Setting up When to Work

When to Work is the online scheduling application that is available either via their website or mobile app. This software allows you to view your schedule from anywhere, trade shifts with other students, and get in contact with your co-workers. If you ever have any questions about When to Work, please see either a STUMA or a Student Director as soon as possible!

1. **Creating your account**

Either your STUMA or Student Director will create your account for you. **You must schedule an appointment with your STUMA or Student Director to input all of your information.** This account will include information such as your name, phone number, email address, your hire date, and class schedule. Once your account is created, you will be sent a sign in email.

2. <u>Signing in for the first time</u>

1. You will get an email from WhenToWork.com to the email address that is entered in (this will most likely be your school email)

Thu 7/20/2017 9:42 AM

AutoForward@mail8.WhenToWork.com

Your WhenToWork.com login information

To ■ Dylan West

ⓘ We removed extra line breaks from this message.

Dear Al Hunt,

Dylan West at UCCS Dining and Hospitality Services has set up an account for you at WhenToWork.com and requests that you sign in to view your schedule information.

Please go to: https://WhenToWork.com

Click "Sign In" in the upper right corner and enter the following temporary sign in information:

Username: W2WJ868614971
Password: W2WDBKM8RT

and click "Sign In"

If you have any questions, please direct them to your scheduling manager.

We look forward to serving you,

 Your WhenToWork.com team.

If you wish to stop receiving these messages, click this link:
https://www8.whentowork.com/cgi-bin/w2wJ.dll/clearnotif?Key=A868614972Z868614971X0D

Note: You received this message because someone entered your email into our website (www.WhenToWork.com). If you are not a WhenToWork member, either click the link above or forwa
mailerror@When2Work.com and we will remove your email from our system.

