



Join Access Evo

Every Host can log in to Access Evo via the app following 2 simple steps

Step 1: Sign Up

Please look out for an email sent to your **personal email address** inviting you to join the platform.



⚠ Please note that Managers with access to rotas will use their Edwardian email address to log in for both rotas and self service. The email address receiving the welcome invitation as shown below will now be your Workspace ID and should be used for logging in. All Edwardian emails should use the @edwardian.com email, not @thelondoner.com or @themayfair.co.uk.

Sender: noreply@accesscloud.com

Subject: **Sign up to Access Evo**

Once you click **JOIN** you'll be prompted to create your **password**.



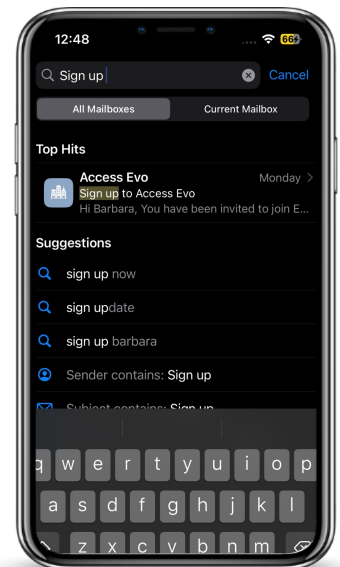
Hi Barbara,

You have been invited to join EDWARDIAN LONDON MANAGEMENT SERVICES LIMITED on Access Evo.

[Join](#)

We know you will love using Access Evo, but should you experience any issues, please contact your system administrator.

Access UK Ltd, registered in England & Wales. Registration Number: 2343760. Registered office: The Armstrong Building, 10 Oakwood Drive, Loughborough, LE11 3QF, UK



⚠ If you do not see the email in your inbox, **check your junk or spam folder**.

⚠ You will not be able to log in via the App until this step is complete.

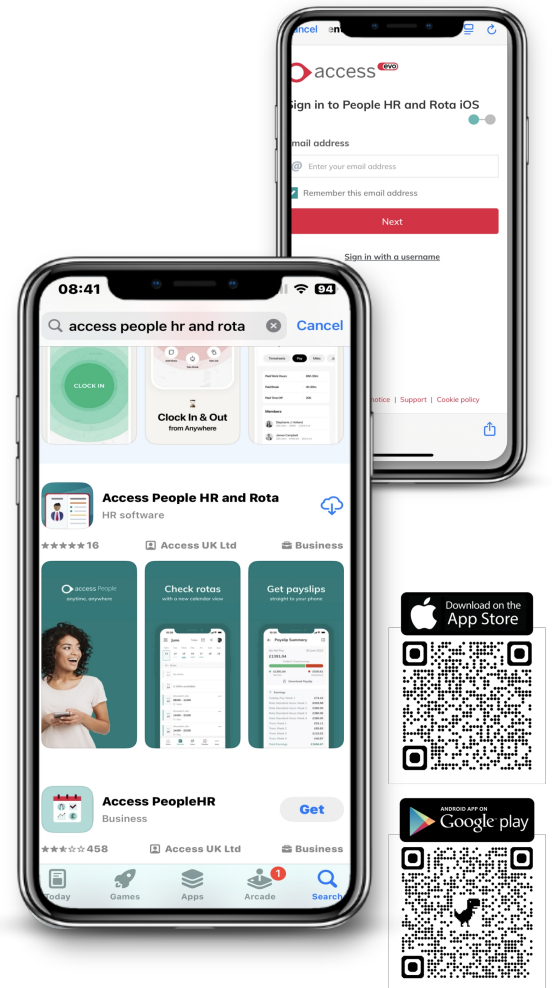
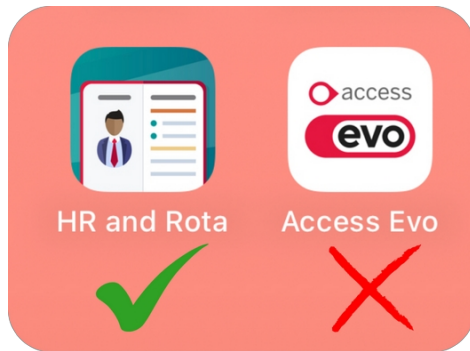
⚠ Ensure you remember your password. Good practice is to save it in more than one secret place i.e iOS Passwords & Authenticator App

