CURRICULUM RESOURCE

Digital Tools for Workplace: Server Life for iPhone and Android

OALCF ALIGNMENT

Competency	Task Group	Level
Competency A - Find and Use Information	A1. Read continuous text	2
Competency A -Find and Use Information	A2. Interpret documents	2
Competency B - Communicate Ideas and Information	B3. Complete and create documents	2
Competency C - Understand and Use Numbers	C1. Manage money	2
Competency D - Use Digital Technology	N/A	2

Goal Paths (check all that apply)

☒ Employment
☒ Apprenticeship
☐ Secondary School Credit

☐ Postsecondary
☐ Independence

Embedded Skills for Success (check all that apply)

☐ Adaptability
☐ Collaboration
☒ Communication
☒ Creativity and innovation
☒ Digital

☒ Numeracy
☒ Problem Solving
☒ Reading
☒ Writing

NOTES: Part six of a six-part series on basic workplace and apprenticeship digital tools.

ACKNOWLEDGEMENTS

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DIGITAL TOOLS
FOR WORKPLACE AND APPRENTICESHIP BASICS

Note for practitioners:

This series of **Skills for Success Curriculum Resources** is a beginner's guide to the certain handy digital tools for use in the workplace or on apprenticeships. The goal is to provide basics tools to employed learners, or learners seeking employment, so that they can thrive as employees.

This series looks at a range of apps, from imperial-to-metric conversion apps guides to measurement and business basics apps. The goal of the series is to give employees an expanded digital toolkit for use on the job.

These resources are learner-based and activity-focused, with each topic area serving as a walk-through of the information or technology, followed by personalized activities. The activities invite learners to respond to lesson material or explore their own ideas on the subject.

This is a standalone resource intended for servers (waiters/waitresses) and delivery workers:

- Metric Conversions (for iPhone and Android)

- AR Ruler (for iPhone and Android)

- Tradify (for iPhone and Android)

- aTimeLogger (for iPhone and Android)

- St. John Ambulance (for iPhone and Android)

- Server Life (for iPhone and Android)

DIGITAL TOOLS:
Server Life

TABLE OF CONTENTS

This is Section Six: Server Life for iPhone and Android

Overview

Server Life Overview

Servers and delivery workers have busy lives. They work long hours and often late into the night. It can be hard to keep up with the other side of the job: the paperwork.

The paperwork is one of the biggest challenges of this kind of work. Servers and delivery workers are paid an hourly wage. But a lot of their pay also comes from tips. Tips can be very hard to keep track of. Not knowing how much you made in tips is a problem. It means not being sure:

- what your income is
- how much you make per hour on average
- whether you are making more or less in a given week

Being unsure about your financial situation also means that you won't know how much you owe in taxes. And it makes it very difficult for you to do a budget or save for something special.

The Server Life app helps you to address these challenges. It will help you:
- keep track of your tips
- track your weekly and monthly income
- track your weekly and monthly averages
- load your work schedule and days off
- and more!

The Server Life app is free to use but has a premium upgrade for a cost. This resource will teach you how to download the Server Life app and get to know its main features. But first let's talk about you.

Let's discuss!
What is **your** experience?

1. Are you a server?   Yes ☐   No ☐

2. Are you a delivery worker?   Yes ☐   No ☐

3. What is some paperwork that you would like help with? Check all that apply:

    Keeping track of tips   ☐

    Keeping track of weekly or monthly pay   ☐

    Knowing your weekly or monthly average income   ☐

    Knowing when you have higher or lower earning weeks   ☐

    Knowing your yearly income for tax purposes   ☐

4. Which of these tasks do you find the most challenging? Why?

Downloading for iPhone

Server Life App

Now we will get started using the Server Life app for iPhone or Android smartphones. But first we need to download the app onto the phone.

