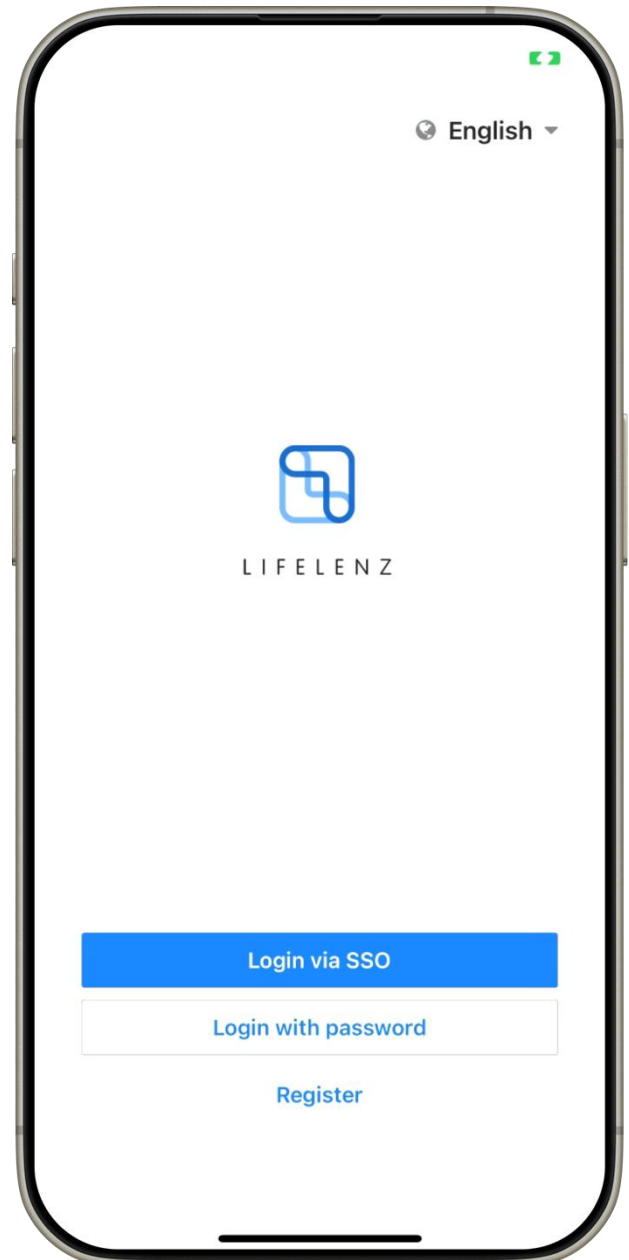
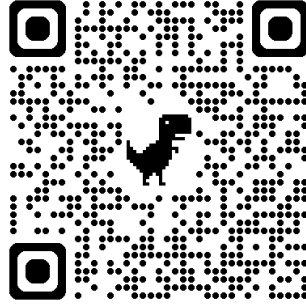
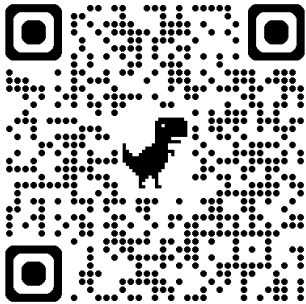


# LIFELENZ Mobile App

- Access your **schedule** anywhere, anytime
- Easily request **shift changes** (drop/offer, swaps, or pick up shifts)
- Request **time off** or manage your **availability**

*Don't yet have LIFELENZ app on your mobile device?*

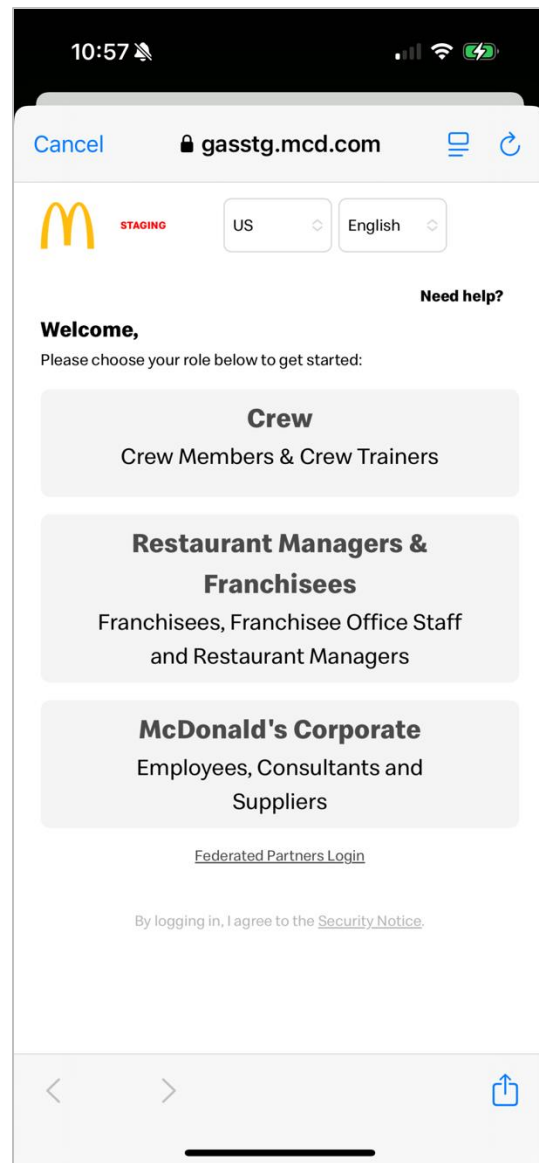
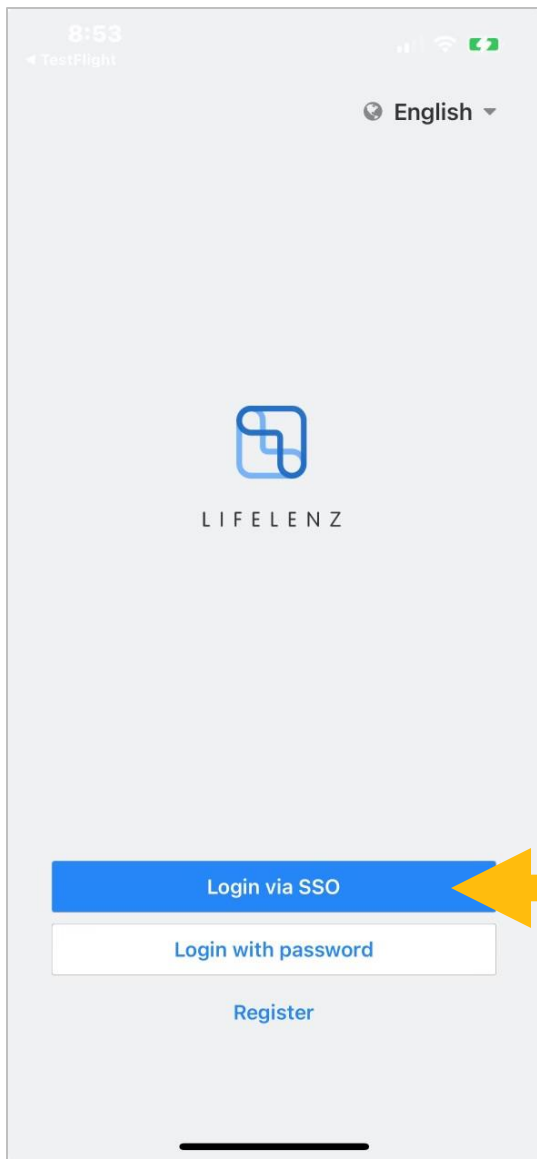


