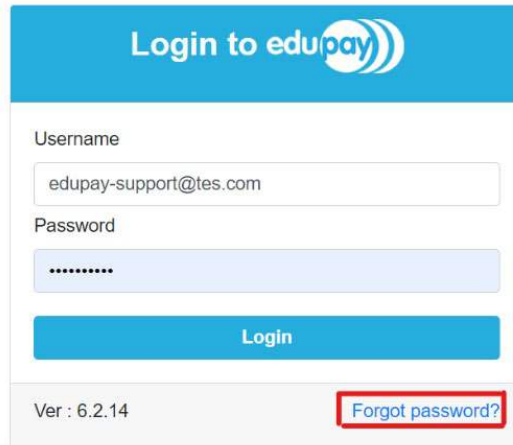


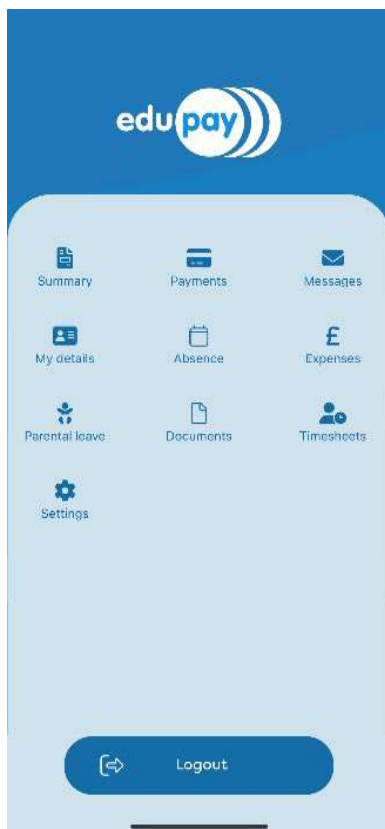
When you first update the app, you will be asked to login using your username and password for EduPAY. You will then be prompted to create a new passcode for the app and confirm it.

If you have forgotten your password, you will need to use the forgotten password link on EduPAY in the browser.



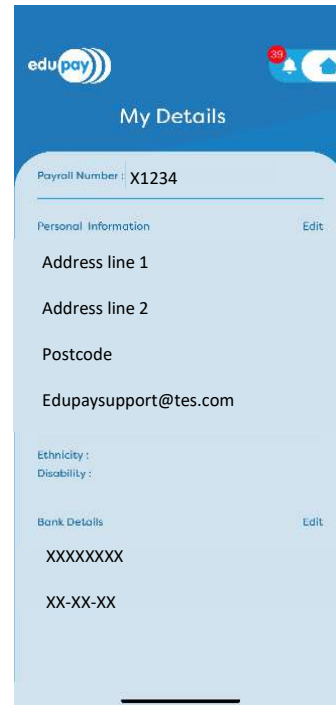
Home Screen – This is the first screen you will see after logging, everything you need is accessed from here.

Summary – This shows a summary of an employee's take home pay.



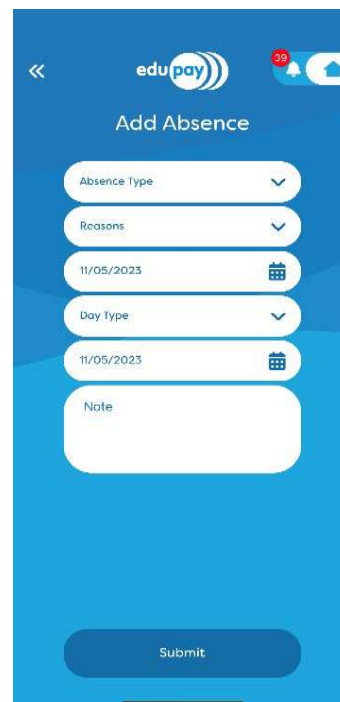
Payments – This is a breakdown of an employee's pay history. If you click into this, you can see the breakdown of the detail.

My Details – This is where an employee can see and amend their personal information.

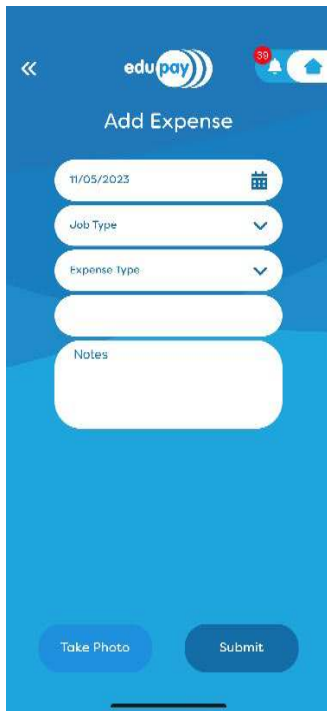


Messages – This is where you can see all notifications that you have received.

