

Employees Signing In -----

Should I Let Employees Sign In?

YES! There is no downside or extra cost for allowing employees to log in and use WhenToWork.

When you add an employee at WhenToWork we automatically create an Employee Account for them with a unique temporary ID and password. This allows each employee to sign in at WhenToWork.com to see their schedule, request time off and many other functions that you allow them to perform.

If you enter an e-mail address for an employee they can retrieve their ID and Password at any time using the "Need your ID or Password?" link on the Sign-In page.

Allowing your employees to sign in can be a great benefit both to them and to you the manager. It is easy to notify your employees about [their sign-in instructions](#). There is no extra cost to give your employees access to WhenToWork. It can save you time and improve communication. Employees can also enter their own time off requests, work time preferences, trade shifts and many do many other things if you allow them these (these options are found on the manager [SETTINGS>Employee Permissions](#) page). When employees sign in they are always seeing the most up-to-date schedule. All that is needed for an employee to sign in and use WhenToWork is a computer with an Internet connection and a recommended browser. We highly recommend allowing your employees to sign in to WhenToWork.

[Click here](#) to sign in live to a sample company and explore the Employee Interface.

[Click here](#) to view the Employee topic-based help.

When employees sign in they can:

- View **Published** schedules and schedule notes
- Download VCAL VCS file of their schedule to use in Outlook on their computer or PDA
- See employee Notice on home page
- View your company Bulletin Board
- Make changes to their contact information
- Set up what events trigger an email or text message notification
- Change their ID and Password
- View staff list (SETTINGS options control what information they see)
- Set whether other employees can view their phone number and e-mail
- Message the managers and other employees

On your SETTINGS>Employee Permissions page you also can allow them to:

- Request Time Off
- View everyone's schedule (Daily, Weekly & Monthly, Charts)
- Set the times they prefer and dislike working (which you can choose to ignore)
- Set their own Cannot Work hours
- See Who's On Now & Later
- Set whether they like or dislike working each Position (or Location)
- Add entries to the company bulletin board
- View the Tradeboard
- Trade shifts with other employees ("at will" or with "manager approval")
- Drop a shift if another employee agrees to pick it up ("at will" or with "manager approval")
- See Unassigned shifts on Everyone's Schedule
- Pick up Unassigned Shifts ("at will" or with "manager approval")
- See when and where other employees will be on a certain day
- See other employees' availability and work time preferences for their shifts

Related Topics:

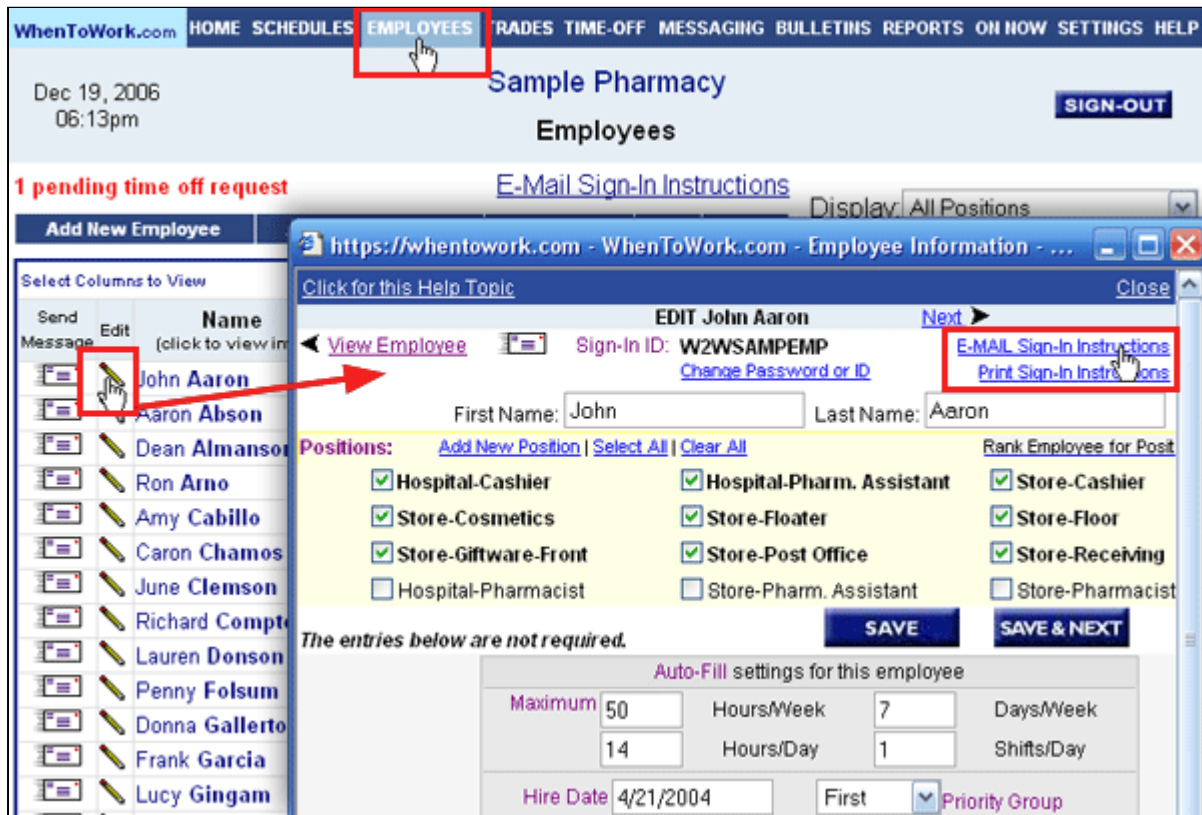
- [Each Employee has a Sign-In ID](#)
- [Sending Employees Sign In Instructions](#)
- [Controlling what Employees View/Do](#)
- [Enter E-Mails for Automatic Forwarding](#)

