Contingent Worker User Guide

Updated September 2025

For any additional support on items referenced within this guide, please contact your Adecco representatives.

Downloading & Getting Started with the App

1. Search and Download **Planbition ESS** from **Google Play** or **Apple AppStore** (depending on your IOS)

2. Launch the app and upon first login, select 'Password Reset'
3. Enter the organization name
4. Leave the username field blank
5. **Reset Password**
6. Follow the **activation link** sent to your **email**.
7. Enter your credentials:
   Organization: UKuniversityofsussex
   Username: Provided in your activation email
   Password: Your new personal password
8. *Password needs to be 8-16 characters long, a minimum of 1 capital and a minimum of 1 number.*

Location Settings

You MUST allow the Planbition App to access your Location.

Android Phones
- Open Settings: Tap the gear icon on your home screen or app drawer.
- Tap Location: Scroll down and select "Location."
- App Location Permissions: Tap "App location permissions."
- Find Planbition: Locate the Planbition app in the list.
- Set Permissions: Tap the app and choose "Allow all the time" or "Allow only while using the app" depending on your preference

Apple iPhone
- Open Settings: Tap the gear icon on your home screen.
- Privacy & Security: Scroll down and select "Privacy & Security."
- Location Services: Tap "Location Services."
- Find Planbition: Scroll down to find the Planbition app.
- Set Permissions: Tap the app and select "While Using the App" or "Always" depending on your preference
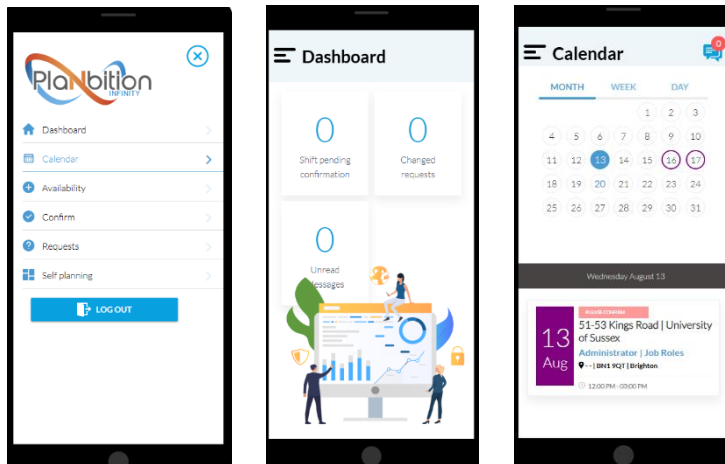
Enable Push Notifications

Purpose: To receive real-time alerts for new shifts.

- Go to your device settings.
- Navigate to Notifications.
- Find the Planbition ESS app.
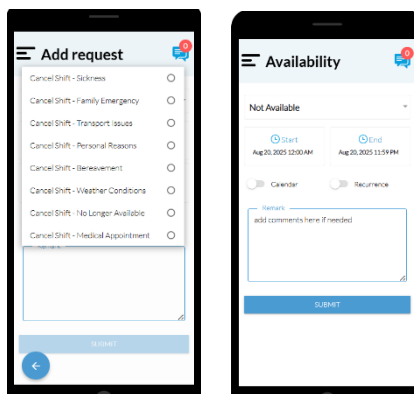- Enable notifications.

Viewing Shifts

1. Your dashboard shows you the shifts that are allocated to you and any new shifts that need your acceptance/decline.
2. From the dashboard view, you can see a snapshot of your activity

Adding your availability

1. Add your availability on the app to indicate when you are available to take shifts as this will affect how the university is able to distribute shifts to you.

2. Make sure that you only put that you are unavailable when you CANNOT work, all other times leave as available to ensure the best opportunity to receive available shifts.

How to Clock In and Out of shifts

*The **CLOCK IN/CLOCK OUT** button will only appear when using the Planbition app*

- **Make sure location** services are switched on via app preferences in your **phone settings**.

(location services can be enabled <u>only while the app is running</u>)

- Geofencing is location specific and only clocks you in when you come within **50 metres of the designated work location**.
- Geofencing on the Planbition app **does not** track workers
  - ✓ **outside of designated work areas**,
  - ✓ **outside of work hours** or
  - ✓ When the **app is closed**.
- **No location data is stored**—the system purely triggers the clock in/out functionality to update **timesheets**.

Network and Connectivity Requirements

- ✓ Workers **must have a strong 4G/5G signal** in their work area for geofencing to function properly.
- ✓ **Wi-Fi cannot be used** to clock in and out, only **mobile data.**
- ✓ **Geofencing relies solely on mobile internet** (4G/5G) and should not be **connected to location-based Wi-Fi.**

Troubleshooting - Poor Mobile Connection

- Contact **Adecco** and report your clock-in and clock-out times.
- Adecco will then record your working hours.
- Failure to supply your work times promptly may result in delayed payments

Troubleshooting – If You Forget to Clock In/Out

- Contact **Adecco** and report your clock-in and clock-out times.
- Adecco will then record your working hours.
- Failure to supply your work times promptly may result in delayed payments

Privacy & Data Protection

- **Geofencing does not track employees' movements** outside of designated work locations or beyond working hours.
- The system **only registers when an employee arrives and leaves predefined job sites**—nothing more.
- **Location tracking settings are customizable**, allowing users to enable or disable geofencing features on their devices according to their preferences.
- **Important:** To disable location tracking, the user must do so on their own individual device when they are not using the application to clock in and out of work.
- **All collected data is securely stored** and used strictly for work-related purposes.