

## KEYPAY / WORKZONE EMPLOYEE MANUAL

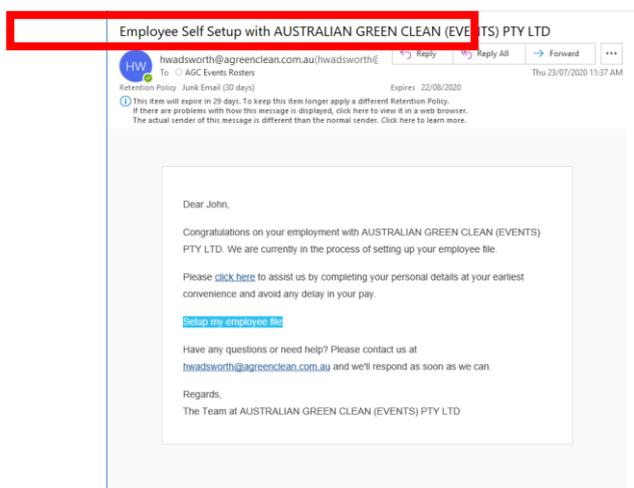
What do I use KeyPay for? .....	2
Step 1 – Complete your Onboarding with KeyPay (Payroll Details) .....	2
Step 2 – How do I get my login details for WorkZone? .....	4
Step 3 – Download the WorkZone App & logging in.....	4
Clocking In & Clocking Out of your Shift .....	6
How do I update my availability?.....	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 to my shift? .....	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

Personal Details

Welcome to AUSTRALIAN GREEN CLEAN (EVENTS) PTY LTD  
Employee Self Setup

Please enter your details below to complete your employee self setup.

Title: Mr

First Name: John

Middle Name: Middle Name

Surname: Test Smith

Date of Birth: 23/07/2000 (20 years old)

Gender: Male

Residential Address Line 1: 39 Bacon Street

Residential Address Line 2: Enter your address

Residential Suburb: HINDMARSH, SA, 5007

Postal address is the same as residential

Email Address: rosters@agreenclean.com.au

Mobile Phone: 0421967388

Next Step

Banking Details

Bank Details

Account Name: John Test Smith

BSB: 000-000

Account Number: 123456

Pay into this account: The entire amount

Delete

Add another account

Back

Add Later

Next Step

Super Fund Details

### Super Fund

I request that all my future super contributions be paid to:

Fund Name edit

ABN  Product Code  Member Number

Pay into this fund  
 Delete

TFN Declaration

### Tax File Declaration

[Additional information regarding these questions can be found here](#)

1 - What is your tax file number (TFN)?

Or

2 - Previous surname

3 - Are you an Australian resident for tax purposes?  
 Yes  
 No  
 Or  
 Working holiday maker

4 - Do you want to claim the tax-free threshold from this payer?  
 Yes  No

5 - Do you have a Higher Education Loan Program (HELP), VET Student Loan (VSL), Financial Supplement (FS), Student Start-up Loan (SSL) or Trade Support Loan (TSL) debt?  
 Yes  No

TFN Verification

### Tax File Verification

Due to legislation, in order to submit an electronic copy of the Tax File Declaration provided, you must verify your identity.

If you wish to proceed click the Send Verification Code button below and a code will be sent to your mobile phone: **0421967388**

You have successfully verified your identity. We will now be able to electronically submit your Tax File Declaration.