2. Click on the link that is circled about. This will take you to the main page of When to Work. Click the 'sign in option' at the top right of the window.
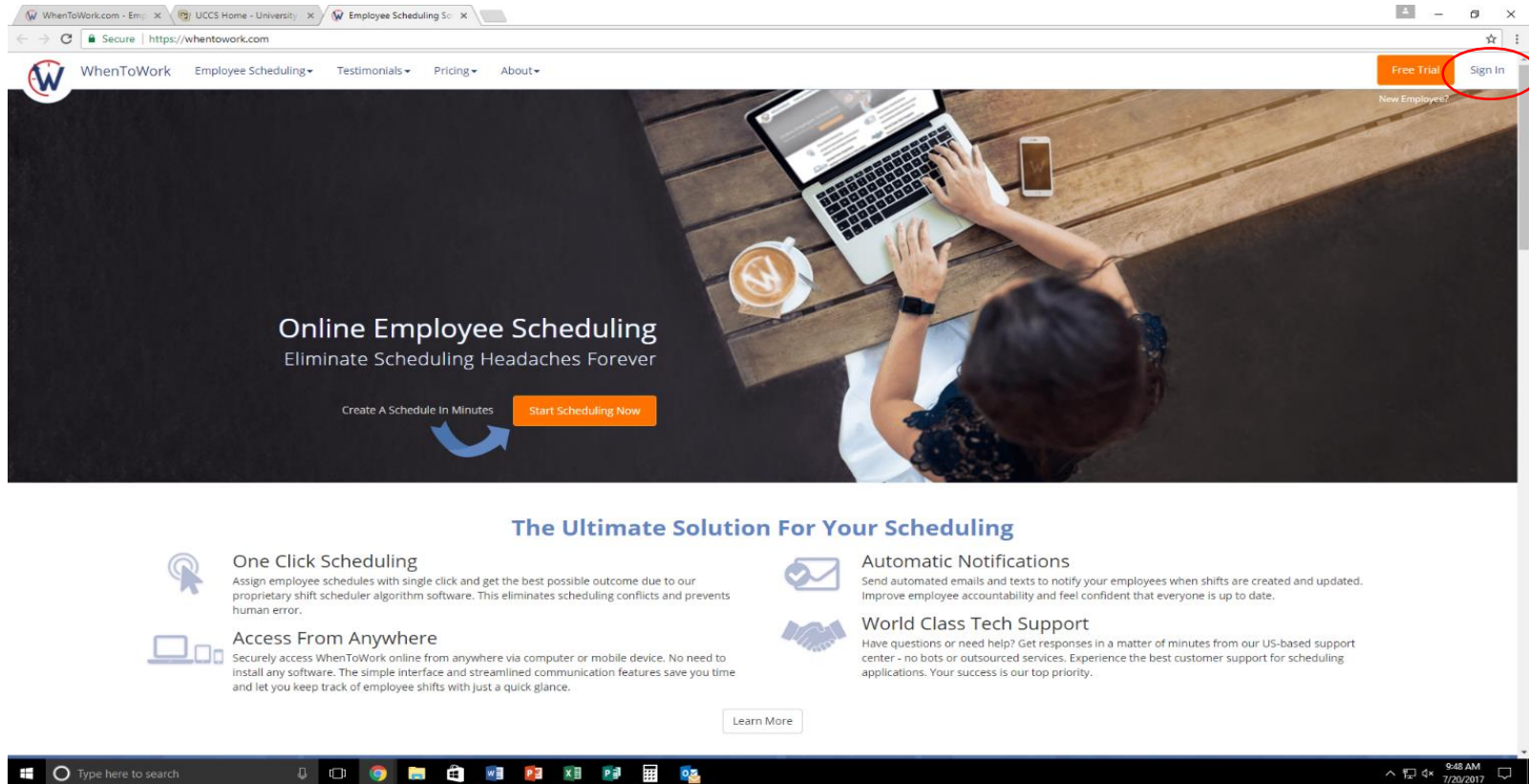
3. Once you click the sign in option, you will be brought to a sign in page. Use the sign in information provided in the email you received to log in for the first time. (It is easiest to copy and paste this information)
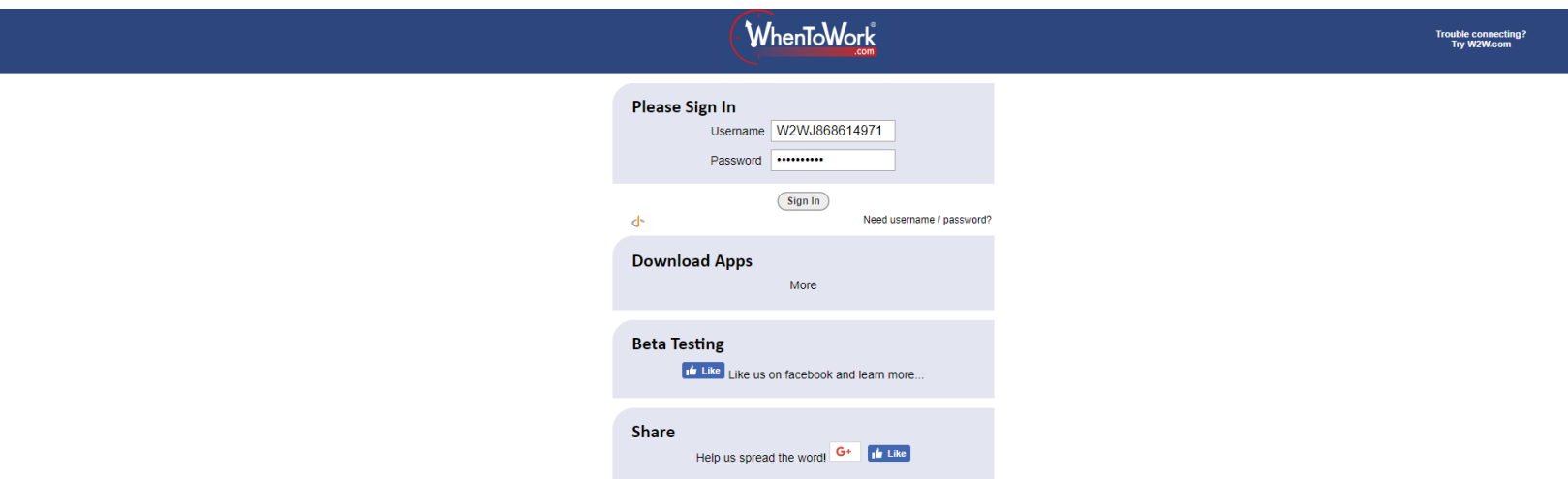
4. You will create your personal log information on the next page once you have clicked sign in. After this point, you will use this information to log in every time.

WhenToWork®.com

Welcome to WhenToWork.com!

Al Hunt

Thank you for signing in with your temporary username and password.

Step 1 - Create Username & Password

New username

alhunt3

New password

•••••••••••

Confirm password

•••••••••••

☑ Make password case sensitive.

Account managers can see your username and reset your password anytime.

A strong password should contain a mix of capital and lower-case letters, numbers and symbols, and not be used to access any other system.

