



# Mobile Job Aids

- Team Member Home View
- Team Member Schedule View
- Start a Shift Swap
- Cover a Shift
- Accepting and Declining Shift Offers
- Setting Availability
- Clocking in on Mobile
- Breaks and Transferring on Mobile

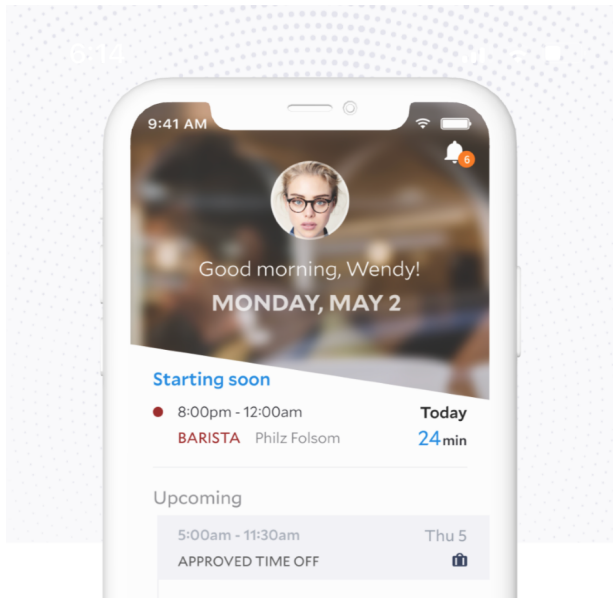




# Team Member Home View

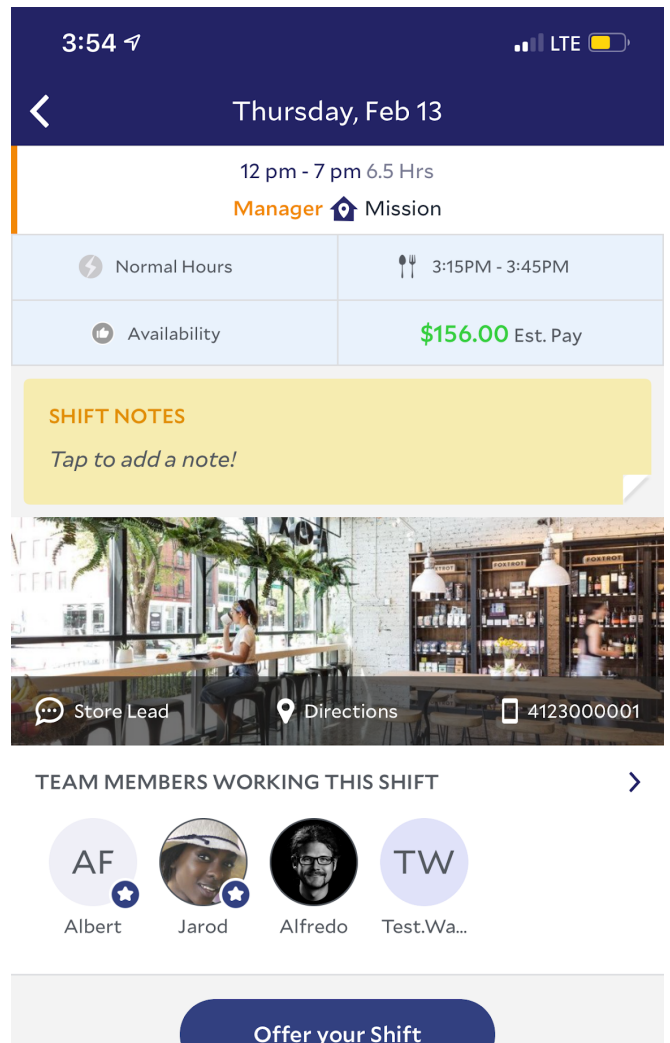
Home View offers up to date information on your shifts

- View Current and Upcoming shifts at each location you work
- Click into shifts to see
  - Who is working
  - Shift time and location
  - Estimated pay
  - Ability to offer shift to other TMs



## WELCOME TO LEGION

The matchmaker for you and schedules you'll love.

