

Acorn HR Platform Candidate User Guide





Making it easy to work

Welcome to the Acorn HR Platform. We believe working should be easy for everyone!

Choosing to work on a casual basis is a great option for lots of reasons - it gives you the flexibility to balance your work, life and study commitments, and no two days are ever the same.

This booklet has been developed as a quick guide to help you navigate our online system. With just 3 easy steps you'll be an expert!

- 1 Nominate your availability - let us know the days/times you're able to work.
- 2 Receive and accept job/shift offers - offers are sent by SMS to your mobile phone. To confirm the offer, simply click "Accept".
- 3 Confirm worked hours - submit an electronic timesheet at the end of the pay period for payment.

Be found! Your availability is important

Imagine being able to decide which days you want to work.

The Acorn HR Platform lets you tell us when you want to work by setting your availability using the rostering tool. You can update your roster at any time so that it truly reflects your availability. This way we can get you working as soon as possible.



Click on the roster button to view your calendar for the next four weeks and select "Enable Editing".



Select the days you're able to work. The sun symbol tells us you want to work days, the moon for nights, or both sun and moon if you're able to work anytime.



Remember to save your changes before closing the "Edit Roster" page.



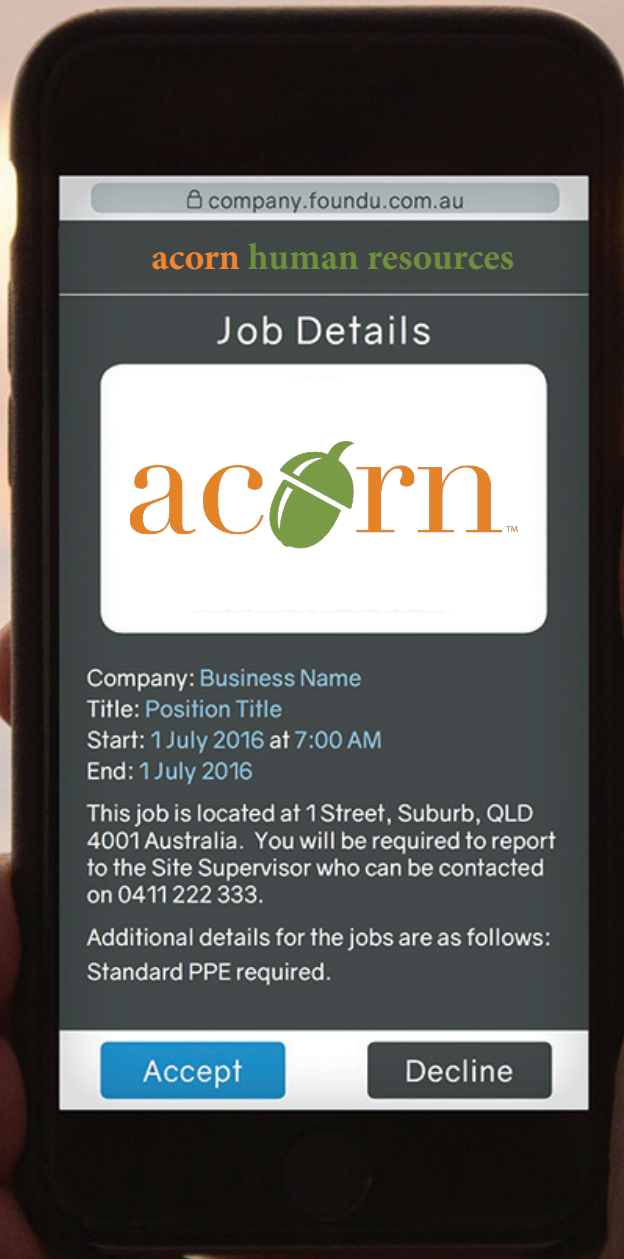
Ready to work - receiving and accepting job offers

Job offers are sent as a SMS to your mobile phone. The text message will look like this:

You have been offered a job with Company Name. Start on 2017-01-01. Go to <https://hyperlink.com.au/sms> within one hour to accept this job.

Click on the link to view full details about the job offer. The link will let you know who you will be working for, the location, start time and dates. It also provides information about the job supervisor and any additional details you should know before accepting the offer.

Once you are happy to proceed simply click on the "Accept" button. This will confirm you're working. It's important to respond to job offers as quickly as possible to increase the chance of securing the work.



Payday made easy



Download a blank timesheet through your Platform homepage. (Click on the "Timesheets" button to access these forms). You will need a separate timesheet for each work location - it's a good idea to have a few extra copies so you don't run out).



Enter the date, start and finish times for every shift. You'll also need to record any unpaid break/s and any other extra information relating to allowances.



At the end of the shift (or at the end of the week) have the supervisor sign off on your timesheet.



Each Monday you'll receive a reminder to submit your timesheets. Log onto your Platform homepage to enter your worked hours.



You'll also need to upload the printed timesheet. You can do this easily by simply taking a photo with your phone and uploading the image.



Your pay is processed at the end of the pay period. Once processed your payslip will be sent to you by email and a copy will be saved on your Platform homepage.





Your Platform - your profile

Life happens and things change. We've put you in the driver's seat - giving you full access to your Platform profile.



Personal Details - update your contact details (e-mail, mobile phone and emergency contacts).



Address - make sure your address is up-to-date (important for EOFY Group Certificates and also helps us find jobs that are close to you).



Financial Details - this is where you can change your bank account and superannuation information. You can even manage any extra deductions through this tab.



Qualifications - it's important to let us know when you gain or update a qualification. (We've also built a clever reminder system into the Platform to prompt when qualifications are due to expire).

Need help?

If you have any questions or need any help using our Acorn HR Platform you can contact us directly or click on the 'Help Centre'.



Acorn Human Resources

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