Emergency Contact Details

### Emergency Contact Details

Name  Contact Number

Address

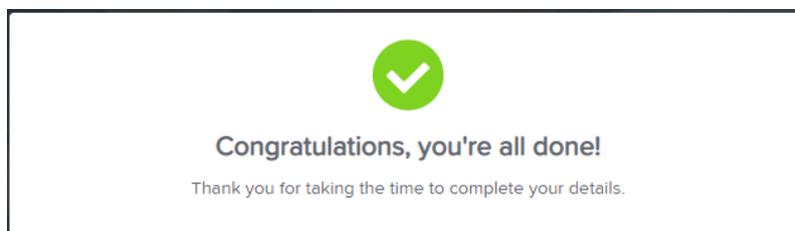
Relationship  Alternate Contact Number

### Secondary Emergency Contact Details

Name  Contact Number

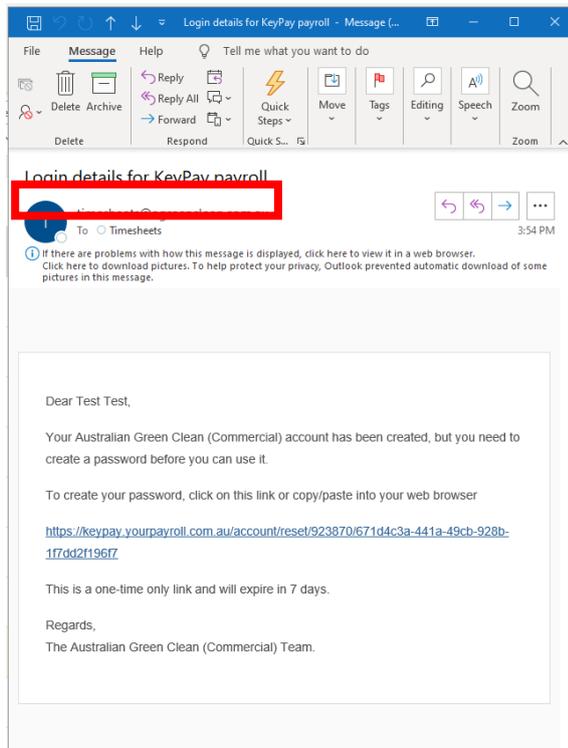
Address

Relationship  Alternate Contact 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.

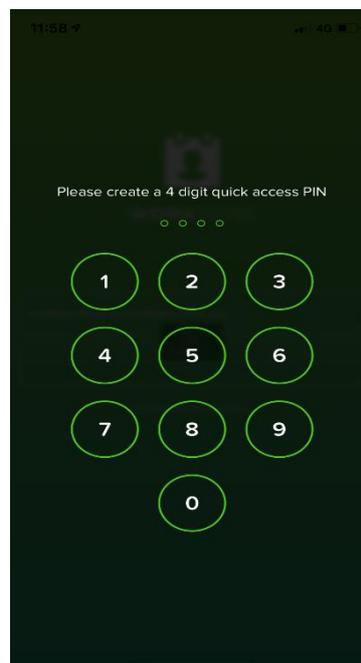
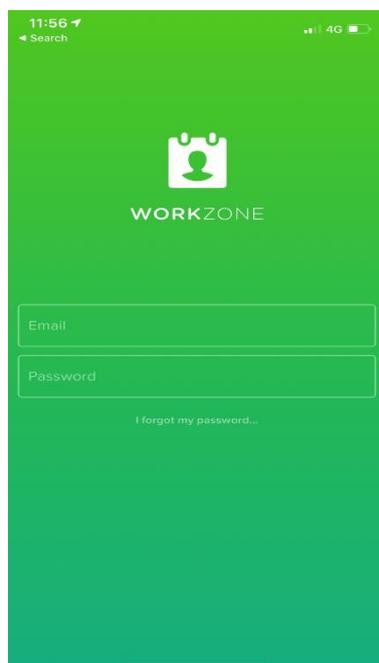


## Step 3 – Download the WorkZone App & logging in

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.

