



Pure Rail App

Employee User Guide

PR-INF-020

CONTENTS

1. Introduction	2
2. Setting Up Your Account.....	2
4. Adding the App to Your Home Screen.....	2
For Android Users.....	2
For iPhone/iPad Users	2
5. Enabling Notifications	2
For Android Users.....	2
For iPhone/iPad Users	2
6. Accepting/Declining an Assignment.....	3
7. Completing Timesheets.....	3
8. Payroll Procedures & Timesheet Guidelines	3
Timesheet Submission	3
Allowances	3
WPPs & Site Diaries	3
Shift Details.....	3
Comments Section.....	4
Timesheet Signing	4
Special Cases	4
Escalation	4
9. Troubleshooting & Support	4

1. INTRODUCTION

Welcome to the **Pure Rail App**! This guide will walk you through setting up and using the app efficiently, ensuring you never miss a job offer. Follow the steps below to get started.

✦ **Tip:** Keep this guide handy for future reference!

2. SETTING UP YOUR ACCOUNT

When your employee profile is created, you will receive an email from the **Pure Rail Team**. Follow these steps to install the app:

🔗 **Step 1:** Click the link in the email.

🔑 **Step 2:** Create a password.

📱 **Step 3:** Log in to the app and save your password if prompted.

✅ **Step 4:** Click the **Log In** button.

4. ADDING THE APP TO YOUR HOME SCREEN

FOR ANDROID USERS

✦ **Step 1:** Click the **three dots** at the top of your browser.

💡 **Note:** On some phone models, these may be located at the bottom of the screen.

📱 **Step 2:** Select **'Add to Home Screen'**.

✦ **Step 3:** Confirm the action.

FOR IPHONE/IPAD USERS

✦ **Step 1:** Select the **share icon** at the bottom of the screen.

📱 **Step 2:** Scroll down and select **'Add to Home Screen'**.

✦ **Step 3:** Confirm the action.

🚀 **Now you can access the Pure Rail App directly from your home screen!**

5. ENABLING NOTIFICATIONS

FOR ANDROID USERS

✦ **Step 1:** Click the **three lines** at the top right of the screen.

🔔 **Step 2:** Select **'Subscribe to Push Messaging'**.

📱 **Step 3:** Select **'Notification'**.

✅ **Step 4:** Click **'Allow'**.

FOR IPHONE/IPAD USERS

✦ **Step 1:** Click the **three lines** at the top right of the screen.





🔔 **Step 2:** Select **'Subscribe to Push Messaging'**.

📱 **Step 3:** Select **'Notification'**.









✅ **Step 4:** Click **'Allow'**.

🎉 **Success!** Notifications are now turned on, and you'll receive job alerts.

6. ACCEPTING/DECLINING AN ASSIGNMENT




-  **Step 1:** Open the Pure Rail App.
-  **Step 2:** Navigate to the **Offer** tab.
-  **Step 3:** Click '**Accept**' to confirm or '**Decline**' if unavailable.
-  **Tip:** Accepting assignments promptly ensures smooth scheduling and better job opportunities.

7. COMPLETING TIMESHEETS






-  **Step 1:** Open the Pure Rail App and navigate to the timesheet section.
-  **Step 2:** Enter actual **on site** start and finish times – **do not include travel hours in this field**
-  **Step 3:** Record break times (enter '0' if no break was taken – **ensure you add an explanation why no break was taken** in the comments field). 0.5hr break is compulsory for any JMDR shifts.
-  **Step 4:** Mobilisation/Demobilisation: Use decimal format (e.g., 0.5 for 30 minutes). **This is where you enter your travel hours.**
-  **Step 5:** Ensure all required comments and explanations are included.
-  **Step 6:** Scorecard – answer the two short questions relating to the type of safe work performed.
-  **Step 7:** Sign the timesheet on-site or select '**Supervisor Unavailable**' if necessary.
-  **Submit your timesheet by 10am Monday at the latest!**

8. PAYROLL PROCEDURES & TIMESHEET GUIDELINES



TIMESHEET SUBMISSION

-  Submit timesheets via the app **immediately after the job ends** or by **10am Monday** at the latest.
-  Do not submit a timesheet if there is no claim—leave dates blank if no work was performed.
-  Late submissions are **unacceptable** due to legal and compliance requirements.





ALLOWANCES

-  **Phone & Overtime Meal Allowances:** Automatically added in Xero (not visible in the app).
-  **On-call & Callout:** Callout applies **once** if called after hours or on weekends.
-  **Onsite KMs:** Must be entered as an allowance (not in comments) with an explanation.
-  **Site Visits:** Paid at **4 hours**—you do not need to enter Site Visits in your timesheet as they are automatically assigned as an allowance by the operations team.
-  **Briefing Dates:** Briefs are assigned as an automatic allowance by the Operations Team however, please note the brief date in comments (e.g., 'North briefing 31/03').




WPPS & SITE DIARIES

-  **Draft WPPs** are added automatically before job commencement.
-  **Required WPPs** must be uploaded **before submitting the timesheet.**



SHIFT DETAILS

-  **Estimated shift length** is a guide—enter actual start and finish times.
-  **Travel hours** are **not** included in shift times.
-  **Breaks:** Enter break time if taken; otherwise, enter '0'. **An explanation must be provided in the comments if no break taken.** 0.5hr break is compulsory for any JMDR shifts.
-  **Mobilisation/Demobilisation:** Use decimal format (e.g., 0.5 for 30 minutes).







COMMENTS SECTION

-  Use for **relevant notes only**—avoid unnecessary entries.
-  **Onsite KMs** must include an explanation.
-  **Valid reasons for no signature** must be included if a supervisor is unavailable.


TIMESHEET SIGNING

-  **All timesheets must be signed on-site.**
-  **Unsigned timesheets will not be accepted** for Martinus, JMDR or Taylor Rail.

SPECIAL CASES



-  **Cancelled Shifts:** Enter estimated start (e.g., 0700) and clock out at 0701. Comment **‘Shift cancelled at [time]’**.
-  **Night Shifts:** Do **not** submit Sunday night shifts until completed Monday morning.
-  **System Alerts:** If 12 hours pass after estimated start, you will receive an alert to complete a ‘Fatigue Self Assessment’ form. This can be found under the main menu → **Forms**
-  **Review Button:** Timesheets needing clarification will be returned with comments for resubmission.
-  **Payroll Enquiries:** Under the main menu → Forms, please complete and submit a ‘Payroll Enquiry’ form and a member of staff will contact you as soon as possible.
-  **Shift Amendments:** For any shifts being extended, shortened or changed onsite, you **must contact your relevant Pure Rail representative**. If after business hours, please call the 24hr number **02 4981 7685**.

ESCALATION

-  If you are not satisfied with the response from your Payroll Enquiry, concerns can be raised with **Daniel O'Donnell (Operations Manager) or Paul Kranitis (Safeworking Manager – Interstate)**.

9. TROUBLESHOOTING & SUPPORT

Need help? Contact the **Pure Rail Office** at:

-  **02 4981 7685**
-  **Tip:** If you experience login issues, try resetting your password or checking your internet connection.