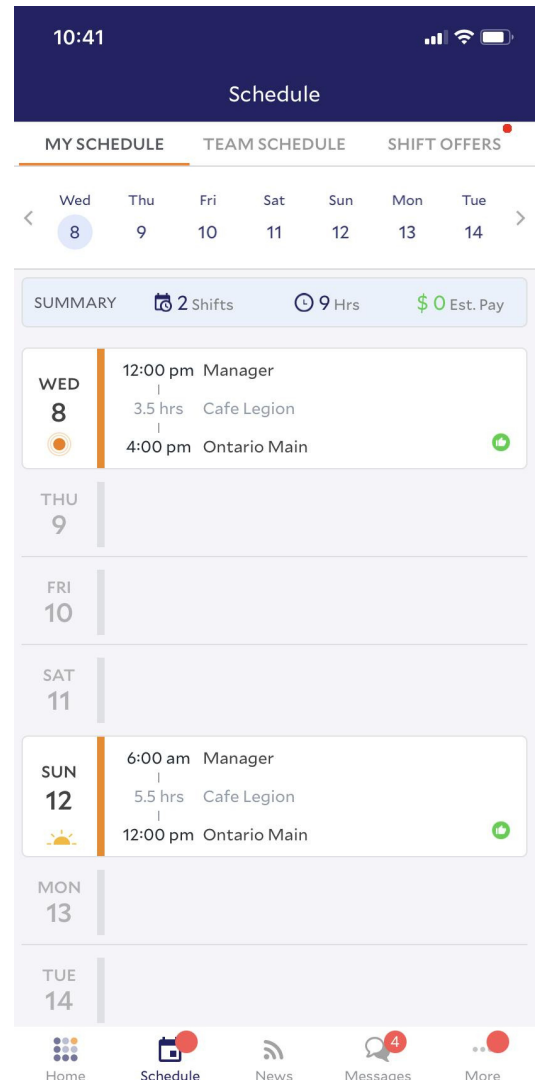
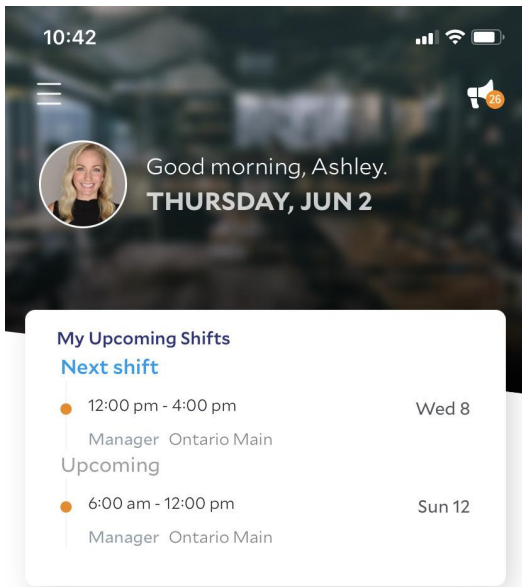


# Team Member Schedule View



Schedule view allows you to view your upcoming shifts in a weekly view

- View Current and Upcoming shifts at each location they work
- You can drill into shifts to see
  - Who is working
  - Shift time and location
  - Estimated pay
  - Ability to offer shift to other TMs





# Start a Shift Swap

You can view open shifts or shift swaps to pick up or swap hours with other Team Members! You can claim or decline both open shifts and shift swap offers from other Team Members.

1. Click offer shift and choose 'Swap'

2. Choose shift to Swap

3. Then confirm on next page

The image displays three mobile app screenshots illustrating the shift swap process:

- 1. Shift Offer:** A screenshot showing a shift offer for Thursday, Feb 13, from 12 pm to 7 pm (6.5 Hrs), with an estimated pay of \$156.00. The offer is for a Manager position at Mission. The screen includes a 'SHIFTS NOTES' section and a list of team members working this shift: Albert (AF), Jarod, Alfredo, and Test.Wa... (TW).
- 2. Offer your Shift:** A screenshot showing the 'Offer your Shift' screen. It displays the selected shift (THU 13, 12:00 pm to 7:00 pm, 6.5 hrs, Manager at Mission) and two options: 'Request to Swap your Shift' (with a note: 'You can view and select comparable shifts that you can ask to trade') and 'Request to Cover your Shift' (with a note: 'You can offer your shift—without a trade—to available team members.').
- 3. Find Shifts to Swap:** A screenshot showing the 'Find Shifts to Swap' screen. It includes a calendar for the week of Feb 10-16 and a list of available shifts from other team members: Taps's shift (WED 12, 6:00 am to 10:30 am, 4.5 hrs, Shift Lead at Chez Aldo), Nina's shift (WED 12, 11:00 am to 5:00 pm, 5.5 hrs, Manager at Chez Aldo), and Yanming's shift (WED 12, 12:00 pm to 8:30 pm, 8 hrs, Manager at Chez Aldo).

