



Guide to Accessing and Using the My FCC by PeopleIn App.

Everything you need to manage your details
and shifts in one place

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Logging into the App

Downloading and Setting Up the My FCC by PeopleIn App

Step 1: Download the App

The My FCC by PeopleIn App is available for both Android and iOS devices. You can download it from the Google Play Store or the Apple App Store.

Step 2: Register via Email

You will receive an email with a personal link to register. Ensure the app is installed before clicking on this link.

Click the link in the email to proceed to the registration page.

Welcome to First Choice Care! Get Started with our Mobile App

2 messages

First Choice Care <sirenumsupport@peoplein.com.au>
To: "

5 June 2025 at 16:00



Hi TEST INTERNAL,

Let's get you set up on the "My FCC by PeopleIn" mobile app. Your go-to tool for accepting shifts, managing availability and more!

Follow these simple steps to get started:

1. **Download the App:**
Download the "My FCC by PeopleIn" app from the [Google Play Store](#) or the [Apple App Store](#). The app is compatible with **smartphones and tablets only** and cannot be used on a PC or laptop
2. **Create your password:**
This is your **Username**: [testuser@fcc.com.au](#)
[Click here](#) to set up your password
3. Click 'Add to FCC Connect'
4. Log in and click 'Allow Permissions'

Check out the attached for a visual step-by-step guide on the above.

Need help? Email sirenumsupport@peoplein.com.au

Thankyou

The First Choice Care Team

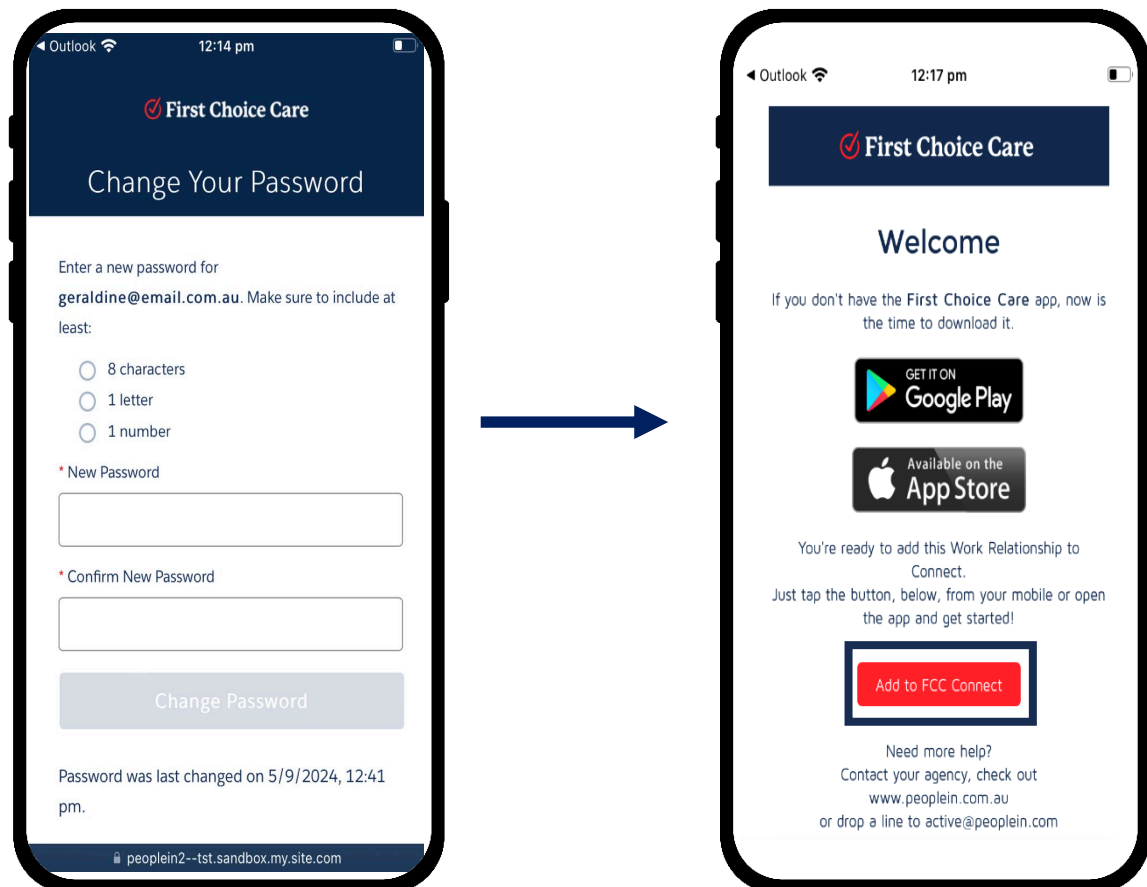
 **My FCC Set up Guide - April 2025.pdf**
794K

Step 3: Create Your Password

On the registration page, create a password that is at least 8 characters long and includes both letters and numbers.

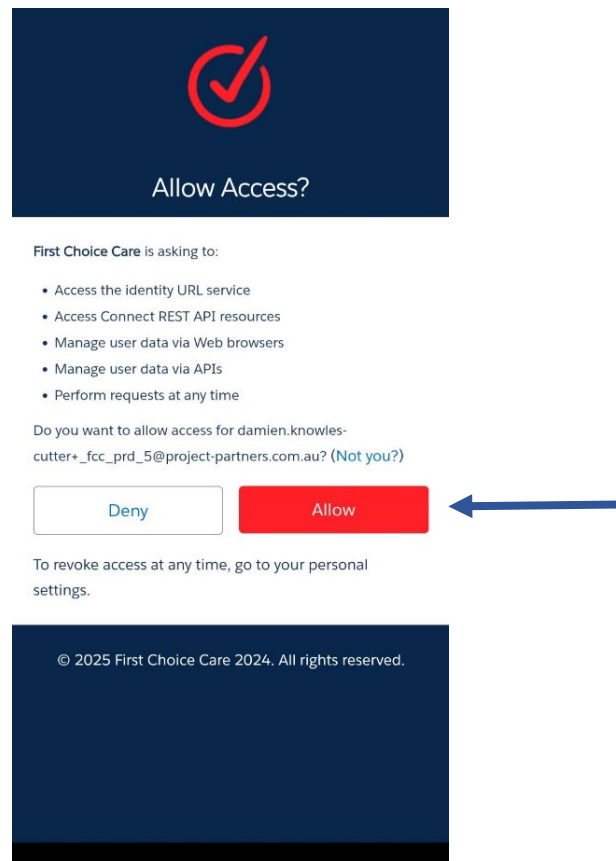
After setting your password click Change Password.

On the following page click the **Add to FCC Connect** button to link your profile to the FCC Connect App.



Step 4: Grant Necessary Permissions

For the app to function correctly, you must grant the necessary permissions. When prompted, click **ALLOW** to enable these permissions.

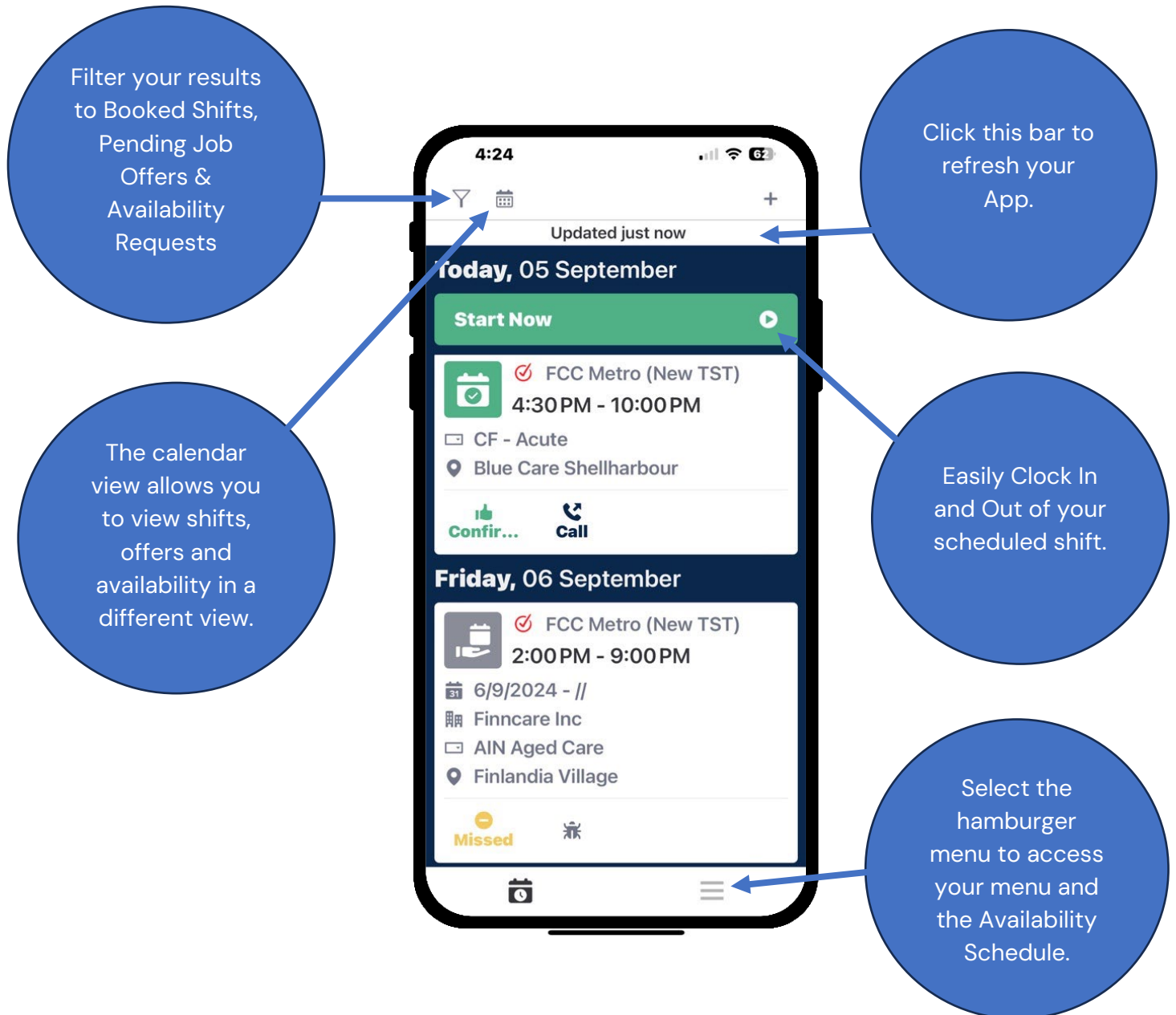


You will need to allow the app to access some of your phone services in order to function.

Select '**Allow**' to enable the app to function on your phone.

The Dashboard – Single Shift Candidates

Upon logging in to the app, the following landing page will appear.



Notifications

The FCC App will send you notifications regarding shift offers, shift time changes and cancellations of your shift.