Strong

Step 2 ➋

5. After creating your log in information, you will be brought to a screen asking for more information. **Please note that you *do not* need to provide your address, city state or zip code.** We only need your phone number.
*It is recommended that you opt into allowing all employees to see your phone number and email. This makes it easier for other students to get in contact with you if they are looking for a cover for a shift.

WhenToWork®.com   Welcome to WhenToWork.com!

Al Hunt

Step 2 - Add/Change Personal Information

Phones   **Address**

XXX-XXX-XXXX

2nd Phone   Address 2

Cell   City, State, Zip

Who can view
○ All employees ◉ 🔒 Only managers   Only managers can view your address.

Email / Text
Who can view
○ All employees ◉ 🔒 Only managers

Finish ➔

6. Once you have filed out that information, you will be taken to the next screen. Here you can set your preferences for times you like and dislike to work, as well as information on Google Calendar integration. There is also a link to find the mobile app, which we highly recommend downloading if you have a smart phone.
*Note that work time preferences are not class times. You and your STUMA or Student Director will input your class times. Preference times are only to show when you would either like or dislike to work, this does not mean you might not be scheduled during these times.

AI Hunt

You are now ready to use WhenToWork!   **Start ➜**

With W2W you can...

View your schedule online.

Also, if allowed, set when you prefer and dislike working to get better schedules, use the tradeboard to pick up or drop shifts or ask for time off if your plans change.

Export your schedule to Google Calendar and then sync with your phone calendar or Outlook.
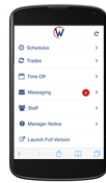
Use our free mobile app on your smart phone or tablet.

Receive email/text notifications about new or changed schedules.

Find us on Facebook

Become a fan to learn about new features and beta testing opportunities!

and much, much more...

Start ➜

7. Now you are signed in! You can access your schedule, edit or update your information, access the trade board, view and send messages to other employees or your manager, see any upcoming shifts, and check any When to Work messages!

3. The schedule

1. Click either "Show My Schedule" to view only your shifts or the "Show Everyone's Schedule" to view the entire schedule in the middle of the page, or the "Schedule" button along the top ribbon.

2. The schedule must be published to see what shifts you are working, but this will be how you view your schedule. It shows what days you work and when. *This will not change during the semester.

4. **Updating preferences**

If you select either "Info" from the top ribbon or "Change my Information from the middle options, it takes you to where you can update cell phone information, user name, and who can view your email or phone information.

WhenToWork.com

UCCS Dining and Hospitality Services
Al Hunt

Jul 20, 2017
10:07

Home

What's New!

Connect
Download the W2W app

App Store   Google Play

or use our mobile version for all mobile devices.

Like | Share us on facebook to know about new releases and beta testing

Plus 1 us at Google! G+

Questions?
- about your schedule:
Contact your manager

- about W2W:
View Help or email support@when2work.com

Show My Schedule
Show Everyone's Schedule
Change My Information
Choose Times I Prefer to Work
Request Time Off
Tradeboard - Pick Up Open Shifts
Messaging
Send Message to My Manager
View Staff List
See Who Is Scheduled Right Now
View Bulletin Board
Sign Out

Next Shift

No shifts found in the next 30 days.

WhenToWork.com

UCCS Dining and Hospitality Services
Al Hunt

Jul 20, 2017
10:19

My Information

Name	Al Hunt (your name can only be updated by a manager) (Save)
Username	ALHUNT3 (Change Username/Password) ⚡ Have Multiple Usernames?
Phones	1st XXX-XXX-XXXX
	2nd
	Cell
	◯ All employees can see my phone numbers
	◉ 🔒 Only managers can see my phone numbers
Emails /Texts & Notifications	(Add / Edit)
	dwest3@uccs.edu
	◯ All employees can see my email addresses
	◉ 🔒 Only managers can see my email addresses
Address	
	Address
	City, State, Zip

(Save)

Connect
Google calendar Export your schedule to Google Calendar and it will update automatically.

If you select "Prefs" from the top ribbon or "Choose Times I Prefer to Work" from the middle, you are taken to the screen where you can set preferred times to work.

WhenToWork

UCCS Dining and Hospitality Services
Al Hunt

Jul 20, 2017
10:07

Home

What's New!

Connect
Download the W2W app
App Store   Google Play
or use our mobile version for all mobile devices.

Like Share us on facebook to know about new releases and beta testing

Plus 1 us at Google! G+

Questions?
- about your schedule:
Contact your manager

- about W2W:
View Help or email support@when2work.com

Show My Schedule
Show Everyone's Schedule
Change My Information
Choose Times I Prefer to Work
Request Time Off
Tradeboard - Pick Up Open Shifts
Messaging
Send Message to My Manager
View Staff List
See Who Is Scheduled Right Now
View Bulletin Board
Sign Out

Next Shift
No shifts found in the next 30 days.