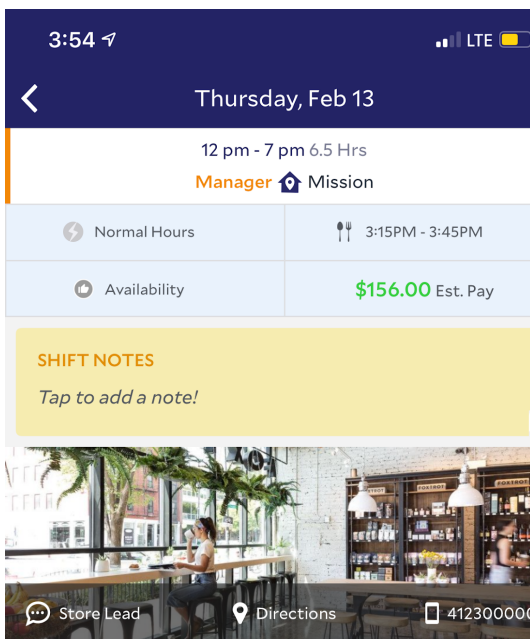




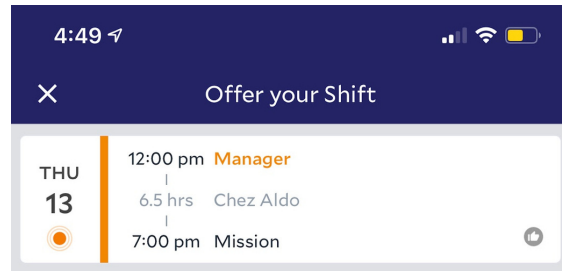
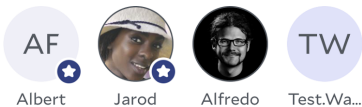
# Cover a Shift

You can view open shifts or shift swaps to pick up or swap hours with other Team Members! You can claim or decline both open shifts and shift swap offers from other Team Members.

1. Click offer shift and choose 'Swap'
2. Click offer shift and choose
3. Then add message and submit



TEAM MEMBERS WORKING THIS SHIFT



Request to Swap your Shift

You can view and select comparable shifts that you can ask to trade

Request to Cover your Shift

You can offer your shift—without a trade—to available team members.



ADD A MESSAGE

I have a commitment Thursday, Feb 13 that conflicts with my shift, would you be able to help cover my shift?





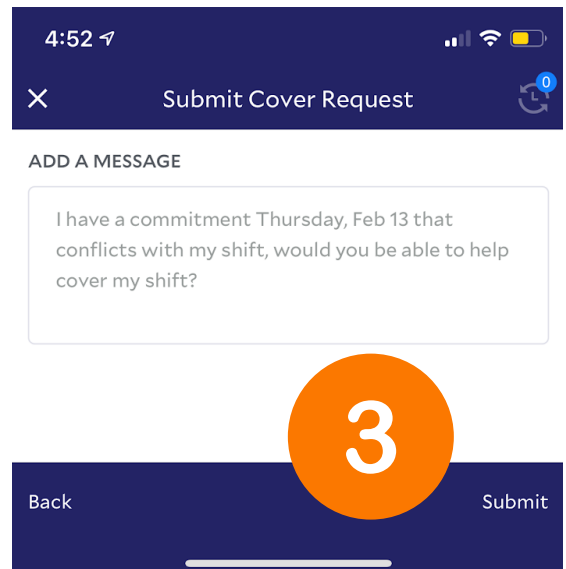
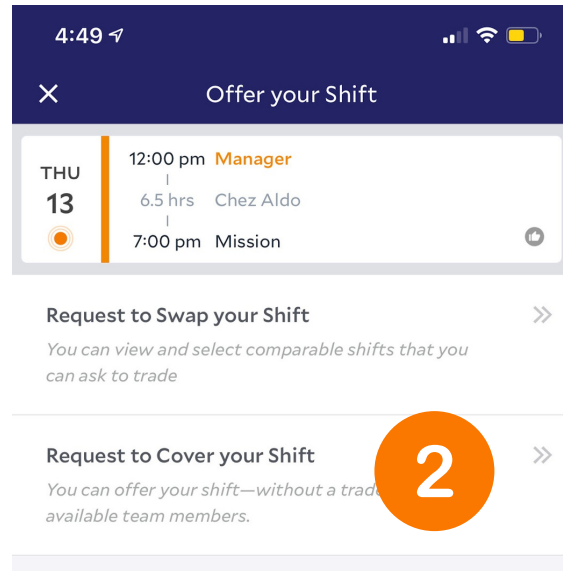
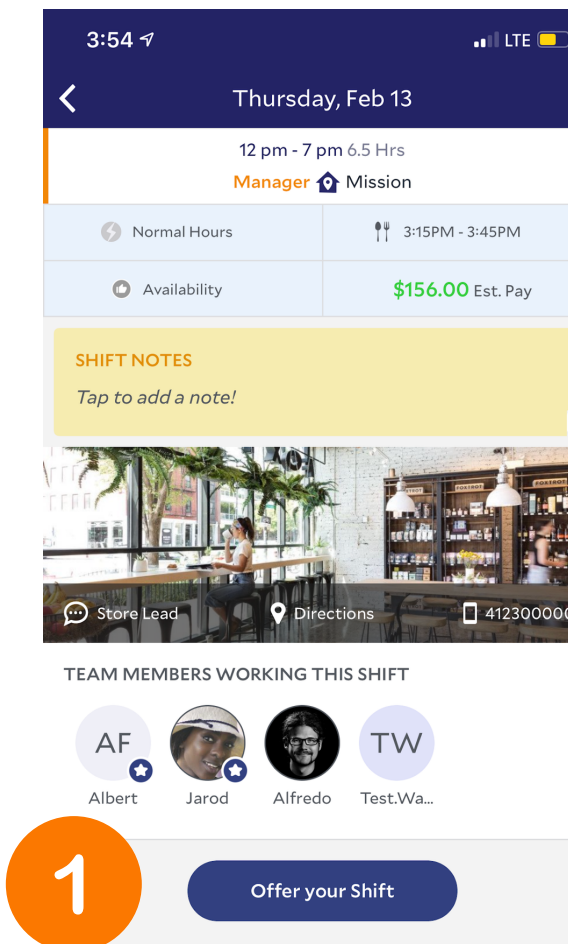
# Accepting or Declining Shift Offers