Step 2: Download the App

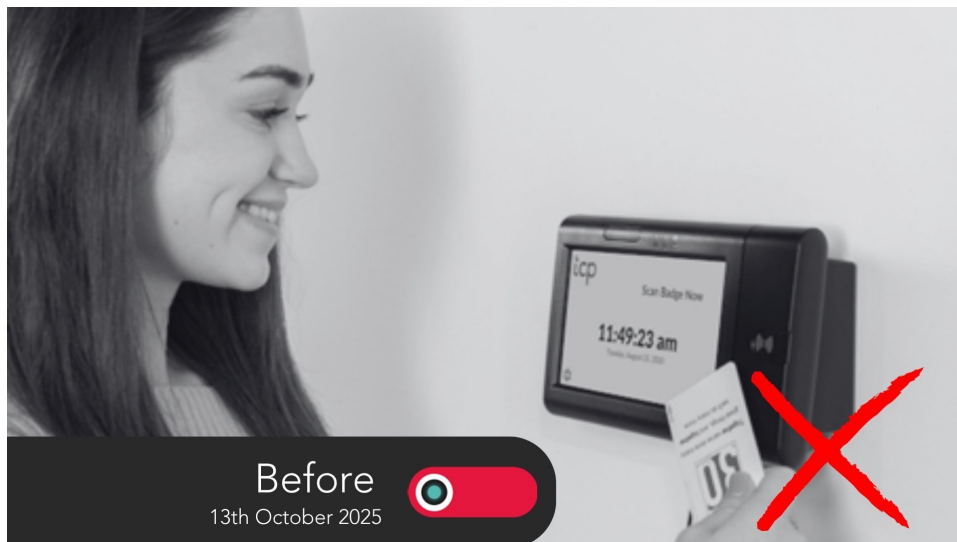
Once you have created your account, go to the **Google Play Store** or **Apple Store** on your mobile device and download: **Access People HR and Rota**

Enter the login details you created in Step 1. Feel free to enable the Pin and Face ID on your device - you're all set!

⚠️Ensure you have downloaded the correct App. The system might prompt you to download the Access Evo App, you should dismiss this notification as there is no need to download this app.



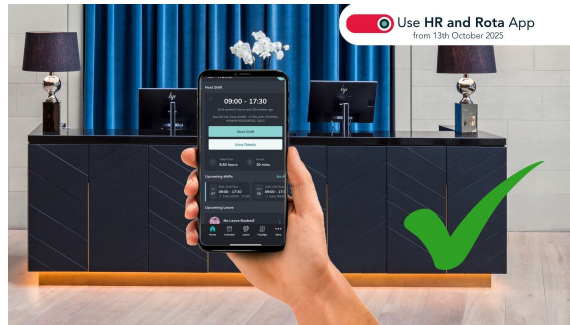
Clocking In and Out



You will no longer be able to clock in or out using **your employee card**.

Edwardian Hotels London is moving to a new digital system called **Access Evo**, which allows you to clock in and out more easily using your **mobile app** or one of our **iPads** on site.

Option 1 – Using the App



Once registered with the **Access Evo App**, open your **Home Page** and select:

- **Start Shift** to clock in
- **End Shift** to clock out

You can only use the app to clock in and out when you are **inside one of our buildings**.

⚠ Receiving '**Currently out of range**' message?

Due to the geolocation settings on your mobile device, the range of the clock-in area may vary. This means you might be able to clock in from different spots within the hotel. Please speak with your colleagues to find out which areas in your hotel allow successful clock-in.

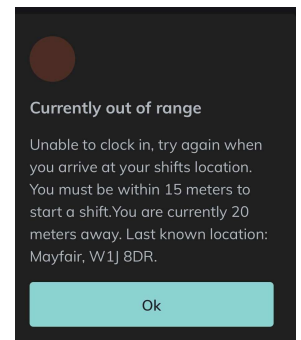
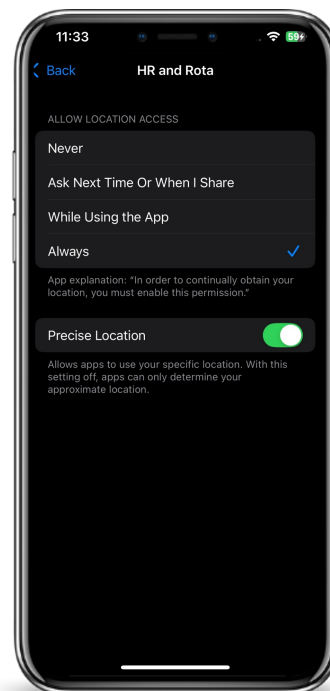
If you experience difficulty clocking in, try the following:

- Switch your **location settings off and back on again** before opening the Access Evo app
- Check that your phone's **location permission** for Access Evo is set to **Allow Always**
- Ensure you have a **strong Wi-Fi or mobile data connection**
- Move to an area with **better GPS signal** if you are in the basement or near thick walls

If the issue continues, please contact the your line manager for further assistance.

