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Rotageek Colleague training



Desktop application



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Logging onto Rotageek

Please note you will need your mobile to hand and Microsoft authenticator installed

To access Rotageek via the desktop [click here](#) or access via colleagues connect and use the single sign on option and sign in using your AD credentials.



Welcome

Use your log in credentials to access your account
[Log in to time clock](#)

Username or email address

Password ([Forgot?](#))

Log in

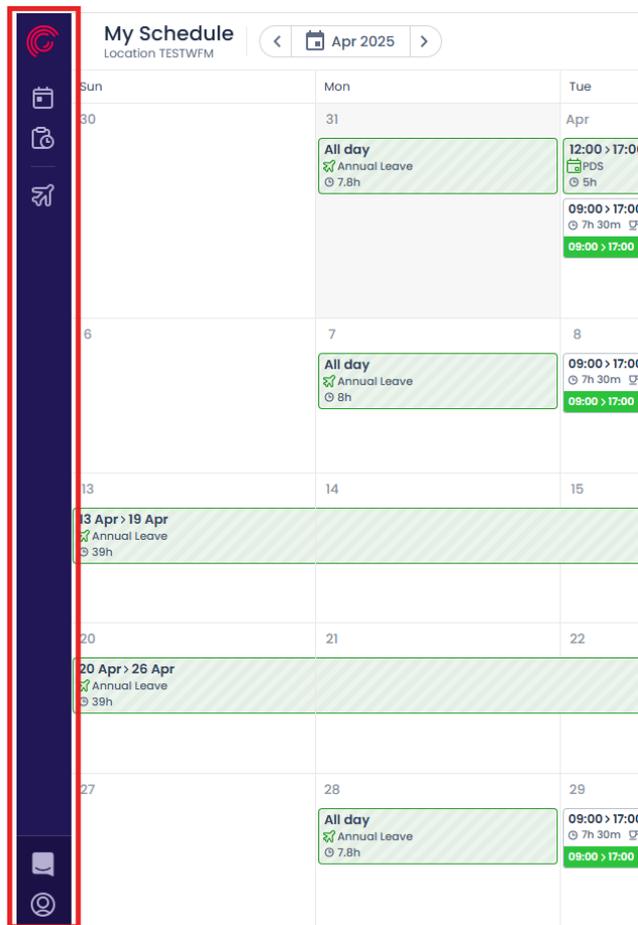
OR

Single sign on

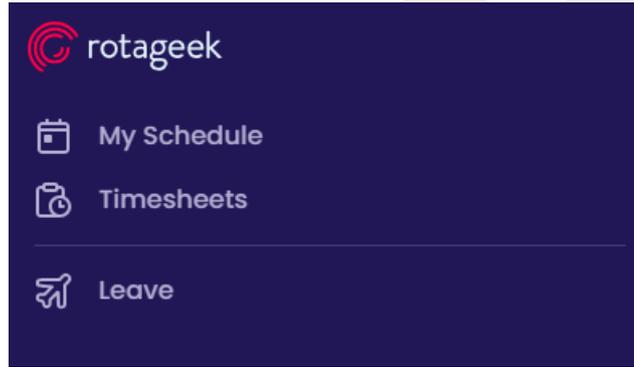
Then follow the on screen instructions for the authentication or follow the Loggin in & Single Sign on (SSO) guide.

Basic Navigation

To the left of the screen is the toolbar which is used to navigate around the system



Hover your cursor over the tool bar to open all the options. Simply click which screen you want to work on / access



Viewing & requesting Leave

Select the leave option using the tool bar, the below page will load

Leave 2025 - 2026 + Request leave

Type	From ↓	To	Length	Status	Requested on
Annual Leave	02/04/2025	02/04/2025	7.80 hrs	✓ Approved	31/03/2025
Annual Leave	03/04/2025	04/04/2025	15.60 hrs	✓ Approved	31/03/2025
Annual Leave	07/04/2025	07/04/2025	8.00 hrs	✓ Approved	28/11/2024
Annual Leave	13/04/2025	19/04/2025	39.00 hrs	✓ Approved	31/03/2025
Annual Leave	20/04/2025	26/04/2025	39.00 hrs	✓ Approved	20/03/2025
Annual Leave	28/04/2025	28/04/2025	7.80 hrs	✓ Approved	31/03/2025

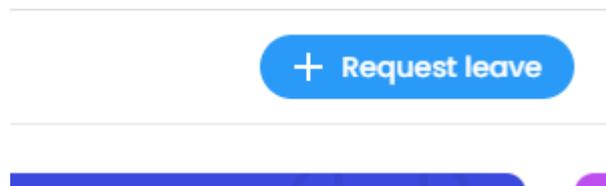
Across the top are all the requestable leave types, with any requested leave and the status of the leave listed below.

