



# MY PAY CALENDAR

FAIR PAY, EVERYDAY.

## User guide

Complete



## Create an Account

First Name

Last Name

Email Address

Phone

Password

By signing up, you confirm that you've read and accepted our Terms of Service and Privacy Policy.

Register

Already have an account? [Sign in now](#)

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Welcome, we hope the next set of slides help you interact with our app.

## Create an Account

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Last Name

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Phone

Password

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✓ Register

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Let's get you started, you need to create an account, so...

## Create an Account

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Last Name

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Password

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## Create an Account

First Name

Your first name

First Name

Last Name

Your last name

Last Name

Email Address

Email Address

Phone

+44

Phone

Password

Password

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## Create an Account

First Name

Last Name

Email Address

Email address, this should be where you would like all future correspondence to be sent

Phone

Password

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## Create an Account

First Name

Last Name

Email Address

Phone

Password

Phone number, the mobile you are using and country code

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## Create an Account

First Name

Last Name

Email Address

Phone

Password

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Password

✓ Register

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## Create an Account

First Name

Last Name

Email Address

Phone

Password

By signing up, you confirm that you've read and accepted our Terms of Service and Privacy Policy.

✓ Register

Click register

Already have an account? [Sign in now](#)



Main Menu

[Click here](#)

# Calendar

[Profile](#) / [Calendar](#)**Simple** Hourly Pay Selector

November

2023

SUN

MON

TUE

WED

THU

FRI

SAT

29

30

31

01

02

03

04

05

06

07

08

09

10

11

12

13

14

15

16

17

18

19

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23

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27

28

29

30

01

02



November

Hours

British Pound Sterling

(£)

List Mode

Wages Summary



John Smith



Calendar



List Mode



Hourly Pay Selector



Pay Day Selector



Wages Summary



Invoice Maker

USER SETTINGS



Profile / Password



Settings

HELP



Help



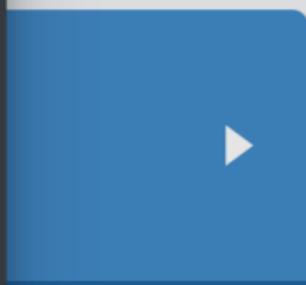
User Setup Mode



Contact



Logout



FRI

SAT

06

07

13

14

20

21

27

28

03

04

Pound Sterling

Wages Summary



John Smith

User name



Calendar

Calendar view



List Mode



Hourly Pay Selector



Pay Day Selector



Wages Summary



Invoice Maker

USER SETTINGS



Profile / Password



Settings

HELP



Help



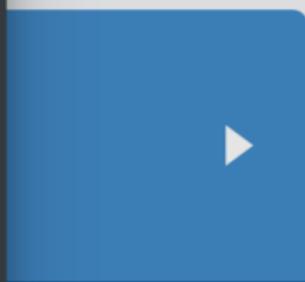
User Setup Mode



Contact



Logout



FRI	SAT
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06	07
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13	14
----	----

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20	21
----	----

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27	28
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03	04
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Wages Summary



# Calendar

[Profile](#) / Calendar

**Simple** Hourly Pay Selector

November  
2023

SUN

MON

TUE

WED

THU

FRI

SAT

29

30

31

01

02

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29

30

01

02

November

Hours

British Pound Sterling  
(£)

List Mode

Wages Summary



This is the default screen through which you log your hours for each day. We will cover off more information regarding this later

# November

2023

SUN MON TUE WED THU FRI SAT

29	30	31	01	02	03	04
05	06	07	08	09	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	01	02

## 🕒 November

Hours

British Pound Sterling (£)

List Mode

Wages Summary



John Smith



Calendar



List Mode

List mode



Hourly Pay Selector



Pay Day Selector



Wages Summary



Invoice Maker

USER SETTINGS



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Settings

HELP



Help



User Setup Mode



Contact



Logout

FRI

SAT

06

07

13

14

20

21

27

28

03

04

Pound Sterling

Wages Summary



# List Mode

[Calendar](#) / List Mode

## List Mode



October 2023



 October 02, 2023

**Total Hours**

11

**Total £**

127.75

 October 03, 2023

**Total Hours**

8

**Total £**

93.75

 October 04, 2023

**Total Hours**

7

**Total £**

71.75

 October 08, 2023

**Total Hours**

7

**Total £**

101.25



This is where you can view a breakdown of the days and hours worked in a month without having to click on each day in the calendar

List Mode



October 2023



October 02, 2023

**Total Hours**

**Total £**

11

127.75

October 03, 2023

**Total Hours**

**Total £**

8

93.75

October 04, 2023

**Total Hours**

**Total £**

7

71.75

October 08, 2023

**Total Hours**

**Total £**

7

101.25



John Smith



Calendar



List Mode



Hourly Pay Selector



Pay Day Selector



Wages Summary



Invoice Maker

USER SETTINGS



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HELP



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User Setup Mode



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Logout



Hourly Pay Selector

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03

04

Pound Sterling

Wages Summary



# Hourly Pay Selector

[Calendar](#) / Hourly Pay Selector

## Original Pay Scale

### Single Shift

**£ per hour**

**Shift Length**

Hours

Minutes

### Overtime

**£ per hour**

**% of Standard**

### Weekend

**£ per hour**

**Shift Length**

Hours

Minutes

### Weekend Overtime

**£ per hour**

**% of Standard**



This is where you set the parameters of your hours and rates so the system can automatically calculate your wages for a given day. We will cover off more information regarding this later

