

View your shifts

See your upcoming and past shifts in the Staff App, open a shift to read its date, time, site and notes, and check your next shift on the Today screen.

WHO IT IS FOR Support Worker	TIME NEEDED About 3 minutes	LAST REVIEWED 2 October 2026
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Who this is for

Permissions: Every Staff App user can see their own shifts. You see only the shifts you are assigned to.

Before you begin

- You are signed in to the Staff App. See [Sign in to the Staff App](#).
- Your shifts appear in the Staff App once you are assigned to them. A shift in SIL/Smart Rostering appears once its roster has been published. Your coordinator or roster officer does both. See [Publish a roster](#) and [Assign and publish from Smart Rostering](#).



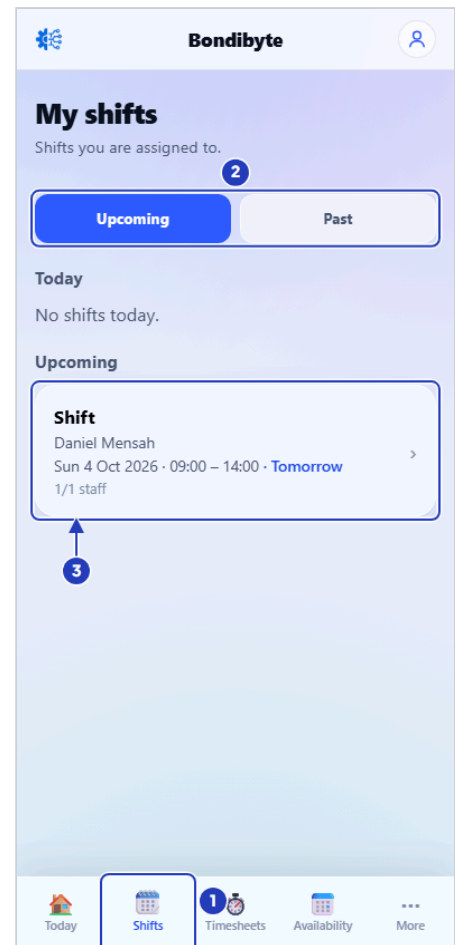
Steps

1 Open **BondiByte Staff > Shifts**

- 1 In the menu at the bottom of the screen, tap **Shifts**. The screen says **My shifts** and **Shifts you are assigned to.**
- 2 Check that **Upcoming** is selected. It is the highlighted button.
- 3 Under **Upcoming**, your next shifts are listed in date order. Each shift is a card with the shift name, the site, the date, the times and a label such as **Tomorrow** or **In 3 days**.

Shifts that are today are listed under **Today**. If there are none, it says **No shifts today**.

Note: If the screen says **No assigned shifts**, you have no upcoming shifts. A shift appears here once you are assigned to it, and, for a SIL/Smart Rostering roster, once that roster is published.



Tap **Shifts** (1). **Upcoming** (2) is selected. Each shift is a card (3).



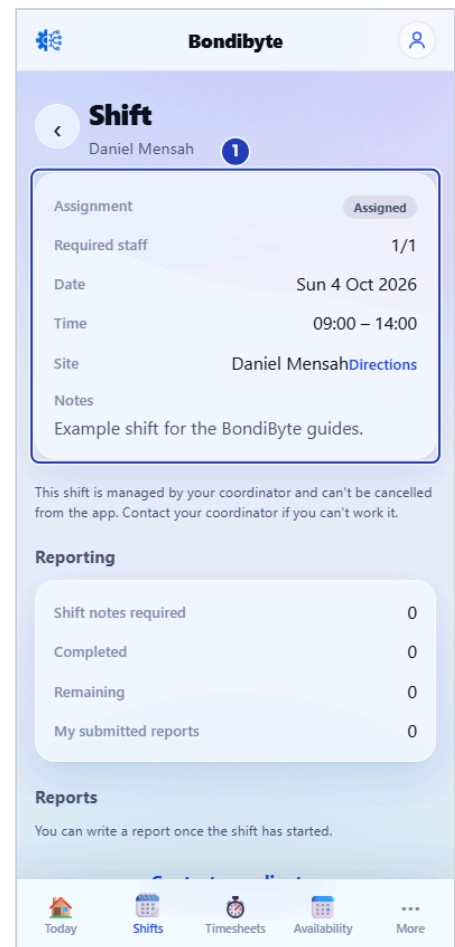
2 Open a shift to see its details

Tap a shift card. The shift opens with its name and site at the top.

- 1 The box shows **Assignment** (your own status, for example **Assigned**), **Required staff** (for example 1/1), **Date**, **Time** and **Site**. **Notes** shows if your coordinator wrote any.

Tap **Directions**, next to **Site**, to open the site's address in a map. Under **Reporting**, the shift says how many shift notes are needed (**Shift notes required**), how many you have **Completed** and how many are **Remaining**. Tap the arrow at the top left to go back to your shifts.

Note: Depending on the shift, you may also see **Accept shift** and **Decline** (when a shift is offered to you), **Request cancellation**, **Request a swap**, **Clock in** and **Write report**. A shift that is managed by your coordinator says it can't be cancelled from the app. Contact your coordinator if you can't work it.

