

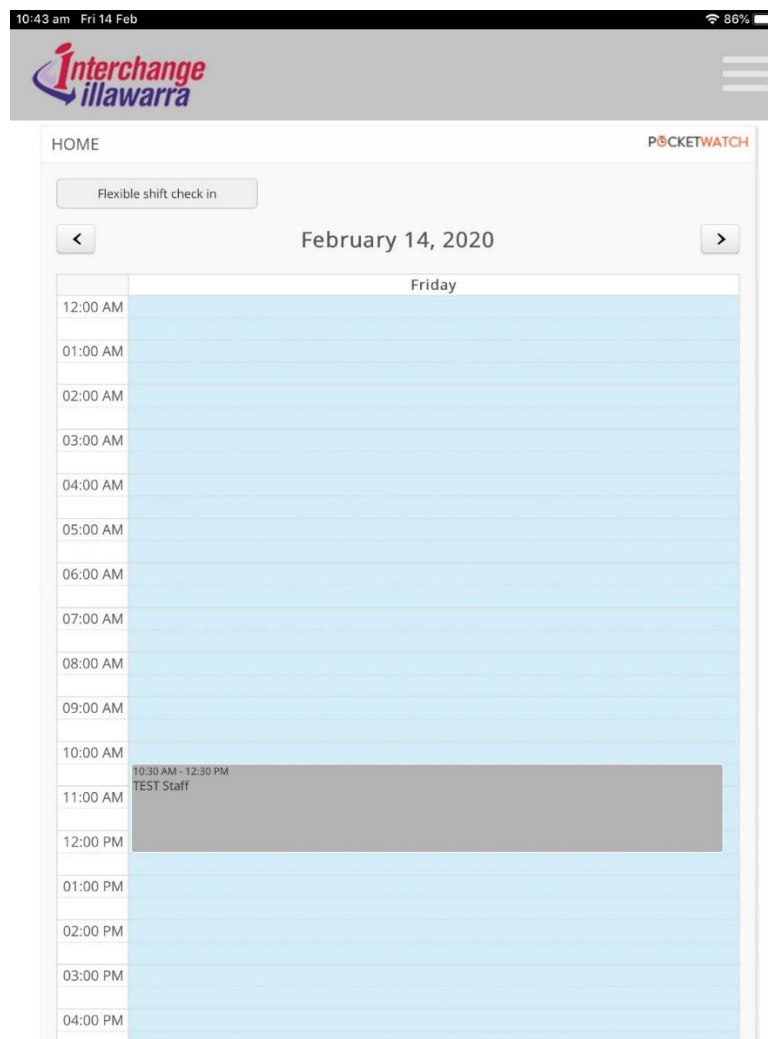


## PocketWatch

PocketWatch is a fully integrated rostering system which is accessible anywhere, anytime. PocketWatch provides an easy-to-use calendar where you can instantly view your rosters, check in and check out of shifts as well as complete shift notes.

### CHANGE OF SHIFT

1. It is important to advise Interchange Illawarra to any changes made to the Rostered shift times. You can do this by emailing [info@interchangeillawarra.org](mailto:info@interchangeillawarra.org) or calling the office on 4227 1079. If you are contacted to do a shift that has no Roster then let us know as soon as you can.
2. Download PocketWatch to your SmartPhone (see relevant instructions)
3. Open PocketWatch and log in using your Username and Password, the following HomeScreen will open and show if you have a shift rostered on that day



- Click on the shift once to open the Check In/Check Out Screen and Click on Check In once and once again to confirm (Note: please check in as close to shift start time as possible)

10:44 am Fri 14 Feb 86%

Done global.mypcorp.com AA

SEARCH + myASSISTANT

Staff TEST  
INTERCHANGE ILLAWARRA

### CHECK IN/CHECK OUT

**Chris Hemsworth 1:1**  
Support Worker  
81 Kenny Street, WOLLONGONG, NSW 2500, Australia

Start: 10:30 AM Finish: 12:30 PM Break: 0 mins

CHECK INDISTURBGOMS SESSION/S

**Assets**

**Clients**

↕ HEMSWORTH Chris ⚠ test additional information for rosters, nice bloke  
81 Kenny St WOLLONGONG NSW 2500 Australia

Did not attend session:

With notice  Without notice

Add client notes

↕ Tasks

↕ Allowances

↕ General notes

Cancel

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6. At the end of the shift please complete the Participant's notes in the box that says "Add Client Notes"

### CHECK IN/CHECK OUT

**Sean Day - Genius**  
Support worker  
11/8 Metroplex Avenue , MURRARIE, QLD 4172, Australia  
Personal Care

Start: 06:00 AM Finish: 09:00 AM

**CHECK IN** **GOMS SESSION/S**

**Clients**

↕ DAY Sean  
865 Citizen Street SAMPLEVILLE QLD 4545 Australia

Did not attend session:  With notice  Without notice

Add client notes

↕ Tasks

↕ Allowances

↕ General notes

Cancel

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## CLAIMING KILOMETRES TRAVELLED

7. If you use your own vehicle to transport the Participant to appointments or for outings in the community you can be reimbursed for the kilometres travelled for these activities. Kilometres travelled to and from home are not claimable.

Kilometres travelled are entered on the PocketWatch check in screen under Allowances

After entering the details eg. below, shopping and 24kms, you must press the + button on the right and re-enter the amount of kilometres. This extra step makes sure the kilometres gets sent through to payroll and you will be reimbursed.

The screenshot shows a mobile application interface for entering client information. At the top is a text input field labeled "Add client notes". Below it is a section titled "Tasks" with a double-headed arrow icon. The "Allowances" section is highlighted in blue and contains a list of entries. One entry is "Shopping" with a value of "24" entered in a separate box. A blue plus sign button is visible to the right of the "Allowances" section. Below the "Allowances" section is a section titled "General notes" with a double-headed arrow icon, which is highlighted with a blue border. Below this is another text input field labeled "Add general notes". At the bottom of the screen are two buttons: "Cancel" and "Save".

8. Check out of shift at the end of the shift and click SAVE

## CANCELLED SHIFTS WITHOUT REQUIRED NOTICE

9. If you turn up for a shift, or the shift is cancelled without required notice, Check in to the shift via PocketWatch. Scroll down to the Participant's name and check the box that says "Without Notice". Note, the required Notice is 48 hours. Anything less than that is "Without Notice"

Did not attend session:  With notice  Without notice

Add client notes

Tasks

Allowances

Reason for KM allowance   