## Single Shift

**£ per hour**

**Shift Length**

Hours

Minutes

## Overtime

**£ per hour**

**% of Standard**

## Weekend

**£ per hour**

**Shift Length**

Hours

Minutes

## Weekend Overtime

**£ per hour**

**% of Standard**



John Smith



Calendar



List Mode



Hourly Pay Selector



Pay Day Selector



Wages Summary



Invoice Maker

## USER SETTINGS



Profile / Password



Settings

## HELP



Help



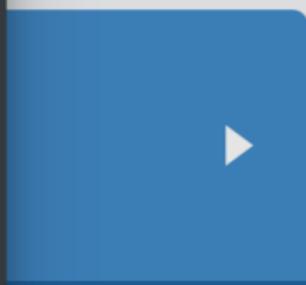
User Setup Mode



Contact



Logout



Pay Day Selector

06 07

13 14

20 21

27 28

03 04

Pound Sterling

Wages Summary



# Pay Day Selector

Calendar / Pay Day Selector

## Pay Day Selector

November  
2023

SUN MON TUE WED THU FRI SAT

29 30 31 01 02 03 04

05 06 07 **08** 09 10 11

12 13 14 15 16 17 18

19 20 21 22 23 24 25

26 27 28 29 30 01 02

✓ Set Start and Finish

Start Date

New Pay



This is where you set the parameters of month pay, i.e. start day and end day.

## Pay Day Selector

November  
2023

SUN

MON

TUE

WED

THU

FRI

SAT

29

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01

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01

02

✓ Set Start and Finish

Start Date

New Pay

OK

Let us re-visit the important parts

## Calendar Screen

- This view is where you select each day to log your time.
- Through colour highlights you can track the days you have logged and how you entered your time.
- There is a running total for hours worked in the month as well as earnings.
- There is easy access to all the other months by the use of the monthly arrows.
- There is quick access to the List Mode screen and the Wage Summary screen.

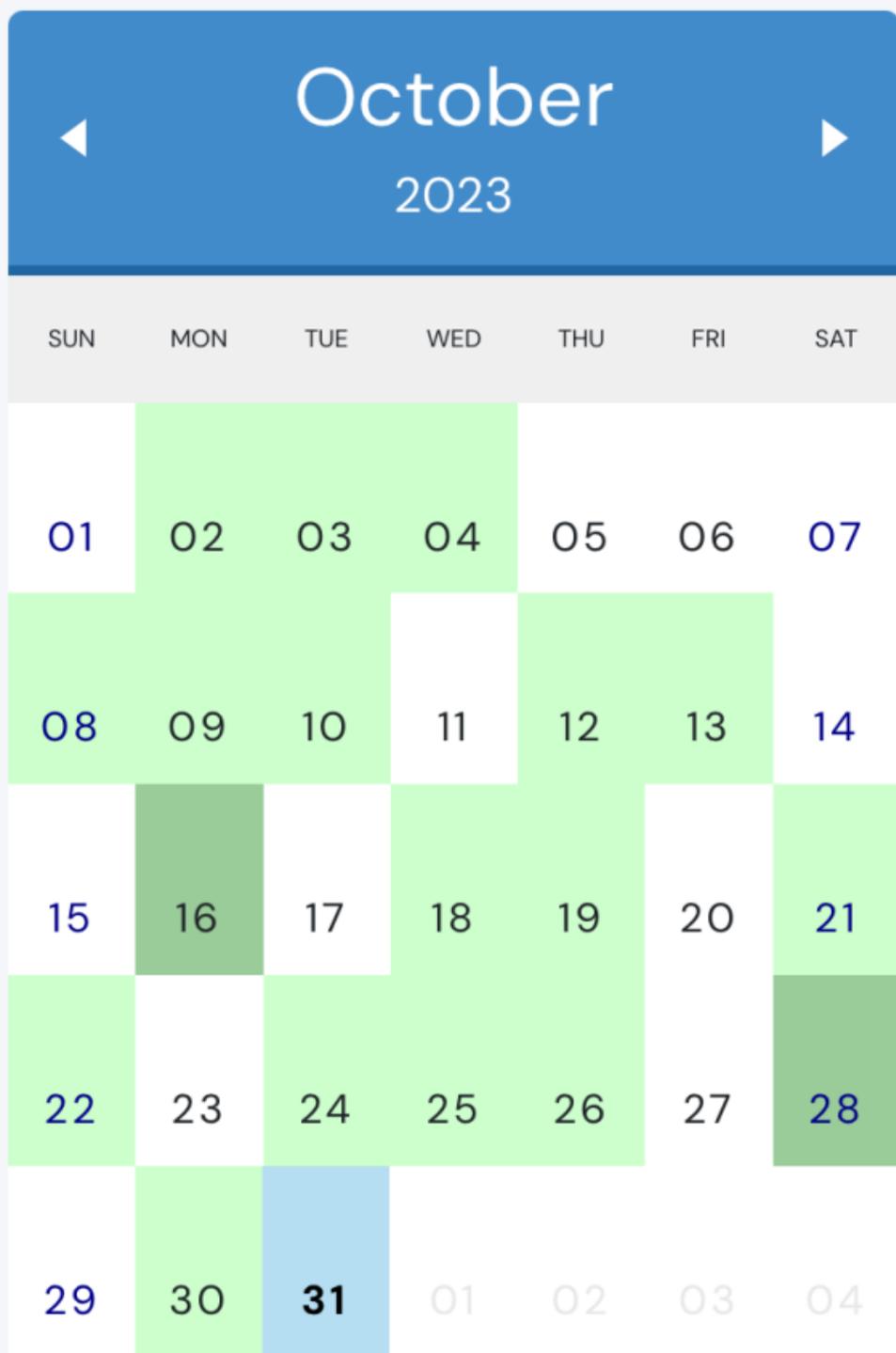
Let's take a look...