1. **Getting Server Life for iPhone**
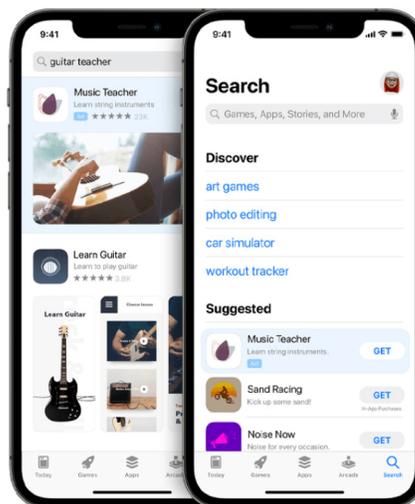
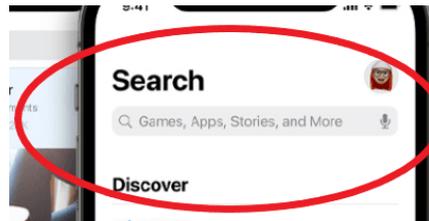   If you have an **iPhone**, start here. (If you have an Android, skip to section 2.)

   Tap the App Store icon:

   The App Store looks like this:

Type in the search bar:

Server Life

Find the correct app. You may have to scroll down a little. Its icon looks like this:

Tap **GET**.

New Task!

Download the app.

- Follow the steps above and download the app.

- Make sure the icon appears on your phone.

- Once it's downloaded, skip ahead to section 3 and we will try it out!

Downloading for Android

2. Getting Server Life for Android

If you have an **Android**, start here. (If you have an iPhone, skip to section 3.)

Tap the Google Play icon:

The Google Play store looks like this:
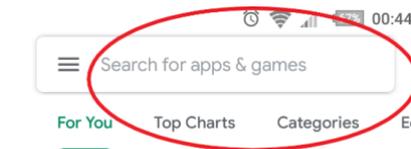
Type in the search bar:

Server Life

Find the correct app. You may have to scroll down a little. Its icon looks like this:

Tap **GET**.

New Task!

Download the app.

- Follow the steps above and download the app.

- Make sure the icon appears on your phone.

- Once it's downloaded, skip ahead to section three and we will try it out!

Using Server Life

3. Using Server Life

When you have downloaded the app you will be given a short introduction.

This will include help with things like:

- setting up **reminders** so that you don't forget to enter your earnings

- choosing what day you would like your week to **start on** (servers and delivery workers often have their weekends on Monday and Tuesday)
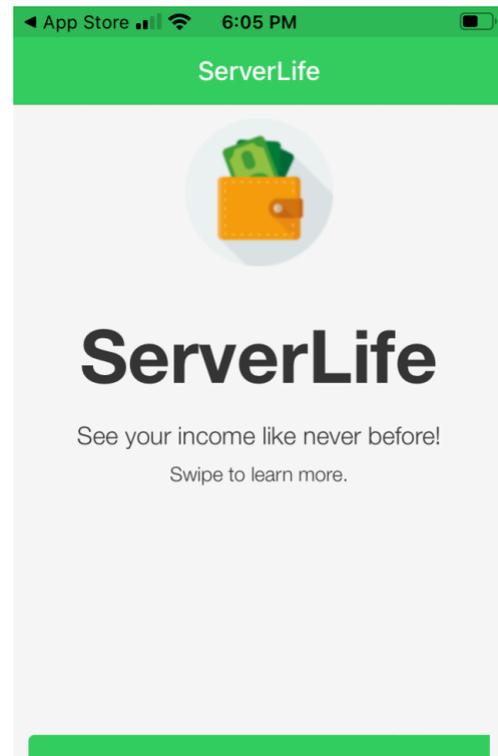
Let's discuss!

What is **your** experience?

1. What are your most important work days?

2. What days do you normally have off?

Server Life's main feature is the **calendar**. When you begin it will look like this:

As you begin to use it, it will track:

