



## 3.1.4 In-Work benefit for employees with atypical working hours

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## Login

1. Enter the below URL in your browser: <https://jobsplus.gov.mt/atypical>

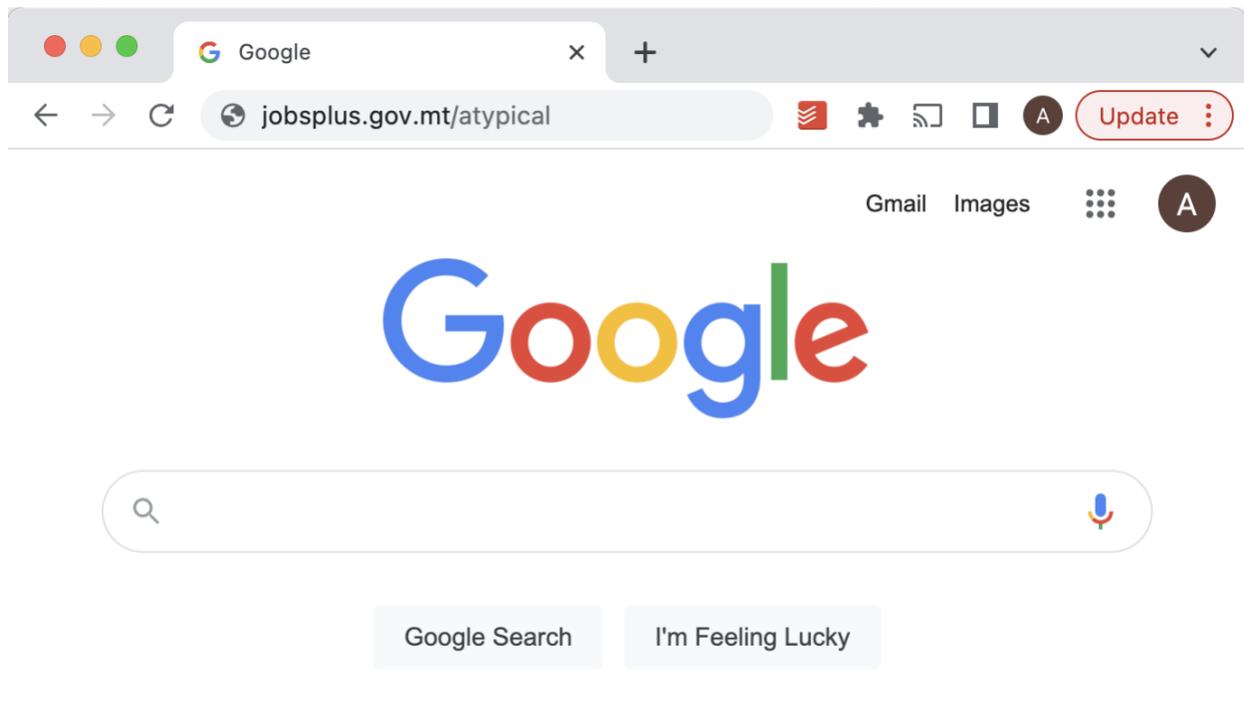


Figure 1 – URL – <https://jobsplus.gov.mt/atypical>

2. You will see the below login page. In order to login kindly enter your employer number (Employer ID) and password and press Login.  
Your employer number and password will be sent to you via email or notification letter.

**Login**

Login:

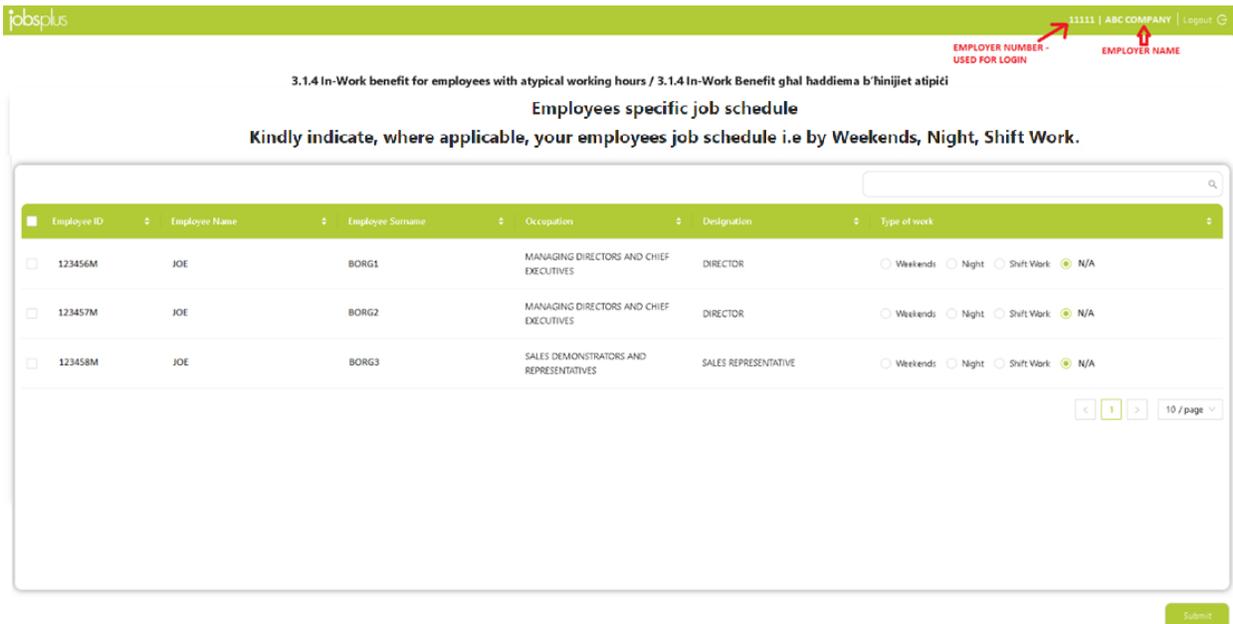
Password:

Login

Figure 2 – Log-in with your Employer ID and Password

## Accessing the form

- Once the employer number and password are inputted and the Login button is pressed the employer would see the below screen:



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**Employees specific job schedule**  
Kindly indicate, where applicable, your employees job schedule i.e by Weekends, Night, Shift Work.

Employee ID	Employee Name	Employee Surname	Occupation	Designation	Type of work
<input type="checkbox"/> 123456M	JOE	BORG1	MANAGING DIRECTORS AND CHIEF EXECUTIVES	DIRECTOR	<input type="radio"/> Weekends <input type="radio"/> Night <input type="radio"/> Shift Work <input checked="" type="radio"/> N/A
<input type="checkbox"/> 123457M	JOE	BORG2	MANAGING DIRECTORS AND CHIEF EXECUTIVES	DIRECTOR	<input type="radio"/> Weekends <input type="radio"/> Night <input type="radio"/> Shift Work <input checked="" type="radio"/> N/A
<input type="checkbox"/> 123458M	JOE	BORG3	SALES DEMONSTRATORS AND REPRESENTATIVES	SALES REPRESENTATIVE	<input type="radio"/> Weekends <input type="radio"/> Night <input type="radio"/> Shift Work <input checked="" type="radio"/> N/A

11111 | ABC COMPANY | Logout

EMPLOYER NUMBER - USED FOR LOGIN

EMPLOYER NAME

10 / page

Submit

Figure 3 – Employer's Screen

- Figure 3 represents the screen which each employer can see once they Login. This screen will show all the employees which are engaged with the employer. The details which each employer can see for each employee, are the ID card, name, surname, occupation, Designation and Type of work.
- Type of work contains four radio buttons, which by default are all set to N/A.

**6. The role of each employer is to set the work type for each employee. These changes can be done in two ways as described below in (a) and (b).**

- Either make the changes individually per employee by selecting the appropriate radio buttons at the right side (box marked in red). For example Employee 1 works **Night – Work after 6PM (select Night)**, and Employee 2 works on a **Shift basis (select Shift Work)**, while Employee 3 works normal day-time hours (**select N/A**). Please refer to the example shown in Figure 4 below.