# Calendar

[Profile](#) / Calendar

**Simple** Hourly Pay Selector



## October

Hours

170.5

British Pound Sterling (£)

2083.75

List Mode

Wages Summary



As you can see our brief introduction becomes obvious when you view the screen, so let's explain a few of the points.

## October 2023

SUN

MON

TUE

WED

THU

FRI

SAT

01

02

03

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11

12

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18

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31

01

02

03

04



October

Hours

170.5

British Pound Sterling  
(£)

2083.75

List Mode

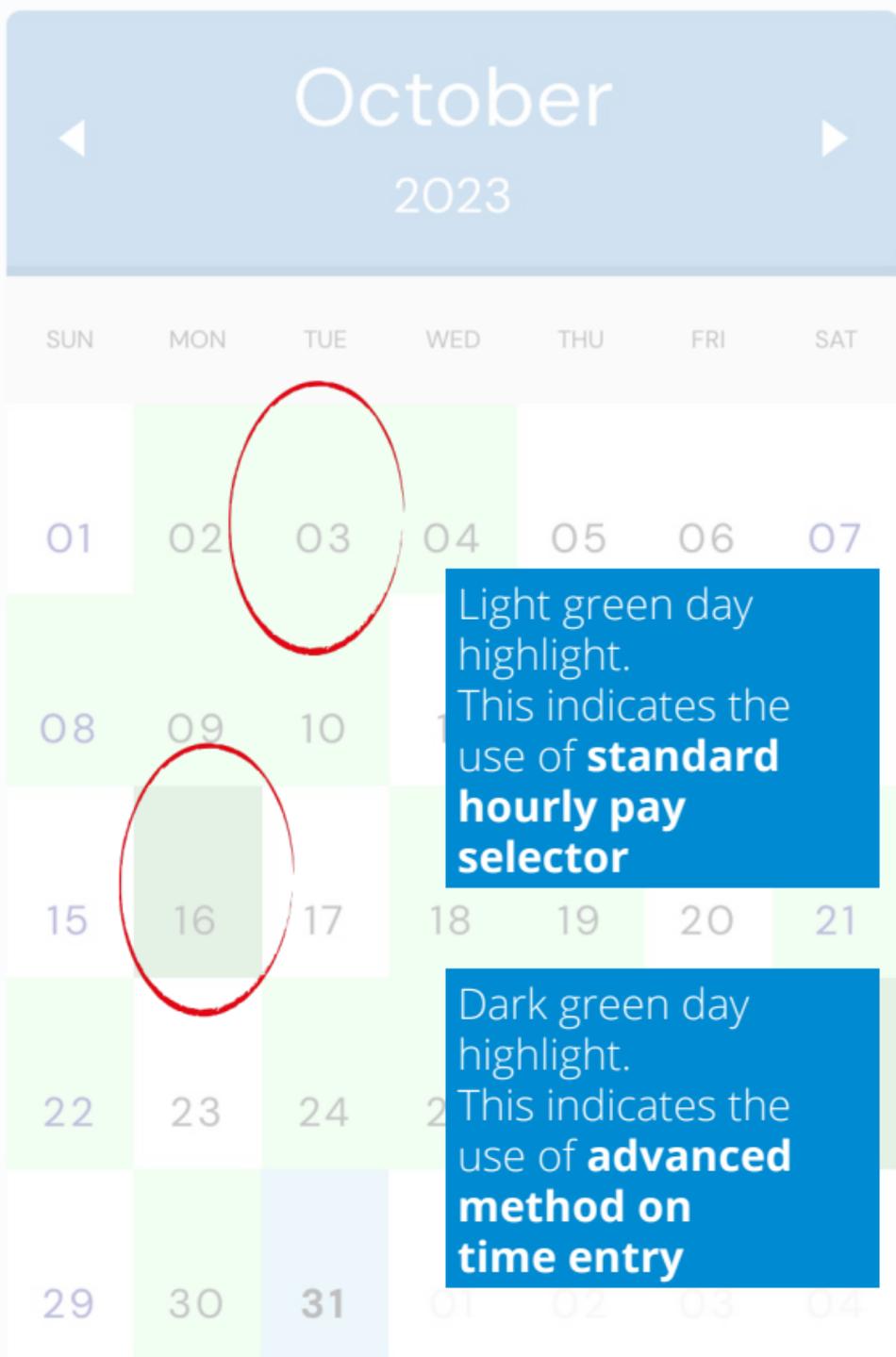
Wages Summary



# Calendar

Profile / Calendar

## Simple Hourly Pay Selector



Light green day highlight. This indicates the use of **standard hourly pay selector**