You can view open shifts or shift swaps to pick up or swap hours with other Team Members! You can claim or decline both open shifts and shift swap offers from other Team Members.

1. Click offer shift and choose 'Swap'

2. Click offer shift and choose

3. Then add message and submit





# Setting Availability on Mobile

Employees can set their work shift preferences via **Availability**. This Availability will be set to identify the preferred or busy hours to work within a day. The preferred availability will be highlighted as green, busy will be in red and the neutral hours of the day will be left in gray.

When you log on for the first time, you'll set your working preferences. To edit after the first logon, click the More menu in the bottom right. Note that "grey" areas not selected in "My Availability" means you neither prefer nor are busy during that time.

The screenshot displays three overlapping mobile app screens. The background screen is 'My Availability', showing a calendar for June 11-17 with availability bars in green (preferred), red (busy), and gray (neutral). The middle screen is 'My Work Preferences', featuring sliders for 'HOURS/WEEK' (set to 15-34 HRs) and 'SHIFTS/WEEK' (set to 2-5 Shifts), and a list of preferences: 'Work with people I like', 'Consistent paycheck', 'Variety', and 'Flexibility'. The right screen is the 'More' menu, listing options: Messages, Availability, Work Preferences, Location Preferences, My Performance, and Time Off. A 'Home' button is visible at the bottom right of the app interface.

**Self-service Availability**

**Work Preferences**

**More Menu to Edit**



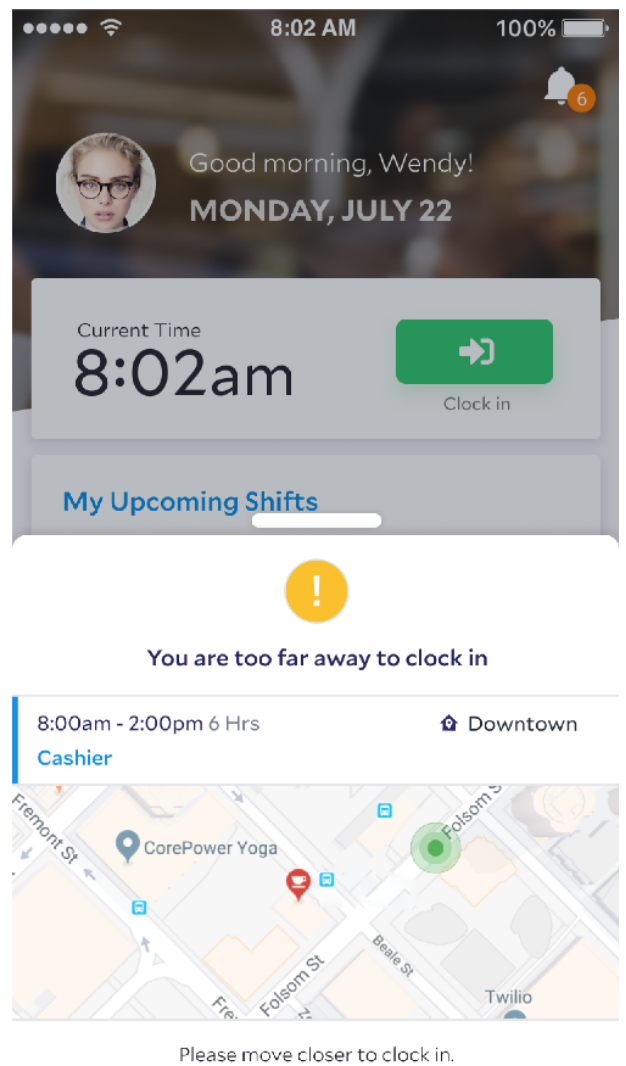
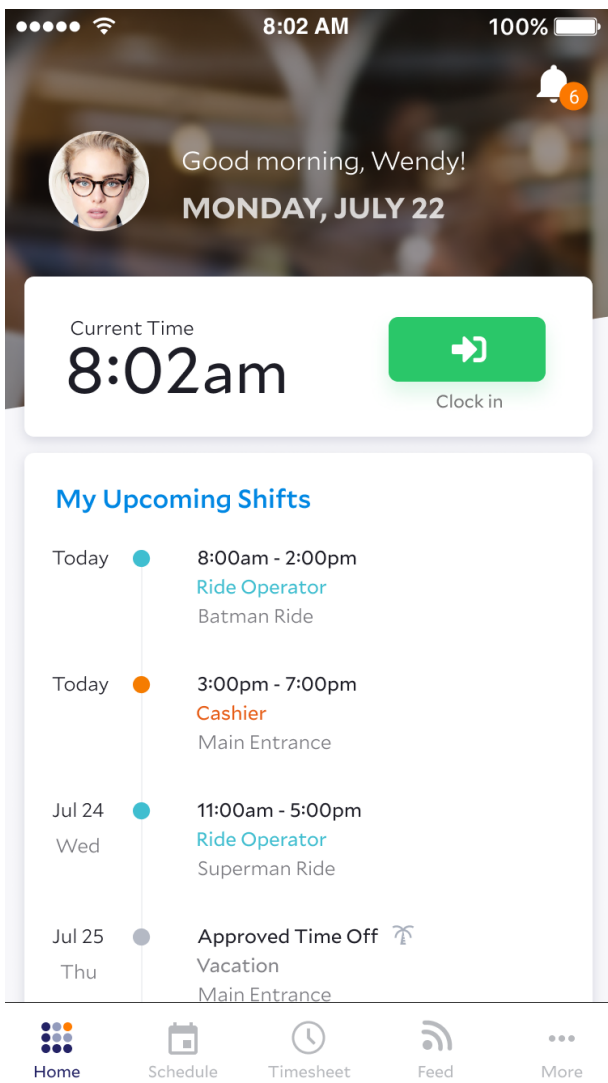


