

Understanding pay, timekeeping and your personal workday log

Your employment agreement, Schedule or approved PALM Offer of Employment sets your own terms. The handbook explains pay, payslips and deductions. Ask Orchard Tech if you do not understand which rate or classification applies to your role.

Your personal workday log

The app lets you record the work date, start and finish times, unpaid break minutes and optional notes. You can review, edit or delete your entries and see a weekly total. These notes stay on your device; the app does not send them to Orchard Tech.

The log is your personal reference. It is not the employer's timesheet or payroll submission. Continue to use the timekeeping process explained for your placement.

If something looks wrong

Compare your own notes with the hours, rates and deductions shown on your payslip. Ask Orchard Tech promptly about a difference. Keep payslips, bank details, tax information and completed private records out of public comments and the app Contact message. Ask for the appropriate private channel if a document is needed.

English quick reference prepared 10 October 2026. Read the current source documents and follow the instructions explained for your placement.

Source documents

- Employee Handbook section 4
- App Privacy Policy section 3, Personal workday records