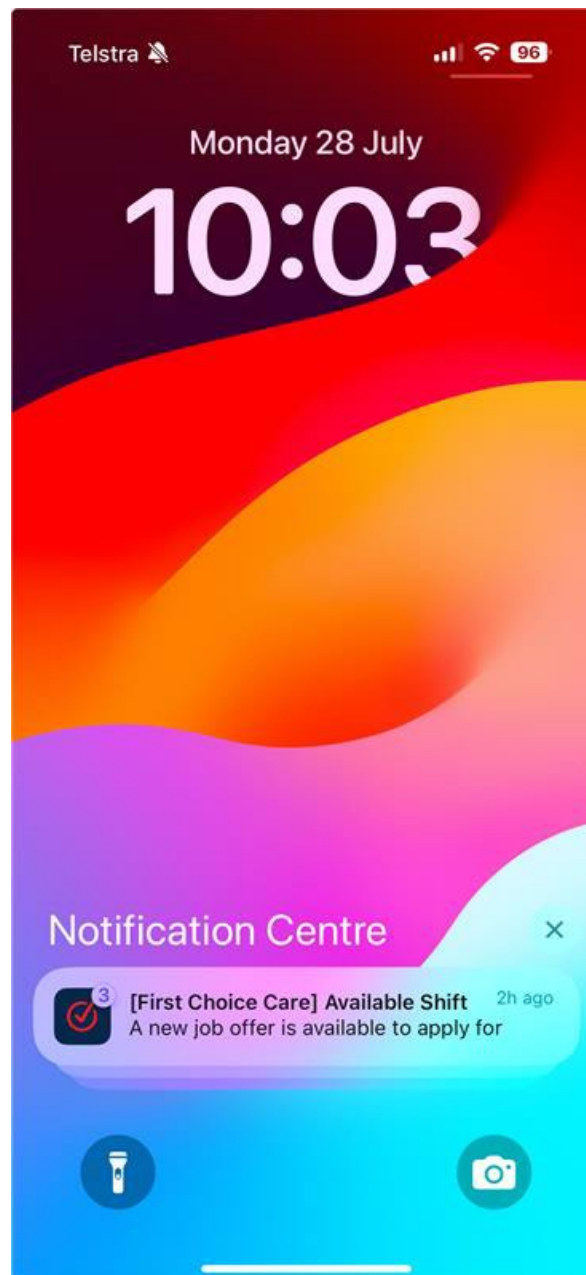
To receive these notifications, you'll need to ensure that your 'Notifications' for the My FCC App are enabled.

Android:

Settings > Notifications > App Notifications > FCC > Enable

iOS:

Settings> Notifications > FCC > Allow Notifications



Using the Filter

The Filter options in the app make it easier for your to view what matters most.

There are 4 options –

- **No Filter**
Shows *everything* — including Booked Shifts, Pending Job Offers, and your Availability.
- **Booked Shifts**
Displays shifts you've accepted and are confirmed to work.
- **Pending Job Offers**
Includes both Broadcast Job Offers (sent to multiple nurses) and Directly Allocated Shifts (sent just to you).
- **Availability**
Shows your submitted availability and unavailability.

How to Access Filters

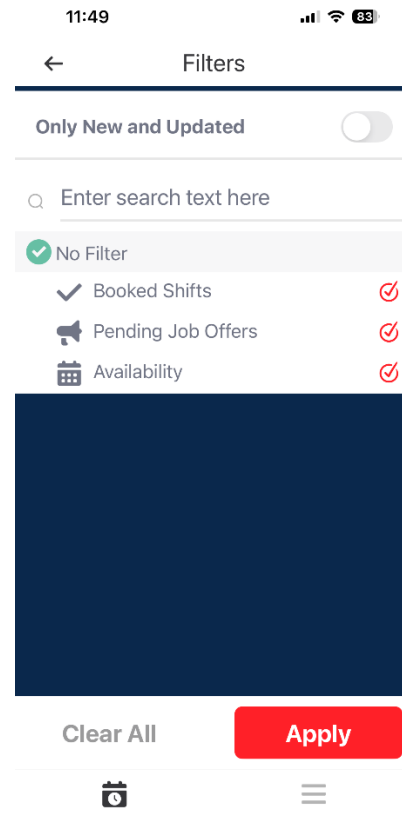
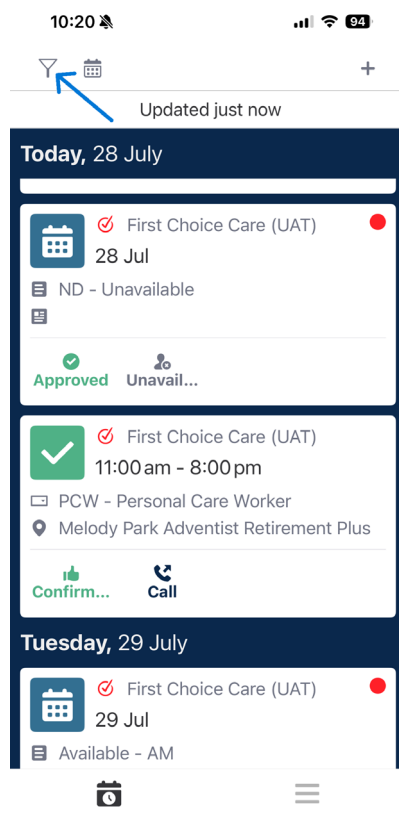
Tap the **funnel icon**  in the top left corner of the app to view and apply filters.

Tip:

When searching for shifts or job offers, always check if a filter is turned on:

Yellow funnel icon = a filter is active

Clear funnel icon = no filter applied



Updating Availability – Single Shift Candidate

Recording Your Availability

It's very important that you inform us of your availability. Using the Availability Schedule is the best way to do this.

The Availability Schedule can be located in the Hamburger Menu in the bottom right corner of the FCC App.

This availability will show in your calendar until your end date or to a maximum of 30 days in advance. You can create a new availability schedule at any time.

Choices as many or as few as you require for your schedule from:

AM – Available

PM – Available

ND – Night Duty

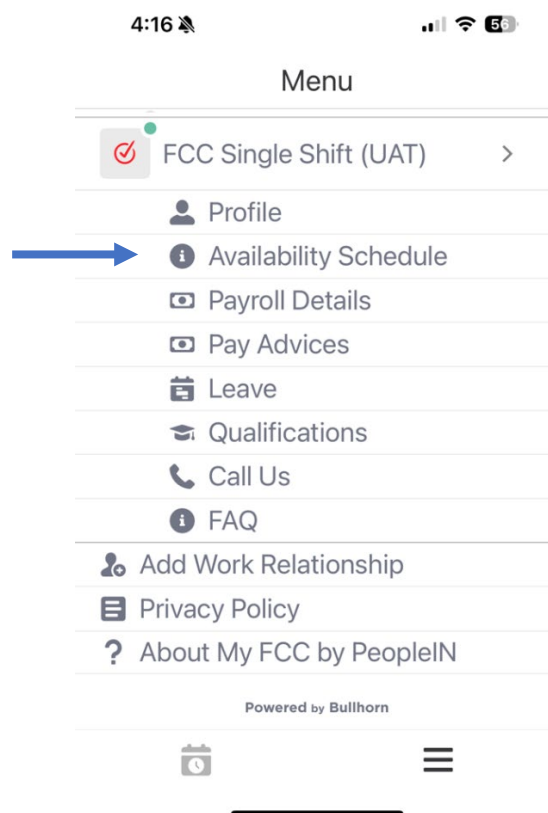
OR

Unavailable

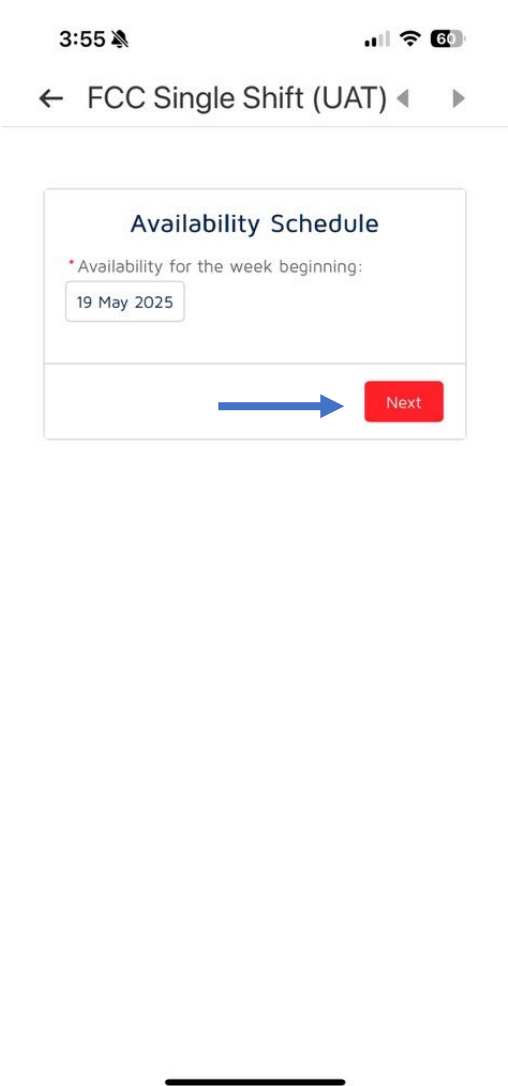
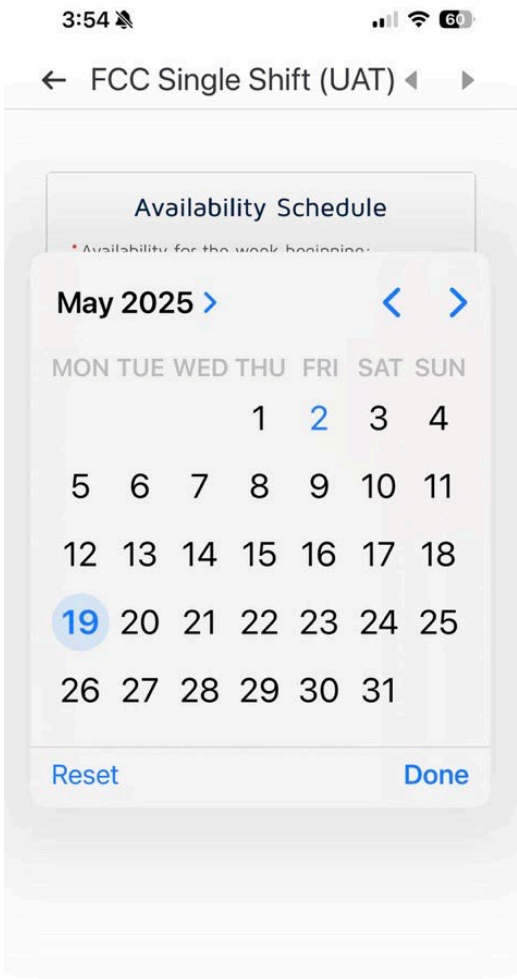
You can also add Notes (Optional)

N.B. If you do not provide availability, you will be considered to be Available.