# Signing into the LIFELENZ mobile app with your eID



## Sign in using your McDonald's eID.

Press the **Login via SSO** button to access the McDonald's SSO login page.

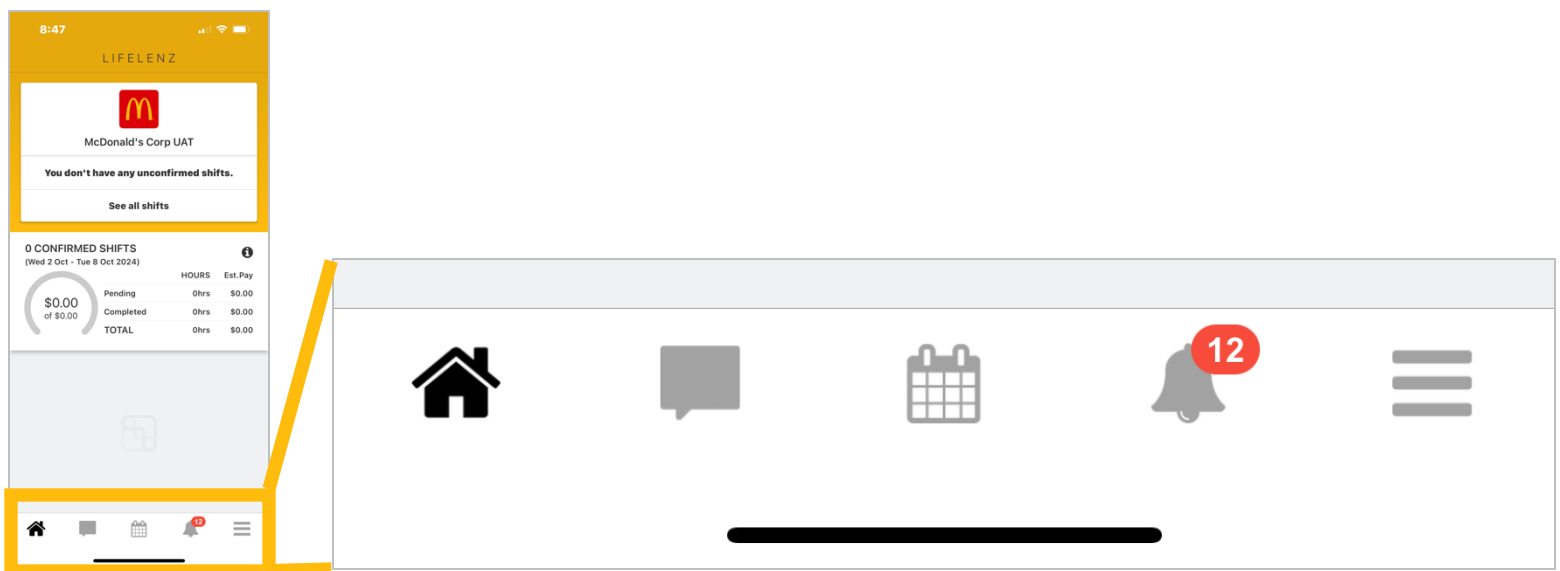


# Navigating the LIFELENZ App



**Access the mobile app's main features on the bottom of the screen.**

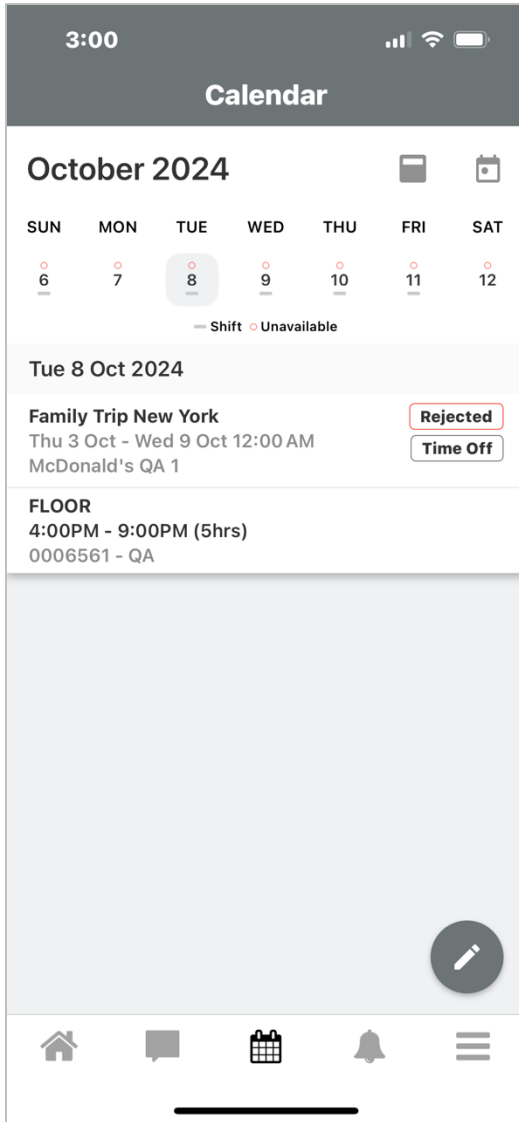
- **Dashboard (Home):** View a summary of your shifts, hours, and pay
- **Conversations:** Communicate with your managers and coworkers (if enabled)
- **Calendar:** View your schedule, as well as change availability, request time off, and drop/swap shifts
- **Notifications:** View all notifications
- **More:** View the full list of menu options



