welcome to the My Randstad app

As a Randstad contractor, you'll be set up with access to the My Randstad portal and app. There, you'll find your bookings, payslips, and a section to complete and submit your timesheets.

All you need is your Android or iOS (Apple) smartphone and these steps:

getting started: one off registration

o   Your Randstad consultant will set up your access to submit timesheets via My Randstad. Create your password and activate your account.
o   You can access your account through our web portal or via My Randstad app.
o   Please contact your consultant if you have any questions about creating your account

log in to my randstad

using social media? click below.

f   Log in with Facebook

Sign in with Google

in   Log in with linkedin

already have an account? login below.

sign in

forgot password or don't have an account?
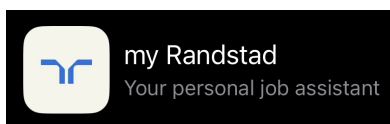
welcome to
my Randstad
Australia

Please log in.

username

your.email@randstad.com

password   forgot password?

log in

downloading the app and login

my Randstad
Your personal job assistant

The My Randstad app is available in both the Google Play and Apple App stores. You can access the app using the links below, or by searching for **my Randstad** in the stores' search function. You must login with the same email address and password from the web portal.

ANDROID APP ON
Google play

Available on the
App Store

Link for Android Devices   Link for Apple Devices

home screen overview

o   From the Home screen, you will find "Open shifts Available" and "Upcoming Shifts'

o   If there are any open shifts available for you at that time, you can tap on the Open shifts available and navigate you to the Open shift listing.

o   "Upcoming Shifts" displays the recent upcoming shifts that you have booked.

o   Tapping on the Upcoming Shifts will navigate you to the booking listing screen.
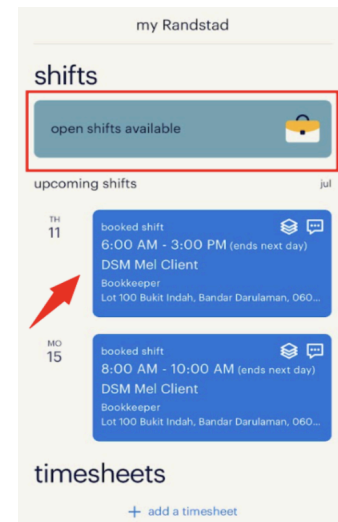
submitting timesheets

o   The app will display any timesheets you have already started, or the next timesheet in your queue if you are already submitting via the portal.

o   The first time you use the app, there may be no timesheets waiting in your queue if you have not done any Randstad timesheets before. If that is the case, click the icon in the top right corner.

o   If you have more than one assignment, you'll see a list of them to choose from. Pick the assignment for which you are entering this timesheet.
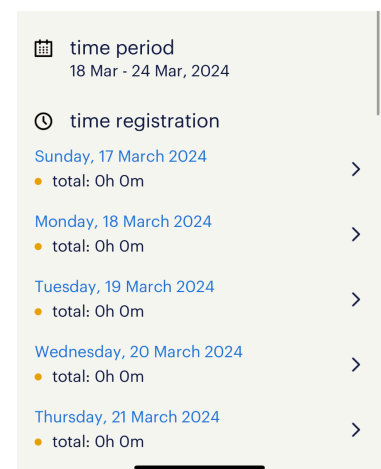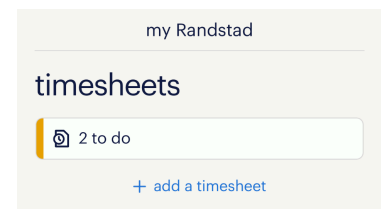
enter timesheet details

o   Once you have created your new timesheet, or selected one from your to do list, you'll be able to add your shifts, allowances, expenses, attachments, and comments.

o   Open the timesheet and scroll to the shifts section.

o   Click on the date to enter each day's start, finish, and break times. This will give you a total for the day. Click save to confirm each shift.

o   Add any other relevant information, like allowance and expenses. If there is no further information to add to this timesheet, click submit to send the completed timesheet to your approver.

o   Once submitted, the timesheet will move from your to do list, to your submitted list.
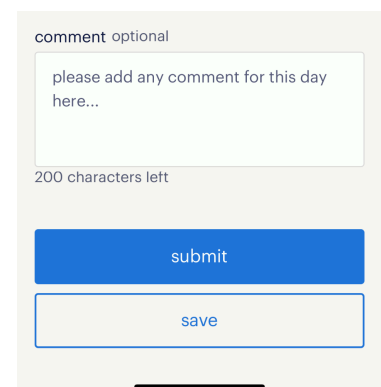
o   From the submitted list, you can still recall the timesheet until it is approved. If you need to edit your timesheet, open it from the submitted list, and select recall to bring the timesheet back to your to do list. Once you have made any required changes, simply click submit again to send it back to your approver.

