

Work admin all
in one place

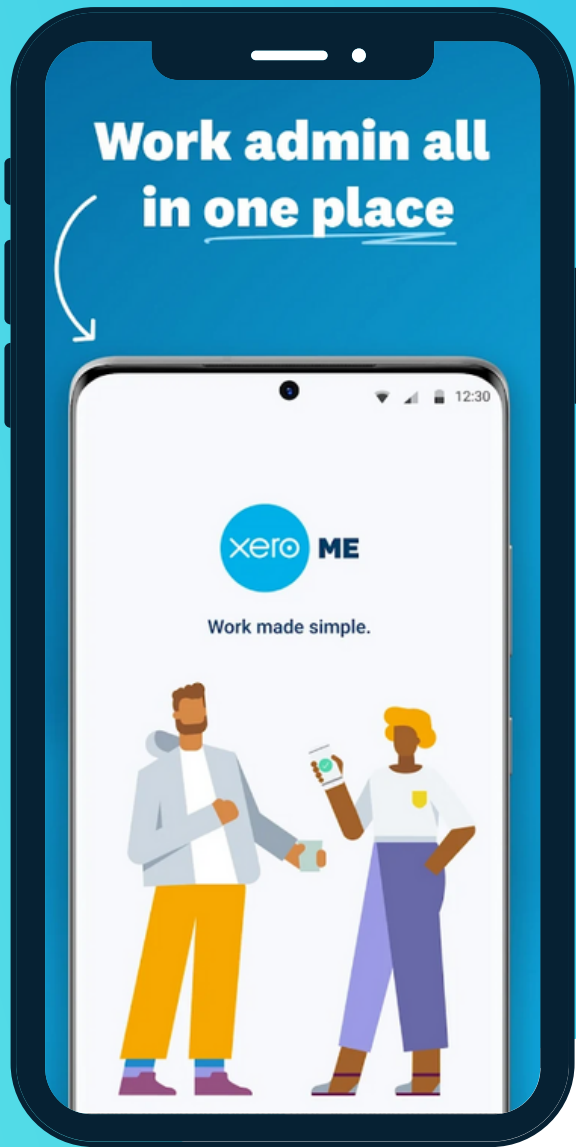
XERO ME APP

The Xero Me app delivers payroll, leave and timesheet functions in an easy app that your employees can use on their own mobile phones.

To download the Xero Me App, head to the App Store or Play store.

Your employer will then invite you using your personal email.

1. Click the link within the invite email.
2. Click **Accept Invite**.
3. Enter details, then **create and confirm password**.
4. Read, understand and agree to **Xero's Terms of use & Privacy Notice**.
5. Click **Create**.



REQUESTING LEAVE

1. Tap **Leave**, then tap **New Request**.
2. Select the **Leave Type**.
3. Tap **Leave Dates** and select the day(s) off (for a part day tap **Hours**).
4. Tap **Approver** and select who you want to send the request to.
5. Tap **Description** and enter the Leave reason, then tap **Submit Request**.



SUBMIT TIMESHEETS

1. Tap **Timesheets**, then Tap **New Timesheet**.
2. Select the **Pay Period** from the **Period** list.
3. Select the **Plus (+)** beside relevant date.
4. Select the **Earnings Rate** and enter the total hours.
5. Click **Save Draft** to finish it later, or **Submit**.
6. Under **Selected Approvers**, select who approves your timesheet.
7. Click **Submit**.



MANAGE PAYSLIPS

1. Tap **Pay**.
2. Select the relevant **Pay Period** from the list.
3. This will download the payslip for the that period as a PDF.