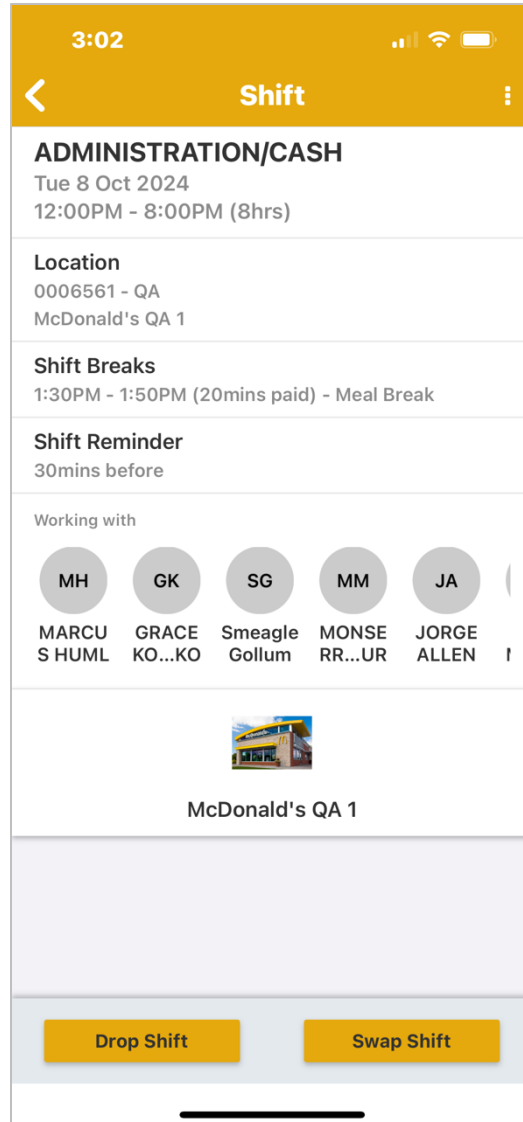
# View your schedule day and shift details



## Daily view (default)



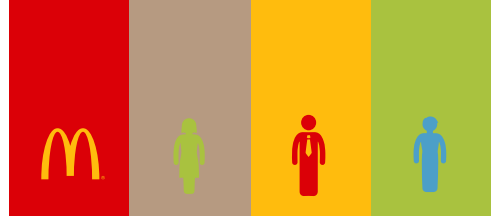
## Shift Details




Press on any shift to view the **shift details**, including:

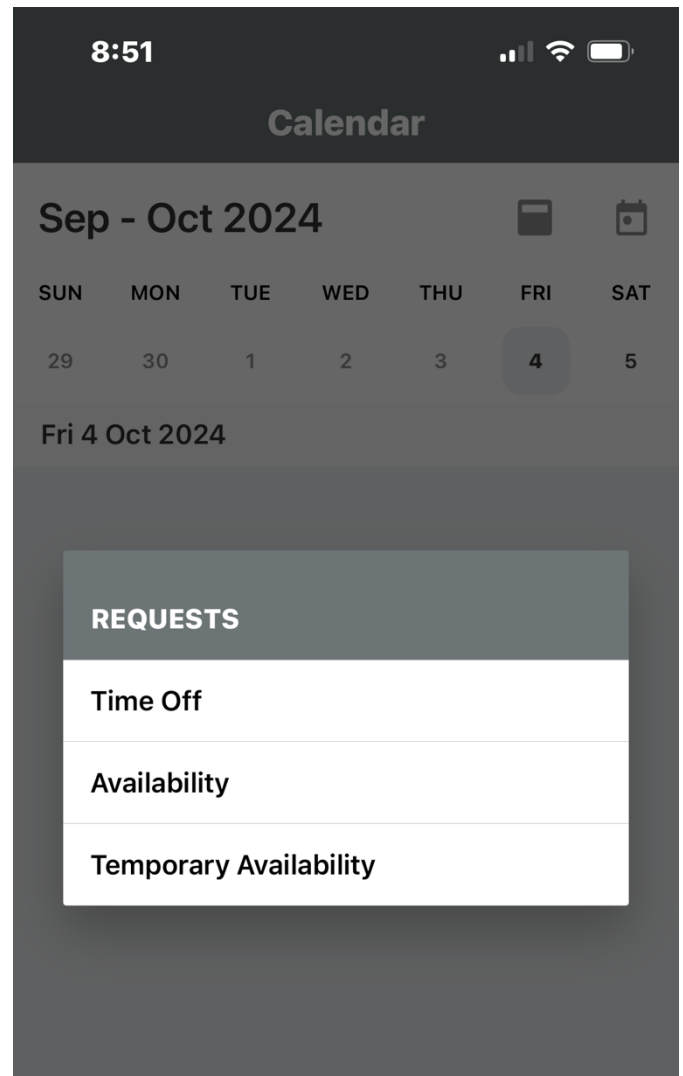
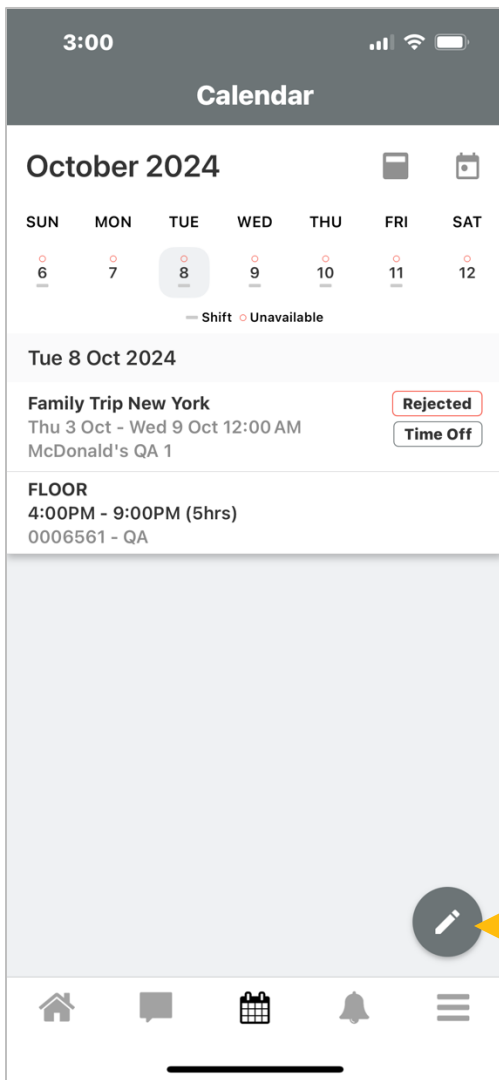
- Shift start/end time
- Shift breaks (paid, unpaid)
- Shift reminder (if enabled)
- Who is also scheduled to work during that shift (if anonymized is disabled)





