

# WorkZone App Tour

The WorkZone app allows you to access the most common features of the YourPayroll portal from the convenience of your mobile phone.

You can download the app by searching for WorkZone in either the Google Play store or the iOS App Store. Alternatively links to both the Android and iOS apps are available at <https://YourPayroll.Alexilum.com.au>.

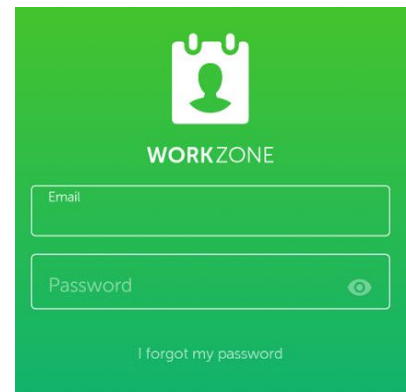
**NOTE:** Features may vary depending on your employers options selected.

## Logging In

When you first load the app it will ask for the email address and password you set up during your onboarding process.

You then need to create a 4 digit pin which will be used to access the app in the future.

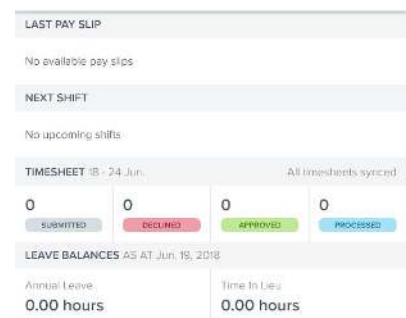
**NOTE:** You may have the option of using your fingerprint which can be enabled through the settings.



## Home Screen

The Home Screen gives you quick access to:

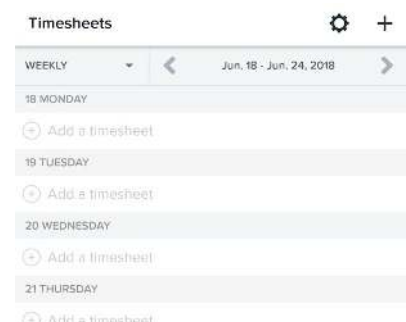
- Your last pay slip
- Details about your next shift
- A summary of your timesheets
- Current leave balances



## Timesheet Screen

The timesheet screen gives you easy access to enter your timesheets.

You can also switch between your pay periods and review past timesheets.



## Profile Screen

The profile screen gives you quick access to the most common features you would find in the portal including:

- Employee details
- Pay slips
- Payment summaries
- Bank account information
- Super fund information
- Leave applications
- Unavailability
- Emergency contacts
- Documents