The below screen will allow you to set times you either do or do not like working. You can set a repeating weekly set of preferences or set times for a specific day in the future. To edit a specific day of the week, click on that day in any of the boxes in that day's grid.

WhenToWork

UCCS Dining and Hospitality Services
Al Hunt

My Work Time Preferences

Jul 20, 2017
10:25

◀ **Week of Jul 24, 2017** ▶

Time >	00	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23
Mon Jul-24																								
Tue Jul-25																								
Wed Jul-26																								
Thu Jul-27																								
Fri Jul-28																								
Sat Jul-29																								
Sun Jul-30																								

Date has specific preferences overriding

DATE SPECIFIC (or click date above)   REPEATING WEEKLY   FUTURE Weekly

Information
- Color key: Dates: date specific preferences overriding   Times: Prefer   Dislike   Cannot Work   No Preference
- Your scheduling manager does not let employees change Cannot Work times. If you have times that you CANNOT work, contact your manager.
- If preferences are not appearing as you expect, it is likely due to "Date Specific" or "Future Weekly" preferences that are overriding your Repeating Weekly preferences.
- Entering preferences in no way guarantees your schedule will follow these times nor that your existing schedule will be changed in any way, but may increase the likelihood that you are assigned to times that you prefer.
- Always check your weekly schedule for your actual shift times.

The following pop-up window will appear to where you can set your preferred times for that specific day by either 'painting' the color you want based on the hours, or set it using the tool in the top right corner.

Special Hourly Preferences for
Friday, Jul 28, 2017
(These preferences override your Repeating Weekly Preferences)

Click color and "paint" times on grid.:

| Prefer Working | Dislike Working | No Preference |

Your scheduling manager does not let employees change **Cannot Work** times

OR Use form to add preferences to grid

Prefer ●	Begin	00 ▼	00 ▼
Dislike ○	End	00 ▼	00 ▼
No Preference ○		Add

| Time > | 00 | 01 | 02 | 03 | 04 | 05 | 06 | 07 | 08 | 09 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| All Day | | | | | | | | | | | | | | | | | | | | | | | | |

Repeat 1 week (this week only) ▼

(Save)

Information

- If you have **hours each week that you CANNOT work**, send a message to your manager to let them know when you are unavailable. Only they can set your preference table **cannot work** hours.

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

5. Requesting time off IS NOT ALLOWED DURING THE SEMESTER. You will <u>ALWAYS</u> be responsible for getting your shifts covered. The summer is slightly different with time off, but any time that you put in as a request off <u>WILL NOT BE APPROVED AND YOU WILL BE GIVEN ATTENDANCE POINTS FOR EVERY SHIFT YOU DO NOT MAKE IT TO!</u>

6. Selecting "Trades" or "Tradeboard – Pick Up Open Shifts" will take you to the tradeboard where you can post and pick up or swap shifts with other employees.

You can select a shift that you want to pick up and then request to pick up or trade this shift. To put a shift of your own on the trade board, you must

MY SCHEDULE			EVERYONE'S SCHEDULE					TRADEBOARD			
Week	Month	Upcoming	Day	Week	Month	Chart	In-Out	My Shifts	Offered	Week	Month

◀ **Week of Jul 24, 2017** 📅 🗓 ▶

All Positions ▼

Trades/Drops Posted

Key: Trade Only   Drop Only   Trade or Drop Okay

Time ▶	00	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23
Monday – Jul-24																								
Tuesday – Jul-25																								
Wednesday – Jul-26																								
Thursday – Jul-27																								
Friday – Jul-28																								
Saturday – Jul-29																								
Sunday – Jul-30																								

Unassigned and Available Shifts

Time ▶	00	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23
Monday – Jul-24																								
Tuesday – Jul-25																								
Wednesday – Jul-26																								
Thursday – Jul-27																								
Friday – Jul-28																	Conferencing General Staff-15:30 - 21:00 Dish - To be filled by Marquise							
Saturday – Jul-29																	Conferencing General Staff-15:30 - 21:00 Dish							
Sunday – Jul-30														Conferencing General Staff-13:00 - 21:00 Pizza / Conferencing General Staff-15:30 - 21:00 Dish / Conferencing General Staff-16:30 - 21:00 Dish											

Information
- Click shift to view details.

7.
8.
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15.
16.
17.