

When To Work Scheduling Program



You should receive your login information by the second week of May. Please login and follow the instructions included in this packet. You will be scheduled based upon the information that you enter so please make sure that you enter all information accurately. If you have any questions call S. J. Idel at 573.874.7434.

Thank you!

When To Work Training Packet

Section 1: Login

Open your web browser and enter www.whentowork.com in the address bar. Once there click on the **login** link and you will be taken to this page.

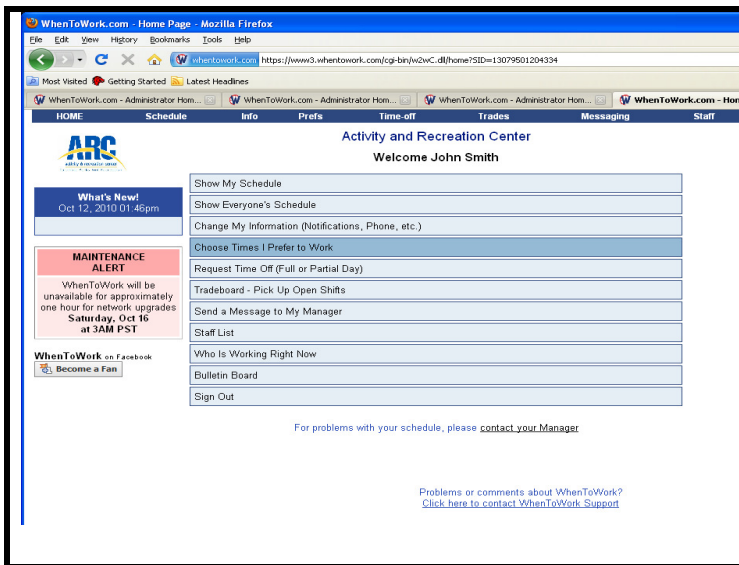
The screenshot shows the 'Online Employee Scheduling Program - WhenToWork - Mozilla Firefox' window. The address bar shows 'https://whentowork.com/logins.htm'. The page has a blue header with the 'WhenToWork.com' logo. Below the header, it says 'Welcome to WhenToWork!'. There are two input fields for 'Sign-In ID:' and 'Password:', followed by a 'Sign-In Now' button. To the right of the password field is a 'Sign In With OpenID' button. Below the login fields, there is a link 'Need your ID and/or password? Click Here'. A section titled 'Browser Requirements' lists 'PC Users: Internet Explorer or Firefox (free download)' and 'MAC Users: Firefox (free download)'. At the bottom, it says 'For Phone/PDA basic access please try: WhenToWork.com/ph/' and 'WhenToWork on Facebook' with a 'Become a Fan' button.

Enter the login information that has been provided to you. You will have the opportunity to change your login once you have logged in for the first time. The first time you login you will be taken to a page that says your name, and then talks briefly about changing your login information. At the bottom there is a link that says **“Go to step 2 >”**. Click on this link.

Section 2: Employee Information

The screenshot shows the 'WhenToWork.com - Employee Information' page in Firefox. The address bar shows 'www3.whentowork.com/cgi-bin/w2wc.dll/empwelcome2.htm?SID=8381306364334'. The page has a blue header with the 'WhenToWork.com' logo. Below the header, it says 'John Smith'. There is a section titled 'Step 2 Add or Change Your Personal Information'. It says 'You may make changes to your information below and then click the Go To Last Step button.' There is a 'Phone:' input field. Below it are four radio button options: 'All employees can see my phone number', 'Only my manager can see my phone number', 'All employees can see my E-MAIL address', and 'Only my manager can see my E-MAIL address'. Below these options is a section titled 'The following information can only be viewed by your manager:'. It contains input fields for 'Address:', 'Address 2:', 'City, State, Zip:', '2nd Phone:', and 'Cell:'. At the bottom of this section is a 'Go to Last Step >' button.

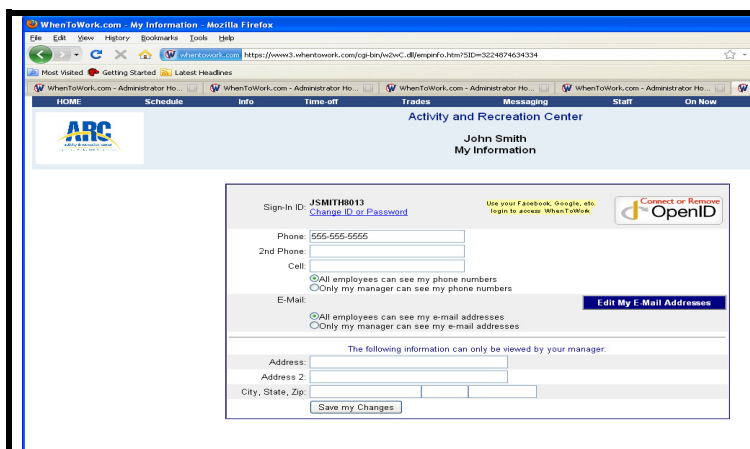
This page is where you will enter in your information. You do not need to enter your address, however we do need you to enter your contact information. This is how your staff members will get in contact with you if needed. *Please choose the bubble that says **“All employees can see my phone number”** At the bottom of the page, click on the link that says **“Go to last step >”** On the next page click on the link that says **“Go to My Home Page >”**



