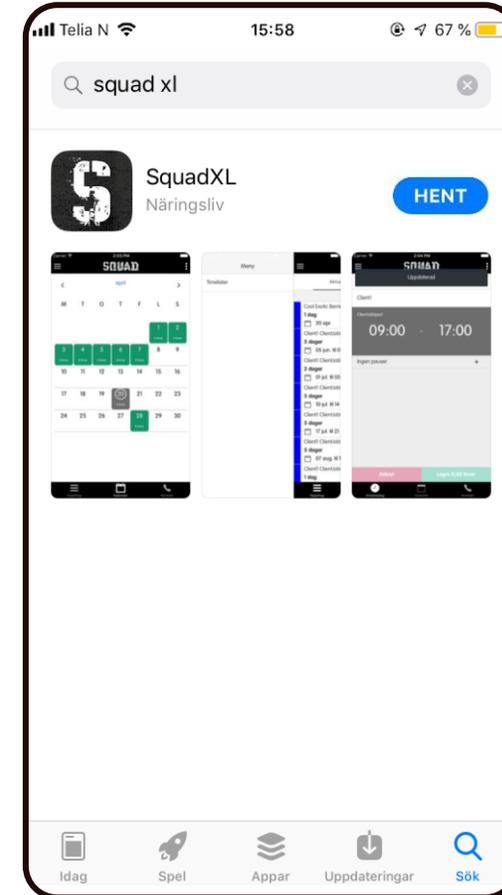# Adecco

SQUAD XL

User manual for associates

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SQUAD XL is an app making it easier to accept and decline assignments, keep track of your workweek and register and submit your timesheets.

Download the SQUAD XL app today from App Store or Google Play.

The app is compatible with iOS 11 and newer, and Android 4.6 and newer.

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Your username is the email address you are registered with with Adecco.

When your profile are created, you will receive an email for noreply@squadxl.onmicrosoft.com.
This email contains a link to create a password to be used for the app.

Make sure to check your spam- or trash folder if you can't locate the email in your email inbox before contacting your consultant in Adecco.

The first time you log into the app, you will be asked to accept push-notifications from SQUAD XL. It is important that you accept, so you will be notified when new assignments are made available to you.

Login

amy.williams@squadxl.no

Password

Login

Forgot your password?
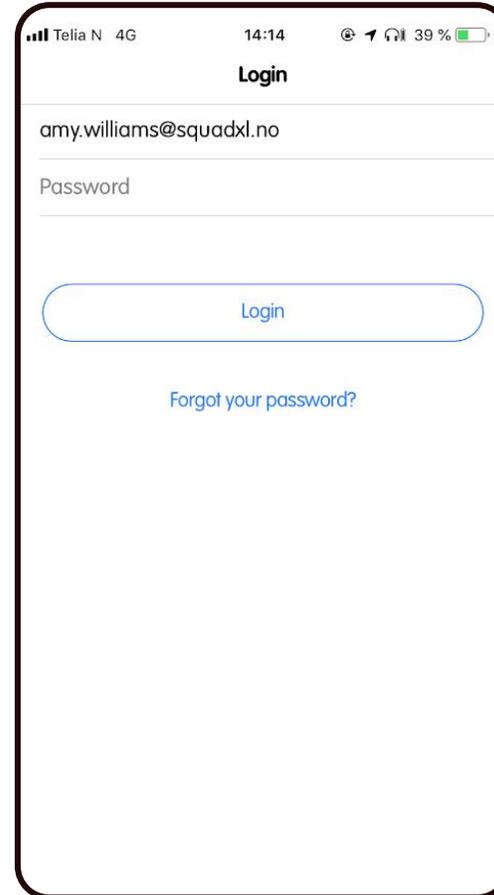
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The «Current»-tab is the landing page when opening the app.

Blue assignments are new assignments awaiting your response.

Dark gray assignments are assignments you have accepted, and are waiting for confirmation from either Adecco or a client.

Light gray assignments are assignments you have declined.

You can find an overview of the assignment by tapping «View» in the upper right corner of an assignment.