- how many hours you work
- your income
- your average hourly rate
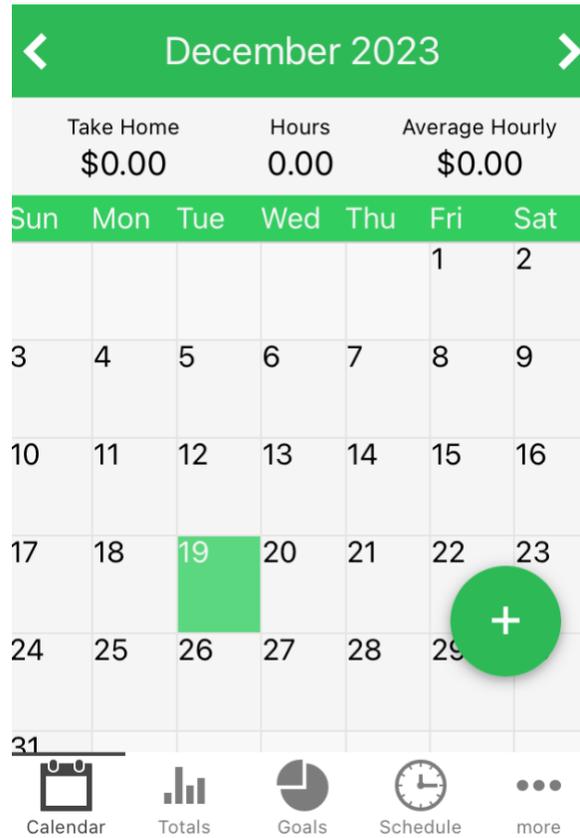
You will always begin on this screen. You can return to it from other screens by tapping the **Calendar** icon at the bottom:
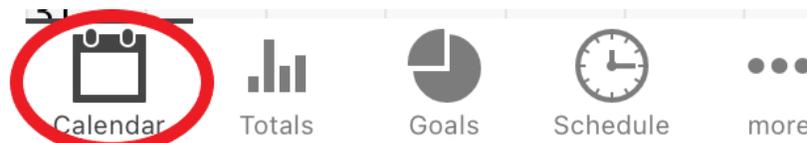
To use the calendar, you will tap the green circle in the bottom right corner:
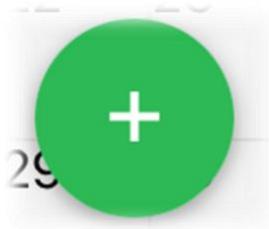
Tapping the green circle will open four new circles.

Tap to see what each one is for. Write what each is for beside the circles below:

_____

_____

_____

_____

- The happy face is for tracking your off days.

- The lock is for uploading your paycheque (but it requires a premium subscription).

- The **dollar bill** is for entering your tips.

- The minus symbol closes the circles.

Let's look at the dollar bill first. Tap it and you will arrive at a screen that allows you to enter your tips earned and work hours:
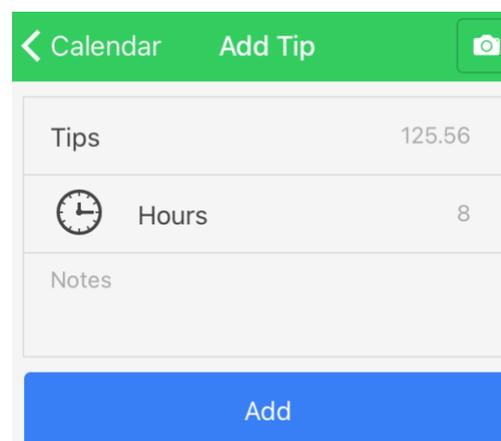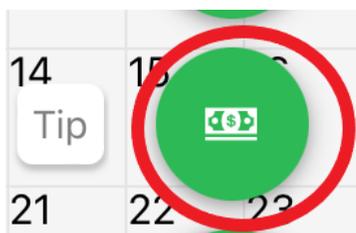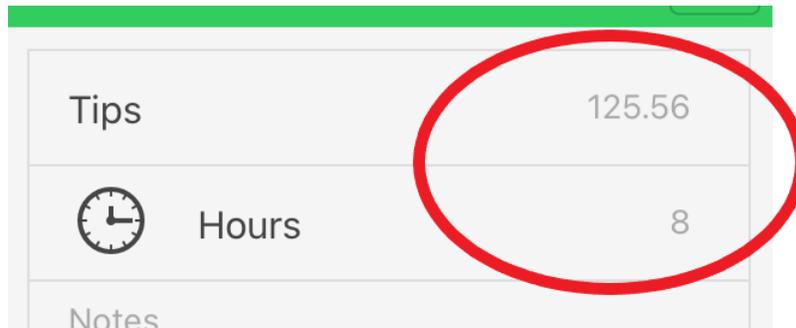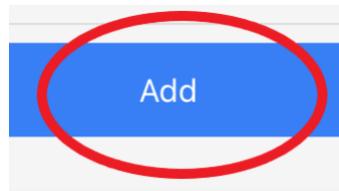
Now you try it.

