarsh Relationship	Contact Number 08 7200 3764 Alternate Contact Number Number Contact Number 08 7200 3764	
ue to legislation, in order to subn pur identity. you wish to proceed click the Ser none: 0421967388 You have successfully submit your Tax File [Back	nit an electronic copy of the Ta nd Verification Code button b y verified your identity. We wil Declaration.	ax File Declaration provided, you must verify elow and a code will be sent to your mobile I now be able to electronically Next Step	Emergency Contact Details Name Mary Smith Address 39 Bacon Street, Hindmarsh Relationship Sister Secondary Emergency Contact Details Name Jack Smith Address 39 Bacon Street, Hindmarsh Relationship Cousin	Contact Number 08 7200 3764 Alternate Contact Number 08 7200 3764 08 7200 3764 Alternate Contact Number Number Number	





Step 2 – How do I get my login details for WorkZone?

You will receive an email from KeyPay, with the subject 'Login details for KeyPay'. Please click on the link and you will be asked to create a password.

🖫 🏷 ↑ ↓ ≂ Login details for KeyPay payroll - Message (🖽 — □ 🗙
File Message Help Q Tell me what you want to do
Image: Septy i
Conin details for KevPav pavroll To O Timesheets O I there are problems with how this message is displayed, dick here to view it in a web browser. Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.
Dear Test Test, Your Australian Green Clean (Commercial) account has been created, but you need to create a password before you can use it.
To create your password, click on this link or copy/paste into your web browser
https://keypay.yourpayroll.com.au/account/reset/923870/67104c3a-441a-49cb-928b- 1f7dd2f196f7
This is a one-time only link and will expire in 7 days.
Regards, The Australian Green Clean (Commercial) Team.

Step 3 – Download the WorkZone App & logging in

Please download the WorkZone app from the apple or android app store on your mobile phone. You will use the app to view your roster and clock in and out of your shifts. The WorkZone app is owned by KeyPay. When you first login you will be asked to create a pin.

Email – the email address used for KeyPay

In the second of th

Password – the password you created for KeyPay



How do I view my upcoming shifts?

You will review your upcoming shifts in the WorkZone app.

1:15	⊙ N X ⁴⁶⁺ ▲ ■	
= 😵 ке	YPAY	
LAST PAY SLIP		
No available pay slips		
NEXT SHIFT		
Thursday 3 September Office / Adhoc	11am - 3pm	WorkZone Dashboard
€ c	ock In	
TIMESHEET 24 AUG - 6 SEP		
3 0 SUBMITTED DECLINED	0 0 APPROVED PROCESSED	
LEAVE BALANCES AS AT SE	P. 3, 2020	
Family and Domestic Violence Leave 0.00 hours	Time In Lieu 0.00 hours	
Home E Time:	sheets Profile	
Home I Time I I I I I I I I I I I I I I I I I I I	energy Profile	
Home E Time Control Control ELAST PAY SLIP No available pay slips	e Profile	
Home E Time Control Co	energy Profile	
Home E Time Home C Time C C C C C C C C C C C C C C C C C C C	etterpay 11am	3pm
Home I Time Time Control Contr	Steers Profile Clock In	3pm You can view your upcomin

1:15	_ © R	X 40+ 4 =
← Shifts	6	
<	Aug 31 - Sep 6, 2020	• >
WED, 2 SEP		
1am - 3pm Office / Adhoc		
HU, 3 SEP		
11am - 3pm Office / Adhoc		
RI, 4 SEP		
pm - 8pm heep Sale		
UN, 6 SEP		
7:15am - 7:30ai 36 Caravan Park	m	
SUN, 6 SEP		
7:30am - 10am Adelaide Farmers I	Market	
UN, 6 SEP		
10am - 11am _{Sheep Sale}		

Clocking In & Clocking Out of your Shift

This is the place where you will record the start and stop times of your workday. We want you to 'clock in' and 'clock out' at the beginning and end of each day to ensure you are paid accurately for the assigned shift and correct job. Please only 'clock in' 5 minutes before your shift and once you have finished working for the day.