1. Navigate to Availability Schedule in the Menu



2. Choose the Monday of the week that you need to enter availability for, then press Next:



3. Enter your Availability and/or Unavailability for that week period – Monday to Sunday

Then press **SAVE and FINISH**

3:55   

← FCC Single Shift (UAT) ◀ ▶

Availability Schedule

Your Availability for the week:
19 May 2025 - 25 May 2025

▼ **Monday**

☒ AM - Morning
☒ PM - Afternoon
☐ ND - Night Duty
☐ Unavailable All Day

Add notes

▼ **Tuesday**

☐ AM - Morning
☒ PM - Afternoon
☐ ND - Night Duty
☐ Unavailable All Day

Add notes

▼ **Wednesday**

☒ AM - Morning
☒ PM - Afternoon
☐ ND - Night Duty
☐ Unavailable All Day

4:04   

← FCC Single Shift (UAT) ◀ ▶

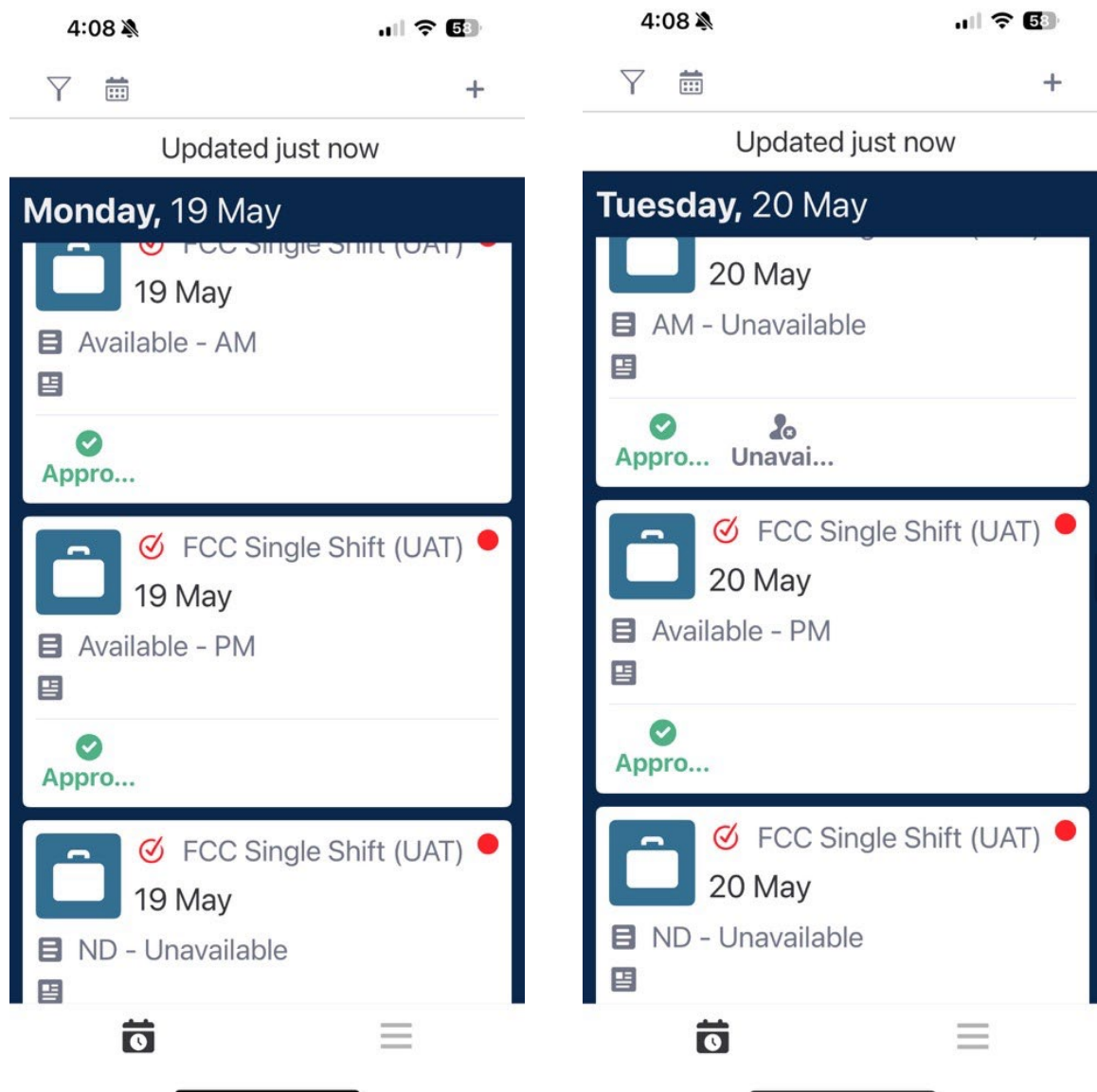
Thank You!

Thank you for providing your updated availability for week of 19 May 2025 - 25 May 2025.
 We have received it and will integrate it into your schedule within the next few minutes.



4. Within 4 minutes, your Availability and Unavailability Tiles will populate on your App Dashboard.

Note – For any periods that you are unavailable for (those that you don't tick) Unavailability Tiles will be created. This will ensure that you don't receive shift notifications for these periods.



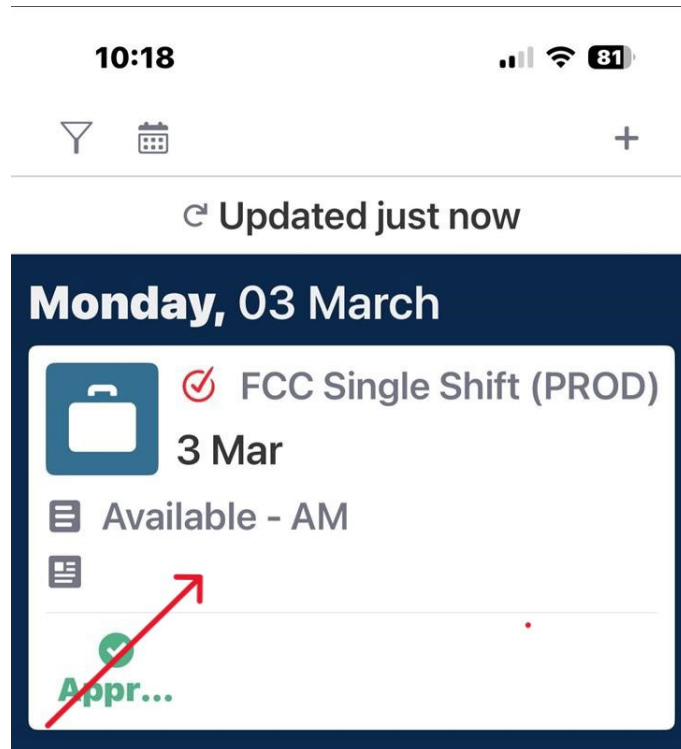
Availability Tiles are created based on what you have entered as available.

Unavailability Tiles are created automatically based on times when you aren't available.

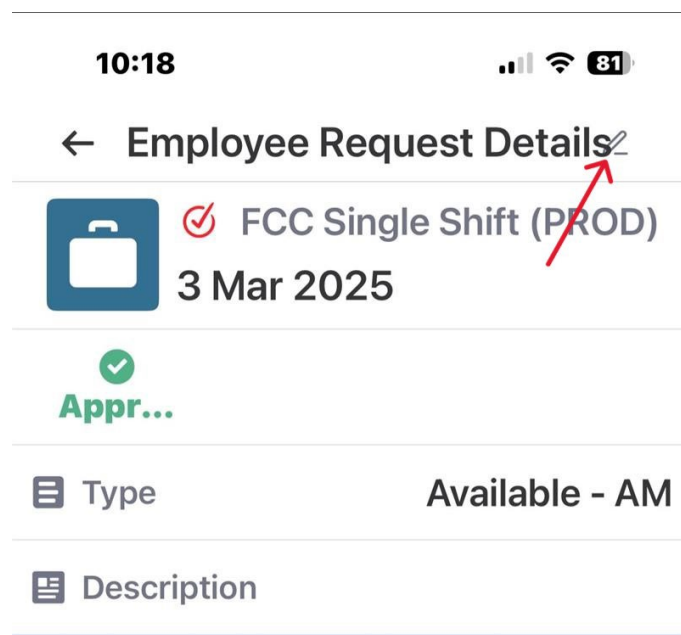
Updating Existing Availability

You may need to update your availability from time to time. To do this, follow these steps:

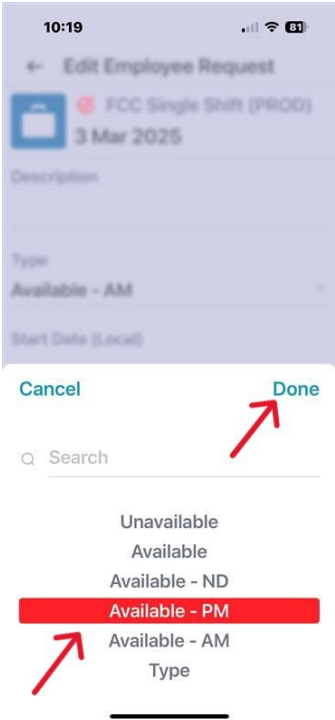
1. Locate the availability you want to update on your dashboard and click on it.



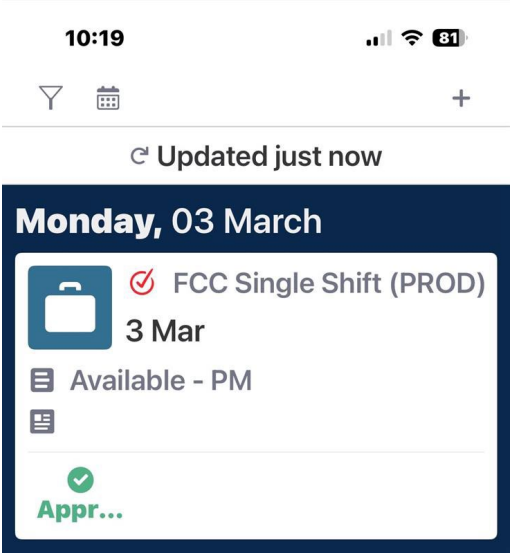
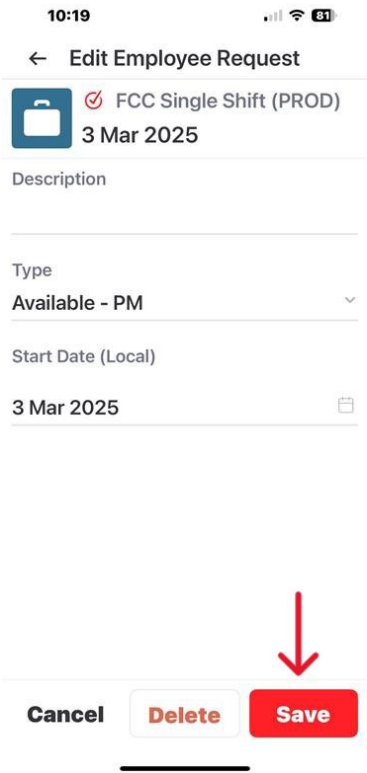
2. Click the pencil icon in the top right corner to enter edit mode.



3. Click on the Type field and adjust your availability as needed and press **Done**.



4. Click **Save** to apply your changes instantly.



Job Offers

This functionality allows you to apply for shifts that are available to you without needing to contact the office.

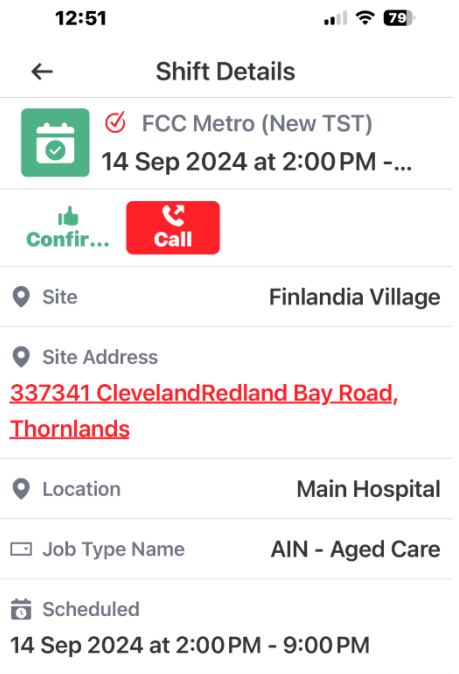
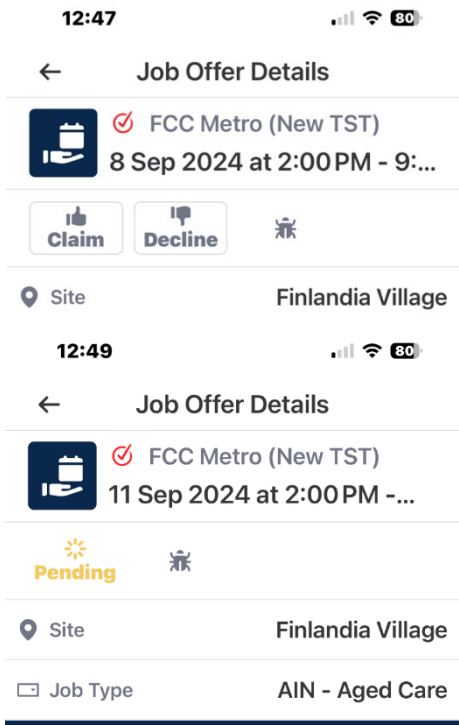
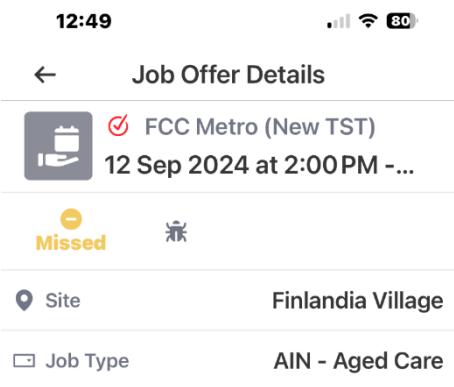
The allocations team will push out a shift to number of candidate who show availability and are suitable for the shift.