# Making Time Off, Availability & Temporary Availability Requests

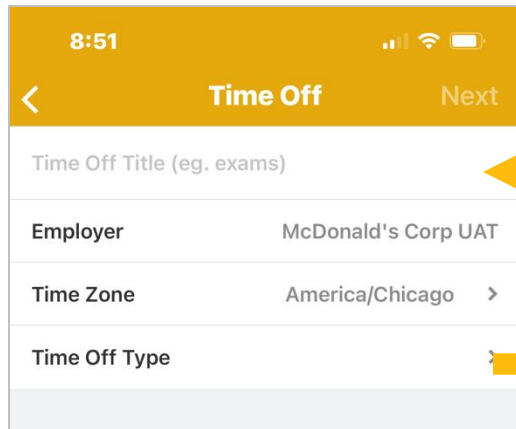
To request time off or change your availability, press the  icon on the Calendar page and make a selection.



# Time Off Requests



1. After selecting Time Off, write the reason and specify the **Time Off Type**



8:51

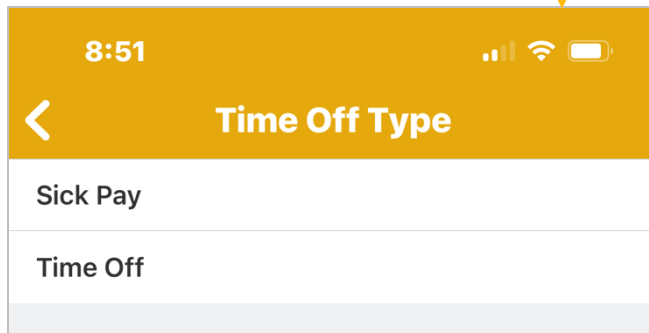
< Time Off Next

Time Off Title (eg. exams)

Employer McDonald's Corp UAT

Time Zone America/Chicago >

Time Off Type >



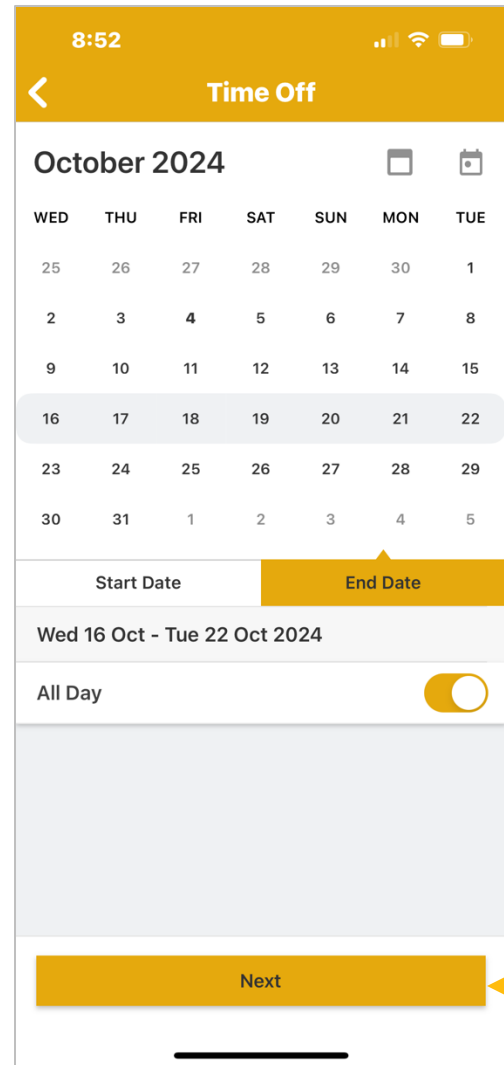
8:51

< Time Off Type

Sick Pay

Time Off

2. Select the **requested day(s)** and **specific times**, if applicable



8:52

< Time Off

October 2024

WED	THU	FRI	SAT	SUN	MON	TUE
25	26	27	28	29	30	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

