

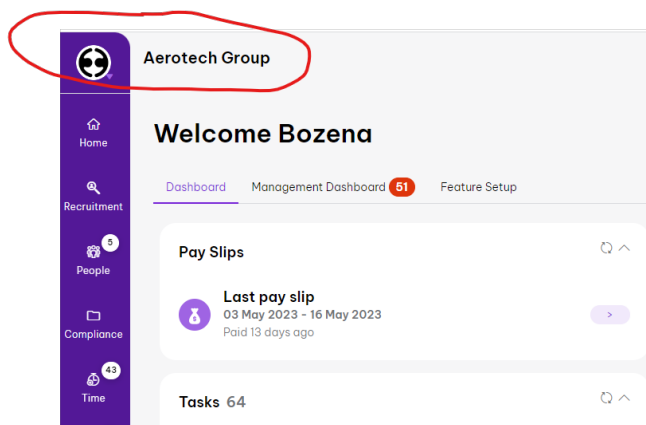
Welcome to Aerotech Employment Hero

[Aerotech Australasia & First Response - Employment Hero Training - see notes below-20230202_131540-Meeting Recording.mp4](#)

Employment Hero is the centre of all our HR data, including leave requests, timesheets, employee files, policies, contracts and more. We appreciate that this might take some getting used to but guarantee it will make all our lives a lot easier in the long run.

Here are the actions we require **all employees and independent contractors** to take to set up Employment Hero and to ensure you are fully trained on the system:

1. **Download** the **Swag** mobile app from your app store so you can submit leave requests and facilitate approvals on the go
2. **Bookmark** the Daily Use Guide to assist in answering any questions you might have going forward: [Employee Daily Use Guide \(AU\)](#)
3. **Bookmark** the login page for easy access in the future: Login page: https://secure.employmenthero.com/users/sign_in
4. **Log into** Employment Hero **on a desktop computer** and ensure you are logged into the “Aerotech Group” entity:



5. Complete the following:
 - a. Review and update your personal details
 - b. Please add a photo to your profile if you feel comfortable doing so – it really helps us to put faces to all of your names
 - c. Ensure you have entered *at least* one Emergency Contact
 - d. Review and update all other areas of your own employee file including bank account details, superannuation, tax details and medical disclosures

If you need to update your details in the future (Super Fund changes etc), please use Employment Hero.

6. Acknowledge all documents in the “Files – Induction” menu.
7. Verify all policies in the “Files – Policies” menu.
8. Remember when you first log into the mobile app, to ensure you are in the correct entity – **Aerotech Group** – if this is not appearing correctly, click the Employment Hero logo on the top left corner, and select “Organisations” and “Aerotech Group”.