If you're available and able to do this shift, click Claim. The shift will then change to Pending.

If you're unavailable for this shift, click Decline. The shift will then be removed from your app.

If you are successful, the shift will change to Confirmed. You will then get all the relevant information for the shift.

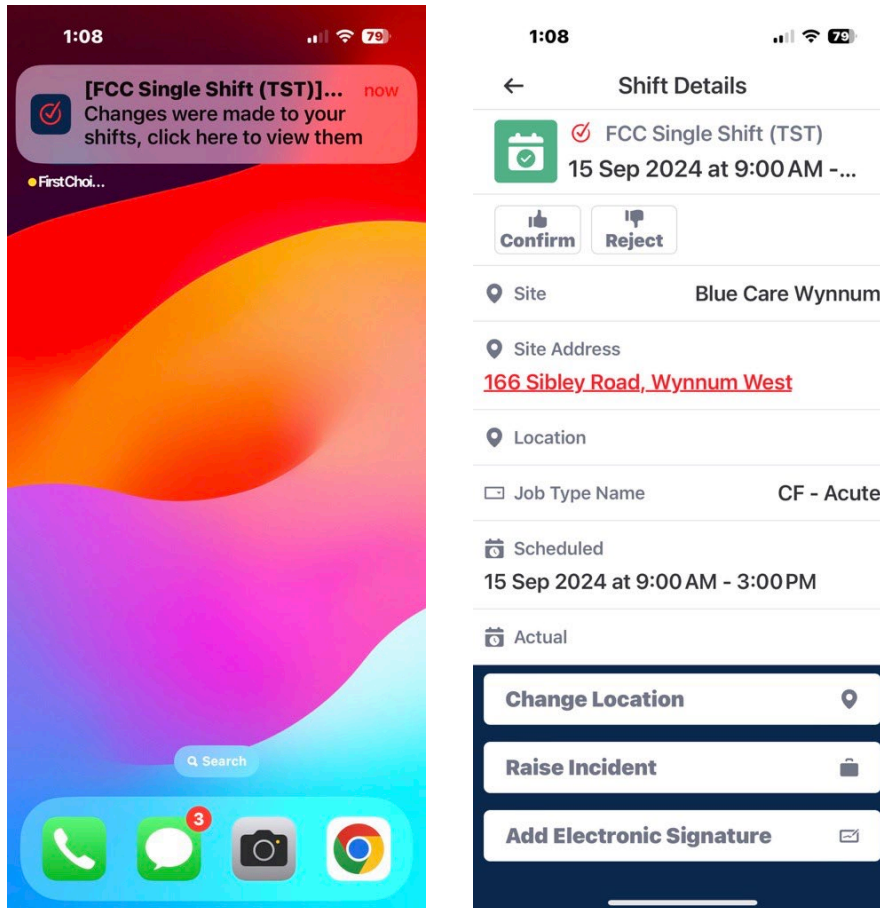
If the shift is allocated to someone else, the shift will change to Missed.



Accepting or Declining Shifts

Allocators can also assign you shifts directly. You will receive a notification on your phone that you have a shift offer waiting for you.

Firstly, you'll get a notification on your device. Upon clicking on it, you'll get the details of the offered shift:



To Accept the Shift, press Confirm.

To Reject the Shift, press Reject.

If you Reject the shift, you'll be asked to enter a reason – this can be:

- Sick
- Unavailable
- Too Far
- Other

1:09

79

←

Shift Details

✓

FCC Single Shift (TST)

15 Sep 2024 at 9:00 AM -...

Confir...

Call

📍

Site

Blue Care Wynnum

📍

Site Address

166 Sibley Road, Wynnum West

📍

Location

📄

Job Type Name

CF - Acute

📅

Scheduled

15 Sep 2024 at 9:00 AM - 3:00 PM

📅

Actual

Change Location

📍

Raise Incident

📁

Add Electronic Signature

✉

2:16

72

←

Shift Details

✓

FCC Single Shift (TST)

16 Sep 2024 at 9:00 AM -...

Rejected

📍

Site

Blue Care Wynnum

📍

Site Address

166 Sibley Road, Wynnum West

📍

Location

📄

Job Type Name

CF - Acute

📅

Scheduled

16 Sep 2024 at 9:00 AM - 3:00 PM

📅

Actual

Change Location

📍

Raise Incident

📁

Add Electronic Signature

✉

Clock On and Off your Shift.

To sign on and off your shift, you must ensure that your location services are on for the My FCC by PeopleIn app.

To check this:

Android: Settings > Location Services > First Choice Care > Allow while using the App.

iOS: Settings > Privacy & Security > Location Services > First Choice Care > While Using

Starting:

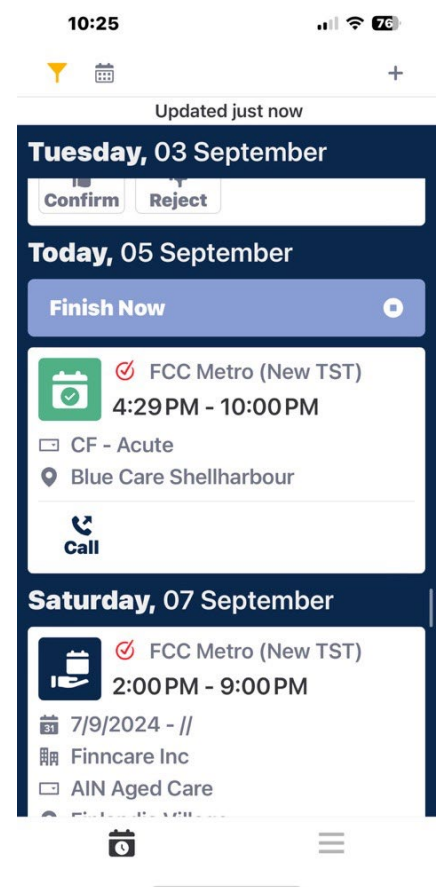
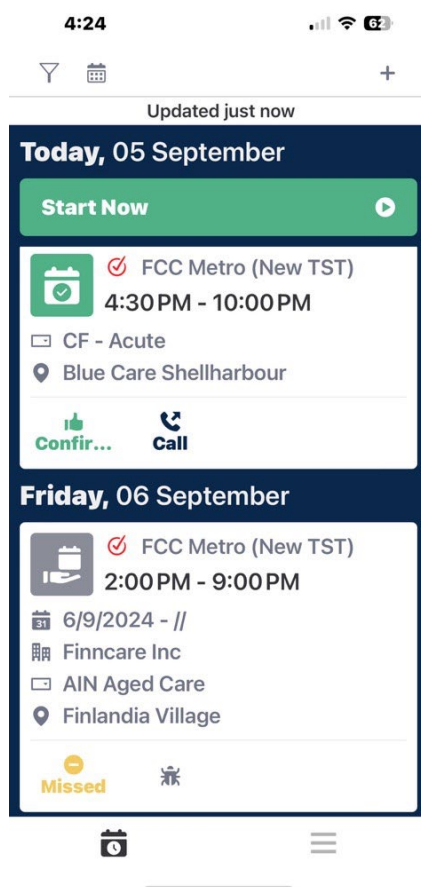
You will be able to clock onto your shift 30 minutes before the commencement of your shift. You must be onsite to clock on.

The 'Start Now' button will appear under the date the shift is on. This button will display for 30 minutes prior to the start of the shift. Only click 'Start Now' when you're physically on site.

Finishing:

When your shift has been completed, you will need to clock off. Click the 'Finish Now' button. This will be available for up to 30 minutes after the completion time of your shift.

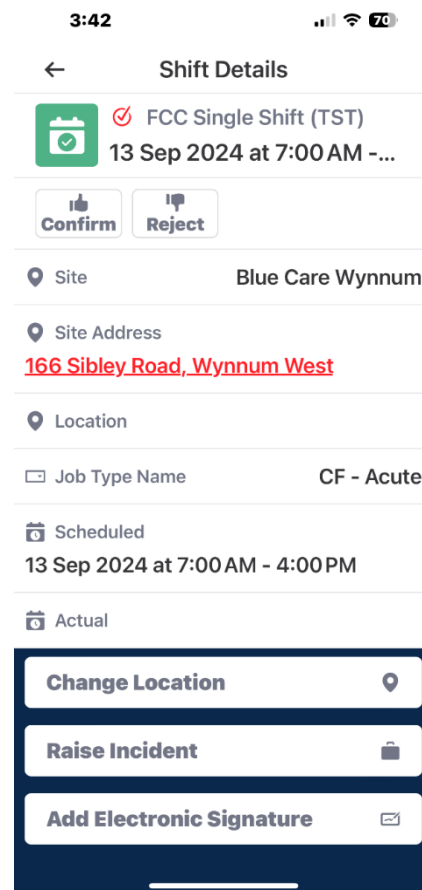
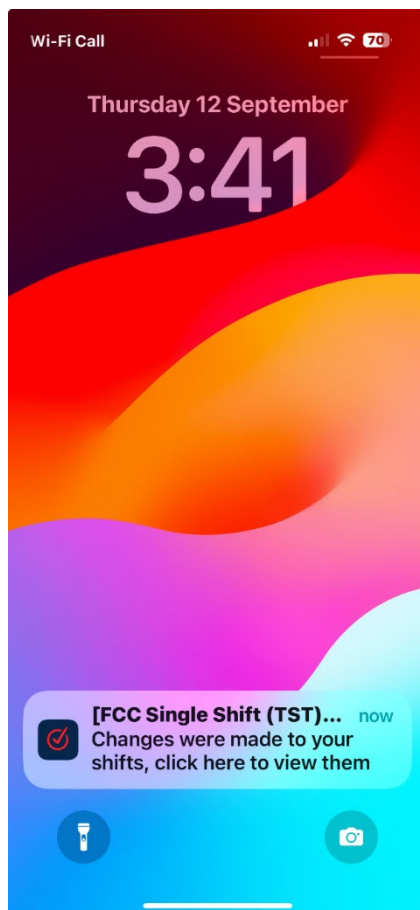
If you have completed a shift, and have failed to clock in or clock out, the system will automatically update these for you once your scheduled shift is completed.



Changes and Cancellations

If a shift is cancelled, or times are changed, you will be advised via a notification on your app, and an update or cancellation to your shift on the App.