Employee ID	Employee Name	Employee Surname	Occupation	Designation	Type of work
<input type="checkbox"/> 123456M	JOE	BORG1	MANAGING DIRECTORS AND CHIEF EXECUTIVES	DIRECTOR	<input type="radio"/> Weekends <input checked="" type="radio"/> Night <input type="radio"/> Shift Work <input type="radio"/> N/A
<input type="checkbox"/> 123457M	JOE	BORG2	MANAGING DIRECTORS AND CHIEF EXECUTIVES	DIRECTOR	<input type="radio"/> Weekends <input type="radio"/> Night <input checked="" type="radio"/> Shift Work <input type="radio"/> N/A
<input type="checkbox"/> 123458M	JOE	BORG3	SALES DEMONSTRATORS AND REPRESENTATIVES	SALES REPRESENTATIVE	<input type="radio"/> Weekends <input type="radio"/> Night <input type="radio"/> Shift Work <input checked="" type="radio"/> N/A

Figure 4 – Making Changes to Employee’s type of work – Method A

b) Alternatively, if all the employees work on weekends or shift or night (Work after 6PM), the employer can select the checkbox next to the Employer ID (to select all the employees) – In Figure 5 this is marked a small red box (top right). After that all employees would be automatically selected, the section Group assign (marked in Light blue) is visible. The next step is to select the radio button Weekends (marked in Purple) or shift or night and press the Assign button. The result is visible in Figure 6.

Group assign:  Weekends  Night  Shift Work  None

Employee ID	Employee Name	Employee Surname	Occupation	Designation	Type of work
<input checked="" type="checkbox"/> 123456M	JOE	BORG1	MANAGING DIRECTORS AND CHIEF EXECUTIVES	DIRECTOR	<input type="radio"/> Weekends <input type="radio"/> Night <input type="radio"/> Shift Work <input checked="" type="radio"/> N/A
<input checked="" type="checkbox"/> 123456M	JOE	BORG2	MANAGING DIRECTORS AND CHIEF EXECUTIVES	DIRECTOR	<input type="radio"/> Weekends <input type="radio"/> Night <input type="radio"/> Shift Work <input checked="" type="radio"/> N/A
<input checked="" type="checkbox"/> 123458M	JOE	BORG3	SALES DEMONSTRATORS AND REPRESENTATIVES	SALES REPRESENTATIVE	<input type="radio"/> Weekends <input type="radio"/> Night <input type="radio"/> Shift Work <input checked="" type="radio"/> N/A

Figure 5 – Making Changes to Employee’s type of work – Method B

Employee ID	Employee Name	Employee Surname	Occupation	Designation	Type of work
<input type="checkbox"/> 123456M	JOE	BORG1	MANAGING DIRECTORS AND CHIEF EXECUTIVES	DIRECTOR	<input checked="" type="radio"/> Weekends <input type="radio"/> Night <input type="radio"/> Shift Work <input type="radio"/> None
<input type="checkbox"/> 123457M	JOE	BORG2	MANAGING DIRECTORS AND CHIEF EXECUTIVES	DIRECTOR	<input checked="" type="radio"/> Weekends <input type="radio"/> Night <input type="radio"/> Shift Work <input type="radio"/> None
<input type="checkbox"/> 123458M	JOE	BORG3	SALES DEMONSTRATORS AND REPRESENTATIVES	SALES REPRESENTATIVE	<input checked="" type="radio"/> Weekends <input type="radio"/> Night <input type="radio"/> Shift Work <input type="radio"/> None

Figure 6 – Result when using Method B when making Employee’s changes

## Submitting the Form

- The form has an Autosave feature, and therefore if an employer let’s say has 1000 Employees and wants to amend only 10 employees today and continue another time, he/she can just change those 10 employees, and then log out. Next time the employer logs in the changes of the 10 Employees would be visible to him/her.
- Once AND ONLY IF, all the changes have been made, the employer can press the submit button (bottom right) and the amendments would be sent to us directly. It is important that the employer only presses the submit button once all the changes have been made, since once the submit button is pressed, the employer cannot login back and see the list of his/her employees (Figure 7).



**Login**

Employer ID:

Figure 7 – Submitting the form