availabilities

o   Navigate to the calendar module on the new app.
o   You will then have to select an upcoming date to set up your availability. If you are available all day, simply turn on "all day" toggle. If you are only available for a certain period of time, toggle on "I am available" and choose your start time and end time.
o   If you are not available for a certain period of time, you can toggle off "I am available" and select your start time and end time of unavailability.
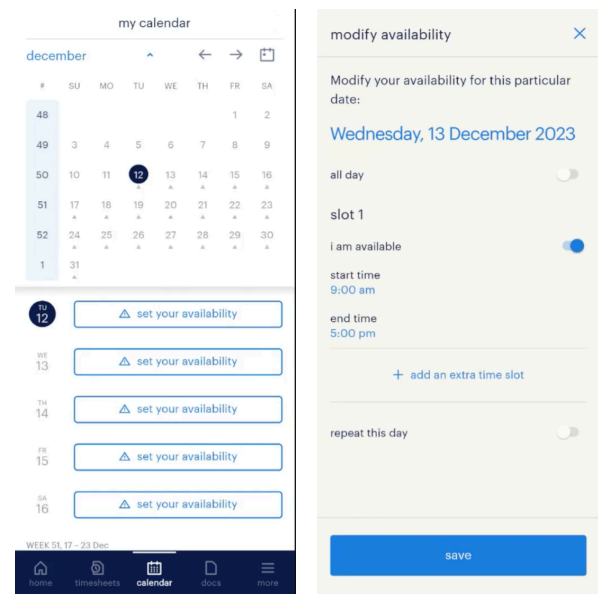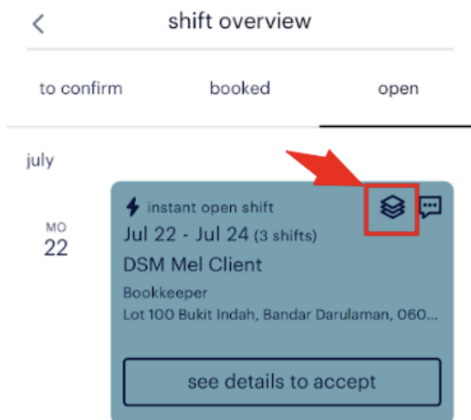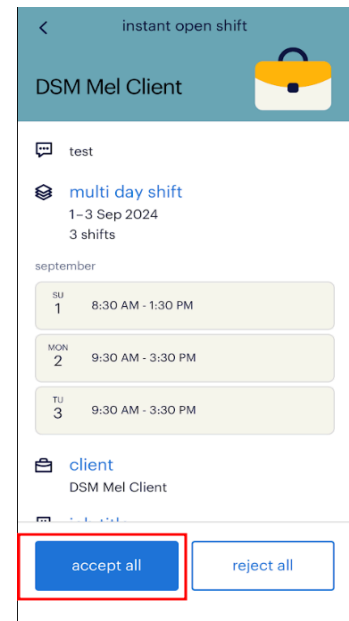
accepting open shifts

o   Tap on the "Open shifts Available" and navigate to the open shifts listing screen.
o   Browse through the available shifts, noting the shift date, time, client, job title and location.
o   Tap 'Apply' on your desired shift to accept it.
o   Alternatively, you can also tap in the shift box to view the shift's details to apply for the shift.
o   A toast message will appear once you applied but your shift has not been confirmed.
o   You will receive a booked notification once your booking is confirmed.
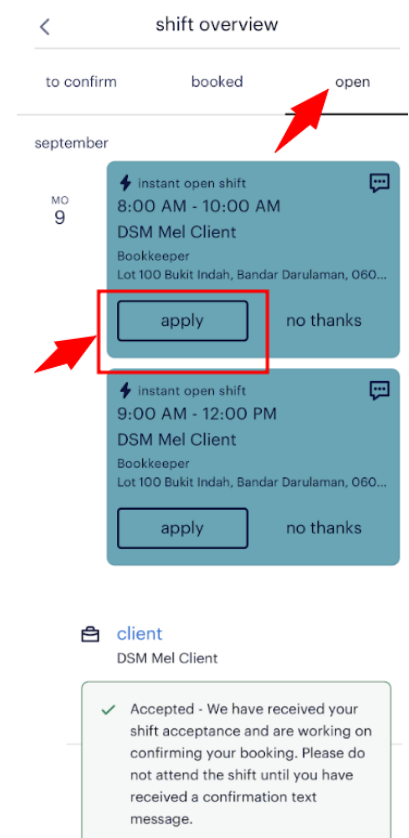
accepting multi day open shifts

o   For multiple day shifts, tap on the shift 'see details to accept' go to the detail page.

o   Tap 'accept all' to accept all the shifts at once.

o   The multiple day shifts are represented by the stacking icon on the shift boxes on the overview screen.