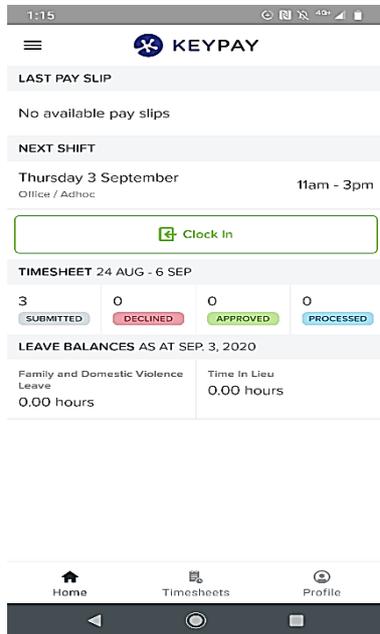
Email – the email address used for KeyPay

Password – the password you created for KeyPay

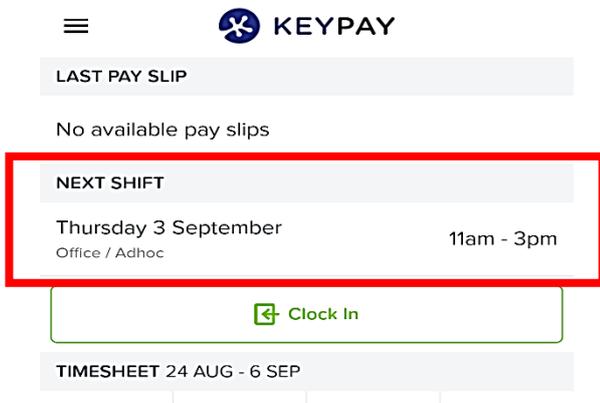


## How do I view my upcoming shifts?

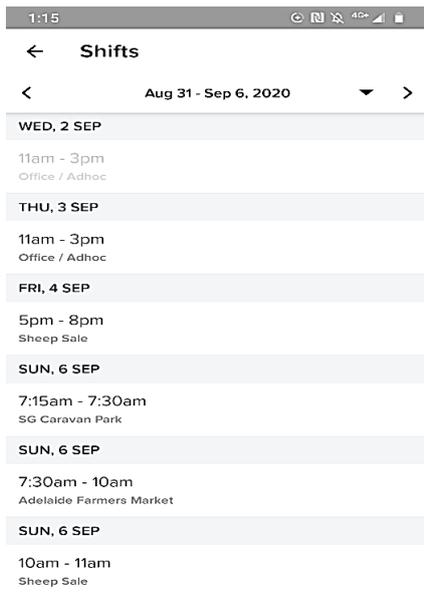
You will review your upcoming shifts in the WorkZone app.



### WorkZone Dashboard



**You can view your upcoming shifts by clicking 'next shift'**



## All upcoming rostered shifts

### 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 always match your rostered job.
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.

1:19

← 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

Confirm Clock In

**You must select the location you would like to clock into. This should always match your rostered job name**

Note

Add Note

1:19

← Location

Search

Not specified

AGC

Adelaide Showground

4WD Adventure Show

Adelaide Farmers Market

Auto Expo

Careers & Employment Expo

EID Festival

1 2 3 4 5 6 7 8 9 0

q w e r t y u i o p

a s d f g h j k l

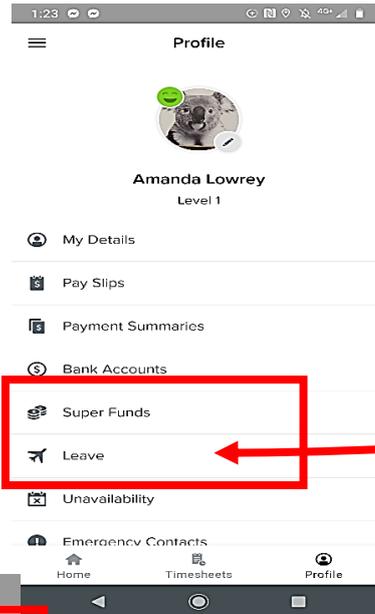
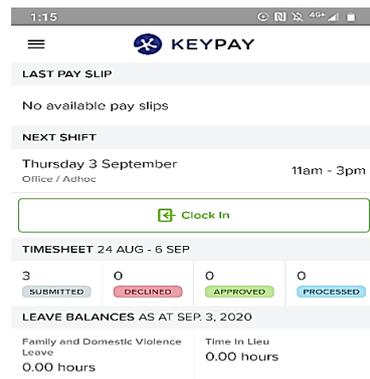
z x c v b n m

