



## WORKERS GUIDE TO TEMPBUDDY

Short steps to long returns.



Your agency should have already informed you that they've invested in TempBuddy to make your life easier. It's simple to set up, and once you've downloaded the app you'll receive job notifications and be able to check in and out of assignments without the need for paper timesheets.

## THIS WEEK:



You will receive an email from TempBuddy with your user name. Please create your password and download the app.

[Click here to download from Apple App Store](#)

[Click here to download from Google Play Store](#)

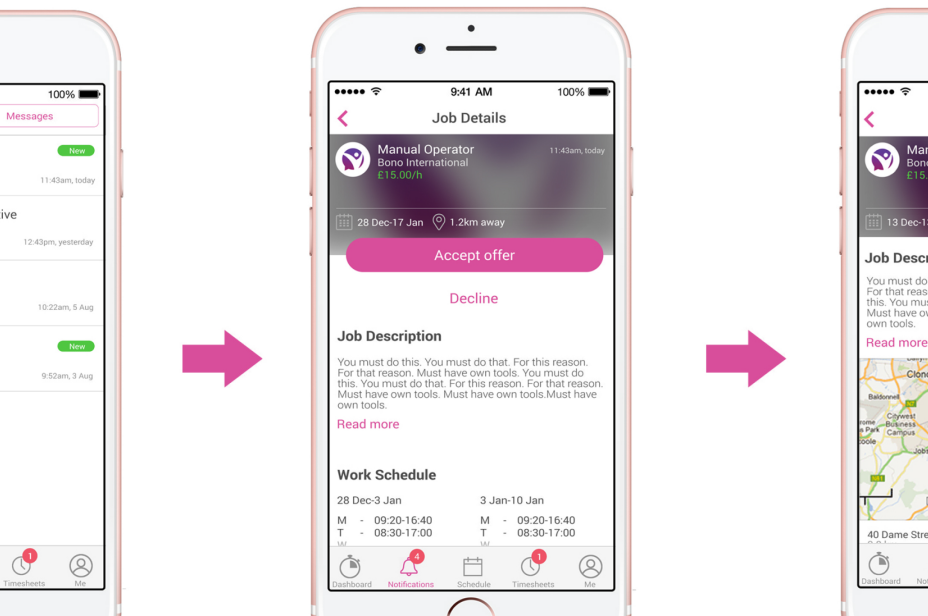
## ONE DAY LATER:



If you haven't downloaded the app yet, you'll get a reminder email. It's important you do this to ensure your agency can offer you work and help you get paid efficiently.

## WHEN YOUR AGENCY HAS WORK FOR YOU:

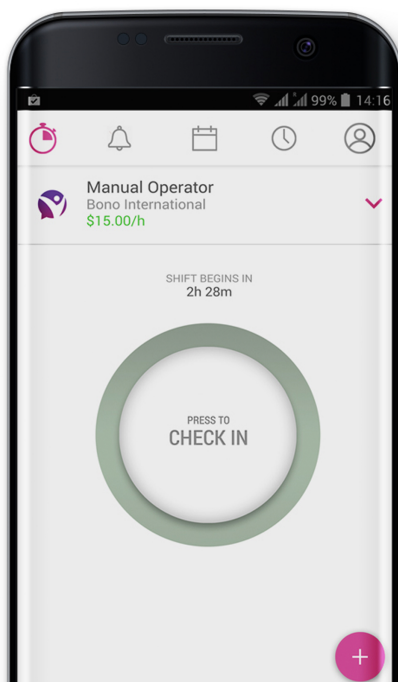
They will send you a job notification. With one click you either accept or reject the job that's being offered to you. If you accept, you'll then receive full start details via the app, including a map.



## YOUR FIRST DAY:



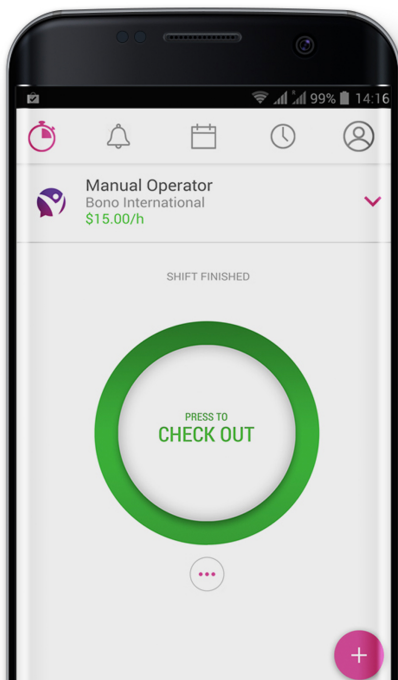
At the start of your first assignment, use the app to check in. This verifies you have started work and collates the data to create an automated timesheet at the end of each week.



## THE SAME DAY:



At the end of the day, use the app to check out.



## ..AND AT THE END OF THE WEEK:



Your working hours for the week are collated into a digital timesheet. Make sure it's correct. Submit to ensure prompt payment.

Many thanks for reading  
this short guide.

For more information, visit  
[training.tempbuddy.com](https://training.tempbuddy.com)