Dark green day highlight. This indicates the use of **advanced method on time entry**

## October

Hours

170.5

British Pound Sterling

(£)

2083.75

List Mode

Wages Summary



# Calendar

[Profile](#) / Calendar

**Simple** Hourly Pay Selector



SUN	MON	TUE	WED	THU	FRI	SAT
01	02	03	04	05	06	07
08	09	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	01	02	03	04

Light blue is the current day

October

Hours

170.5

British Pound Sterling (£)

2083.75

List Mode

Wages Summary

OK

Let us re-visit another important bit.

## Pay Day Selector

This section is where you can::

- set the period over which you are paid for a month (some companies pay on the last Friday whereas others run to the last day); and
- set up a New Pay Date and rates.



# Pay Day Selector

Calendar / Pay Day Selector

Pay Day Selector

November  
2023

SUN MON TUE WED THU FRI SAT

29 30 31 01 02 03 04

05 06 07 **08** 09 10 11

12 13 14 15 16 17 18

19 20 21 22 23 24 25

26 27 28 29 30 01 02

✓ Set Start and Finish

Start Date

New Pay



# Pay Day Selector

Calendar / Pay Day Selector

## Pay Day Selector

November  
2023

SUN

MON

TUE

WED

THU

FRI

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29

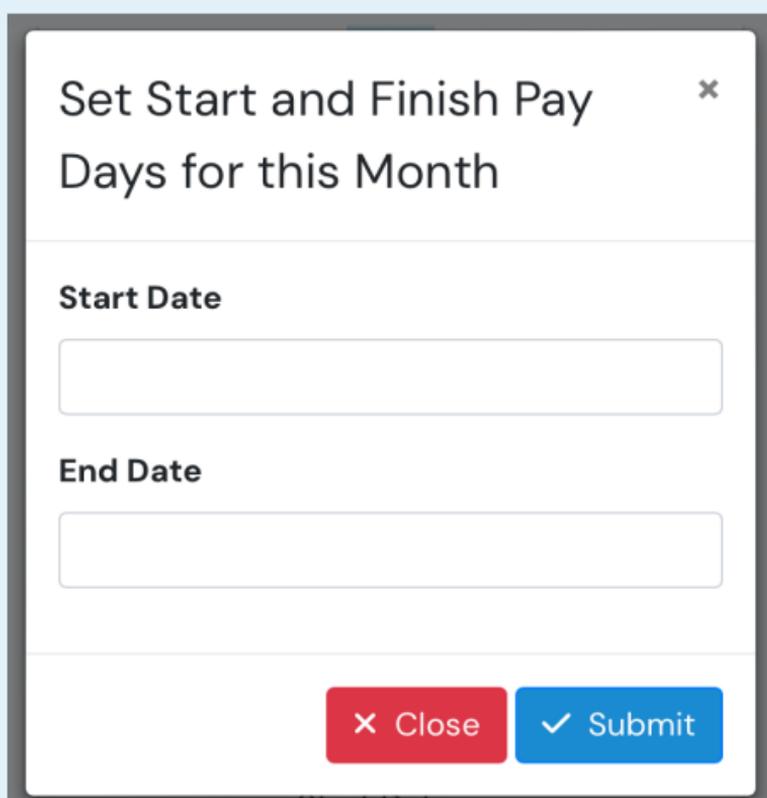
Click here to start  
setting the dates up

✓ Set Start and Finish

Start Date

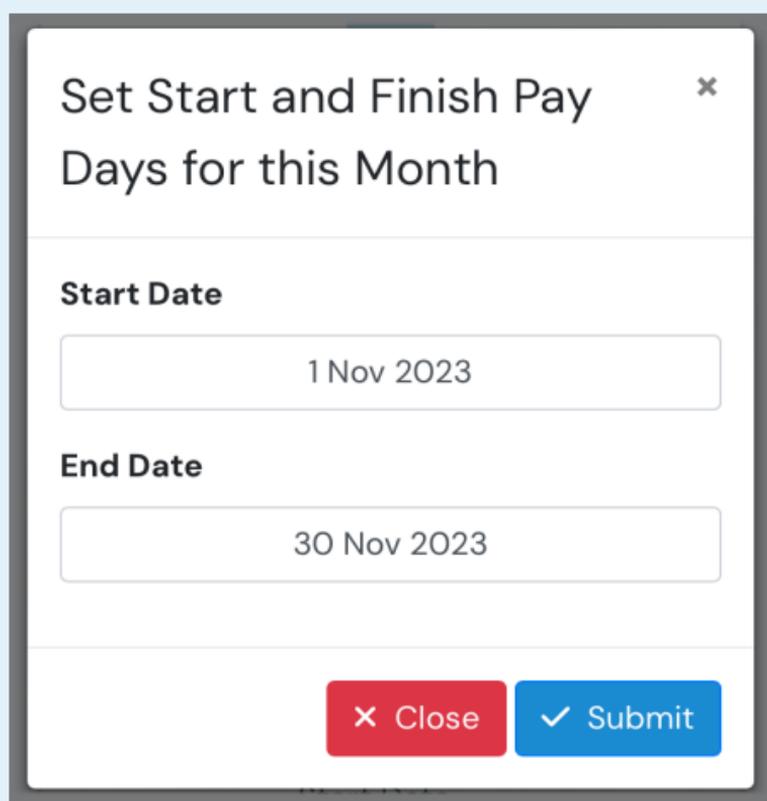
New Pay

A window comes up where you can select the dates you require.