?123 , English ✓

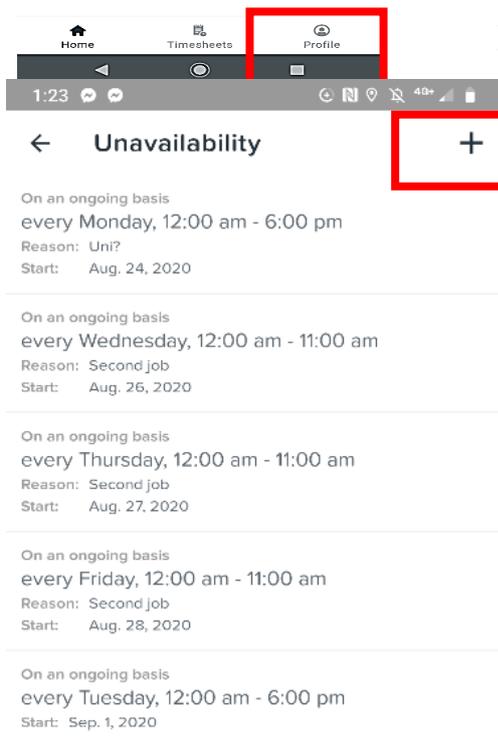
**When you click 'location' you can easily search for your job site name here**

## 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](mailto: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.



**Click here**



**Add the dates you are unavailable to work by clicking the +**

## 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:

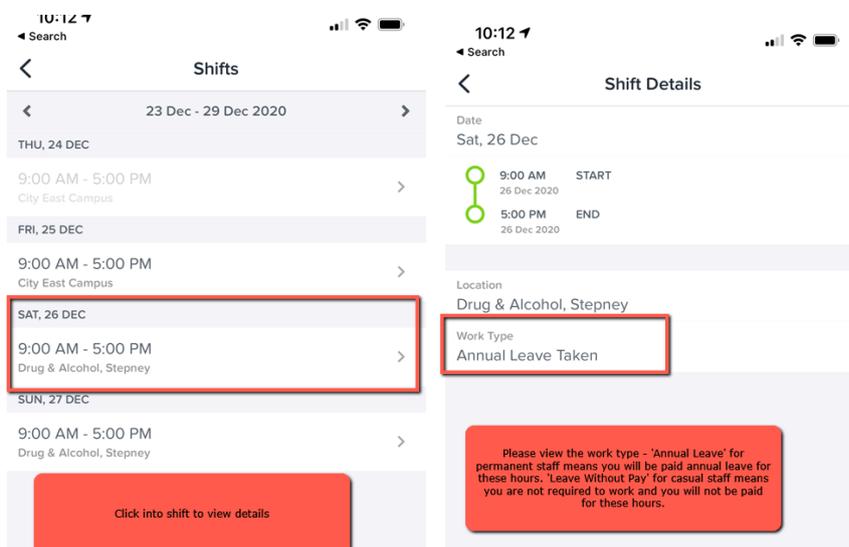
- Leave Category – annual leave
- First day of leave
- Last day of leave
- Units (hours) required for the leave
- Notes – please enter the job site you are applying for leave from