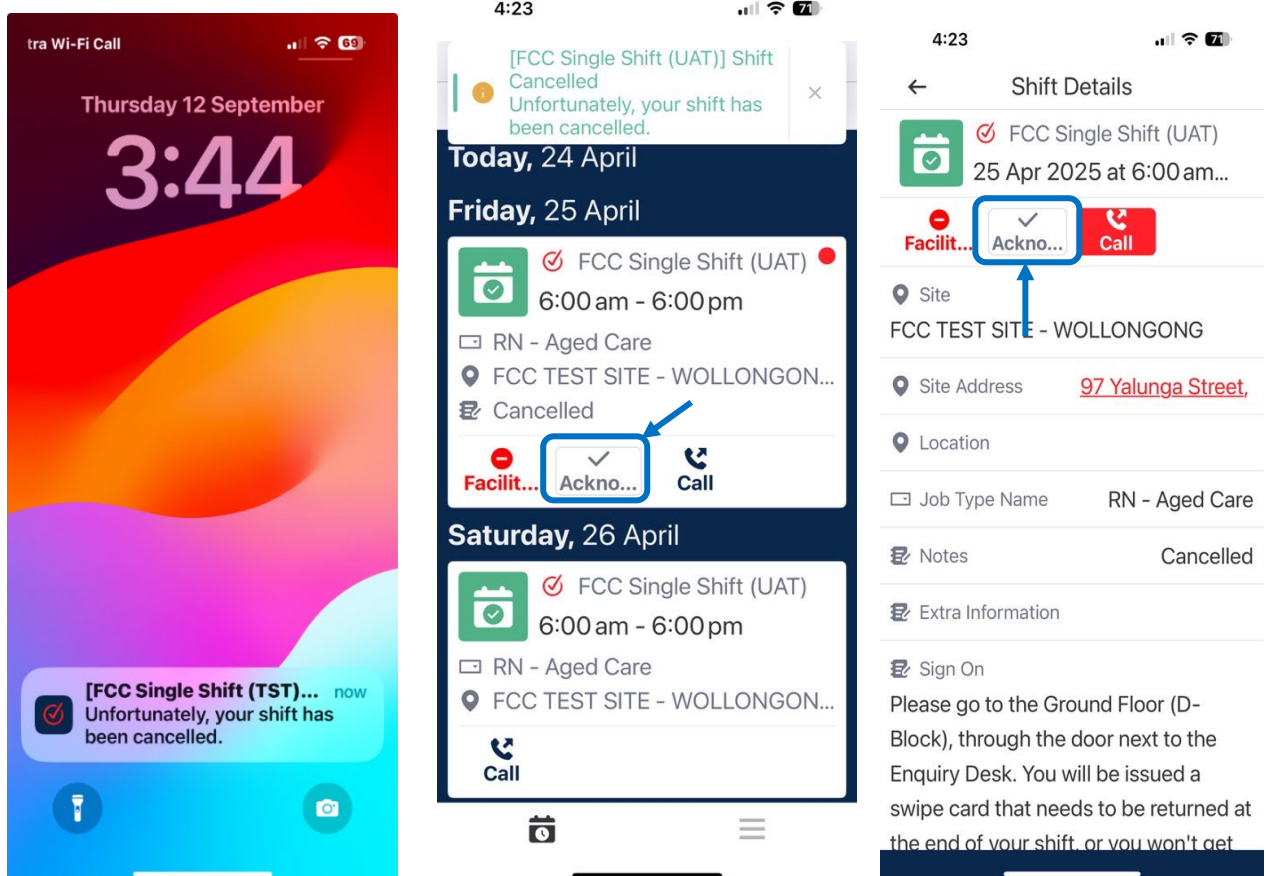
If a change is made to your shift, you'll receive a notification advising that changes were made, and you'll be requested to reconfirm the shift once more.



Acknowledging a Cancelled Shift

If your shift is Cancelled, you will get a notification advising that your shift has been cancelled, and you'll be asked to acknowledge that your shift has been cancelled.

Click the notification or navigate to the shift and click the 'Acknowledge' button. It will appear with a tick when done.

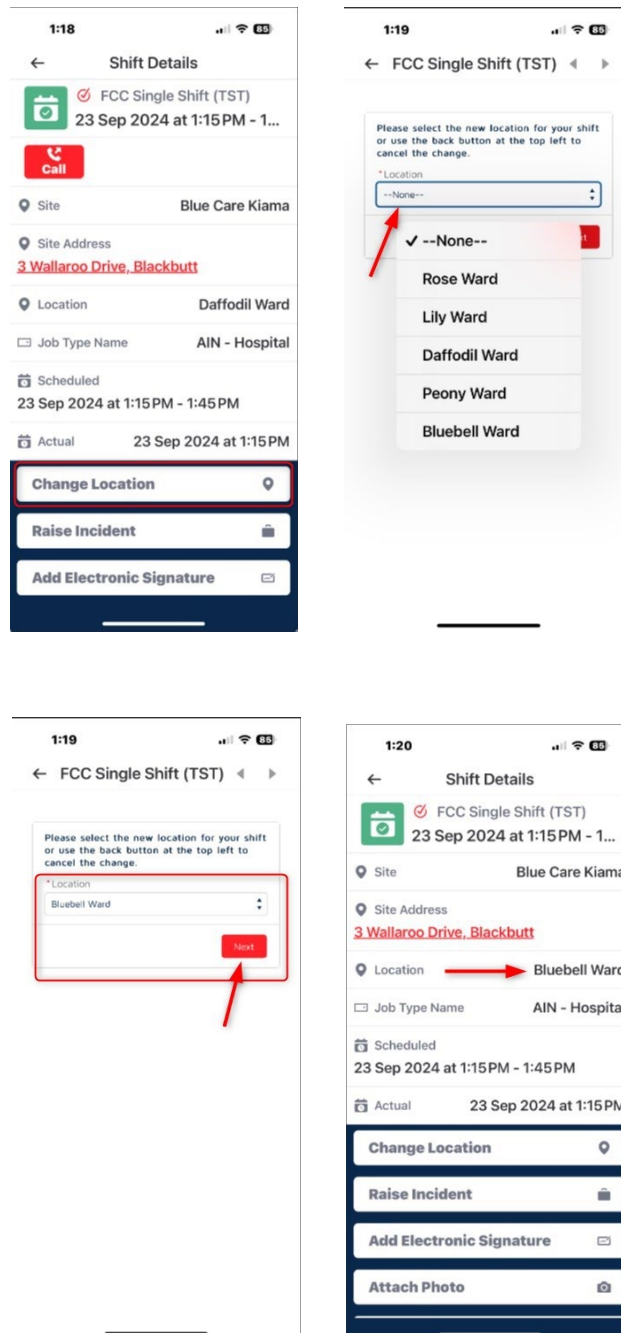


Changing Locations (Wards) during a Shift

Should your location be changed during your shift, you can easily update this information within the app. Once in your shift, click the Change Location button.

You'll then be taken to a new page where you can choose from a list of locations. Choose the correct location that you've been moved to and then press Next.

Your location has now been updated.

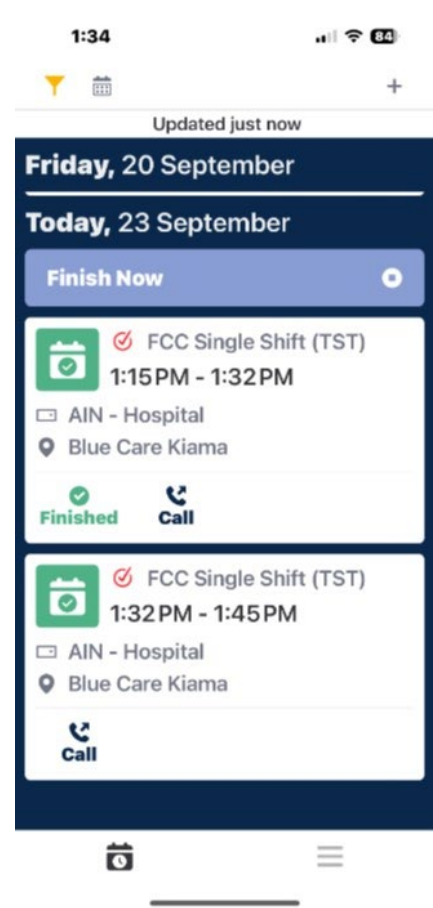
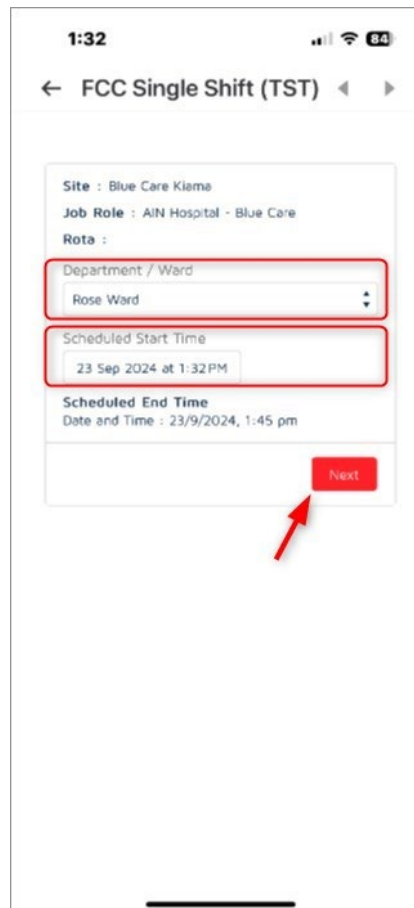
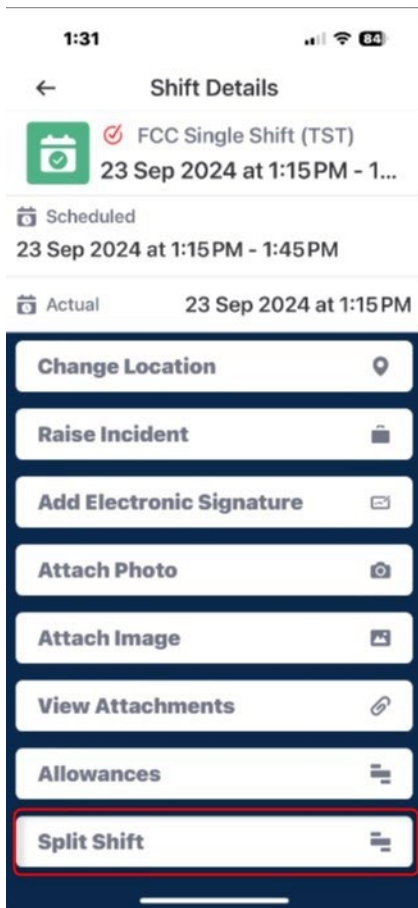


Splitting Your Shift

You might be asked to change locations (wards) during your shift. If this happens, you can record the change in your My FCC by PeopleIn app either at the time it occurs or after your shift by splitting your shift.