The screenshot shows a dialog box with a white background and a dark grey border. At the top, the title "Set Start and Finish Pay Days for this Month" is displayed in black text, with a small grey 'x' icon in the top right corner. Below the title, there are two sections: "Start Date" and "End Date". Each section has a corresponding empty white input field with a thin grey border. At the bottom of the dialog, there are two buttons: a red button with a white 'x' icon and the text "Close", and a blue button with a white checkmark icon and the text "Submit".

Let's select the first and last days for the month.



This screenshot shows the same dialog box as above, but with the date input fields populated. The "Start Date" field now contains the text "1 Nov 2023" and the "End Date" field contains "30 Nov 2023". The rest of the dialog, including the title, close icon, and buttons, remains the same.

Click 'Submit'.



# Pay Day Selector

Calendar / Pay Day Selector

## Pay Day Selector

November  
2023

SUN MON TUE WED THU FRI SAT

29 30 31 01 02 03 04

05 06 07 08 09 10 11

12 13 14 15 16 17 18

19 20 21 22 23 24 25

26 27 28 29 30 01 02

Pay Period

Start

Finish

01/11

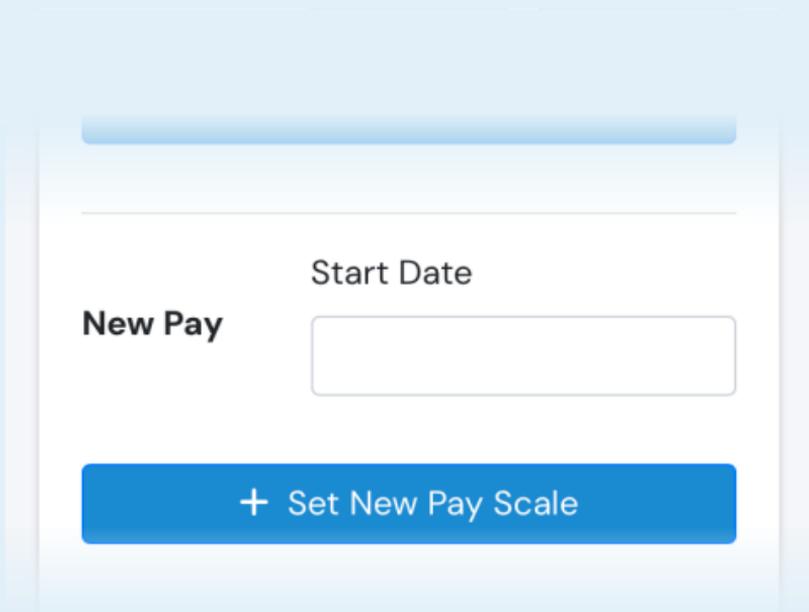
30/11

✓ Edit Start and Finish

Note, the start and finish dates are now highlighted in green, plus the bottom has changed to an editing option.

## New Pay

At the bottom of the page is an option to set up a new pay date. This is used when you know you have a new pay(s) rate due and the date on which it starts.



The screenshot shows a form titled "New Pay" with a "Start Date" label above an empty input field. Below the input field is a blue button with a white plus sign and the text "+ Set New Pay Scale".

Enter the new pay date.

Then click the +Set New Pay Scale.

## New Pay Scale

This is the window you get, it's the Hourly Pay Selector window with the date it will be active and then will override the existing one you are using.

The screenshot shows the 'Hourly Pay Selector' app interface. At the top, there is a status bar with signal strength, 'EE', Wi-Fi, the time '11:59', and battery level. Below the status bar is a navigation bar with a hamburger menu icon, the text 'Main Menu', and a yellow question mark icon. The main content area has the title 'Hourly Pay Selector' and a breadcrumb 'Calendar / Hourly Pay Selector'. A green badge with a checkmark and the word 'active' is visible. A blue header bar contains a clock icon and the text 'December 21, 2023 Pay Scale'. Underneath, the 'Single Shift' section is expanded, showing a '£ per hour' input field, a 'Shift Length' section with a 'Hours' input field and a '0' value, and an 'Overtime' section with '£ per hour' and '% of Stan' input fields.

The screenshot shows the 'Hourly Pay Selector' app interface for an advanced pay scale. The status bar and navigation bar are identical to the previous screenshot. The main content area has the title 'Hourly Pay Selector' and a breadcrumb 'Calendar / Hourly Pay Selector'. A green badge with a checkmark and the word 'active' is visible. A blue header bar contains a clock icon and the text 'December 21, 2023 Pay Scale Advanced'. The 'Day' section is expanded, showing 'Start Time' and 'End Time' input fields, and a '£ per hour' input field. The 'Night' section is also visible, showing 'Start Time' and 'End Time' input fields.