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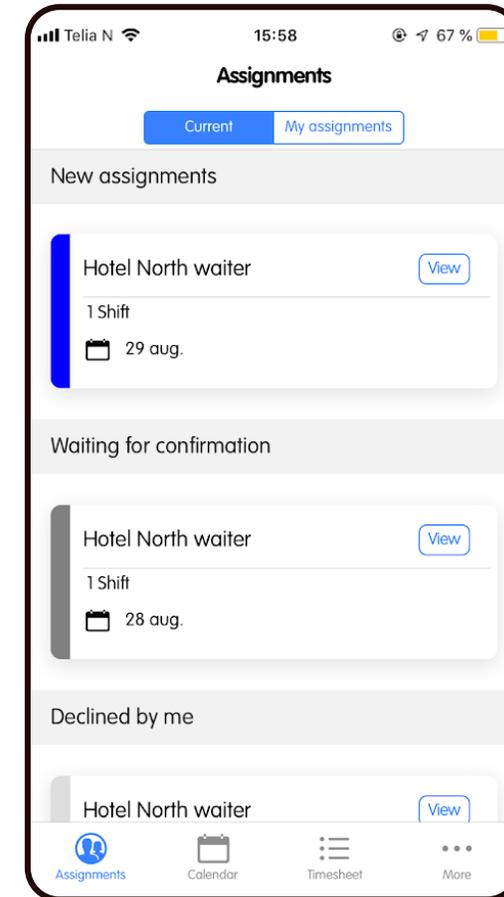
Assignments you have not responded to are displayed with a **blue** stripe on top.

In the assignment overview you will find:

- Job type

- Assignment duration. Tap «Show times» for details.

- Comments from employer

Here you can often find useful information about the place of work.

You respond to the offered assignment by selecting either «**Accept assignment**» or «**Decline assignment**».

The app will make sure you don't accept overlapping shifts, but you must make sure you don't doublebook yourself outside of the app.

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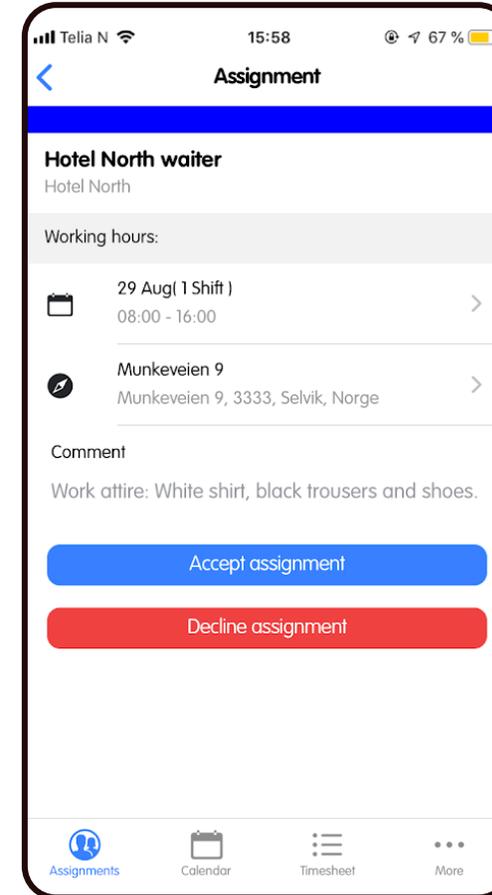
Accepted assignments awaiting confirmation are displayed with a **dark gray** stripe on top.

Untill you are confirmed for an assigment, you may change your mind and decline it. Sometimes you are also able to change your mind and accept an assignment offer you have declined earlier.
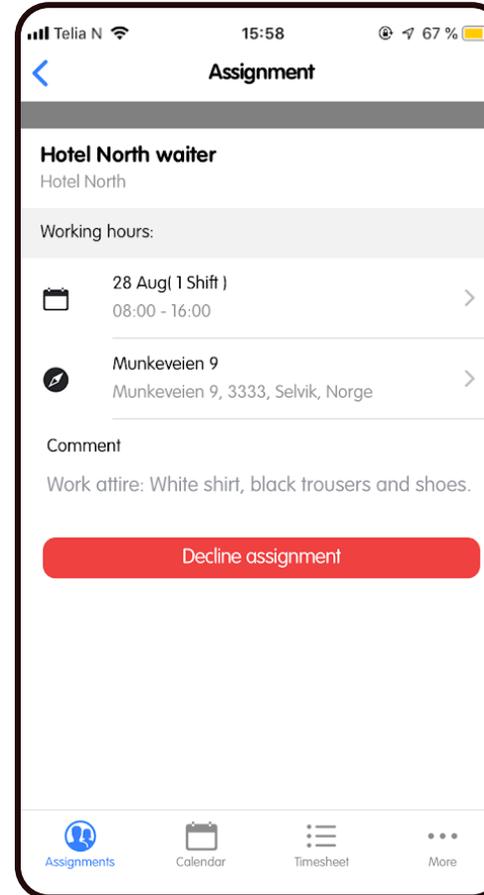
Next to the «Current» tab you will find the «My Assignments» tab.