Start Date End Date

Wed 16 Oct - Tue 22 Oct 2024

All Day

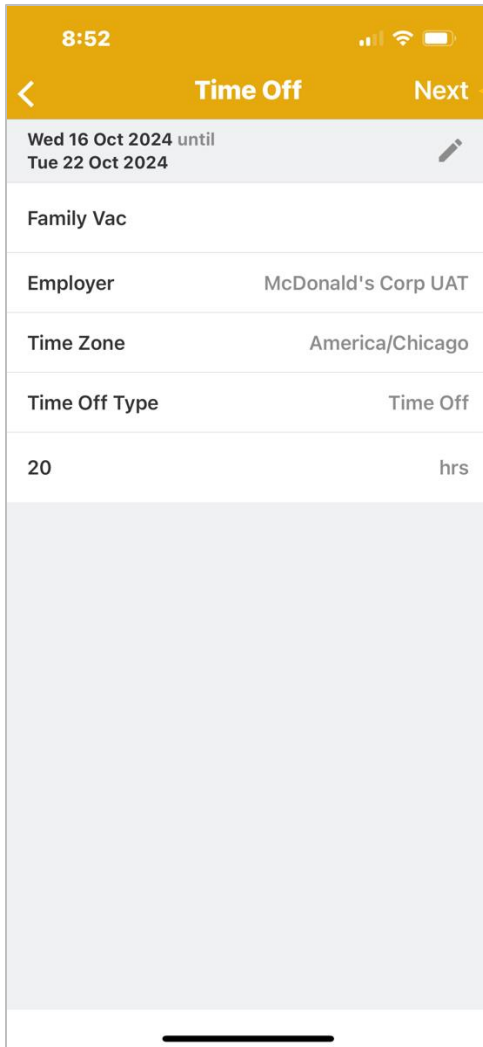
Next





# Time Off Requests

3. Review the request and press the **Next** button



8:52

Time Off Next

Wed 16 Oct 2024 until  
Tue 22 Oct 2024

Family Vac

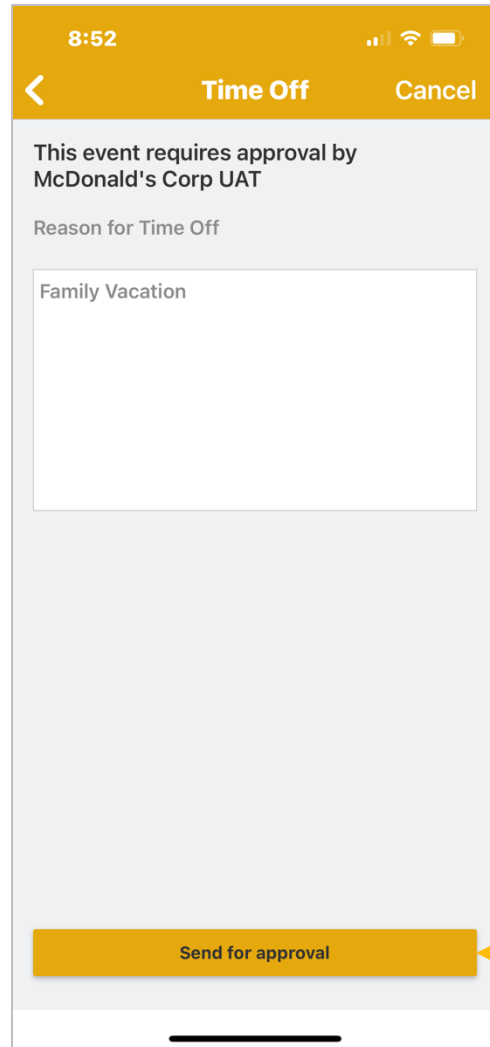
Employer McDonald's Corp UAT

Time Zone America/Chicago

Time Off Type Time Off

20 hrs

4. Press the **Send for approval** button



8:52

Time Off Cancel

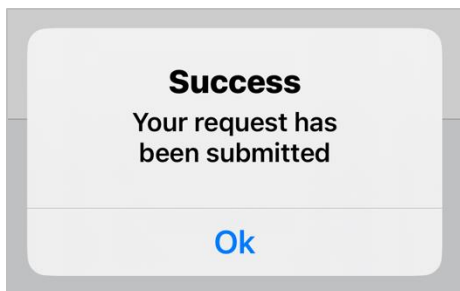
This event requires approval by  
McDonald's Corp UAT

Reason for Time Off

Family Vacation

Send for approval

5. Your time off request has now been submitted!



**Success**

Your request has  
been submitted

Ok

**\*\*\* CRITICAL REMINDER \*\*\***

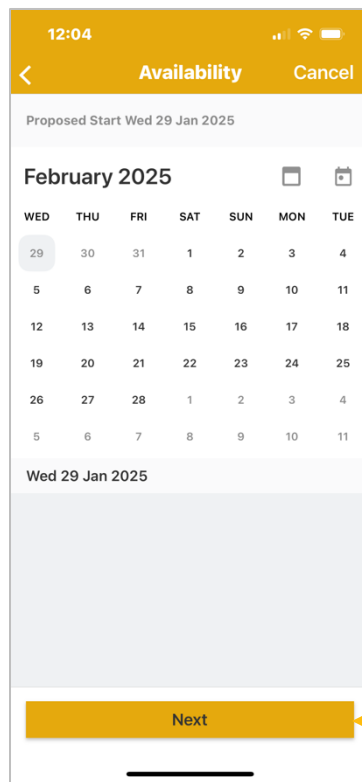
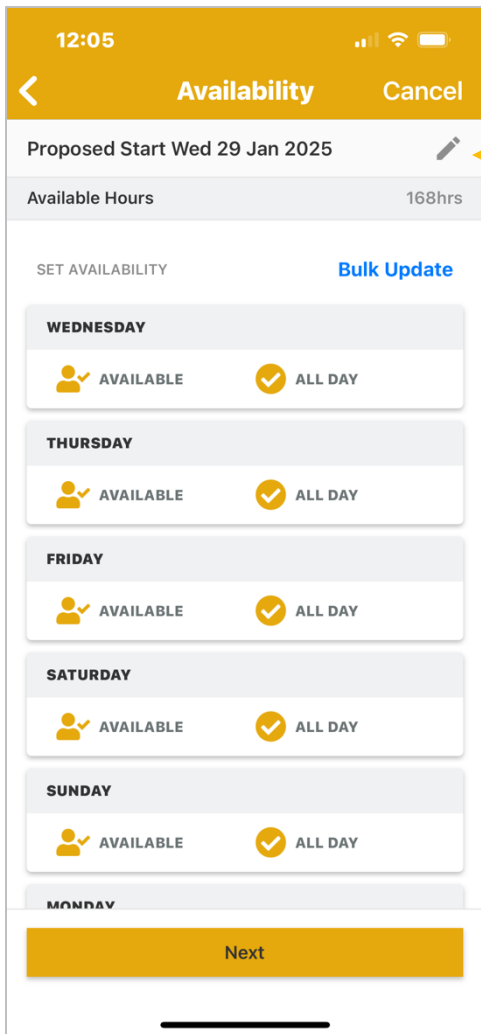
Time off requests **must be first approved by your manager**. Simply submitting a request does not mean the change is complete!