# Clocking In on Mobile

Employees can clock in and out from the Legion Workforce Engagement iOS or Android app they use to check their schedule and communicate with coworkers. Legion Time & Attendance users will see a card on their homepage that lets them initiate a clock in.

## Click on the "Clock In" Button

Clock in from company IOS device via Legion Workforce Engagement app. One app for employee clocking, checking schedules, communicating with coworkers and accessing wages early.



**Employee can clock in up to 5 minutes early without a manager's approval. If it is outside of that threshold, a Manager Override will be required at the Time Clock to clock in/out based on the settings. So an "Early Punch" would be 6 minutes and a "Late" punch would be 16 minutes.**

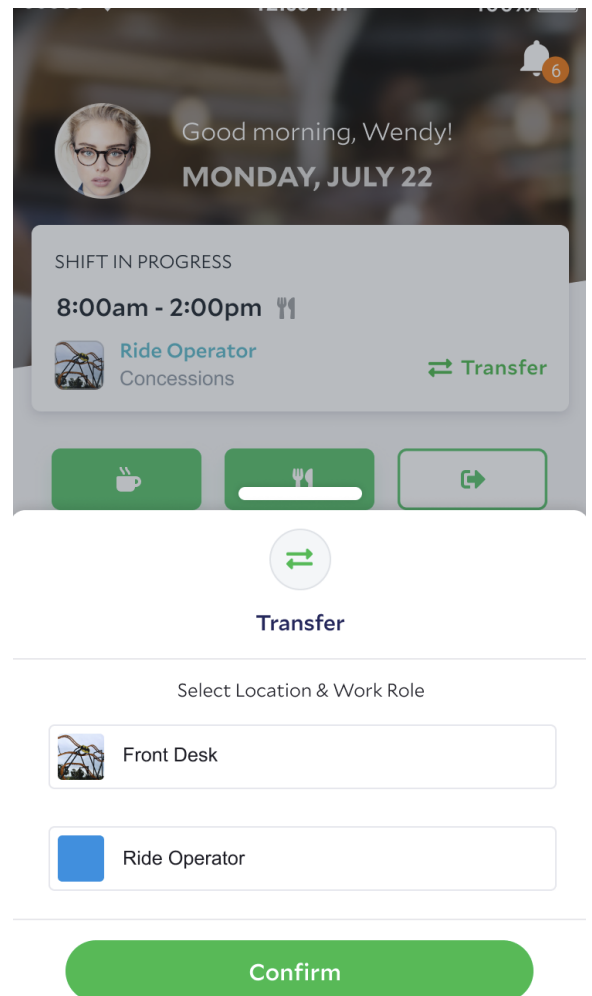
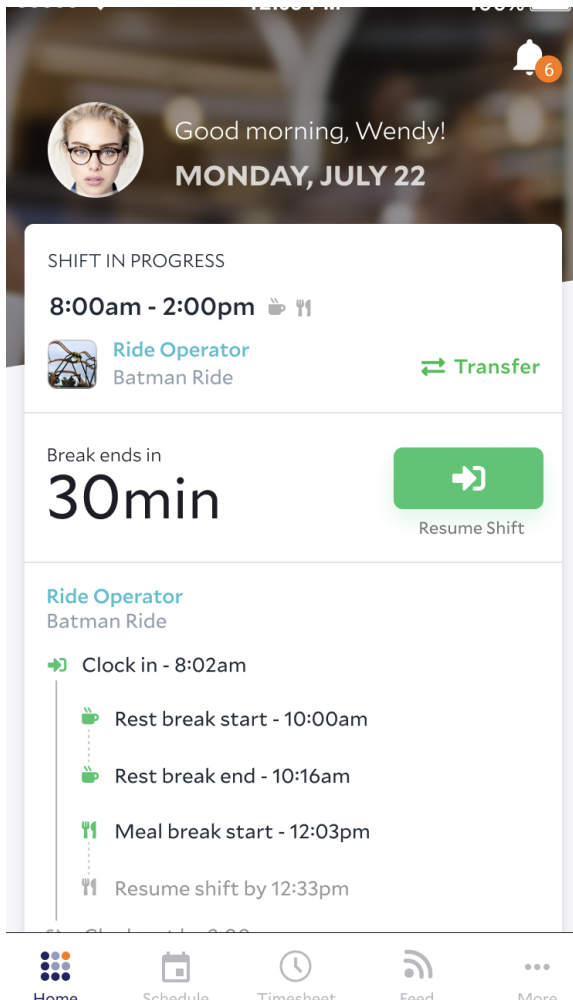