Green assignments are assignments you have received confirmations for, and the booking is complete. Here, we expect you to attend the confirmed shift at the confirmed time.

Here you can also opt to see your assignment history, displayed below «See all completed assignments».

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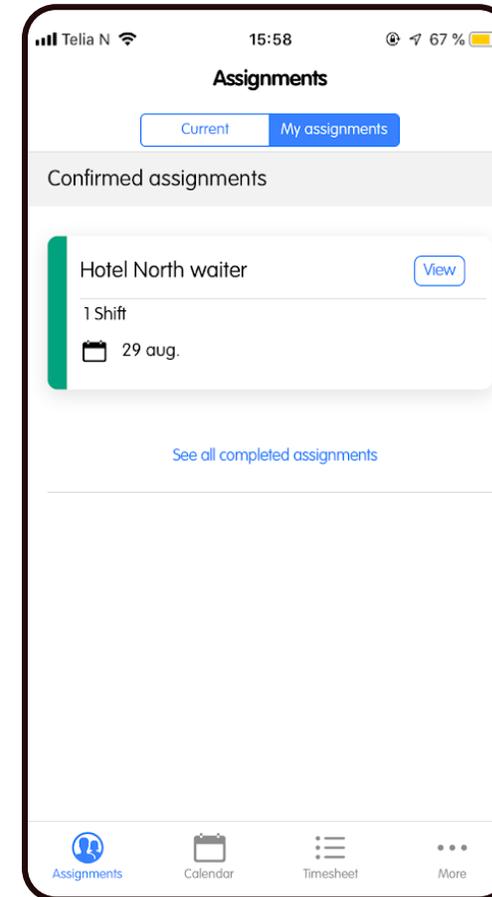
In the tabs on the bottom line menu, your calendar is located. This makes it easy to stay on top of your day to day workweek.

Green dates are days you are confirmed to work.

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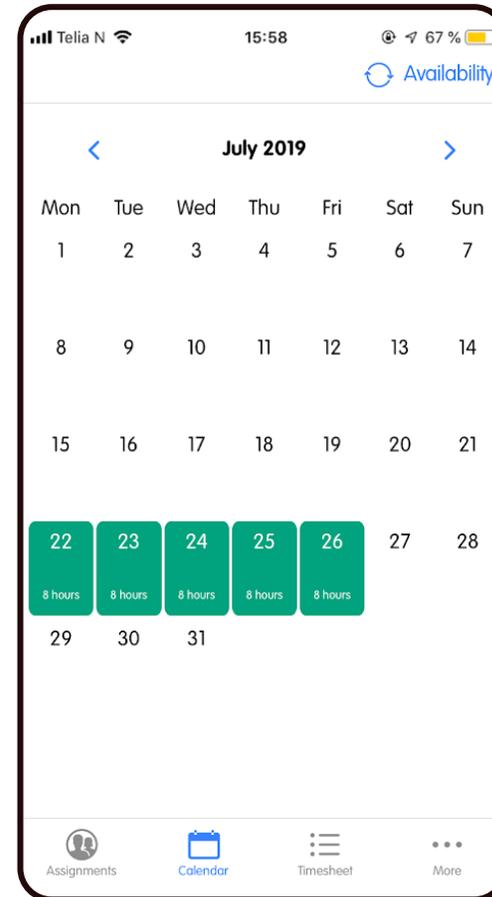
By selecting a day in the calendar, and overview of the day is displayed. Here, you can see both work shifts registered for the day, as well as any entered unavailability.