⚠ **Running Early or Late?**

*If you clock in too early or arrive late on the ipads the system will ask you to provide a reason. Please make sure you give the **correct reason**.*



Option 2 – Using the iPad



You can also clock in and out using one of our iPads, located in the same place as the old clock-in machines. To use the iPad, you'll need your department PIN and your employee PIN to identify yourself. Your department PIN will be shared with you over the coming days. You will not be able to clock in on the iPads until you have been given this number.

⚠ We would like hosts to clock in and out on their mobile device, where possible, rather than use the hotel-based iPads.

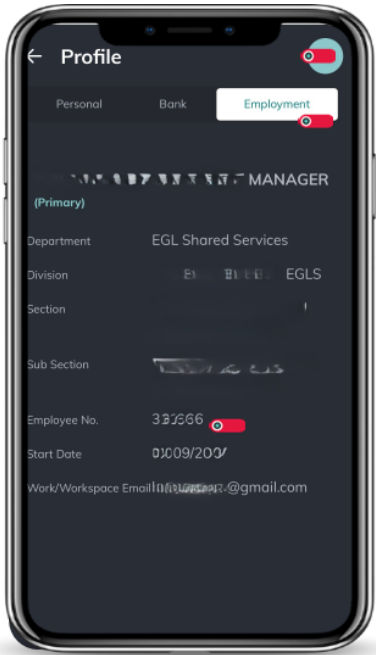
Finding Your Employee PIN

Your PIN is your **new employee number**.
You can find it in the HR and Rota App by navigating to:
Profile → Employment Tab

*⚠ Your new employee number is **not the same** as your previous P Number, so ensure that you have checked what yours is.*

⚠ iPads are placed in the same places as the old clock in machines.

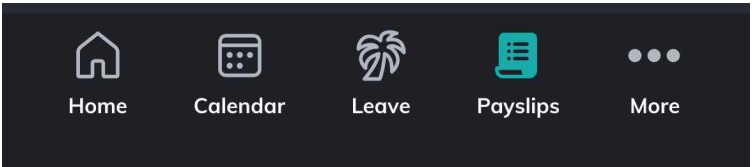
⚠ Will I still need my Employee Card? Yes, your employee card will be needed to access doors and for identification purposes i.e enabling your Host food and beverage discount.



View Your Payslips

To view your Payslips navigate to the bottom ribbon menu on the App.

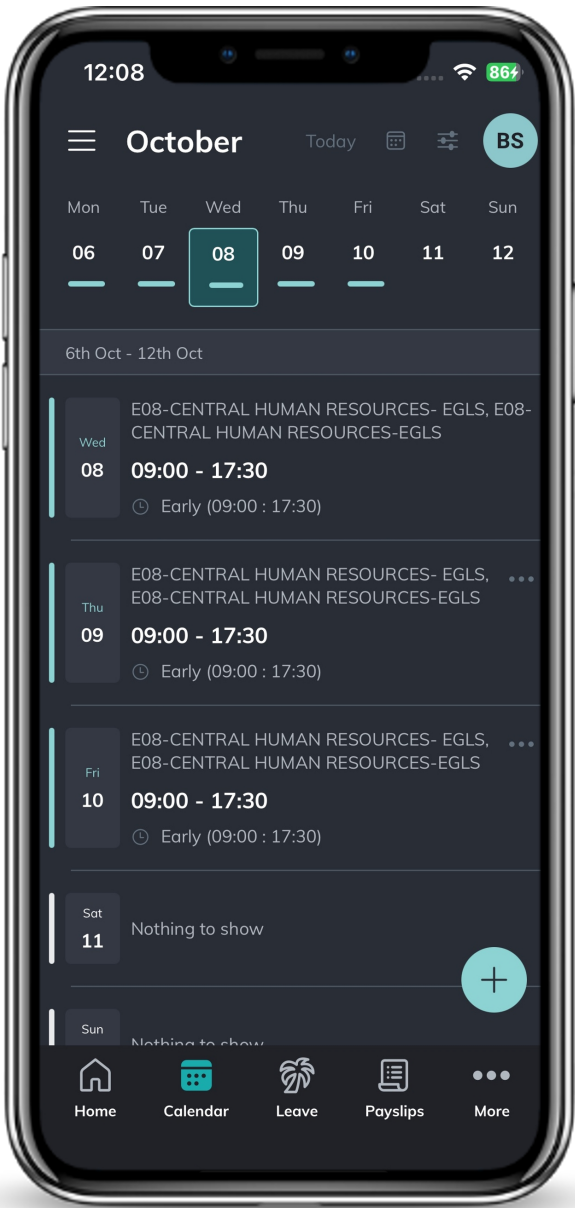
*⚠ Please note that payslips will only appear **once the pay period has been closed**.*