To do this:

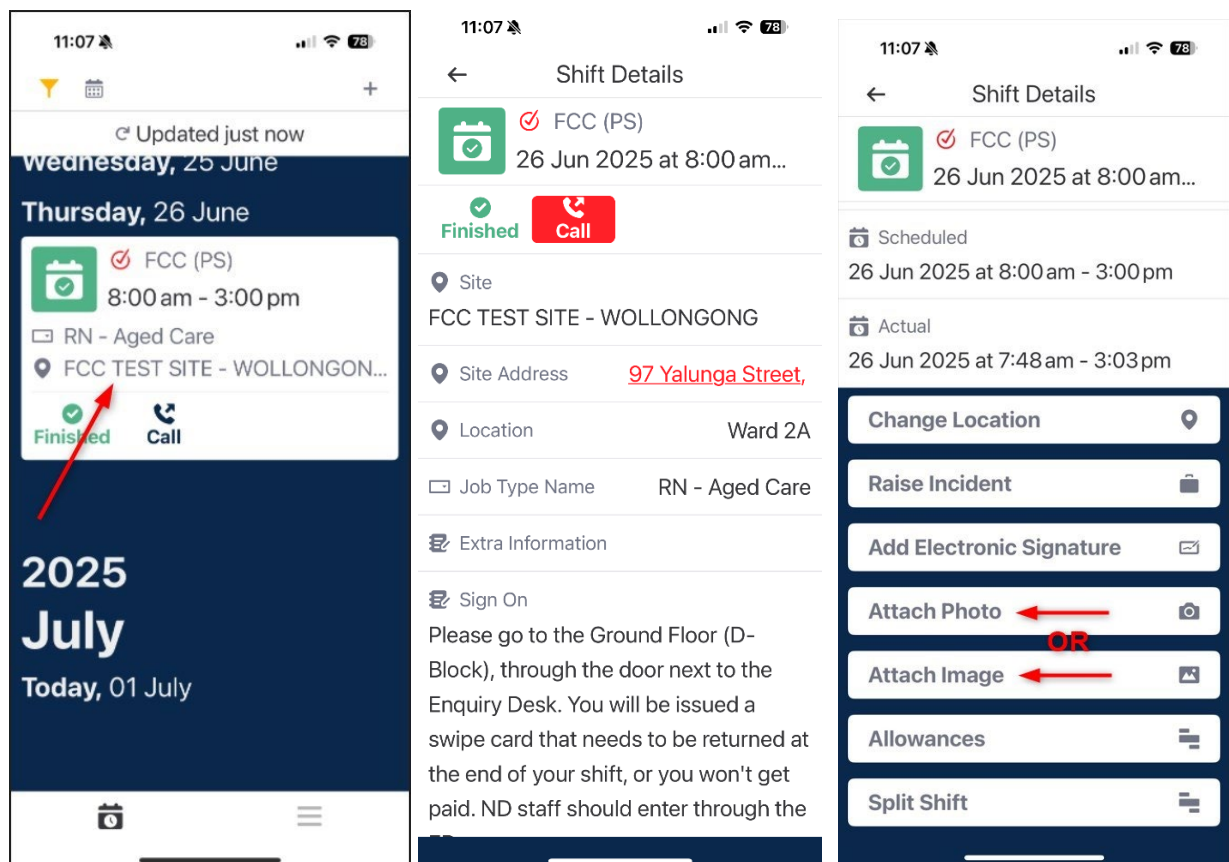
- On the shift record, scroll down the list and click on Split Shift.
- Make the necessary changes to your shift, such as the new location and start time, then press Next.
- Back in your shift calendar, you'll notice that your shift has now been split.



Docket or Timesheet Uploads

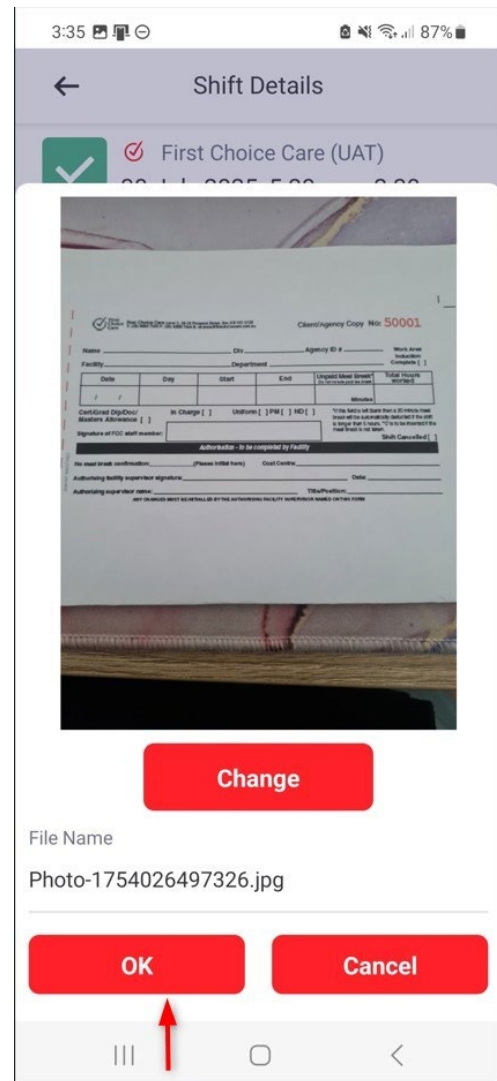
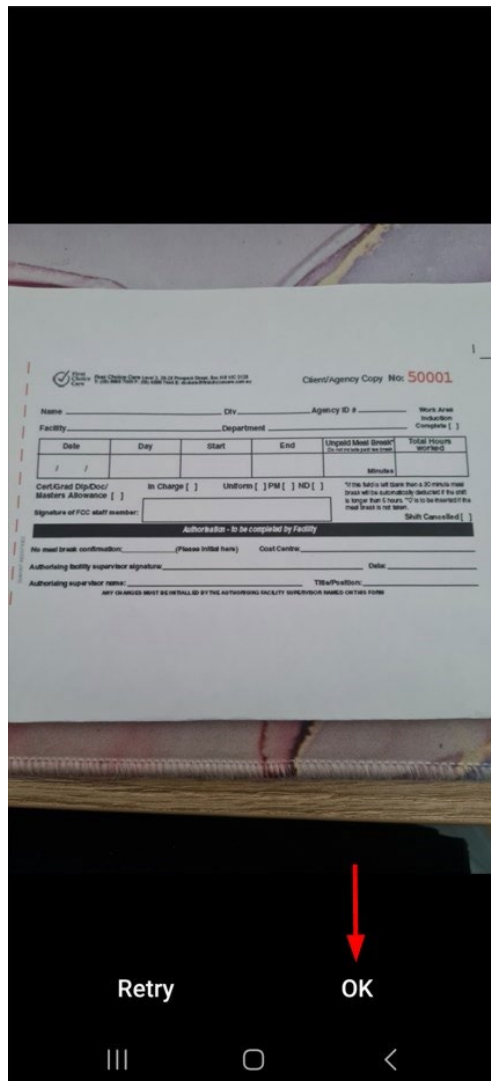
You may be required to upload a photo of your signed Docket or Timesheet to payroll in order to confirm your shift. This can be done within the My FCC by PeopleIN App.

1. Click into the shift that you need to add the docket into. Scroll to the bottom and either choose Attach Photo or Attach Image. You will choose Attach Photo if you haven't yet taken a photo of your docket with your phone. You will choose Attach Image if you have a photo of the docket on your phone already.



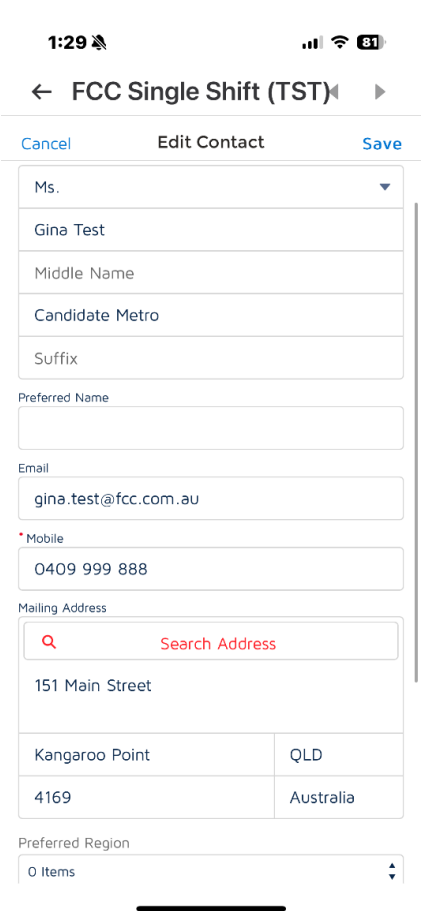
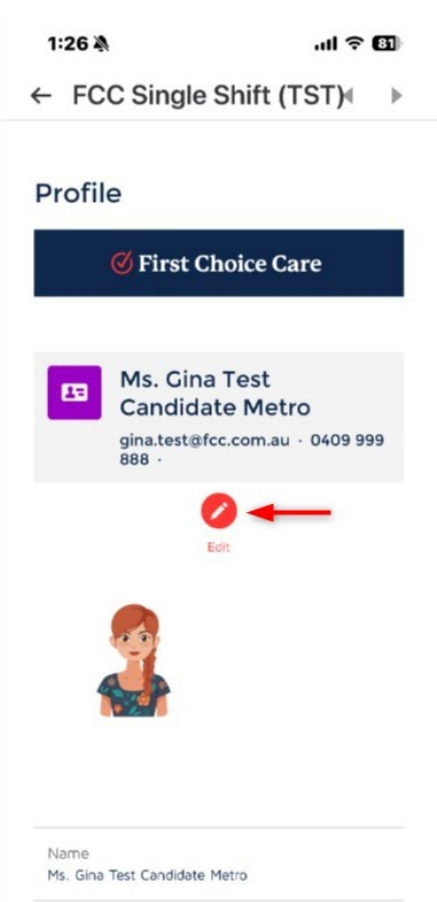
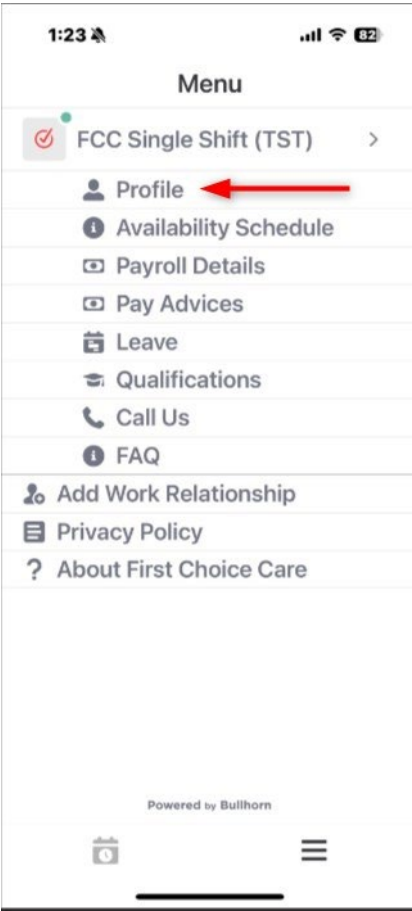
2. If choosing Attach Photo, it will open up the camera on your phone and you'll be able to take a photo of your docket. Once you're happy, choose Use Photo. Then you'll see a preview of what will be sent to Payroll.

If you are happy with the photo, press OK and it will be sent to payroll. If you would like to change it, click change and retake the photo. Once you press this Red OK button, it will be attached and sent to payroll.



Updating Personal Details

Navigate to the menu and click on Profile. If you need to update your personal information, click on Edit.



Updating Emergency Contacts

If you need to create a new Emergency Contact, scroll down and click on Create New Emergency Contact. Then add in the details of the emergency contact. Then press SAVE.

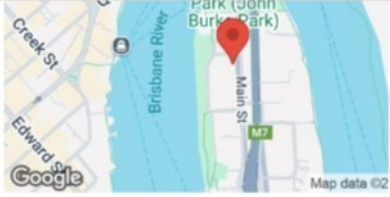
1:36

80

←

FCC Single Shift (TST)

▶



Preferred Region

Account Name

Blue Care

Infectious Exclusion Date

* Time Zone ⓘ

(GMT+10:00) Australian Eastern Standard Time

Set Time Zone

Create New Emergency Contact



1:37

80

←

FCC Single Shift (TST)

▶

Set Time Zone

New Emergency Contact

First Name

Daniel

* Last Name

Test

Business Phone

0266990000

Mobile

0400111222

Email

Dantest@email.com

Emergency Contact Relationship ⓘ

Spouse

Save

If you haven't done so already, please let us know what type(s) of job you're interested in. Tap the button below to manage your qualifications.

Viewing Qualifications

On the Profile page, scroll to the bottom and click on Qualifications. Here you can view all of your current qualifications.

1:10

78%

←

FCC Single Shift (TST)

◀

▶

Set Time Zone

New Emergency Contact

First Name

* Last Name

Business Phone

Mobile

Email

Emergency Contact Relationship ⓘ

--None--

Save

If you haven't done so already, please let us know what type(s) of job you're interested in. Tap the button below to manage your qualifications.