# Breaks & Transferring on Mobile

The app makes it easy for employees to clock in and then clock in/out throughout the day for meals or breaks. You can delineate meals from breaks easily in the UI so its intuitive for employees to select the reason for clocking out. Employees can also transfer shifts easily through the mobile app.

## Click on the “Break” or “Transfer” Button

Click in from company IOS device via Legion Workforce Engagement app. One app for employee clocking, checking schedules, communicating with coworkers and accessing wages early.



# Onboarding & Logon Job Aids

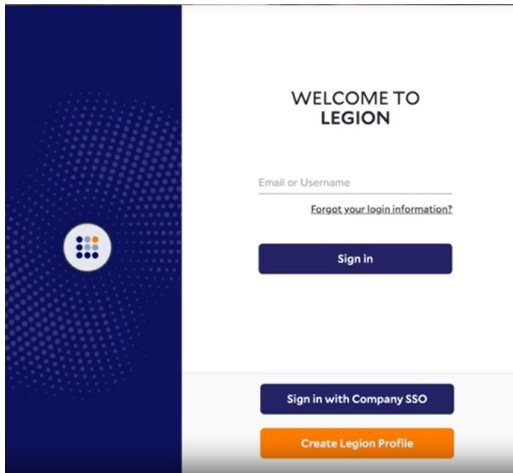
- Onboarding Steps (Non-SSO via Web)
- Onboarding Steps (Non-SSO via Mobile)
- Accessing Legion (Non-SSO)





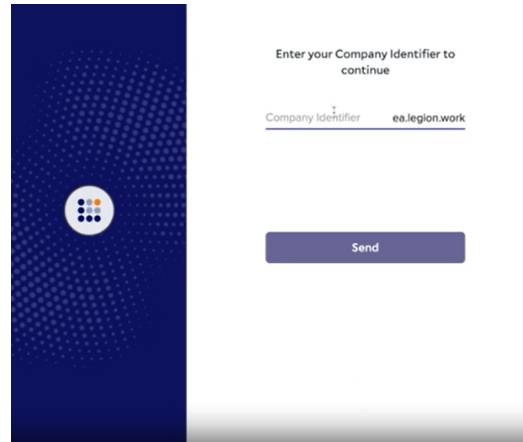
# Onboarding Steps (Non-SSO via Web)

Onboarding new team members is a breeze with the personalized onboarding instructions. Once a team member has been brought in from your HR system, you can provide the onboarding instructions and they will go through these steps.