View Your Rota

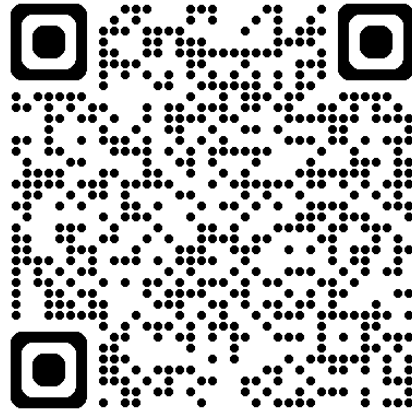
Your **HR and Rota App** is designed to give you access to several key features related to your employment at Edwardian Hotels London.

You can easily view your work schedule and upcoming shifts within the app.



Booking Holidays

You will be able to book your Holidays and Lieu days using the App. To view short video log in to Edwardian Academy Online.



Absence Category

Holiday

First day of leave *

✓ Holiday

Unpaid Holiday

☐ Part Day

Last day of leave *

10/10/2025

☐ Part Day

☐ Use Working Patterns

Working Days *

Submit

⚠ Make sure you select the correct category, as your pay might be impacted! If you would like to book a lieu day you should still select **Holiday** as you will enter the number of lieu days you would like to consume further down the screen.

⚠ Holidays must be entered **one week at a time**, so holiday applications should not go across two separate weeks.

⚠ When booking one week of holiday, **only the holiday days** should be included in the application. Hosts must not book more than their **contracted weekly days** in holiday days.

⚠ The “**Use Working Patterns**” box should **not** be ticked for any employee.

⚠ The **Escalate** button only needs to be used if you know that the listed approver is away from the business.

Start Date

End Date

10:59

← Book Leave

Booking for LEARNING & DEVELOPMENT MANAGER, E08-CENTRAL HUMAN RESOURCES- EGLS

Absence Category

October 2025

MON	TUE	WED	THU	FRI	SAT	SUN
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Reset Done