rejecting open shifts

o   In the 'Open' tab, find the shift that you wish to hide/reject from your view.

o   Tap 'No thanks' on the shift to hide/reject it.

o   You may also go into the shift's details and tap 'No thanks' for single day shift, or Reject all for multi day shifts.
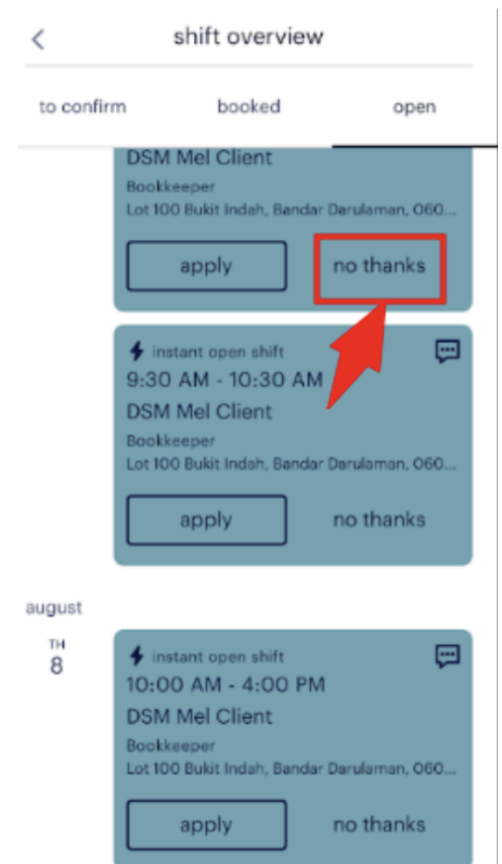
browsing available shifts

o   Go to 'Open' tab on the Shift Overview from the Home screen or Calendar.
o   Scroll through the list to see the shifts information like shift date, time, client and location.
o   You can tap into the shift box to see further details like comments, address etc.
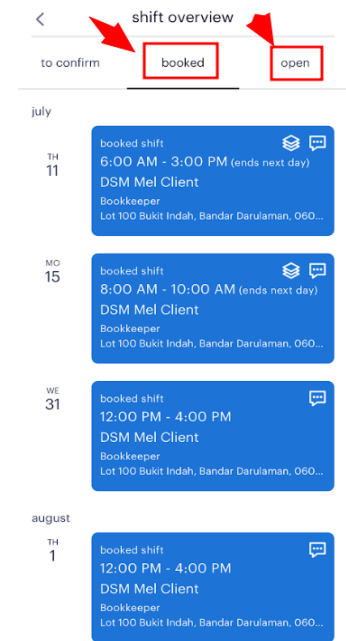
browsing booked shifts

o   Navigate to the 'Booked' tab on the Shift Overview.
o   View all the shifts you have booked, along with their details.
o   You can tap into the shift box to see further details like comments, address etc.

calendar

o   Alternatively, you can browse through the open and booked shifts set on the calendar.
o   There is a 'shift overview' action button, tap on it to navigate to the shift overview page.
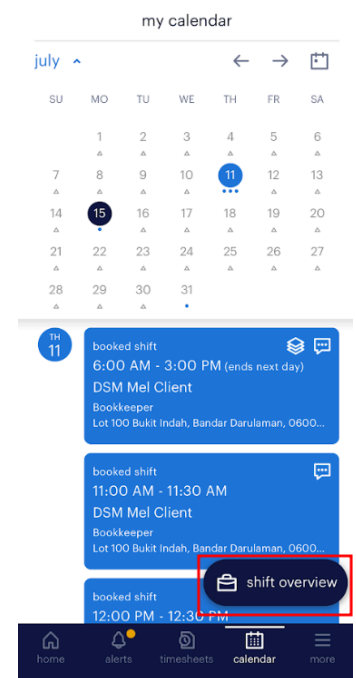
alerts and notifications

o   You will receive push notification for booking confirmation and shifts up for grabs. For open shifts notifications, they are consolidated and sent at 9 AM, 12 PM, 3 PM and 6 PM everyday.
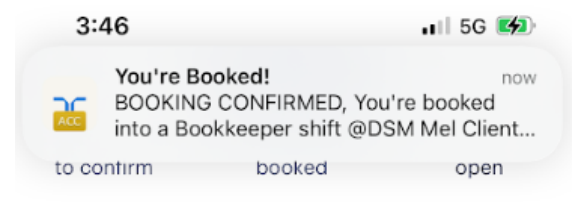
o   To view the in app notification, tap on the 'Alerts' at the bottom of the app screen.
o   This will open the alerts page where you can see all the notifications and updates related to your shifts.
o   Tapping on the push notification and alert will navigate you to the booking listing screen

what should I do if I need help?

If you need help with the app or have any questions related to your work, please get in touch with your Randstad representative.