Tap a shift to see more details.
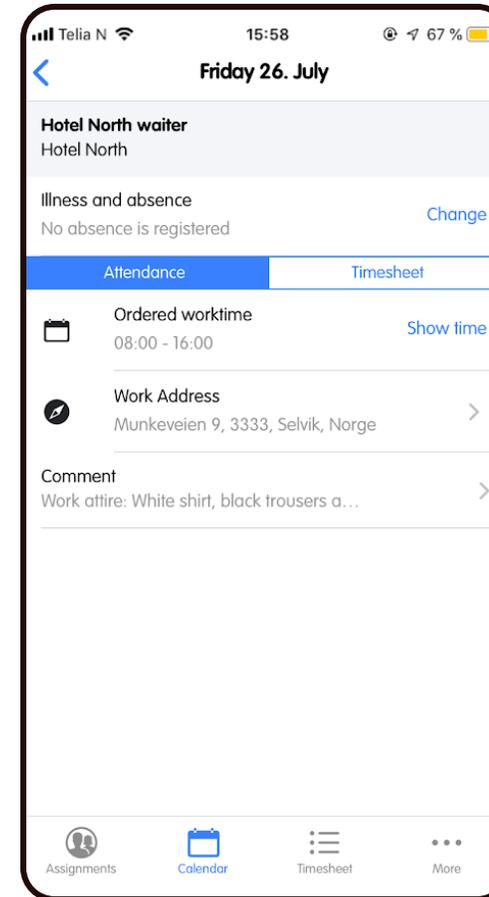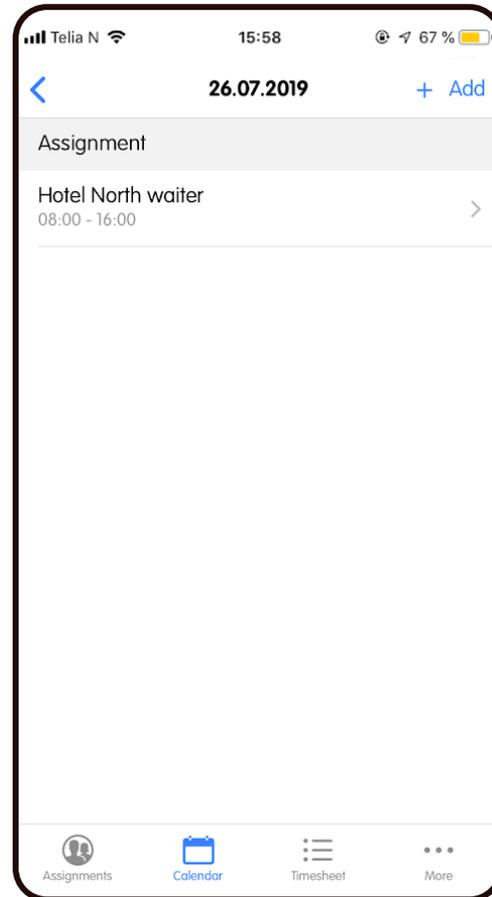
On a shift, you can register illness or absense.

By tapping «Timesheet», you can see and edit your timesheet. To read more about timesheets, scroll to page 12 below.

Your timesheets should be registered and submitted with the app when using SQUAD XL, not through the website.

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If you become **ill,** you can notify us using the app. You can do this when it is less than 24 hours before your workday starts. Your Adecco consultant and employer will be informed that you are unable to attend work.