You must also 'clock in' & 'clock out' when you are having your 30-minute unpaid break.

Below are the steps to be taken for clocking in-out on Kronos:

- 1. At the start of your shift press CLOCK IN
- 2. You must then **select the location** (JOB / LOCATION) you would like to 'clock in' to. Your location should <u>always match your rostered job.</u>
- 3. Once you have pressed clock in Lock your phone and continue on with your work
- 4. At the end of your shift press the CLOCK OUT button

This will then record your time and automatically update your timesheet for you.

ALICTOALIAN

		Clea
1:19 🛥	🕑 🗋 🛛 🖄 46+ 🖌 🗎	
← Clock In		
Status: Not clocked in yet	1:19 PM	
Location Office / Adhoc		
Work Type Select a work type		
Classification Select a classification		
Shift Conditions Select a shift condition		You must select the location
Confirm	Clock In	you would like to clock into. This should always match

Note	Add Note
◀	
1:19 ☎ ⓒ 🛯 🎗 ⁴	
Q Search	
Not specified	
AGC	
Adelaide Showground	
4WD Adventure Show	
Adelaide Farmers Market	When you click 'location' yo
Auto Expo	can easily search for your jo
Careers & Employment Expo	site name here
EID Festival	
1 2 3 4 5 6 7 8	9 0
qwertyui	ор
asdfghik	1
☆ z x c v b n m	\mathbf{X}
?123 , 🌐 English .	

AUSTRALIAN

your rostered job name



How do I update my availability?

We request a minimum of 14 days' notice for any major changes to your availability. You can enter your unavailability directly into KeyPay or email any major changes to timesheets@agreenclean.com.au, please see instructions below. Please keep your availability as updated as possible so we can call you if we have any additional shifts suitable.

1:15 O N X 40+ /	1:23 🗢 🗢 💿 🕄 🛇 🕅 🖓 🖄
E SKEYPAY	≡ Profile
LAST PAY SLIP	
No available pay slips	
NEXT SHIFT	
Thursday 3 September 11am - 3pm Office / Adhoc	Amanda Lowrey
Clock In	Level 1
TIMESHEET 24 AUG - 6 SEP	My Details Click here
3 0 0 0 0 SUBMITED DECLINED APPROVED PROCESSED	B Pay Slips
LEAVE BALANCES AS AT SEP. 3, 2020	S Payment Summaries
Family and Domestic Violence Time in Lieu Leave 0.00 hours	Bank Accounts
	😅 Super Funds
	A Leave
	🔀 Unavailability
★ B ② Home Timesheets Profile	Emergency Contacts
	Home Timesheets Profile
1:23 🗭 🗭 💮 😧 🕸 🕯 🖌	
← Unavailability	+
On an ongoing basis every Monday, 12:00 am - 6:00 pm	
Reason: Uni?	
Start: Aug. 24, 2020	
On an ongoing basis	Add the dates you are
every Wednesday, 12:00 am - 11:00 am	Add the dates you are
Reason: Second job	unavailable to work by
Start: Aug. 26, 2020	aliaking the +
On an ongoing basis	clicking the +
every Thursday, 12:00 am - 11:00 am	
Reason: Second job	
Start: Aug. 27, 2020	
On an ongoing basis	
every Friday, 12:00 am - 11:00 am	
Reason: Second job	
Start: Aug. 28, 2020	
On an ongoing basis	
every Tuesday, 12:00 am - 6:00 pm	

every Tuesday, Start: Sep. 1, 2020



How do I apply for annual leave?

To apply for leave from the app, simply click on the plus symbol in the top right-hand corner of the screen. From here the following details can be entered by clicking on each heading:

- Leave Category annual leave
- First day of leave
- Last day of leave
- Units (hours) required for the leave
- Notes please enter the job site you are applying for leave from

Once the details have been entered, click the "Submit" button in the top right-hand corner.