Enter tips and hours.

1. Enter an amount for **tips** and **hours**. (You can make the amounts up or enter **100** for tips and **6** for hours.)

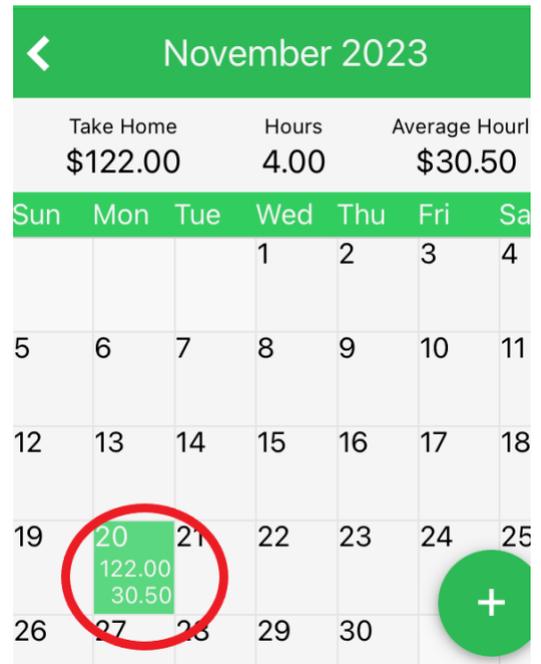2. Tap **Add**.

3. Go back to the calendar.

At the top you will see:

your income
hours worked
average hourly wage

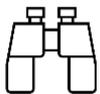On the date of the entry, you will see your income and hourly wage for that day.

As you enter your tips and hours through the week, your **average hourly wage** will change.

On good tipping days, your hourly wage will be **higher**.

➢ **Remember**: this includes only your tips, not what you earn on your paycheque.

 Let's look at an example.

K works as a server at a diner. The first week of October K worked four nights in a row from Wednesday to Saturday. K also worked Sunday brunch. These were K's hours and tips for the week:

	Wednesday	**Thursday**	**Friday**	**Saturday**	**Sunday**
Tips	$98*	$123	$207	$221	$209
Hours	5	6	8	8	7

*Change to Canadian dollars in the settings by tapping **More**:

New Task!

Calculate the weekly income and averages.

1. Don't forget to change the app to Canadian dollars in **Settings** (see above).
2. Go to the **Calendar**.
3. Find the first week of October.
4. Enter K's tips and hours for the week.

5. What were K's total earnings for the week?

6. What was K's average hourly wage for the week?

7. What day did K have the highest hourly wage?
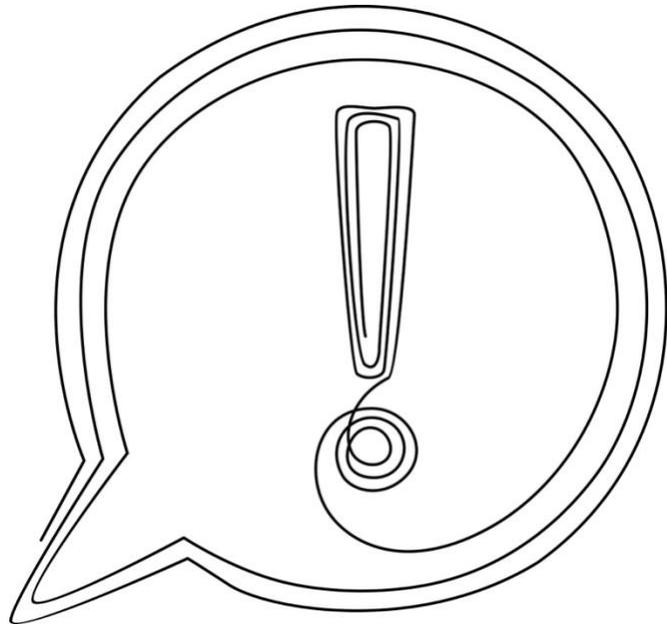
8. What day did K have the lowest hourly wage?

