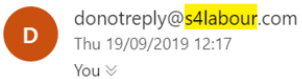


Logging into My Employee Profile

S4 Labour account activation

When setting an employee up they will receive an email with joining instructions, which will allow them to set up a password. The username is their email

 donotreply@s4labour.com
Thu 19/09/2019 12:17
You

Welcome to S4 Labour. To activate your account please click [here](#) and follow the instructions on that page.

Logging in using the App



Catton Mobile 4+
Catton Group App (S4 Labour)
Catton Hospitality

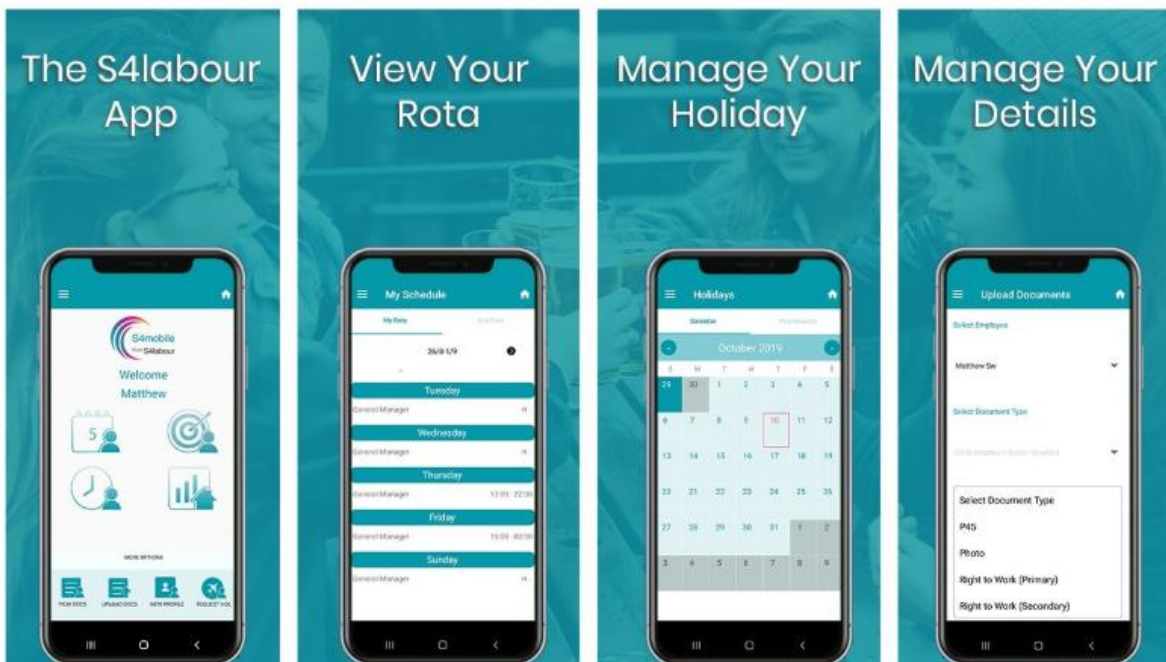
Download the app & log in using your details

The S4labour App

View Your Rota

Manage Your Holiday







Manage Your Details

Four vertical panels, each showing a smartphone screen with a different app feature. The first panel shows the 'Welcome Matthew' screen with various icons. The second panel shows the 'My Schedule' screen with a list of days and shifts. The third panel shows the 'Holidays' screen with a calendar for October 2019. The fourth panel shows the 'Upload Documents' screen with a dropdown menu for 'Select Document Type'.

Logging in using the webpage

Welcome, Mary

Website employee view, if sharing a computer ensure you log out each time

-  **View my rota**
This will show the rota for site **The Demo Establishment**.
-  **View my profile**
This will show the details of your employment with **Demo Organisation Ltd**. You will be able to edit this information. Any alteration will be sent to your manager for approval before the change is made to the data that we hold.
-  **View my documents**
Click here to see a list of all the documents that are currently held against your employment record.
-  **Request a holiday**
This will allow you to request a holiday. This request will be sent to your manager for authorisation.
-  **View my requests**
There are currently **32** update(s) since you last looked.
-  **Switch to User profile**
Click here to Switch to your User profile.

Welcome, Mary Smith

Site **The Demo Establishr** Area **All** Position **All** Employee **All** 

These requests need your approval:

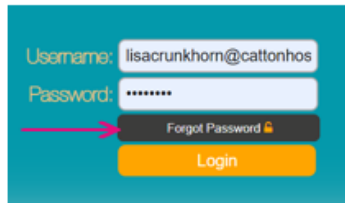
Date	Request	Details	A
2019-06-27 11:26	Holiday Request	Mary Jane from 09/12/2019 to 13/12/2019 - christmas	Warning:St
2019-06-28 09:06	Employee Details	Mary Jane changed Employee Details	View Ap
2019-07-05 09:51	Employee Details	Mary Jane changed Employee Details	View Ap
2019-07-15 09:00	Contact Details	Mary Jane changed Contact Details	View Ap
			Warning:Rot
			Warning:Rot
			Warning:St

Showing 1 to 7 of 7 entries

First Previo

If you have user level access you can use the same log in to view your 'employee profile' by click on the switch to employee profile button on the HR page

Forgot password



Username:

Password:

[Forgot Password](#)

[Login](#)

If using a user name replace this with your email address in the username box, then hit reset password to receive an email with a reset password link.