☐ Use Working Patterns

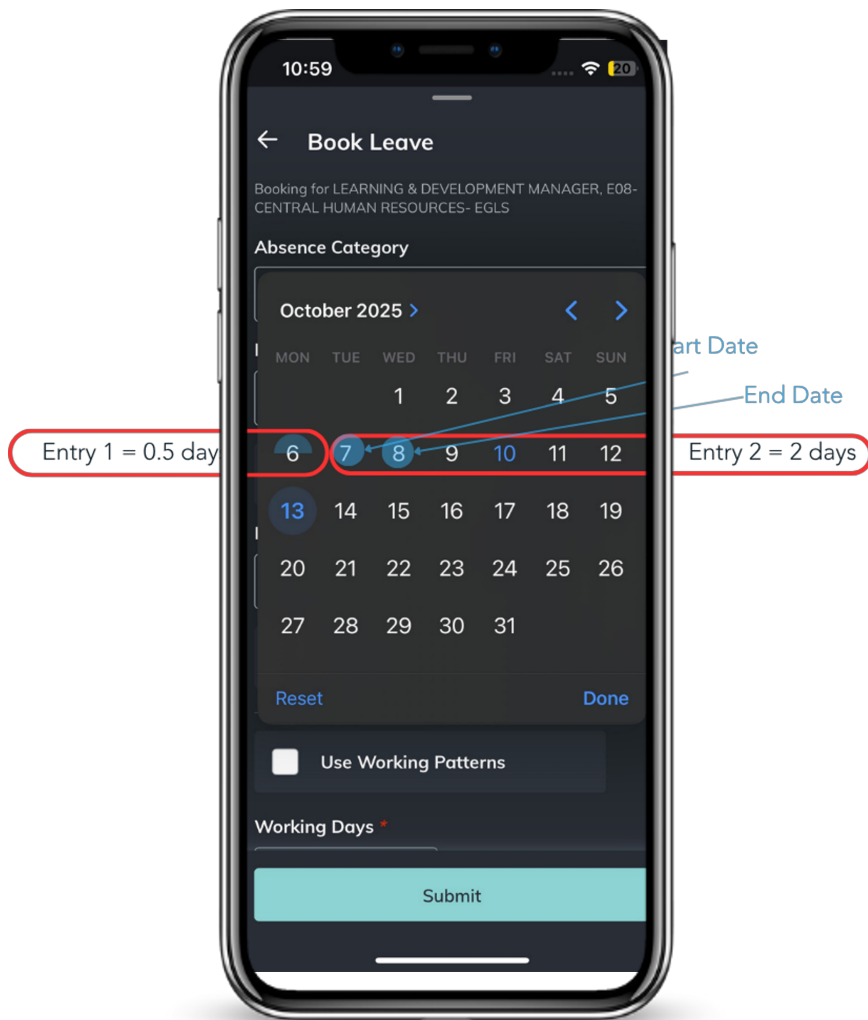
Working Days *

Submit

Entry 1 = 5 days

Entry 2 = 5 days

Entry 3 = 5 days



⚠ If booking any **half days**, these should be submitted as a **separate application**. For example, 2.5 days should be entered as one application for 0.5 days and another for 2 days.

Holiday status on your rota will appear as **Booked** for any upcoming dates that have been approved by your Manager.

If approval is still pending, the status will show as **Pending Approval** until your Manager confirms it.

Past holidays will show as **Taken**.

Mon 20 - Wed 22 Oct 2025

3 Working Days

Booked

Fri 10 Oct 2025

1 Working Day

Pending Approval

Fri 19 Sep 2025

1 Working Day

Taken

⚠ If the holidays have not been approved by your Manager they will be shown as **'Rejected'**. This could be due to an incorrect input or no availability at this time. Please speak to your line Manager to understand why your holiday application has been rejected.

Fri 10 Oct 2025

1 Working Day

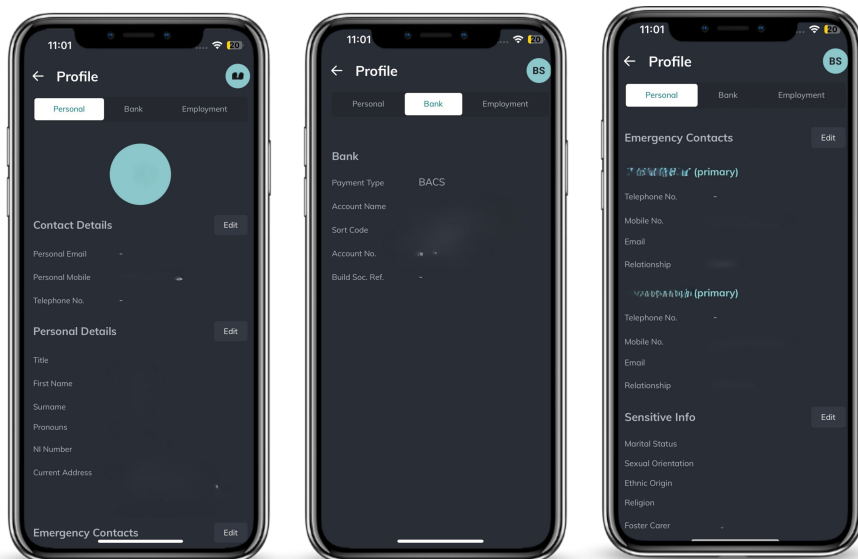
Rejected



Ensure Your Details are Correct

Employees are responsible for maintaining the accuracy and up-to-date status of their personal and work information. Please make sure to check that your **details are correct using the HR and Rota App**.

You can also check the accuracy of your hours and pay by looking at what hours have been recorded for you in the daily view on your rota.



⚠ If any of your details are incorrect, you can either speak to your manager or **visit our HR offices** and complete a **'Personal Information Update' form**. This should be done **in person**, especially when updating bank details.

To see this cheat sheet and its attached documents, please visit
<https://edwardianacademy.360learning.com/course/play/68e8d768b50f1dcf202f3639>