OK

Let us re-visit another important bit.

## Hourly Pay Selector

In this view you can enter:

- your working day hours;
- your hourly rate;
- the length of your shift; and
- your weekend rate.

Also if you do shift work, i.e. your shifts start and end at different times during the month, you can:

- set your shift hours;
- Enter the different rates your shifts pay:  
and
- enter the length of your shifts.

Let's take a look at the simple hourly pay selector. We have already populated it with information.



# Hourly Pay Selector

[Calendar](#) / Hourly Pay Selector

## Original Pay Scale

### Single Shift

#### £ per hour

#### Shift Length

### Overtime

#### £ per hour

#### % of Standard

## Weekend

**£ per hour**

**Shift Length**

## Weekend Overtime

**£ per hour**

**% of Standard**

**Advanced**

 Save



# Hourly Pay Selector

[Calendar](#) / Hourly Pay Selector

## Original Pay Scale

### Single Shift

£ per hour

10.50

Here you put in your hourly rate

Shift Length

7

30

### Overtime

£ per hour

14.00

% of Standard

100000000000

Your overtime rate

## Weekend

£ per hour

14.50

Your weekend hourly rate

Shift Length

7

30

## Weekend Overtime

Your shift length, note minutes used

£ per hour

15.00

% of Standard

Your overtime rate

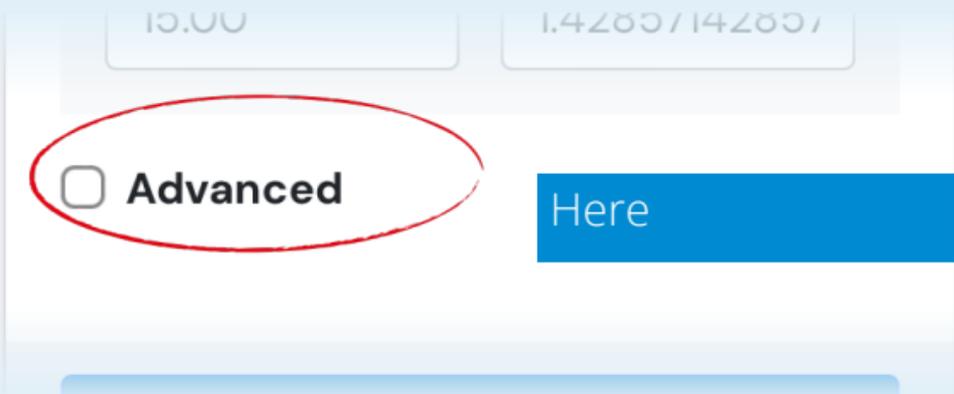
Advanced

 Save

With this information the pay calculator can work out your earnings without you trying to do it. All you need do on the Calendar, is enter your start and finish times.

Now, Let's take a look at where you may work shifts and have different hourly pay rates.

We need to let the system know, so to activate this mode we need to click the Advanced  at the bottom of the Hourly Pay Selector panel.



This allow for far more options as the next two screens will show.



# Hourly Pay Selector

[Calendar](#) / Hourly Pay Selector

## Original Pay Scale Advanced

### Day

**Start Time**

**End Time**

**£ per hour**

### Night

**Start Time**

**End Time**

**£ per hour**

## Overtime

**£ per hour  
- day**

**% of  
Standard**

**£ per hour  
- night**

**% of  
Standard**

**Shift Length**

**or exceeding weekly hours  
overtime**

## Weekend

**Saturday**

**Sunday**

**£ per hour**

 Save

 Simple Mode



To make the calculator function properly we need to set our shift parameters.

## Original Pay Scale Advanced

### Day

Start and end times of our day shift

09:00

21:00

£ per hour

10.5

The hourly rate for that shift

### Night

Start and end times of our night shift

21:00

09:00

£ per hour

11.5

The hourly rate for that shift

## Overtime

£ per hour  
- day

14

% of  
Standard

Overtime rate for  
days

£ per hour  
- night

15

% of  
Standard

Overtime rate for  
nights

Shift Length

7

30

or exceeding weekly  
overtime

Your shift length,  
note minutes used

0

## Weekend

Saturday

Sunday

Days classed as  
weekend

£ per hour

14.5

Weekend hourly rate

 Save

 Simple Mode

## Saved options

When you save a simple or advanced Hourly Pay Selector, it becomes the active calculator for any data entered into the Timesheets.

These entries can be historical or present day, and changing the Hourly Pay Selector won't affect any information you have posted already.

An Active sign will appear on the Hourly Pay Selector currently in use.

✓ active

🕒 Original Pay Scale

✓ active

🕒 Original Pay Scale Advanced

With all this information we can now look at how we log our time. Let's look back at the...

# Calendar

We will look at:

- Recording a simple day.
- Recording some shift work.
- Removing a Timesheet.
- Using the advanced override.

## Recording a simple day

Here is a timesheet window ready to be completed. Note the day reference in the blue band.