The annual leave box shows the allowance, this is your full years entitlement. Approved, these are the hours which have been requested and approved by your manager. Balance, these are the remaining hours which are still available to be requested.

The screenshot shows a purple card titled "Annual Leave" with a star icon. It contains three columns of data: "Allowance" with a value of 250 hours, "Approved" with a value of 228.2 hours, and "Balance" with a value of 21.8 hours. To the right, a partial view of another card shows "Allowance" with a value of 2.5 hours. Below the cards is a table header with "Type" and "From" columns.

Type	From
------	------

To request leave, use the request leave button in the top right of the screen



This will open a window, where you are able to select the leave type from a drop down

The "Add leave" modal window has a dark blue header with a close button. It contains a "Leave type" dropdown menu with the text "Please select" and a "Start date" section with a "Select date" button.

The leave types will show you your remaining balance within the list

..

Please select

- Annual Leave (21.8 hours left)
- TOIL (2.5 hours left)
- Birthday Hour (75 hours left)
- Doctor Dentist Appointment (0 hours left)
- Hospital Appointment (0 hours left)

Select the start date of the leave from the calendar by clicking into the start date box

Add leave

Leave type

Annual Leave (21.8 hours left)

Start date

Select date

April 2025						
S	M	T	W	T	F	S
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	1	2	3

You will then have the option to select All day, Partial or Longer

Add leave

Leave type

Annual Leave (21.8 hours left)

Start date

06/04/2025

All day Partial Longer

Notes

Enter notes

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If selecting partial, you will need to enter the start / end time of your leave

Leave type
Annual Leave (21.8 hours left)

Start date
06/04/2025 09:00

End date
06/04/2025 17:00

Notes
Enter notes

All day **Partial** Longer

If selecting Longer enter the end date using the calendar by clicking into the end date box

Leave type
Annual Leave (21.8 hours left)

Start date
06/04/2025

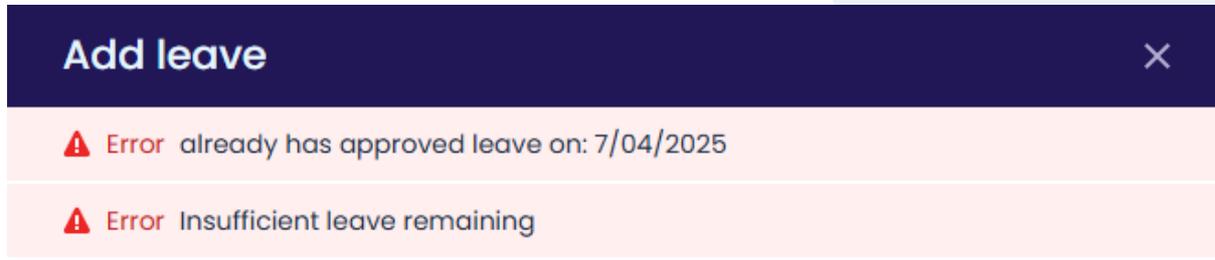
End date
07/04/2025

All day **Partial** **Longer**

April 2025						
S	M	T	W	T	F	S
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	1	2	3

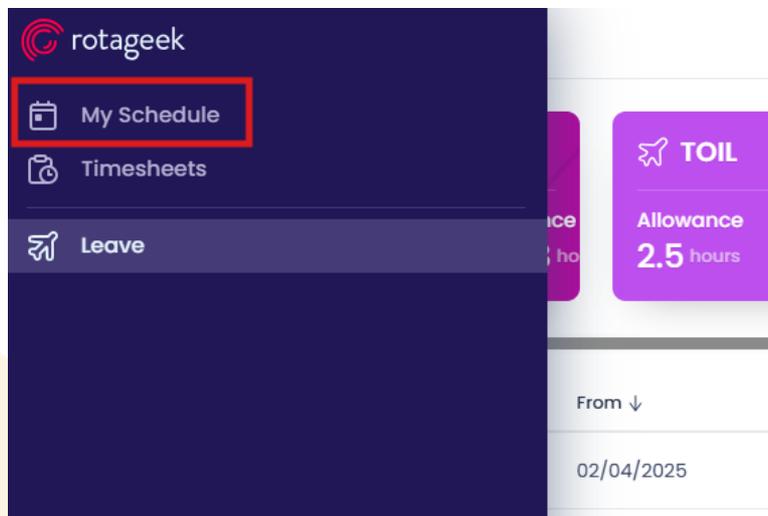
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If you are trying to request leave for a period where you already have a leave type present or you have insufficient leave remaining you will receive an error, and will not be able to complete the request.



Viewing your schedule

You land on your schedule when you first log into rotageek, or you can access via the tool bar if you have navigated away.