This is what your homepage should look like. After you enter your **Written Agreement**, the link for “**Choose Time I prefer to Work**” will no longer be present.

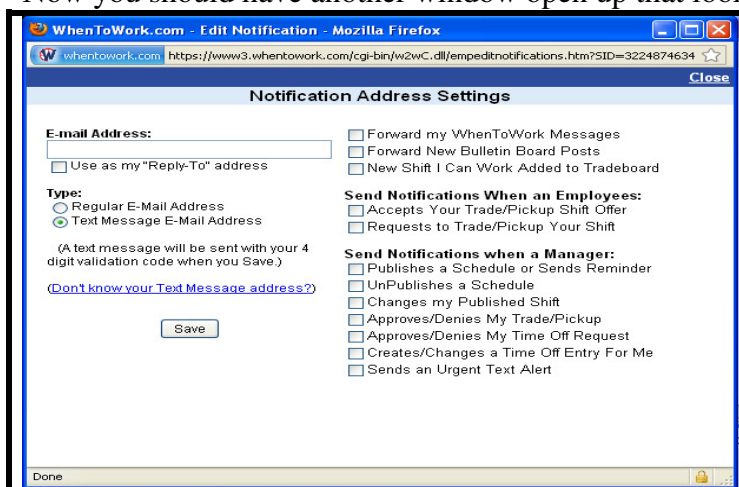
The first thing you need to do is enter your email address. Your email address is how your manager will contact you throughout the summer. You may also choose to have text messages sent to a cell phone. There is no charge from when to work for this feature however standard text messaging fees from you carrier will apply.

Click on the link that says “**Change My Information**”



Here you can enter more phone numbers, as well as edit your email address. Click on the blue box that says “**Edit My Email Address**”. Another window should open. In this window choose, “**Add New Address**”

Now you should have another window open up that looks like this:



This is where you will enter your email address. Check all of the boxes on the right hand side for which you wish to receive an email about. This is also where you could enter a text messaging address. You will first need to know your text messaging address. To find out, click on the blue link that says, ([Don't know your Text Message address?](#)). Another page will open that will help you figure out what your address is based on your cell carrier.

Section 3: Scheduling

When to Work will create your schedule each week based upon the “**availability**” you enter into the program. In this section you will find out how to enter your written agreement. To start, go to your homepage and click on the link for “**Choose Times I Prefer To Work**”. You will be taken to a calendar for each day of the week with a bunch of boxes for time frames on each day. On the bottom left side of the screen you will see a button that says “**Set Specific Date Preferences**”. Click on the button.

A new window should open that shows a calendar for the current month. At the top of the screen you should have 4 color coded buttons. The only one we really need to use will be “red” or “Cannot Work”.

WhenToWork.com - Choose Times I Prefer to Work - Mozilla Firefox

DATE SPECIFIC Preferences
(These preferences override your Repeating Weekly Preferences)

Prefer Working Dislike Working No Preference Cannot Work

You must click "Save Changes" when done

Save Changes

October 2010

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					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						

Leave days white to use your Weekly Repeating Preferences
(Only change the days that will be different from repeating)

Means the date has special hourly preferences

Save Changes

To set a whole day preferences click on a roller then **CLICK ONCE** on a day or **"PAINT"** multiple days on the calendar
To set specific hourly preferences for a day **DOUBLE CLICK** the day to edit.

Click on the button that says “Cannot Work”. Now for each full day you need off during the summer, simply click on that day. The day should be highlighted red after you have clicked on it.

Now let’s say you only need off for a certain time of day. You can double click on the day and it will open another window.

WhenToWork.com - Choose Times I Prefer to Work - Mozilla Firefox

Special Hourly Preferences for
Thursday, Oct 14, 2010
(These preferences override your Repeating Weekly Preferences)

You must click "Save Changes" when done

Repeat 1 week (this week only) Save Changes

Click on preference, then "PAINT" the time blocks on the time grid below with that color.
Click "All Day" to color the whole day.