Answers:

K's total earnings for the week: **$858.00**

K's average hourly wage for the week: **$25.24**

K had the highest hourly wage on: **Sunday ($29.86)**

K had the lowest hourly wage on: **Wednesday ($19.60)**

More Features

Totals

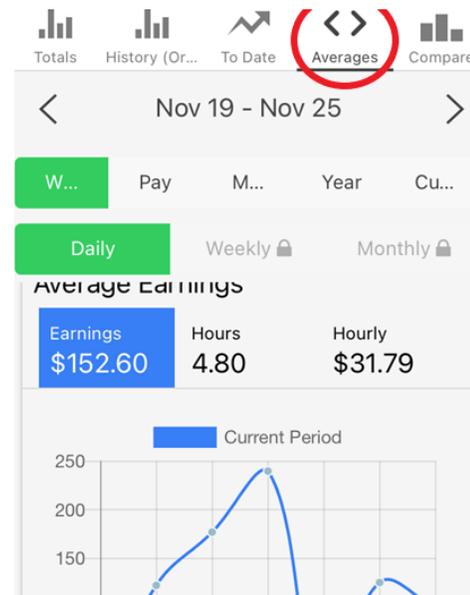The Totals section can be accessed by tapping the icon below:

In this section you can find **charts** that show your earnings over time.

Tap the Averages icon on the top right.
You will see daily averages of your:

- earnings
- hours
- hourly wage

Now you try it.

Find averages in the Totals section.

1. Tap on the **Totals** icon at the bottom.
2. Tap on the **Averages** icon at the top.
3. Using the **arrows** on the top scroll to the first week of October.

4. What were K's average daily earnings for that week?

5. What were K's average hours per shift that week?

Answers:

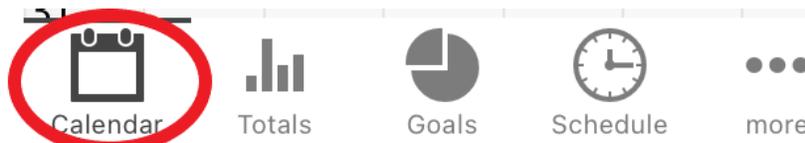K's average daily earnings for that week:　　　**$162.25**

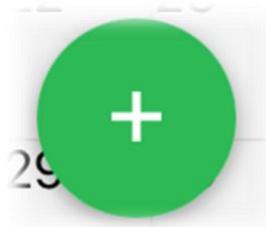K's average hours per shift that week:　　　**6.75 hours**
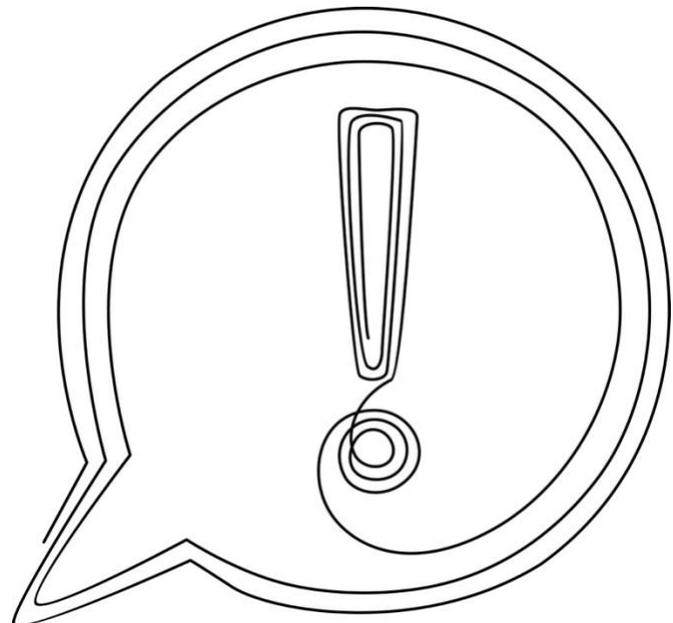
Days Off