This is not approved as a note of absence, and you will not receive payment before following normal procedure and contact your Adecco consultant by phone.
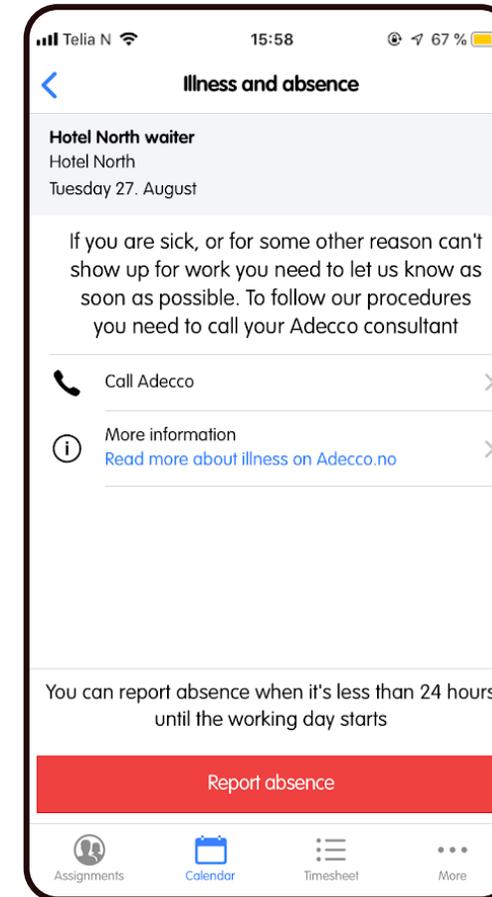
For periods you are unavailable to accept assignement, you can enter an availability status in the app.
If you for instance are at school or a job outside Adecco, we encourage you to enter the periods you do not want to receive job requests from us.

🔴 Unavailable periods will display as red dots in the calendar.

Additionally, you can enter periods you especially want to be offered job requests for. Tap the date you want to add a period for, and select «Available» in the «Type» field.

🟡 Available periods will display as yellow dots in the calendar.