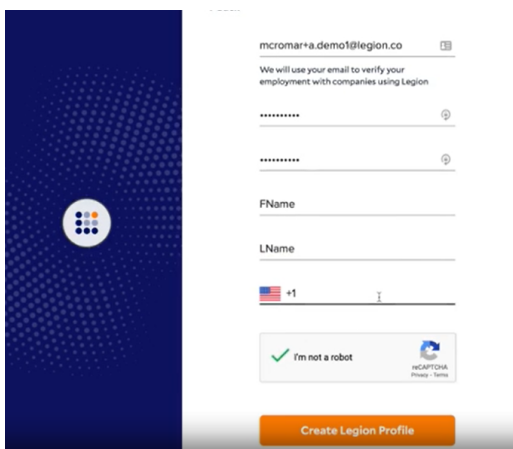
## Step 1

1. Go to web browser and click on 'Create Legion Profile'



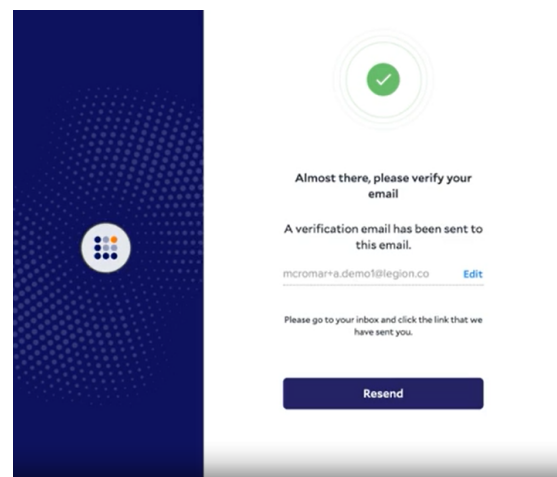
## Step 2

2. Enter your company identifier; Create a Legion Profile and click 'Continue'



## Step 3

3. Employee enters email, password, first name and last name



## Step 4

4. Verify your email address and go to your inbox and click on the link





# Onboarding Steps (Non-SSO via Mobile)

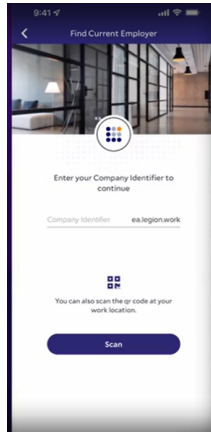
Onboarding new team members is a breeze with the personalized onboarding instructions. Once a team member has been brought in from your HR system, you can provide the onboarding instructions and they will go through these steps.

## Step 1



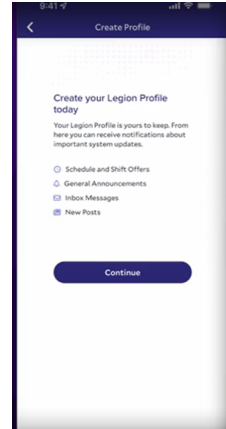
1. Download the Legion application from Apple Store or Google Play. Click the 'create account' button

## Step 2



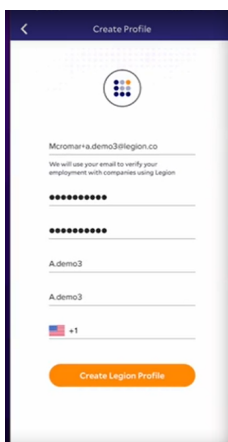
2. Enter your company identifier or scan the QR code

## Step 3



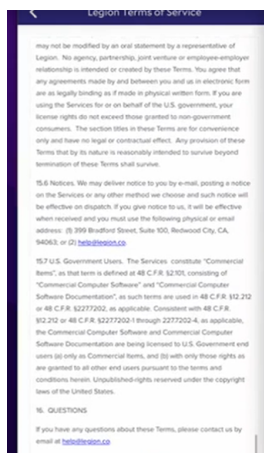
3. Click 'continue'

## Step 4



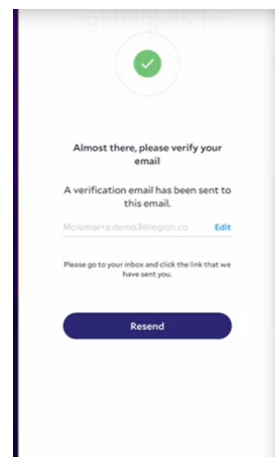
4. Create Legion profile; enter email address, password, first name and last name