Prefer Working Dislike Working No Preference Cannot Work

OR Use this form to enter preferences into the grid.

Begin: 12am 00 End: 12am 00 Add

Cannot Work

Time 12a 1 2 3 4 5 6a 7 8 9 10 11 Noon 1 2 3 4 5 6p 7 8 9 10 11

All Day

COPY Preferences Save Changes

If you have specific dates or times that you wish to be unavailable, send a Time Off Request to your manager.

Done

On this window you will see the four color coded buttons. Click on the “Cannot Work” button. You can now click on the smaller boxes during the timeframe you are not available to work. If you cannot work on this day from 3-6 pm, you would highlight the boxes from 3-6 pm red. It should look like the picture below when you are done. Once you have finished, click the button on the lower right that says “Save Changes”. If you do not save your changes this information will not be entered into the database and you could be scheduled during this time.

WhenToWork.com - Choose Times I Prefer to Work - Mozilla Firefox

Special Hourly Preferences for
Thursday, Oct 14, 2010
(These preferences override your Repeating Weekly Preferences)

You must click "Save Changes" when done

Repeat 1 week (this week only) Save Changes

Click on preference, then "PAINT" the time blocks on the time grid below with that color.
Click "All Day" to color the whole day.

Prefer Working Dislike Working No Preference Cannot Work

OR Use this form to enter preferences into the grid.

Begin: 12am 00 End: 12am 00 Add

Cannot Work

Time 12a 1 2 3 4 5 6a 7 8 9 10 11 Noon 1 2 3 4 5 6p 7 8 9 10 11

All Day

COPY Preferences Save Changes

If you have specific dates or times that you wish to be unavailable, send a Time Off Request to your manager.

Also note the drop down menu on the top right hand side of the calendar that currently says “Repeat 1 week (this week only)”. If you have summer school during this time every Thursday, you could click on the drop down menu and choose to repeat this exact time off for the next (up to 10 weeks). This will save you time by not forcing you to go into every Thursday of the summer and enter in that you need off during this time. The same would apply to football practice and other activities that you may have going on each week. This will only repeat for “Thursdays” or whatever day you originally clicked on in the main calendar. It will not repeat for every day. Again, make sure you save the changes once you are done.

WhenToWork.com - Choose Times I Prefer to Work - Mozilla Firefox

https://www3.whentowork.com/cgi-bin/w2wC.dll/emppreferencesmonth.htm?SID=5439976704334

DATE SPECIFIC Preferences
(These preferences override your Repeating Weekly Preferences)

You must click "Save Changes" when done

October 2010

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					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						

Leave days white to use your Weekly Recurring Preferences
(Only change the days that will be different from repeating)

Means the date has special hourly preferences.

To set a whole day preferences click on a roller then **CLICK ONCE** on a day or **"PAINT"** multiple days on the calendar
To set specific hourly preferences for a day **DOUBLE CLICK** the day to edit.

Once you save changes it will take you back to the main calendar. You should see some changes to the calendar. If you requested off for the entire day those boxes should be red. If you have gone into a specific day and requested a certain time of the day off, but not all day, those boxes should now be purple.

Section 4: Requesting Time Off

Once you have entered your time off you will be scheduled according to the information you have entered. Sometimes things come up and you may need to request days off later in the summer that were not part of your original request. Let's walk through that procedure.

Time Off - Mozilla Firefox

https://www3.whentowork.com/cgi-bin/w2wC.dll/emptrnoff.htm?SID=546174654274

HOME Schedule Info Time off Trades Messaging Staff On Now Bulletin HELP

Activity and Recreation Center

John Smith
Time Off

SIGN-OUT
Oct 13, 2010
01:46pm

Date: Click calendar to choose date

Full Day(s) Off
1 day(s) off in a row

Or A Partial Day or Repeating Days Off

Comment

Your time off request will be sent to your manager.
You will be notified when they have approved or denied this request.

John Smith - Time Off Requests

Cancel Request*	Start Date	End Date / Times	Status	Comments

* Cancel Time Off appears in this column if you may click to cancel the request before your manager review it.
For problems with your schedule, please contact your Manager

From the home screen click on **"Request Time Off (Full or Partial Day)"**. You will be taken to this screen. Here you can choose a day from the calendar provided. If you need more than one day off, you can include that in the box to the left of the calendar. Just click on the first day you will need off and then enter how many days in a row you will need off. In the comment section you can let your manager know what you need this time off for. Remember that this is a "request" and not a guarantee. The only guaranteed days off are those entered into your written agreement. Once you have filled out the information click on request time off. Once you have done this, a message will be sent to your manager telling them that you would like to take this time off. Once your manager has approved or denied it you will receive a message letting you know whether or not it was approved.