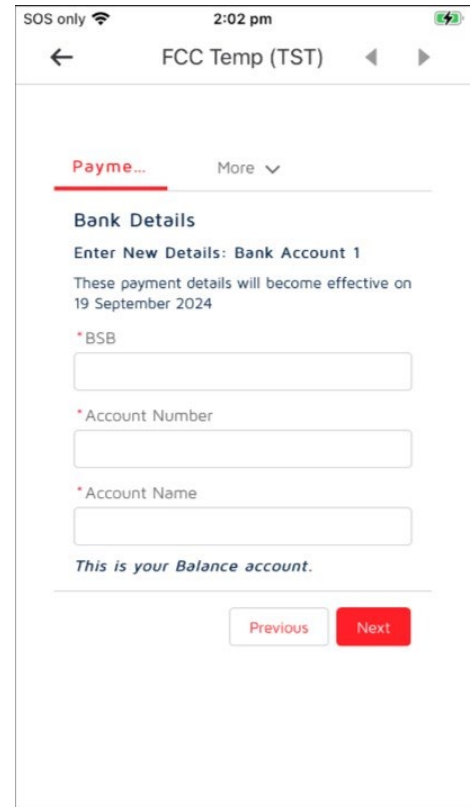
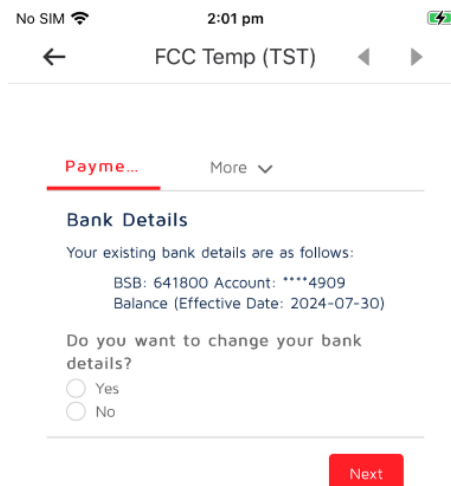
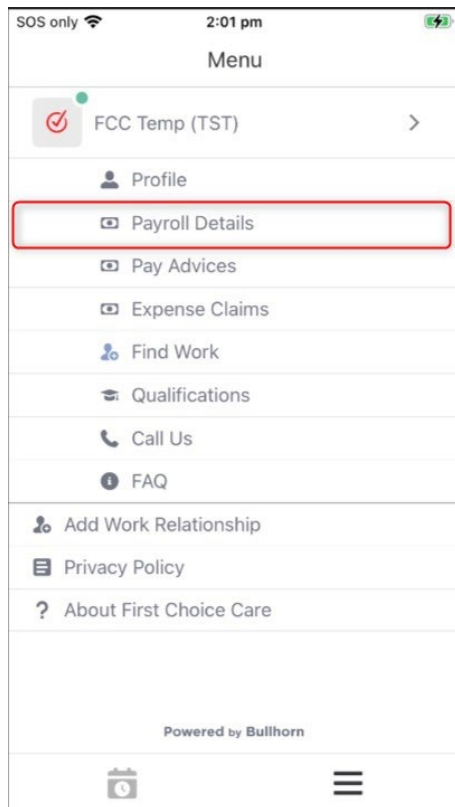
Qualifications

←

Updating Banking, Tax, Superannuation and Salary Sacrifice

You can easily update your Banking, Tax File Number, Superannuation Details, and Salary Sacrifice details from within your app.

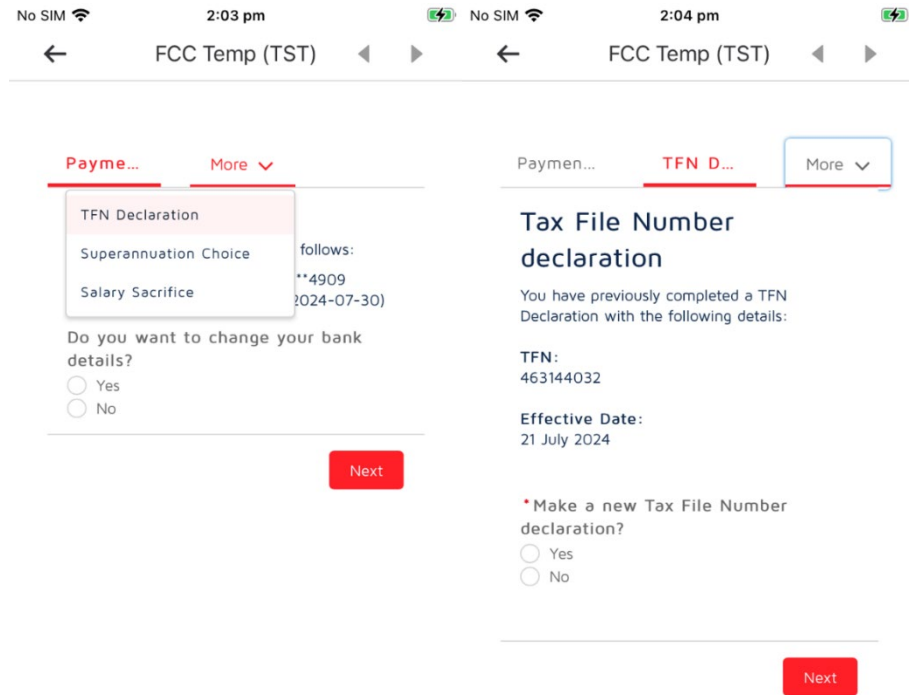
Banking Details: Click on the Payroll Details tab that sits in the menu. You will then be presented with your banking details.



Should you wish to update your bank details, on this page, press Yes and Next, then choose to be paid into either 1 or 2 bank accounts and press Next. Then you will have the option to add your bank details and press Save.

TFN Declaration:

Should you need to update your Tax File Number, you can easily do this in the Payroll Details area. Once you're in the Payroll Details tab, click the More dropdown on the top menu and choose TFN Declaration. There you'll find your current Tax File Number declaration, along with the date it was linked to First Choice Care. Should you have the need to amend it, you have the option at the bottom. Choose Yes to Make a new Tax File Number declaration and complete the update on the following page.



The image displays two screenshots of the First Choice Care mobile application interface.

Left Screenshot (2:03 pm): Shows the 'Payroll Details' screen. The 'More' dropdown menu is open, showing options: 'TFN Declaration', 'Superannuation Choice', and 'Salary Sacrifice'. The 'TFN Declaration' option is highlighted. Below the menu, there is a question: 'Do you want to change your bank details?' with radio buttons for 'Yes' and 'No'. A red 'Next' button is at the bottom right.

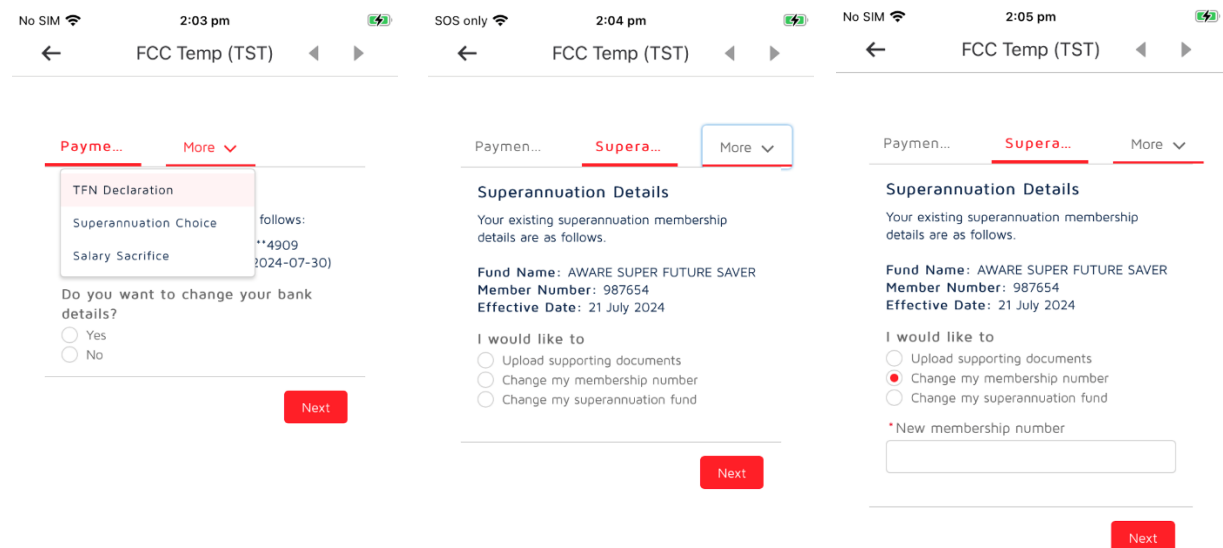
Right Screenshot (2:04 pm): Shows the 'Tax File Number declaration' screen. The title is 'Tax File Number declaration'. Below the title, it says: 'You have previously completed a TFN Declaration with the following details:'. The details listed are: 'TFN: 463144032' and 'Effective Date: 21 July 2024'. At the bottom, there is a question: '* Make a new Tax File Number declaration?' with radio buttons for 'Yes' and 'No'. A red 'Next' button is at the bottom right.

Superannuation:

Should you need to update your Superannuation details, you can easily do this in the Payroll Details area. Once you're in the Payroll Details tab, click the More dropdown on the top menu and choose Superannuation Choice. There you'll find your current superannuation details, along with the effective date. Should you have the need to amend it, you have the option at the bottom. Choose from:

- Upload Supporting Documents
- Change my Member Number
- Change my Superannuation Fund

Click on the one you'd like to change/upload and press next. For instance, if you choose Change my Member Number, it will prompt you to enter a New Membership Number and press Next. It will then prompt you to choose the date you'd like the change effective from and press Save. It is now updated in our system.



The image displays three sequential screenshots of the First Choice Care mobile application interface, specifically the Superannuation details screen. Each screenshot shows the status bar at the top with 'No SIM', signal strength, and time (2:03 pm, 2:04 pm, and 2:05 pm respectively). The app header includes 'FCC Temp (TST)' and navigation arrows. The main menu at the top has 'Paymen...', 'Supera...', and 'More' with a dropdown arrow. The 'Supera...' option is selected and highlighted in red.

Screenshot 1 (2:03 pm): The 'More' dropdown menu is open, showing options: 'TFN Declaration', 'Superannuation Choice' (which is highlighted), and 'Salary Sacrifice'. Below the menu, there is a question: 'Do you want to change your bank details?' with radio buttons for 'Yes' and 'No'. A red 'Next' button is at the bottom right.

Screenshot 2 (2:04 pm): The 'Superannuation Details' screen is shown. It displays the following information: 'Your existing superannuation membership details are as follows.', 'Fund Name: AWARE SUPER FUTURE SAVER', 'Member Number: 987654', and 'Effective Date: 21 July 2024'. Below this, there is a section 'I would like to' with three radio button options: 'Upload supporting documents', 'Change my membership number', and 'Change my superannuation fund'. A red 'Next' button is at the bottom right.

Screenshot 3 (2:05 pm): This screenshot shows the same 'Superannuation Details' screen as the previous one, but with the 'Change my membership number' option selected (indicated by a red dot). Below the options, there is a text input field labeled '*New membership number' and a red 'Next' button at the bottom right.

If you'd like to Change your Superannuation Fund, click on Change my Superannuation Fund and press Next.

This will then give you the option to type a Superannuation Fund Type:

- The APRA fund or retirement savings account (RSA) I nominate
- The self-managed super fund (SMSF) I nominate
- The super fund nominated by my employer

Once chosen, follow the prompts to complete your details and press Save.