Absence – This is where employees can request/view absence through the app, you will need to click add absence and you will see the following screen.



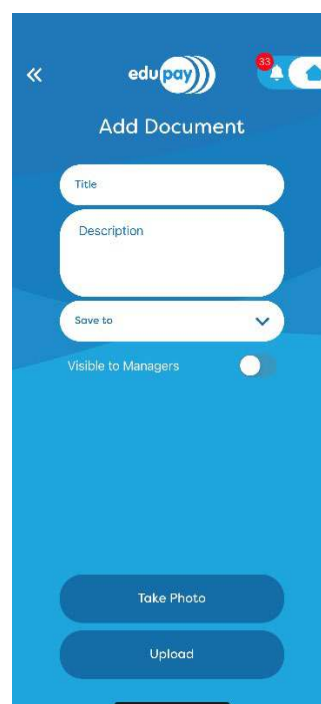
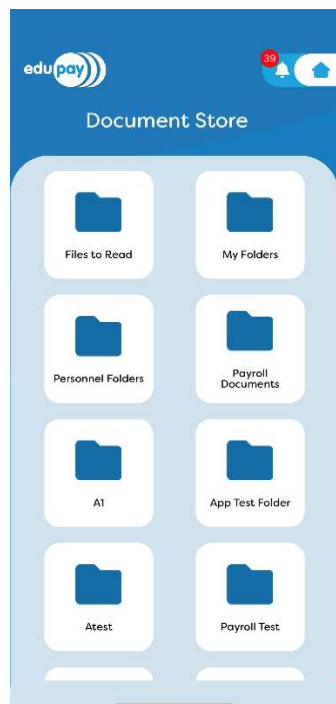
Expenses – Employees can add expenses through the app and attach any photos they need.



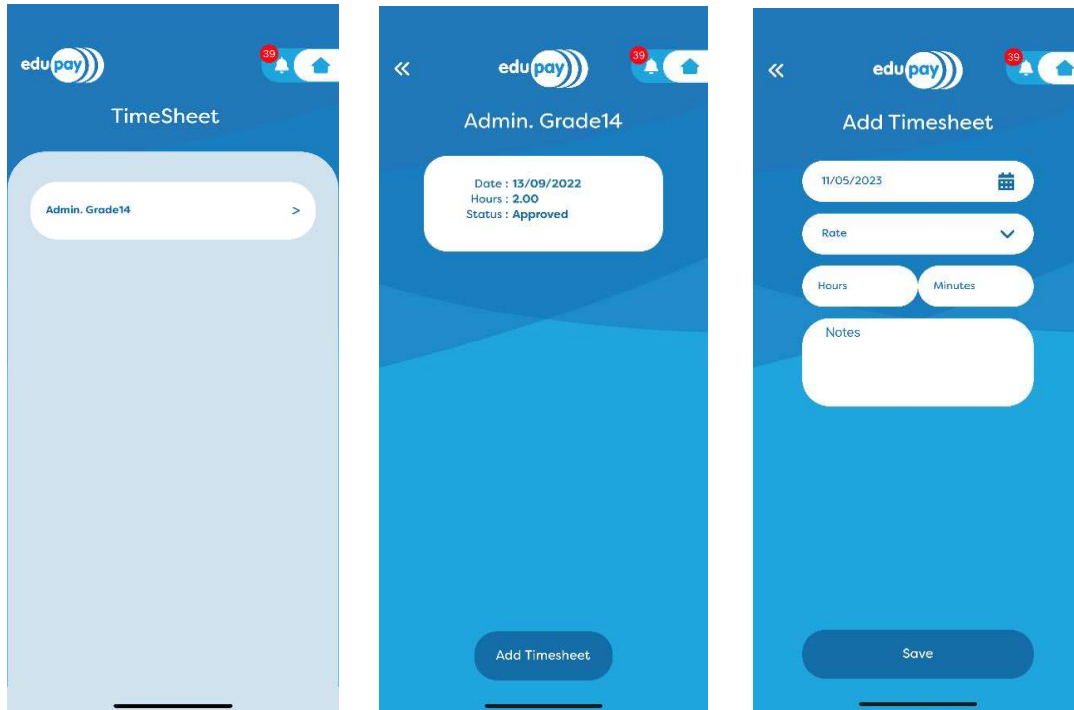
Parental Leave – Here employees can request parental leave through the app.



Documents – Here employees can access their documents for example, Payslips, P60's, P45's. Employees can also upload documents through the app too.



Timesheets – this is where employees can view existing and submit new timesheets.



Settings – Within the settings tab you will find a help section and you can change your passcode.

