



Cheat Sheet

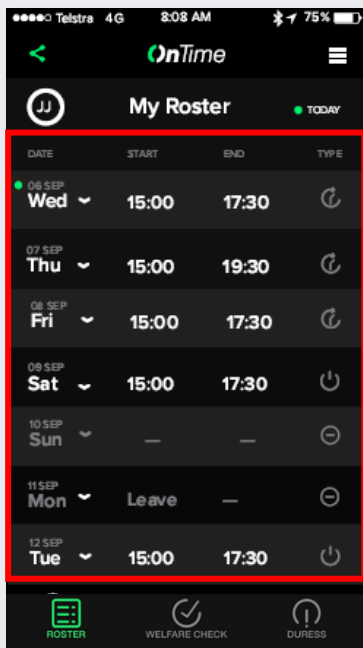
View and understand rosters

There's no need to get your roster manually because OnTime lets you view your roster up to four-weeks in advance.

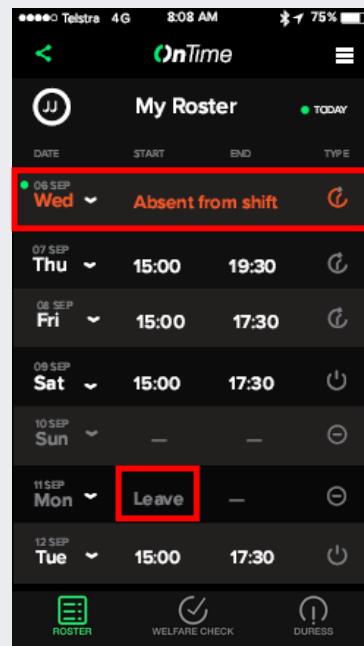
You'll also see when you're on leave, or miss a shift.

View roster

1. Login to the app and your roster appears. Scroll down to see more.



2. Your roster highlights when you're absent in red and shows annual leave days.



Need help? Contact your supervisor for assistance



PROTECTING



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