

# FAQs

## Q. How can I access Rotageek?

**Desktop-** [Login - Rotageek](#)

Please click on Single Sign On and enter in your email address

**Mobile App-**



**Rotageek** (4+)  
Reinventing scheduling  
RotaGeek Limited  
Designed for iPhone  
★★★★★ 4.7 • 10.6K Ratings  
Free

iPhone App Store

**Rotageek**

RotaGeek Limited

4.5★  
3.58K reviews

50K+  
Downloads

PEGI 3

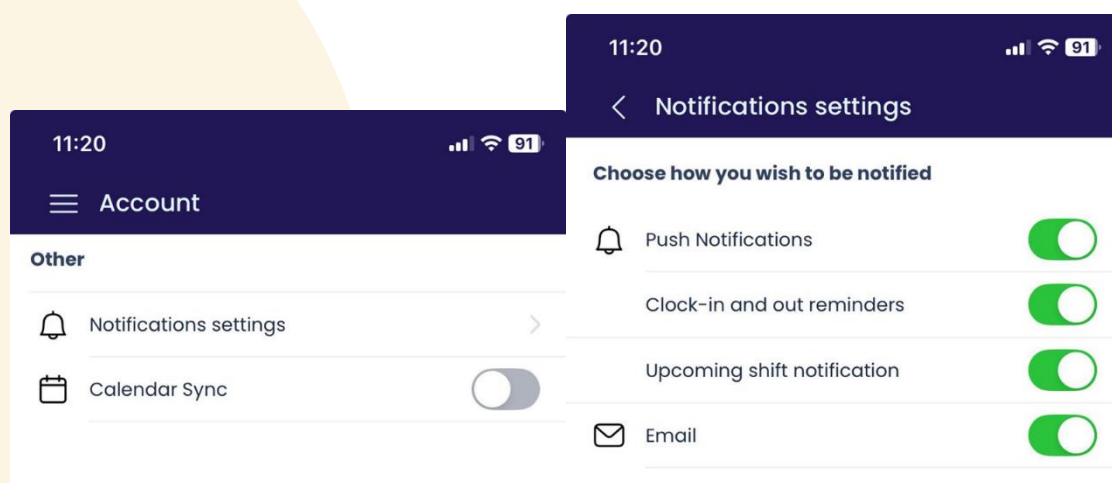


Android Google Play Store

Enter in your email address to access your account

## Q. Can I receive notifications to notify of colleagues booking/approving/rejecting Annual Leave?

**A.** Currently there is no option to switch on notifications through the desktop, however, there is an option on the mobile app to select email notifications, so you'll get a notification once a leave request has been approved/rejected



## Doing good together

**Q. When logging into the desktop version, I cannot see part of the Annual leave information?**

**A.** Rotageek are aware and looking into this.



Annual Leave		
Allowance	Approved	Balance
304.25 hours	108.75 hours	195.50 hours

**Q. Rotageek link is not available on Colleague Connect Quick Links**

**A.** This will be available when all of the business groups have gone live

Sunday 18<sup>th</sup> May- Travel, Childcare, Post Office

Sunday 15<sup>th</sup> June- Food Retail

**Q. A Holiday request that has been approved in Kronos, hasn't moved over to Rotageek?**

**A.** Please raise a [Service Now](#) for Workforce Management to investigate

**Q. I have cancelled my leave accidentally how do I undo this?**

**A.** re-request dates on Rotageek

**Q. A holiday request has been cancelled but the worked hours are not showing back on the schedule?**

**A.** Currently only leave cancelled by the manager through leave admin will be reinstated, Rotageek are looking into this, in the mean time please raise a [Service Now](#) with Workforce Management to have the shift added back to the timesheet

**Q. Only my half day leave is showing due to a partial annual leave request?**

Please note currently when a part day leave is added this replaces the full day shift and only shows the part day leave. Rotageek are working to fix this, in the meantime please log a call on [Service Now](#) for the Workforce Management Team to add the partial shift back to the timesheet.