## Step 5



5. Accept the Legion terms of service

## Step 6



6. Verify your email; Go to your inbox and click on the link

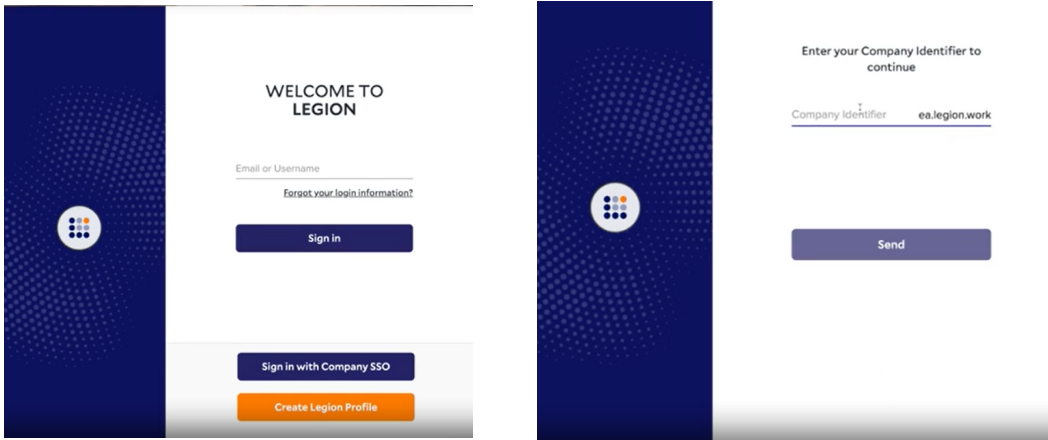




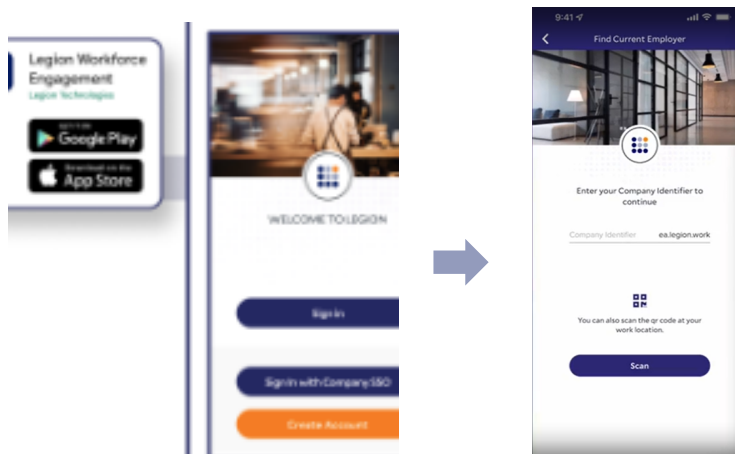
# Accessing Legion (Non-SSO)

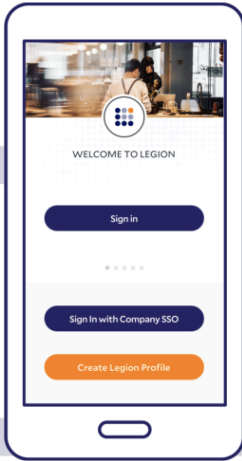
Once the one-time onboarding is done, future access is just the click of a button or app icon. You'll use the login you previously created.

## Console



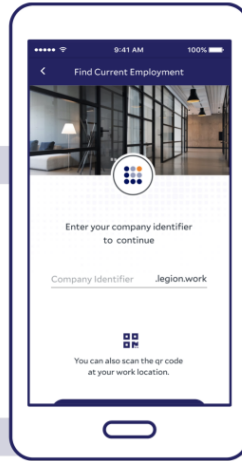
## Mobile





**STEP 1**

Download the Legion application from **Apple Store** or **Google Play**. Click the **Create Legion Profile**.



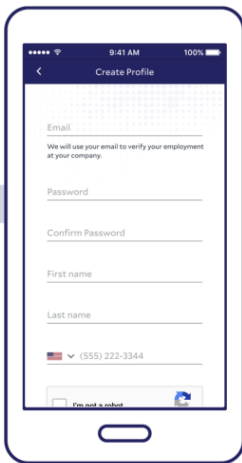
OR



**STEP 2**

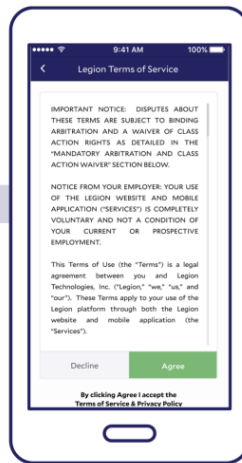
Enter your company identifier "**rallyhouse**" or scan the above mentioned QR code.

rallyhouse



**STEP 3**

Create your Legion Profile. We recommend you use the same email address as you have provided to your employer.



**STEP 4**

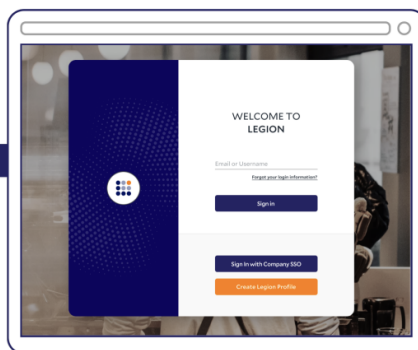
Accept the Terms of Service.

**STEP 1**

Visit in your browser.

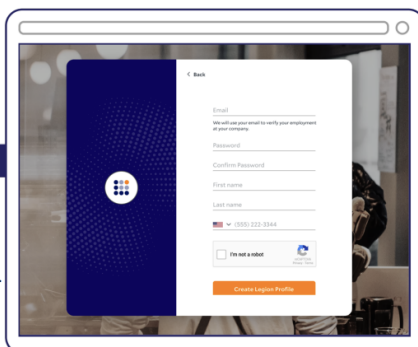
rallyhouse.legion.work

Click the **Create Legion Profile**.



**STEP 2**

Create your Legion Profile. We recommend you use the same email address as you have provided to your employer.



**STEP 3**

Verify your email and finalize your registration.