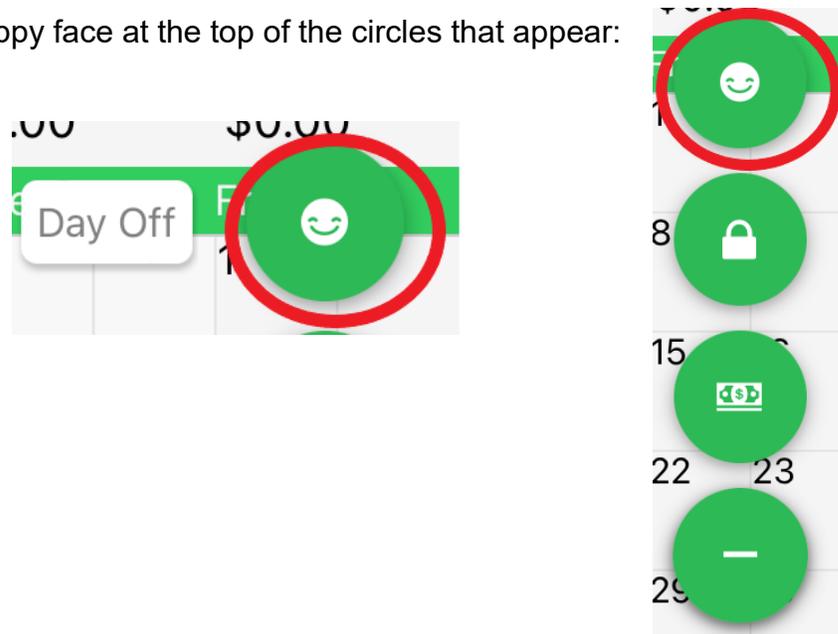Another handy feature of Server Life allows you to mark your days off. Try it out:

1. Tap the **Calendar** icon to return to the Calendar:
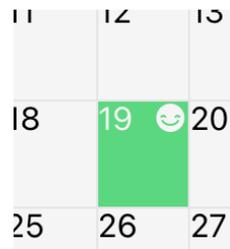

2. Tap the green circle:

3. Tap the happy face at the top of the circles that appear:
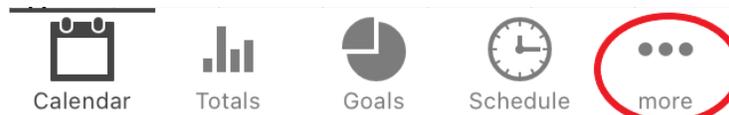
4. Enter the reason you took the day off:

5. Return to the Calendar. You will see that your day off has been marked on the Calendar:

Extra Features

Finally, tap the **More** icon at the bottom:

Here you can access other features like:

- help articles to make using the app even easier
- chat support from the service life support team
- changes to your account like:
    o start day of the week
    o currency the app uses (switch to Canadian dollars)
    o and more!

Skills for Success

The **Skills for Success** (SFS) are the everyday skills Canadians need for work, learning and life. Several SFS are required for you to be successful using the Server Life app:

- **Numeracy**. Numbers skills are essential when working with financial info. This app does a lot of the math for you. But it's always good to double check the numbers.

- **Digital**. The Server Life app requires flexing your basic digital skills. You will need digital skills to download and navigate the app.

- **Problem Solving**. Using apps to make your work life easier is a kind of problem solving. Identify the problem. Then think about it carefully. Then work toward a solution.

- **Creativity and Innovation**. Sometimes applying technology to on the job or apprenticeship problems is a way to show creativity and innovation. Keep learning new tools!

Learn more about the Skills for Success here:
https://www.canada.ca/en/services/jobs/training/initiatives/skills-success.html

- ➢ Also see the other resources in this series: **Digital Tools for Workplace and Apprenticeship Basic Skills**