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

## 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:

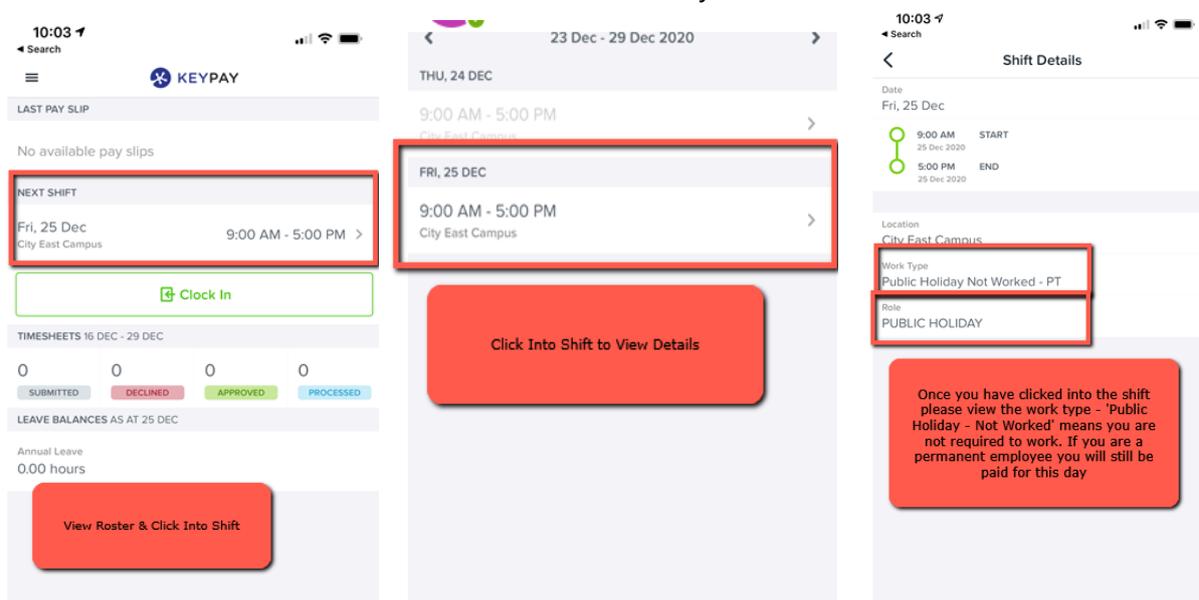
1. View your roster on the WorkZone app
2. Click into the shift
3. Click into the shift to view details
4. Check the work type – if the worktype is 'Annual Leave' this means you leave has been applied to your shift and you will be paid for these hours. If you are a casual employee and it states 'Leave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



## 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 -

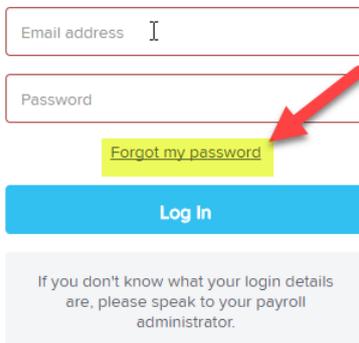
1. View your roster on the WorkZone app
2. Click into the shift
3. Click into the shift to view details
4. Check the work type – if the worktype is 'Public Holiday – Not Worked' OR 'Leave without Pay' this means you are not required to work. If you are a permanent fulltime or part-time employee you will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



## How do I reset my password?

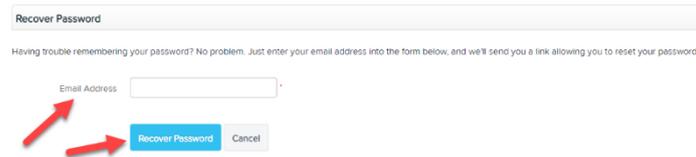
If you forget your password, you can reset it by clicking on the "Forgot my Password" button that is located on the log in page.

### Log in



The login form consists of two input fields: "Email address" and "Password". Below the "Password" field is a yellow button labeled "Forgot my password" with a red arrow pointing to it. Below the "Forgot my password" button is a blue button labeled "Log In". At the bottom of the form is a grey box containing the text: "If you don't know what your login details are, please speak to your payroll administrator."

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 reset your password.



The "Recover Password" page has a title bar "Recover Password" and a subtitle "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." Below this is an "Email Address" input field. At the bottom are two buttons: "Recover Password" (blue) and "Cancel" (grey). Red arrows point to the "Email Address" field and the "Recover Password" button.

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 [timesheets@agreenclean.com.au](mailto:timesheets@agreenclean.com.au)