You will receive requests for both periods you are registered as «available» and periods you have not entered an «available» or «unavailable» status for.
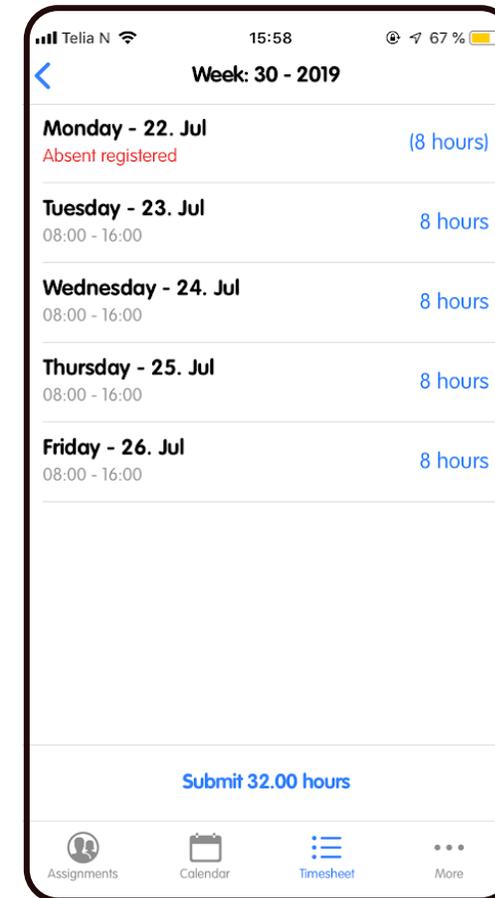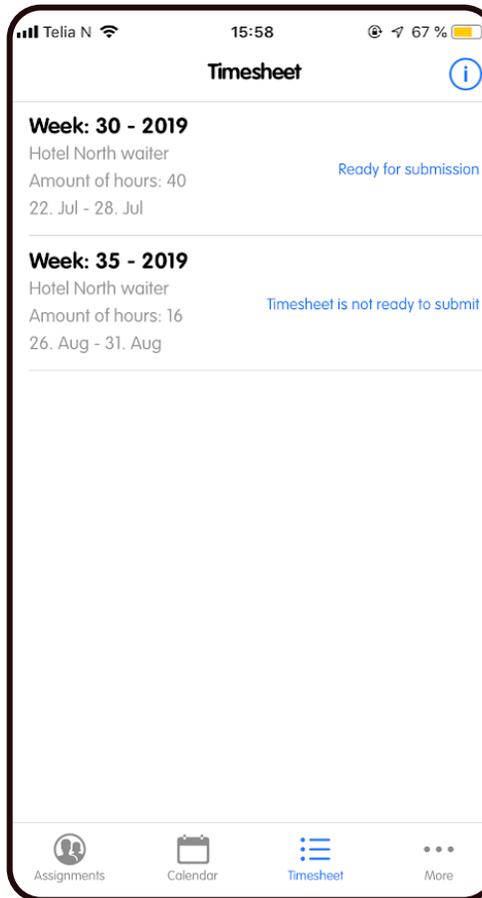
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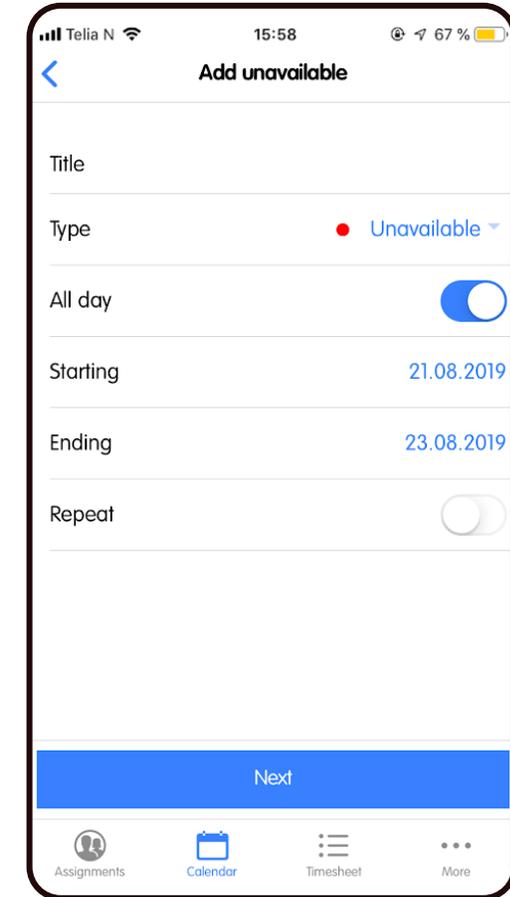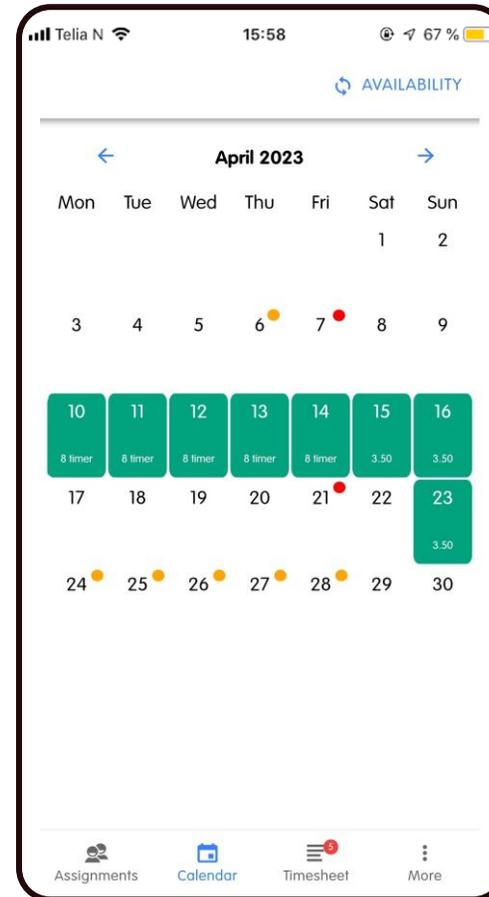
Timesheets you have not yet submitted are displayed in the «timesheet» tab.

There is one timesheet per week per employer.

You must submit your timesheet, at the latest, Sunday 23:59 after the workweek has ended. It is your responsibility to submit your timesheets within the time limit, as your salary is dependent upon it.

We will remind you to submit your timesheets, if you have not already done so, with a push-notification every Sunday.

Access the salary calendar at adecco.no.

Timesheet

Week: 30 - 2019
Hotel North waiter
Amount of hours: 40
22. Jul - 28. Jul
Ready for submission

Week: 35 - 2019
Hotel North waiter
Amount of hours: 16
26. Aug - 31. Aug
Timesheet is not ready to submit

Assignments · Calendar · Timesheet · More

Week: 30 - 2019

Monday - 22. Jul
Absent registered — (8 hours)

Tuesday - 23. Jul
08:00 - 16:00 — 8 hours

Wednesday - 24. Jul
08:00 - 16:00 — 8 hours

Thursday - 25. Jul
08:00 - 16:00 — 8 hours

Friday - 26. Jul
08:00 - 16:00 — 8 hours

Submit 32.00 hours

Assignments · Calendar · Timesheet · More

Tap a workday out of the week to edit time and report absence.