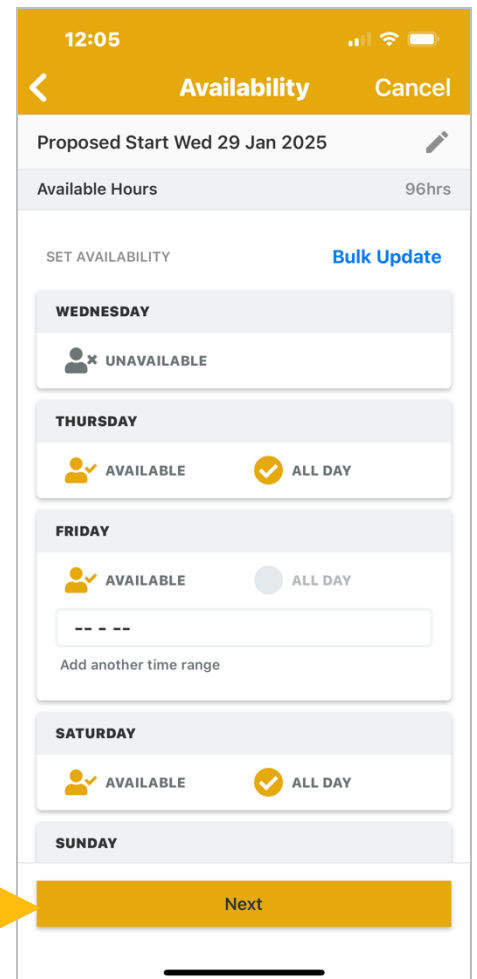


# Availability Change Requests

1. After selecting Availability, select the **Proposed Start** date and press the **Next** button



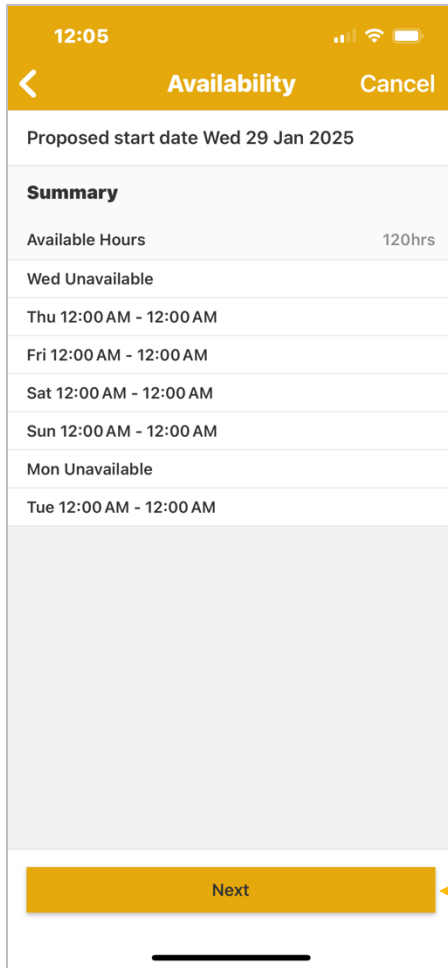
2. Make any changes to your availability for one or more days of the week by pressing on the day you would like to change.; when done, press the **Next** button



# Availability Change Requests



3. Carefully review the **Summary** of your availability and press the **Next** button



12:05

< Availability Cancel

Proposed start date Wed 29 Jan 2025

**Summary**

Available Hours 120hrs

Wed Unavailable

Thu 12:00 AM - 12:00 AM

Fri 12:00 AM - 12:00 AM

Sat 12:00 AM - 12:00 AM

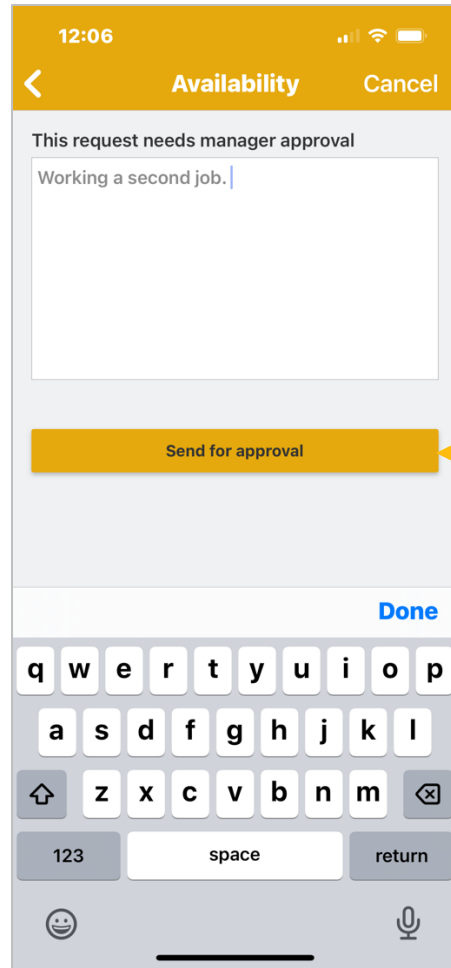
Sun 12:00 AM - 12:00 AM

Mon Unavailable

Tue 12:00 AM - 12:00 AM

Next

4. Enter a **reason** for the availability change request and press the **Send for approval** button



12:06

< Availability Cancel

This request needs manager approval

Working a second job.

Send for approval

Done

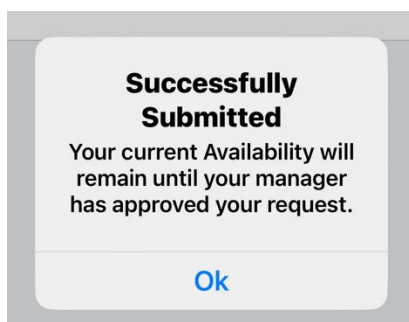
q w e r t y u i o p

a s d f g h j k l

z x c v b n m

123 space return

5. Your availability change request has now been submitted!



**Successfully Submitted**

Your current Availability will remain until your manager has approved your request.