### Set Timesheet ✕

< October 31, 2023 >

<b>Start Time</b>	<b>End Time</b>
<input type="text"/>	<input type="text"/>
<b>Unpaid Break(s)</b>	<b>Total Hours</b>
<input type="text"/>	<input type="text"/>

**Manual Override** £

**Advanced**

✕ Close ✓ Submit

## Recording a simple day cont.

Here's the same day with time added. There is 1 hour on non-chargeable time logged and so the 9.5 hours worked comes up with 8.5 hours chargeable.

If we look back at the Hourly Pay Selector, we will see that the hourly rate is £10.50, the shift length is 7.5 hours, and the overtime rate is £14.00

So  $7.5 \times £10.50 = £78.75$

1hr overtime @ £14.00 = £14.00

Total = £92.75

The programme has calculated that for you because of your parameters.

The screenshot shows a mobile application window titled "Set Timesheet" with a close button (x) in the top right corner. Below the title is a blue navigation bar containing a left arrow, the date "October 31, 2023", and a right arrow. The main content area is divided into several sections:

- Start Time**: Input field with "09:30".
- End Time**: Input field with "19:00".
- Unpaid Break(s)**: Input field with "1".
- Total Hours**: Input field with "8.5".
- £**: Currency symbol.
- Manual Override**: A checkbox that is currently unchecked, followed by a greyed-out input field containing "92.75".
- Advanced**: A checkbox that is currently unchecked.

At the bottom of the window are two buttons: a red "Close" button with a white 'x' icon and a blue "Submit" button with a white checkmark icon.

## Recording some shift work

Here we have an example of work started on the 18th and completed at 06:00 on the 19th. This all gets logged under the 18th.

As there is no recorded break (non-chargeable time) then the hours stay as 8. hours.

If we look back at the Hourly Pay Selector, we will see that the hourly rate for nights is £11.50, the shift length is 7.5 hours, and the overtime is £15.00.

So  $7.5 \times £11.50 = £86.25$

1hr overtime @ £15.00 = £15.00

Total = £101.25

### Set Timesheet ×

< October 18, 2023 >

<b>Start Time</b>	<b>End Time</b>
21:30	06:00
<b>Unpaid Break(s)</b>	<b>Total Hours</b>
0	8.5
	£
<input type="checkbox"/> <b>Manual Override</b>	101.25
<input type="checkbox"/> <b>Advanced</b>	

× Close ✓ Submit

## Editing and removing a Timesheet

Once a Timesheet has been Submitted, you can amend it by clicking on it, amending the times and re-submitting.

You can also remove Timesheet. To do this click on the **x remove** just below the blue date box.

### Set Timesheet ✕

< October 18, 2023 >

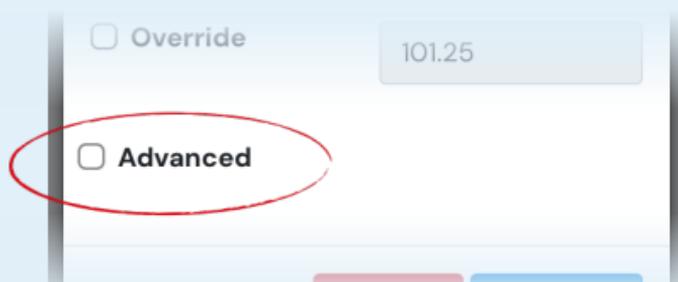
✕ remove

<b>Start Time</b>	<b>End Time</b>
<input type="text" value="21:30"/>	<input type="text" value="06:00"/>
<b>Unpaid Break(s)</b>	<b>Total Hours</b>
<input type="text" value="0"/>	<input type="text" value="8.5"/>
<input type="checkbox"/> <b>Manual Override</b>	<b>£</b>
	<input type="text" value="101.25"/>
<input type="checkbox"/> <b>Advanced</b>	

✕ Close ✓ Submit

## Using the advanced override

Using the remove function for the 18th on the previous slide we will now enter time for it using the advanced mode.



On selecting this you end up with a different method of logging time, it overrides the calculator thus making it easier to log a day of anomalies. See the example below.

### Set Timesheet - ×

#### Advanced

< October 18, 2023 >

Start Time	End Time
<input type="text" value="15:00"/>	<input type="text" value="00:00"/>

Hours	Rates (£)
<input type="text" value="6"/>	<input type="text" value="10.5"/>
<input type="text" value="3"/>	<input type="text" value="11.5"/>
<input type="text" value="0"/>	<input type="text" value="14.5"/>

**Total Hours**

**£**

**Manual Override**

**Default**

× Close ✓ Submit



John Smith



Calendar



List Mode



Hourly Pay Selector



Pay Day Selector



Wages Summary



Invoice Maker

USER SETTINGS



Profile / Password



Settings

HELP



Help



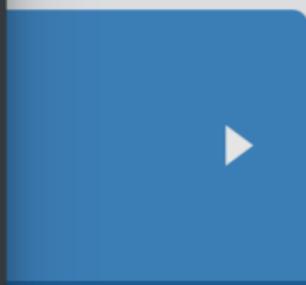
User Setup Mode



Contact



Logout



FRI

SAT

Wage Summary

06

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04

Pound Sterling

Wages Summary



# Wages Summary

[Calendar](#) / Wages Summary

## Wages Summary



October 2023



### Total

Days Worked: 19

Hours Worked: 179

Pay: £2,174.25

[Simple TimeSheets](#)

[Advanced TimeSheets](#)



This is where you can view a summary of your month's earnings.