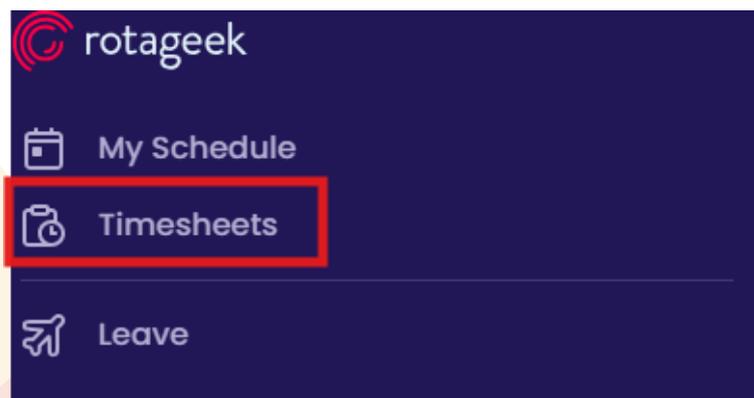
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Your schedule is shown in a monthly view, with the option to change the date in the top left, print the schedule and change to yearly view in right. The total weekly scheduled hours will be shown down the right hand side.

My Schedule		Location: 1137WFM					Month	
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total	
30	31	1	2	3	4	5	43.7 hrs	
6	7	8	9	10	11	12	38 hrs	
13	14	15	16	17	18	19	39 hrs	
20	21	22	23	24	25	26	39 hrs	
27	28	29	30	1	2	3	37.8 hrs	

Viewing your timesheets

Your timesheets show your time and attendance records which are sent to payroll weekly. You can access your timesheet by hovering over the tool bar on the left and selecting timesheets



You can change the week in view by using the arrows or clicking into the date in the top right corner, use the view button to customise what you see on your timesheet. The status of your timecard in the top left showing if this has yet been sent to payroll.

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TESTWFM		Outstanding		30 Mar - 05 Apr, 2025							View					
		Sun 30	Mon 31	Tue 01	Wed 02	Thu 03	Fri 04	Sat 05	Totals							
DAILY TOTALS		Scheduled Worked	0:00 hrs 0:00 hrs	Scheduled Worked	37:30 hrs 0:00 hrs	Scheduled Worked	45:00 hrs 2:30 hrs	Scheduled Worked	37:30 hrs 0:00 hrs	Scheduled Worked	37:30 hrs 0:00 hrs	Scheduled Worked	0:00 hrs 0:00 hrs	Scheduled Worked	195:00 hrs 2:30 hrs	
TW TestUser WFM Non-Scheduled Colleage ID: 28F68skhntE5s8ZvRo PIBqg Type: Hourly			00:00-23:59 7.8 hrs 7:48 hrs Annual Leave	09:00-17:00 30m 09:00-12:00 30m 2:30 hrs Basic 12:00-17:00 5 hrs 5:00 hrs PDS	00:00-23:59 7.8 hrs 7:48 hrs Annual Leave	00:00-23:59 15.6 hrs 7:48 hrs Annual Leave	00:00-23:59 15.6 hrs 7:48 hrs Annual Leave							Worked Absence Amendments	2:30 hrs 36:12 hrs 0:00 hrs	
				Worked 10:00		Total leave 36:12 hrs		In other locations 0:00 hrs		Cover from other locations 0:00 hrs				Total Contracted 52wk Avg.		38:42 hrs 39:00 hrs 28:45 hrs

Down the right-hand side shows the total scheduled hours, hours worked, hours marked as absence and any amendments. Along with your contracted hours and total hours recorded.

		Sun 30	Mon 31	Tue 01	Wed 02	Thu 03	Fri 04	Sat 05	Totals						
DAILY TOTALS		Scheduled Worked	0:00 hrs 0:00 hrs	Scheduled Worked	37:30 hrs 0:00 hrs	Scheduled Worked	45:00 hrs 2:30 hrs	Scheduled Worked	37:30 hrs 0:00 hrs	Scheduled Worked	37:30 hrs 0:00 hrs	Scheduled Worked	0:00 hrs 0:00 hrs	Scheduled Worked	195:00 hrs 2:30 hrs
TW TestUser WFM Non-Scheduled Colleage ID: 28F68skhntE5s8ZvRo PIBqg Type: Hourly			00:00-23:59 7.8 hrs 7:48 hrs Annual Leave	09:00-17:00 30m 09:00-12:00 30m 2:30 hrs Basic 12:00-17:00 5 hrs 5:00 hrs PDS	00:00-23:59 7.8 hrs 7:48 hrs Annual Leave	00:00-23:59 15.6 hrs 7:48 hrs Annual Leave	00:00-23:59 15.6 hrs 7:48 hrs Annual Leave							Worked Absence Amendments	2:30 hrs 36:12 hrs 0:00 hrs
				Total Contracted 52wk Avg.		38:42 hrs 39:00 hrs 28:45 hrs									