Ok

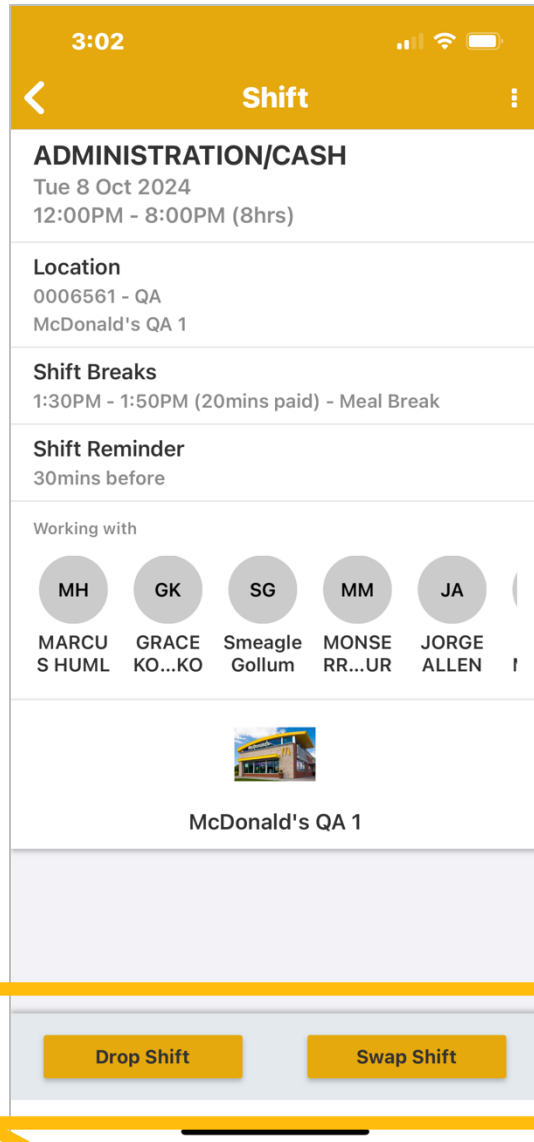
**\*\*\* CRITICAL REMINDER \*\*\***

Availability change requests **must be first approved by your manager.** Simply submitting a request does not mean the change is complete!





# Accessing Drop Shift and Swap Shift Options



The ability to make **Drop Shift** and **Swap Shift** requests can be found on the bottom of the screen on any scheduled shift details page.

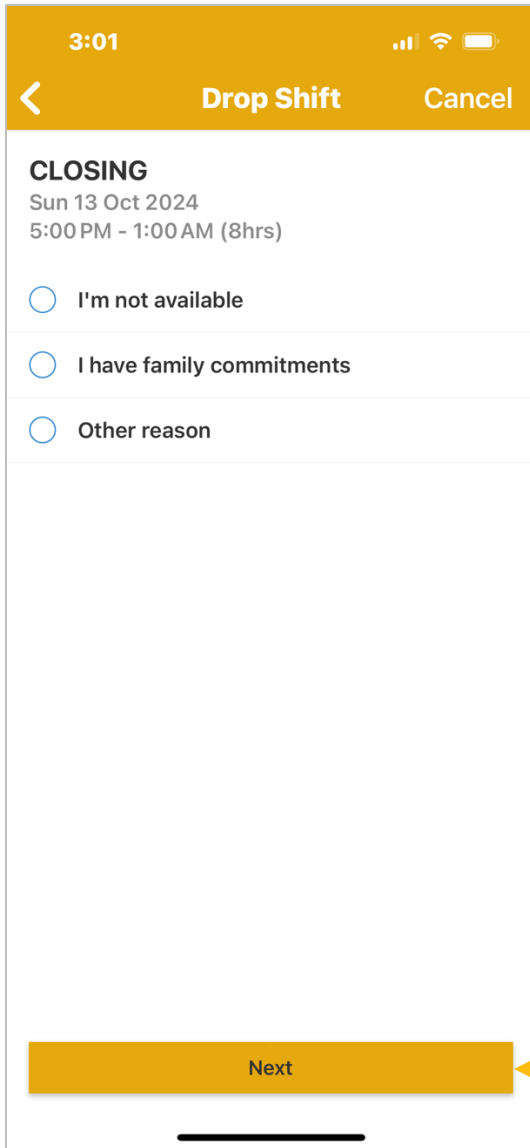
*Note: These options are only available beyond the specified number of days before the day of the shift, as specified by your organization).*





# Drop Shift Request

After pressing the Drop Shift button on the shift you would like to drop, select the **reason** for the Drop Shift request and press the **Next** button.



3:01

< Drop Shift Cancel

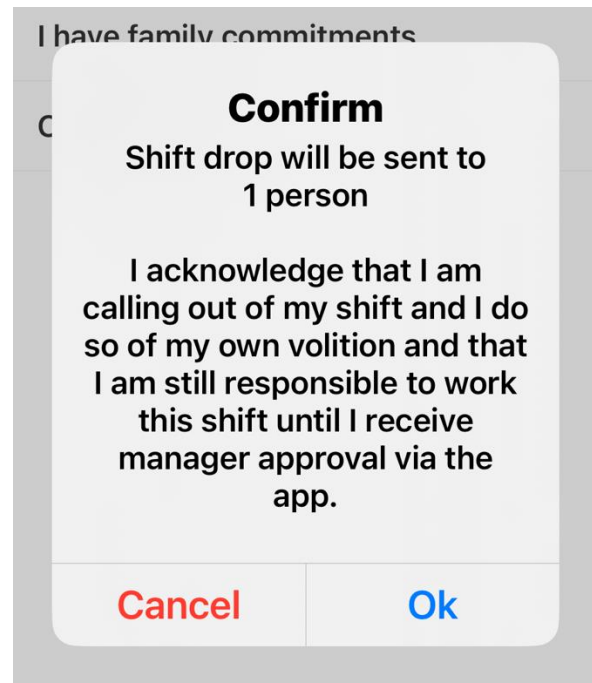
**CLOSING**  
Sun 13 Oct 2024  
5:00 PM - 1:00 AM (8hrs)

I'm not available

I have family commitments

Other reason

Next



I have family commitments

**Confirm**

Shift drop will be sent to  
1 person

I acknowledge that I am  
calling out of my shift and I do  
so of my own volition and that  
I am still responsible to work  
this shift until I receive  
manager approval via the  
app.