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When a shift is selected, you can edit your timesheet.

Here, you may adjust start and end time for the shift and eventual breaks.

You may add a break by tapping the plus (+) sign, and delete it by tapping the garbage bin next to it.

On the top of the screen you may enter a notification of illness or absence, as described previously.

Make sure to save your changes.

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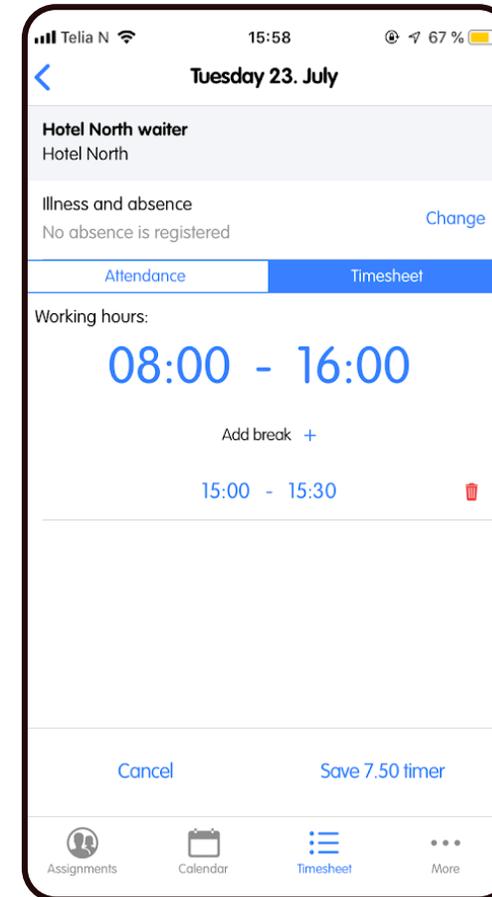
You will receive push-notifications when:

- You receive a new assignment offer

- You are confirmed for an assignment

- An employer has chosen to add you to their quick-selection list

- You have to submit your timesheet

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Via the menu under «More» it the lowermost right corner og the app, you can access the app settings. Here you may change language or log out of the app.

Push notifications are only available in Norwegian language. If you select English, you will therefore still receive Norwegian push-notifications.

If you log out of the app, you will no longer receive our push-notifications.
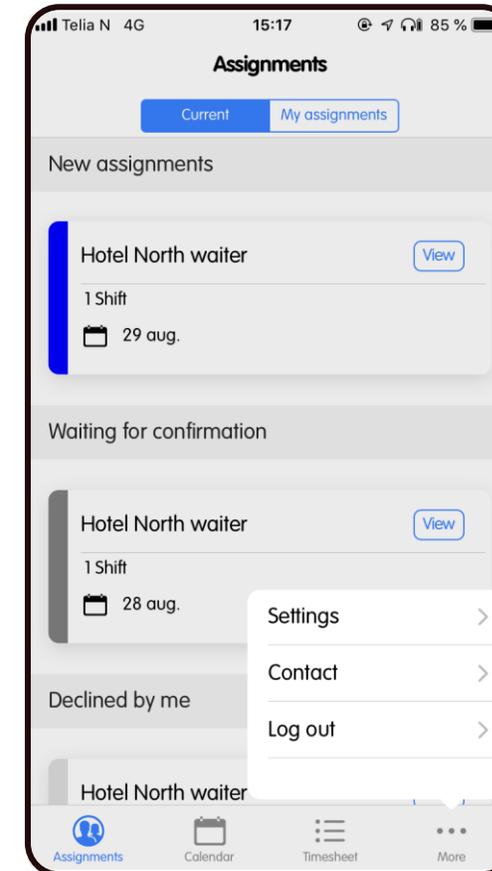
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The contact tab can be found under «More» in the lowermost right corner of the app.
Here you can access the information for your contact person with Adecco.

If you have feedback regarding the app, we would love to hear it!
Send your thoughts to squad@adecco.no.

Good luck!