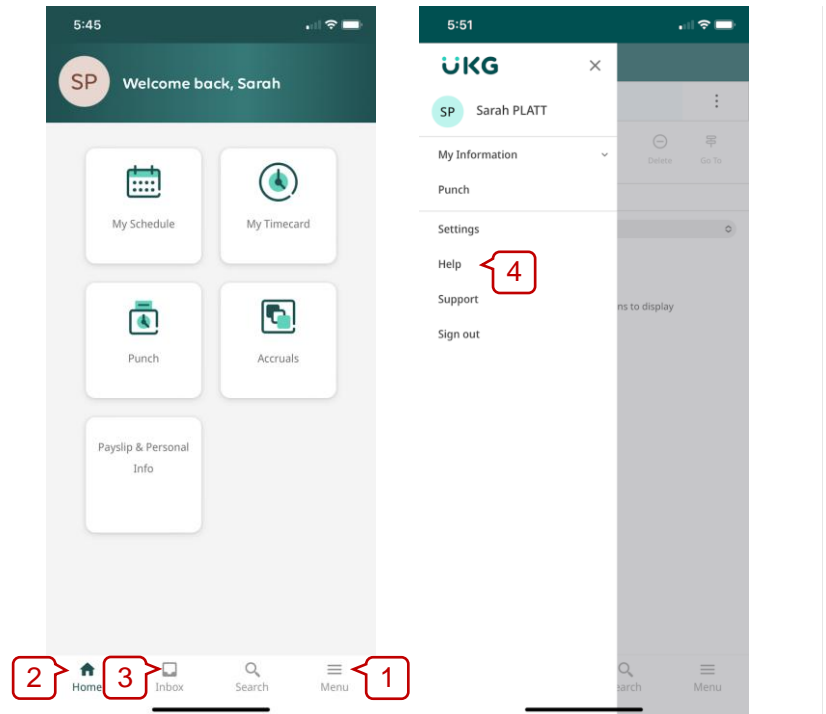


Home screen tiles & navigating the mobile app

Home screen overview

The icons at the bottom of the home screen help you navigate around the mobile app.

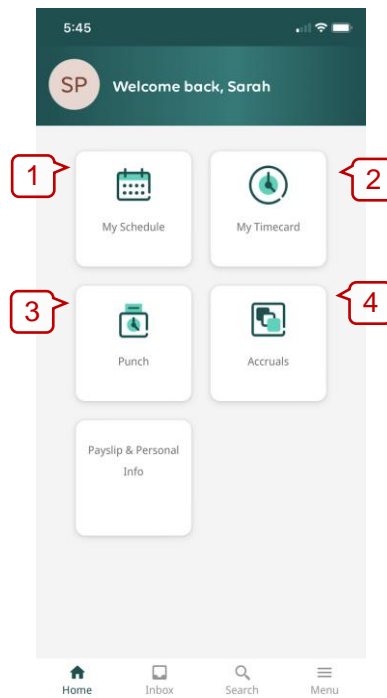
1. Tap the **Main Menu** icon to open the main menu. From here you can access information such as your timecard and calendar, and sign out of the mobile app.
2. Tap the **Home** icon to return to the home screen.
3. Tap the **Inbox** icon to view alerts and notifications (covered in a separate training topic).
4. Tap the **Menu** icon to access online **Help**.



Home screen tiles

1. **My Schedule** – tap to view your work schedule (today + 6 days). Refer to QRG: [Viewing your calendar](#).
2. **My Timecard** – tap to view your timecard and exceptions to address. Refer to QRG: [Reviewing your timecard](#).
3. **Punch** – tap to record your time in and out. Refer to QRG: [Clocking in & out](#).
4. **Accruals** – tap to view your leave balances and submit a time off request. Refer to QRGs: [Viewing your leave accruals](#) / [Submitting time off requests](#).

Note: Agency personnel will not see the 'Accruals' or 'Payslips and Personal Info' tiles, as these are managed by the Agency personnel's employer.



Note: For Casual employees, the Accruals tab will display as 'Accruals CA'.