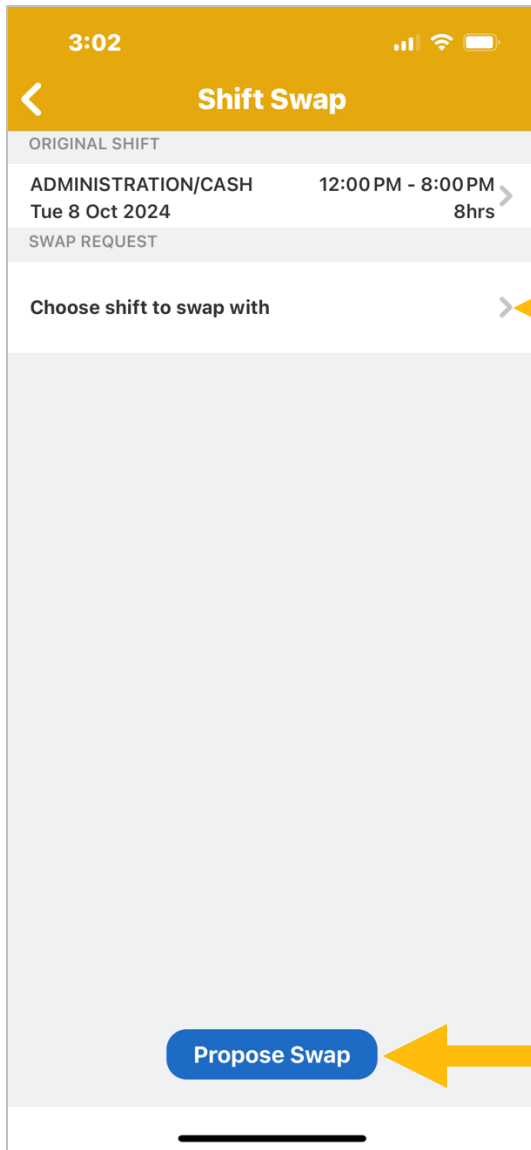
Cancel Ok

**\*\*\* CRITICAL REMINDER \*\*\***

Drop Shift requests **must be first approved by your manager**. Simply submitting a request does not mean your shift is dropped! Always check your schedule -- if the shift is still listed, then you are still responsible for that shift!



# Shift Swap Request



After pressing the Shift Swap button on the shift you would like to swap, **choose the shift to swap with** and press the **Propose Swap** button.

**\*\*\* CRITICAL REMINDER \*\*\***

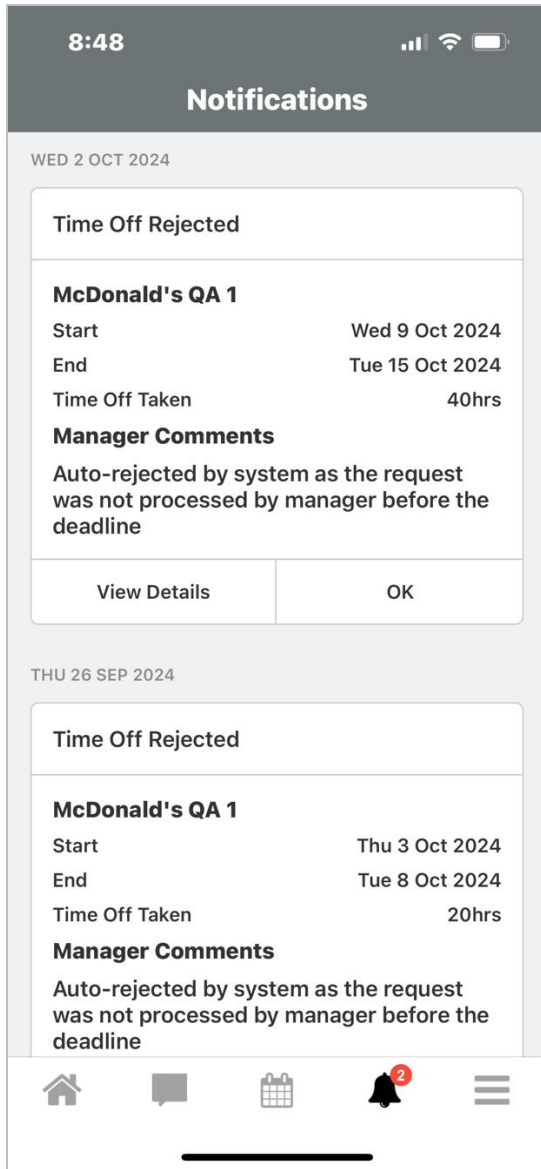
Drop Shift requests **must be first approved by your manager**. Simply submitting a request does not mean your shift is dropped! Always check your schedule -- if the shift is still listed, then you are still responsible for that shift!





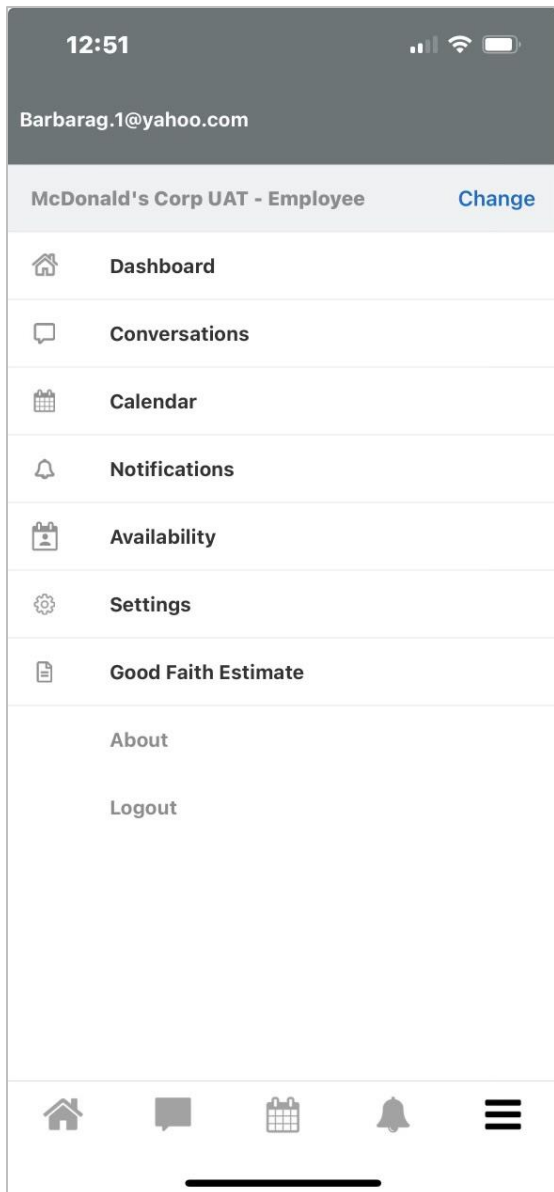
# Notifications

You can view all submitted requests (time off, availability, drop shift, swap shift), along with details about the requests, on the **Notifications** page.





# Additional Information



You can access additional information in the LIFELENZ app by pressing the icon on the bottom of the screen, including:

- **Settings:** View your app settings
- **Good Faith Estimate:** View an estimate of the total hours that you may potentially work (*only in compliance markets*)