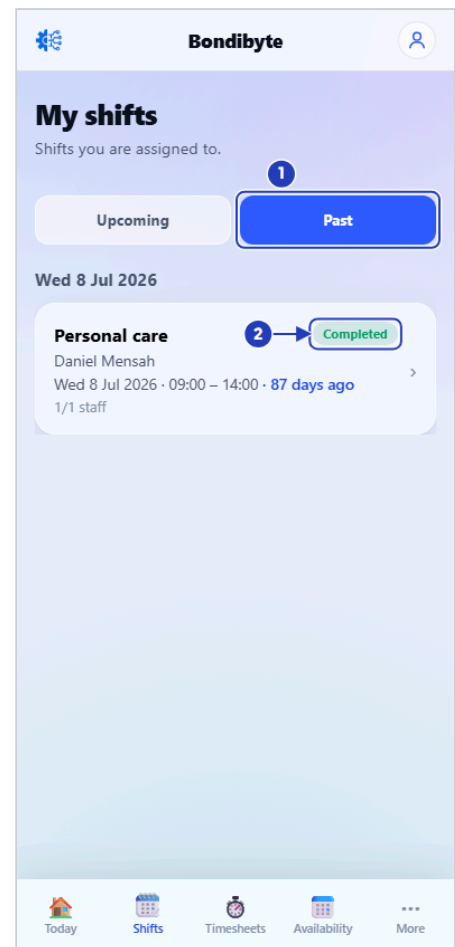


The details of the shift (1).



3 See your past shifts

- 1 At the top of **My shifts**, tap **Past**.
- 2 Finished shifts are grouped by date, newest first. Each card shows a label such as **Completed**. Tap a card to open it.



Tap **Past** (1). A finished shift shows a label such as **Completed** (2).

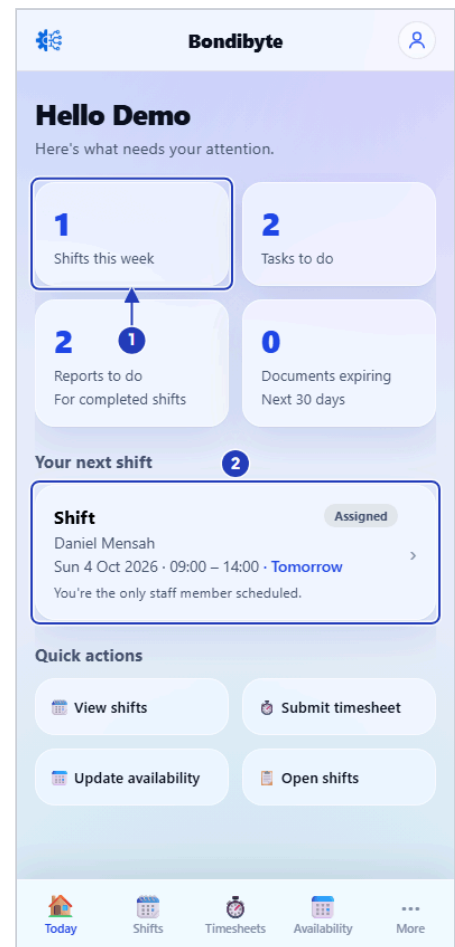


4 See your next shift on Today

Tap **Today** in the menu at the bottom.

- 1 **Shifts this week** shows how many shifts you have this week. Tap it to open **My shifts**.
- 2 **Your next shift** shows your next shift, with **Assigned** or **Confirmed** for your own status and a line such as **You're the only staff member scheduled.** or **2 of 3 staff scheduled.** Tap the card to open the shift.

Note: Your next shift appears only when you have an upcoming shift.



Shifts this week (1) and your next shift (2).

What happens next

When your organisation publishes a roster, your shifts on it appear in **Upcoming**. You may also get a notification such as **Roster published**. If you are assigned to a shift on a roster that is already published, the notification is **New shift assigned to you**. See Notifications.

After you have worked a shift, check your hours on Timesheets in the Staff App.

Important notes

Important: You see only your own shifts. If a shift changes, **Your shift has changed** appears in your notifications, so check the shift again before you travel.

Good practice

- Check **Upcoming** at the start of each week, and again before you leave for a shift, in case a time or site has changed.
- Tap **Directions** the first time you go to a site, so you know where to park and which entrance to use.
- Read **Notes** on the shift. Your coordinator uses it for anything you need to know before you arrive.



Troubleshooting

No assigned shifts shows, but I was told I have a shift.

Why it happens: You are not assigned to the shift yet, the shift is on a SIL/Smart Rostering roster that has not been published, or the shift is assigned to someone else.

What to do: Ask your coordinator or roster officer whether you are assigned and, for a SIL/Smart Rostering roster, whether it has been published. Pull down on the list to refresh it.

A shift I worked is not under Past.

Why it happens: **Past** lists only shifts you were assigned to. A shift on a SIL/Smart Rostering roster is listed only once that roster has been published.

What to do: Ask your coordinator to check the shift and your assignment to it.

The screen shows **Offline: showing last synced data**.

Why it happens: Your phone has no connection, so the app shows the shifts it saved last time.

What to do: Connect to Wi-Fi or mobile data, then pull down on the list to refresh it.

The screen says **Something went wrong**.

Why it happens: The app could not load your shifts.

What to do: Tap **Try again**. If it keeps happening, check your connection or sign in again.

Need more help?

Guides: bondibyterobotics.com.au/guides | Support: support@bondibyterobotics.com.au

*Screens show a demonstration organisation with made-up names and may differ slightly as BondiByte is updated.
Last reviewed 2 October 2026.*