## Wages Summary



October 2023



### Total

Days Worked: 19

Hours Worked: 179

Pay: £2,174.25

[Simple TimeSheets](#)

[Advanced TimeSheets](#)

## Wage Summary

The Wage Summary is an overview of the whole month, showing what you have earned and the overall number of hours worked.

You may have used different means to log your time and therefore you have the ability to view these.

## Simple Timesheets

Simple TimeSheets
Total Hours: 145
Total Breaks: 10
Number of Overrides: 16
Pay: £1,745.75

Here you get total hours, number of breaks (non-chargeable) as well as number of overrides.

Overrides are the number of timesheets you have gone back into and amended.

## Advanced Timesheets

Advanced TimeSheets
Day Hours: 22
Night Hours: 12
Weekend Hours: 0
Total Hours: 34
Number of Overrides: 3
Pay: £428.50



John Smith



Calendar



List Mode



Hourly Pay Selector



Pay Day Selector



Wages Summary



Invoice Maker

USER SETTINGS



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User Setup Mode



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Invoice Maker

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Pound Sterling

Wages Summary



# Invoice Maker

[Calendar](#) / Invoice Maker

Work in progress

## Total

Days Worked: 19

Hours Worked: 179

Pay: £2,174.25

[Simple TimeSheets](#)

[Advanced TimeSheets](#)



John Smith



Calendar



List Mode



Hourly Pay Selector



Pay Day Selector



Wages Summary



Invoice Maker

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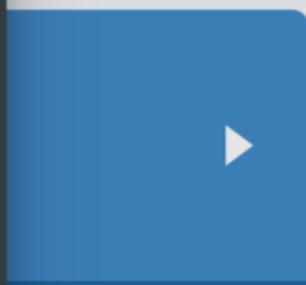
User Setup Mode



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Wages Summary



# Profile

[Calendar](#) / Profile

## Profile



 **Change Picture**

### First Name

John

### Last Name

Smith

### Email Address

johnsmith@annon.com

### Phone

+44



7012345678

### Currency

British Pound Sterling (GBP)



 **Submit**



# Profile

[Calendar](#) / [Profile](#)

Here you can re-set all your information. But usually it's a need for a new email address or password. The name and email appear at the top of the screen with a 'Submit' button.



 Change Picture

## First Name

## Last Name

## Email Address

## Phone



## Currency



Submit

## Password

### Current Password

### New Password

### Confirm New Password

 Submit

The Password update is at the bottom of the screen with its own 'Submit' button.



John Smith



Calendar



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Hourly Pay Selector



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## USER SETTINGS



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# Settings

Calendar / Settings

## Settings

### Currency

British Pound Sterling (GBP)



 Submit

## Delete Account

Kindly type **DELETE** to delete your account

 Delete



Here you can change the Currency choice, and delete the app if necessary.

## Settings

### Currency

British Pound Sterling (GBP)



 Submit

## Delete Account

Kindly type DELETE to delete your account

 Delete



John Smith



Calendar



List Mode



Hourly Pay Selector



Pay Day Selector



Wages Summary



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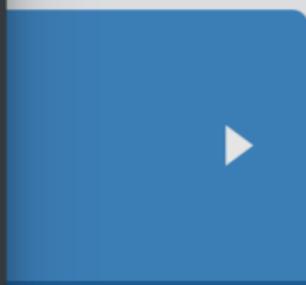
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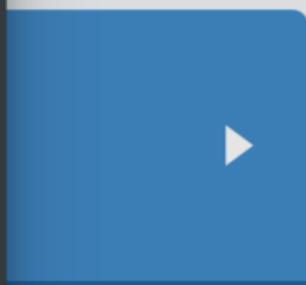
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# User Setup Mode

Calendar / User Setup Mode

## User Setup Mode

**Do you work night shifts?**

Yes



**Is your night shift rate different to your day shift rate?**

Yes



Next >



John Smith



Calendar



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Hourly Pay Selector



Pay Day Selector



Wages Summary



Invoice Maker

USER SETTINGS



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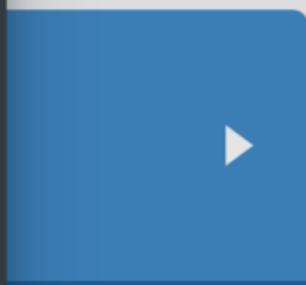


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Wages Summary



# Contact

[Calendar](#) / Contact

Contact

**Email**

[randdapplication@gmail.com](mailto:randdapplication@gmail.com)



John Smith



Calendar



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Hourly Pay Selector



Pay Day Selector



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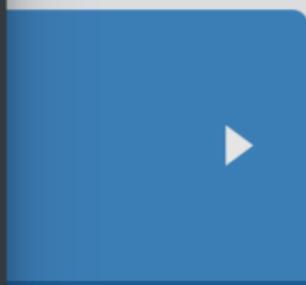


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Logout



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Wages Summary

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SOLUTIONS**

[artworksolutions.uk](http://artworksolutions.uk)