← Leave	e request	SUBMIT		
Leave category Annual Leave				
First day Apr. 15, 2019				
Last day Apr. 18, 2019				
Leave required (hou	ırs) Sh	ow details		
Leave balance 48.28	Approved leave	Available balance 48.28		
Notes Holiday				
(+) Add attachme	nt		

How do I check if annual leave (permanent) or leave without pay (casual) has been applied to my shift?

To check if annual leave has been applied to your shift, please:

- 1. View your roster on the WorkZone app
- 2. Click into the shift
- 3. Click into the shift to view details
- 4. Check the work type if the worktype is 'Annual Leave' this means you leave has been applied to your shift and you will be paid for these hours. If you are a casual employee and it states 'Leave Without Pay' you will not be paid for these hours.

IU-IZ ▼ Search		.11 🗢 🖿	10:12 -	
<	Shifts		Shift	Details
K THU, 24 DEC	23 Dec - 29 Dec 2020	>	Date Sat, 26 Dec	
9:00 AM - 5:00 City East Campus) PM	>	9:00 AM START 26 Dec 2020 5:00 PM END 26 Dec 2020	
9:00 AM - 5:00 City East Campus) PM	>	Location	
SAT, 26 DEC 9:00 AM - 5:00 Drug & Alcohol, Ste) PM	>	Drug & Alcohol, Stepney ^{Work Type} Annual Leave Taken	
SUN, 27 DEC				
9:00 AM - 5:00 Drug & Alcohol, Ste	2 PM epney	>	Please view the work type permanent staff means you will these hours. 'Leave Without Pay you are not required to work a	- 'Annual Leave' for be paid annual leave for / for casual staff means nd you will not be paid
c	lick into shift to view details		for these ho	urs.



How do I check if I am required to work on a public holiday?

To check if you are required to work on a public holiday on your regular rostered shift, please follow the steps below -

- 1. View your roster on the WorkZone app
- 2. Click into the shift
- 3. Click into the shift to view details
- 4. Check the work type if the worktype is 'Public Holiday Not Worked' OR 'Leave without Pay' this means <u>you are not required to work.</u> If you are a permanent fulltime or part-time employee you will be paid for this shift if it says 'Public Holiday Not Worked'. Casual staff will see 'Leave Without Pay'.

10:03 1	23 Dec - 29 Dec 2020	10:03 4 Jil � ■
E 😵 KEYPAY	THU, 24 DEC	Date
LAST PAY SLIP	9:00 AM - 5:00 PM	Fri, 25 Dec
No available pay slins	City East Campus	9:00 AM START 25 Dec 2020
	FRI, 25 DEC	5:00 PM END 25 Dec 2020
NEXT SHIFT	9:00 AM - 5:00 PM	
Fri, 25 Dec 9:00 AM - 5:00 PM >	City East Campus	Location City East Campus
City East Campus		Work Type
G Clock In		Public Holiday Not Worked - PT
TIMESHEETS 16 DEC - 29 DEC	Click Into Shift to View Details	PUBLIC HOLIDAY
0 0 0 0		
SUBMITTED DECLINED APPROVED PROCESSED		Once you have clicked into the shift
LEAVE BALANCES AS AT 25 DEC		Holiday - Not Worked' means you are
Annual Leave		permanent employee you will still be
0.00 hours		paid for this day
View Roster & Click Into Shift		



How do I reset my password?

If you forget your password, you can reset it by clicking on the "Forgot my Password" button that is located on the log in page.

Log in Email address I	You will then be prompted to enter your email address associated with the payroll platform so that a link can be emailed to you. You need to click on this link in order to
Forgot my password	reset your password.
Log In	Having trouble remembering your password? No problem. Just enter your email address into the form below, and we'll send you a link allowing you to reset your password.
If you don't know what your login details are, please speak to your payroll administrator.	Recover Password Cencel

Note: The system will determine whether the password is strong enough by using a password strength estimator, rather than requiring a set number of letter/numbers etc.

If you have any questions or feedback please let us know via <u>timesheets@agreenclean.com.au</u>