No SIM

2:06 pm

←

FCC Temp (TST)

▶

Fund Name: AWARE SUPER FUTURE SAVER

Member Number: 987654

Effective Date: 21 July 2024

I would like to

☐ Upload supporting documents

☐ Change my membership number

☒ Change my superannuation fund

This nomination will become effective on 19 September 2024

*Select Superannuation Fund Type

☒ The APRA fund or retirement savings account (RSA) I nominate

☐ The self-managed super fund (SMSF) I nominate

☐ The super fund nominated by my employer

*Superannuation Fund Lookup

*Member number

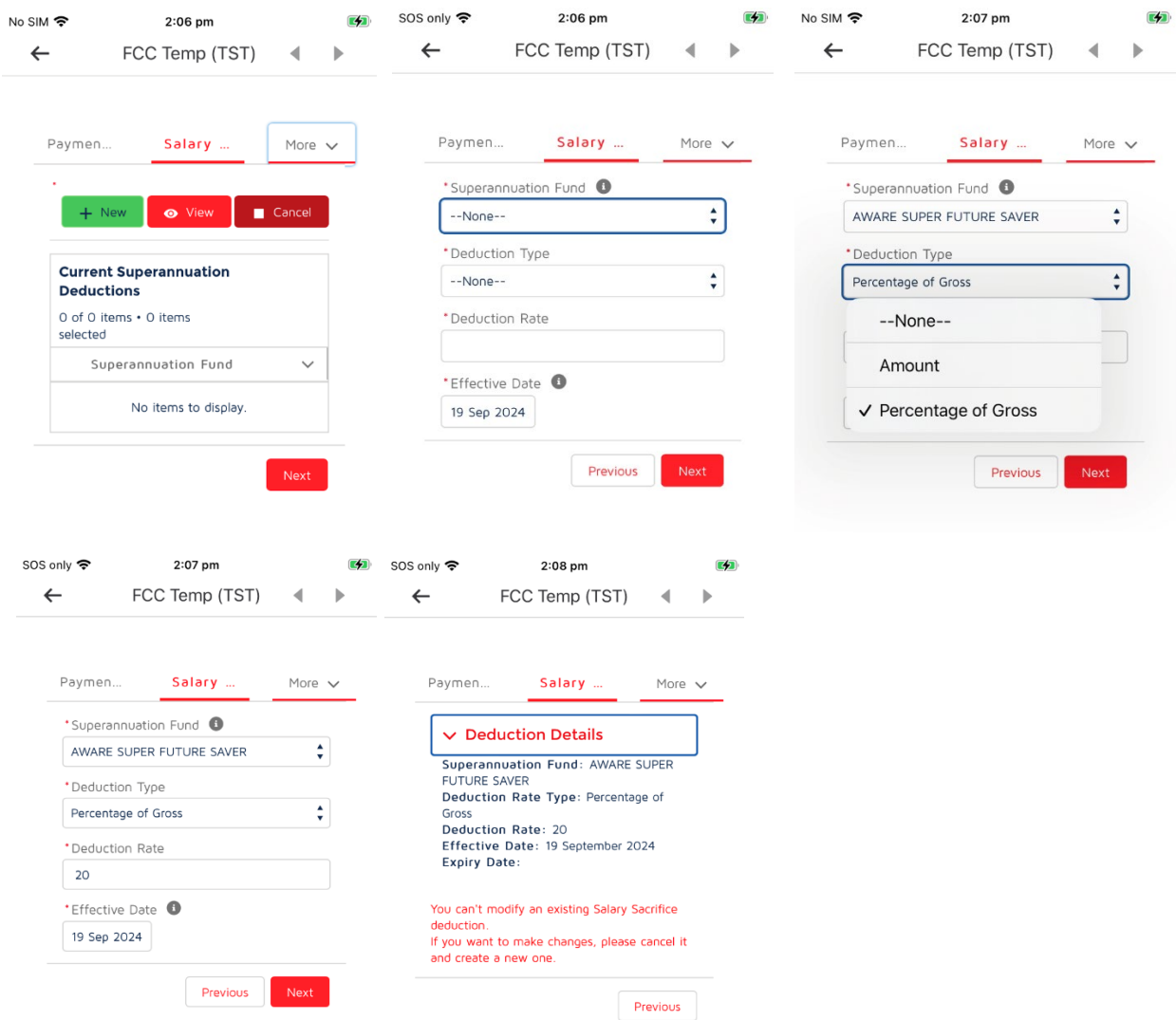
Upload supporting documents

Upload Files

Salary Sacrifice:

Should you wish to Salary Sacrifice a portion of your income, you can set this up from within the Payroll Details Tab in your app.

Once you're in the Payroll Details tab, click the More dropdown on the top menu and choose Salary Sacrifice. To create a new Salary Sacrifice, choose New. Then choose your superannuation account, then the deduction type – either an amount or percentage of your income, then enter the amount or percentage, depending on what you've chosen, and enter the date you'd like it effective from. Then press Next to save your Salary Sacrifice.



The screenshots illustrate the following steps:

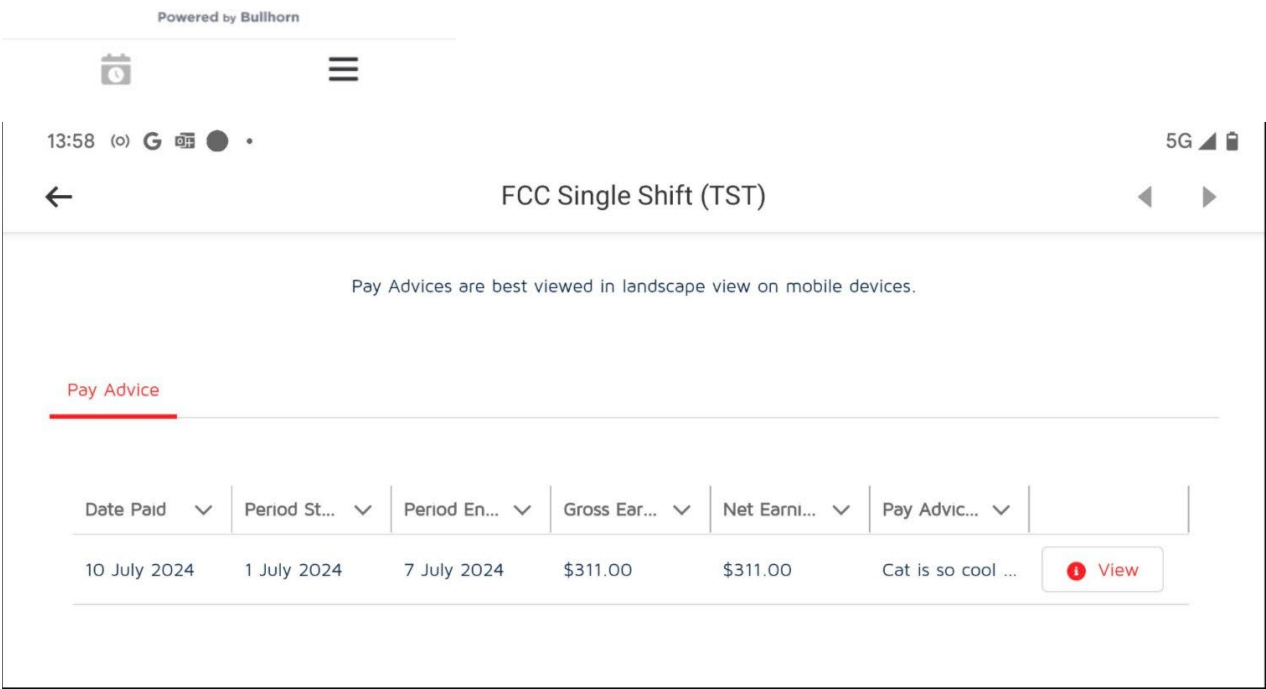
- Step 1:** The user is in the 'Salary' tab. The 'More' dropdown menu is open, showing options like 'New', 'View', and 'Cancel'.
- Step 2:** The user selects 'New'. A screen titled 'Current Superannuation Deductions' shows '0 of 0 items selected'.
- Step 3:** The user selects a superannuation fund ('AWARE SUPER FUTURE SAVER') and a deduction type ('Percentage of Gross').
- Step 4:** The user enters a deduction rate of '20' and an effective date of '19 Sep 2024'.
- Step 5:** The user reviews the 'Deduction Details' summary, which includes the fund name, rate type, rate, effective date, and expiry date. A message states: 'You can't modify an existing Salary Sacrifice deduction. If you want to make changes, please cancel it and create a new one.'

Accessing your Pay Advice via the App.

You can access your weekly pay advice via your app quickly and simply.

Navigate to the Menu and choose Pay Advices. You'll then see a list of all of your pay advices. Note, this is best viewed in landscape mode on your phone.

Choose View for the one that you'd like to open, you'll then see a brief overview of the pay slip. To download the full copy, press View once again. Your payslip will then be downloaded as a PDF file onto your device.



FCC Single Shift (TST)

Pay Advices are best viewed in landscape view on mobile devices.

Pay Advice

Go Back

Pay Advice

Pay Advice Name
EPA
2024070400004

Employee
Betty Boop Metro
Candidate App
Testing

Date Paid
10/7/2024

Period Start Date
1/7/2024

Period End Date
7/7/2024

Gross Earnings
311.00

Net Earnings
311.00

GST
0.000000

Pay Advice Message
Cat is so cool because she can see my awesome pay batch pay advice message

EPA 202407...

EPA 2024070400004

View



Betty Cat Boop Metro Candidate App Testing

First Choice Care Pty Ltd
ABN: 44115336719
Phone: 1300 307 241
Email: accounts@firstchoicecare.com.au

Current Period: 01/07/2024 - 07/07/2024
Payment Date: 10/07/2024

Payroll Id: 000010
Total Earnings: \$311.00
Total Tax: \$
Total Net: \$311.00

Pay Code	Units	Current Period Rate	Total	Year to Date Units	Total
Non-Taxable Payments					
			Total Non-Taxable Gross Amount: 0.00	YTD Non-Taxable Gross: 0.00	
Taxable Payments					
Morning Shift	4.00000	65.25000	261.00	4.00	261.00
PM Responsibility Allowance	50.00000	1.00000	50.00	50.00	50.00
			Taxable Gross Amount: 311.00	YTD Taxable Gross: 311.00	
Pre-Tax Deductions					
			Total Pre-Tax Deduction Amount: 0.00	YTD Pre-Tax Deduction: 0.00	
PAYG Withholding					
Post-Tax Deductions					
Superannuation Distribution					
Fund Name	Member Number	Amount	YTD Amount		
Net Pay Distribution					
Account Name	Account Number	BSB	Amount		
Ms Betty Boop	****8712	064474	311.00		
Leave Balances					
Leave Rule	Balance (hours)	Balance (days)			
Personal Message					
Cat is so cool because she can see my awesome pay batch pay advice message					
General Message					
All rates provided are inclusive of the 25% casual loading.					



Betty Cat Boop Metro Candidate App Testing

First Choice Care Pty Ltd
ABN: 44115336719
Phone: 1300 307 241
Email: accounts@firstchoicecare.com.au

Current Period: 01/07/2024 - 07/07/2024
Payment Date: 10/07/2024

Payroll Id: 000010
Total Earnings: \$311.00
Total Tax: \$
Total Net: \$311.00

Shift Date	Site	Department/Ward	Job Type	Start	Finish	Shift Type	Quantity	Rate	Amount
01 Jul 2024	Academian Catholic University Limited		Registered Nurse - RN 1.2	13:00	17:00	Morning Shift x 1	4.00	65.25	261.00
01 Jul 2024			Registered Nurse - RN 1.2			PM Responsibility Allowance	50.00	1.00	50.00
Total Gross Amount:									\$311.00
Total Allowance Quantity:									50
Total Hours:									4.00