Each Employee Already Has a Sign-In ID

When you [add an employee](#) into WhenToWork they are automatically assigned a temporary ID and Password.

The EMPLOYEE list page has a link to "E-Mail Sign-In Instructions" to all employees who have e-mails entered and have not yet signed in.

You also can e-mail or print instructions for individual employees from their "Edit Employee" page.



These instructions tell them to go to <http://WhenToWork.com>, click Sign In and then enter their own temporary ID and Password. A wizard then steps them through a few questions to create a new ID and password and guides them into using the system.

Employees also can retrieve their ID and password by clicking the "Need your ID and/or Password?" link on the member login page (<https://whentowork.com/logins.htm>) and entering their e-mail address. Their sign in ID and password are automatically e-mail to them.

Related Topics:

- [Sending Employees Sign In Instructions](#)
- [How Employee Work Time Preferences are Used](#)
- [Controlling what Employees View/Do](#)
- [Finding an Employee's ID & Password](#)

Send Employees their Sign In Instructions

All employees already have a unique temporary WhenToWork.com sign-in ID and Password. To inform employees about their ID and password you can either print sign in instructions for them or have the instructions sent by E-mail (either send to all employees who have not yet signed in or to individual employees).

The first time an employee signs in they are taken through a "welcome wizard" that helps them set up their new ID and Password and other account settings.

To E-Mail Sign In instructions to ALL employees who have never signed in:

- Click **EMPLOYEES** in the top menu to go to the Employee List page
- Click the **E-Mail Sign-In Instructions** link to open the Send Sign-In Instructions window.
- Click the **E-Mail Sign-In Instructions** link and the messages are sent

The screenshot shows the 'EMPLOYEES' page for 'Sample Pharmacy'. A red box highlights the 'EMPLOYEES' menu item. Below it, the 'E-Mail Sign-In Instructions' link is highlighted with a red box. A dialog box titled 'Send Sign-In Instructions' is open, containing the text: 'Click the link below to immediately send sign-in instruction e-mails to all employees who have e-mail addresses entered but who have not already signed in.' The dialog box has a red box around the 'E-Mail Sign-In Instructions' link. A red arrow points from the link in the dialog box to the link on the page. The background shows a table of employees with columns for 'E-Mail*', 'Max Weekly Hours', 'Max Weekly Days', 'Max Daily Hours', and 'Max Daily Shifts'.

	E-Mail*	Max Weekly		Max Daily	
		Hours	Days	Hours	Shifts
	@when2work.com	50	7	14	1
	@when2work.com	30	7	14	1
	@when2work.com	50	7	14	2
	@when2work.com	20	7	14	1
	@when2work.com	50	7	14	1
	sample@when2work.com	20	7	14	1

To E-Mail Sign In instructions to an INDIVIDUAL employee:

From any page:

- Click **EMPLOYEES** in the top menu to go to the Employee List page
- Click on the **pencil icon** next to the employee name Edit Employee window
- Click **E-MAIL Sign-In Instructions** in the upper right to immediately send sign-in instructions to this employee (you will see a confirmation that the message was sent)

The screenshot shows the 'EDIT John Aaron' window. A red box highlights the 'EMPLOYEES' menu item. Below it, the 'E-MAIL Sign-In Instructions' link is highlighted with a red box. A confirmation message is displayed: 'Login information has been emailed to sample@when2work.com'. A red arrow points from the link in the upper right to the confirmation message. The background shows the 'EDIT John Aaron' form with fields for 'First Name: John' and 'Last Name: Aaron', and a list of positions with checkboxes.

Positions:	Employee for Positions (Skills Rating)
<input checked="" type="checkbox"/> Hospital-Cashier	<input checked="" type="checkbox"/> e-Cashier
<input checked="" type="checkbox"/> Store-Cosmetics	<input checked="" type="checkbox"/> Store-Floater
<input checked="" type="checkbox"/> Store-Giftware-Front	<input checked="" type="checkbox"/> Store-Floor
<input type="checkbox"/> Hospital-Pharmacist	<input checked="" type="checkbox"/> Store-Post Office
	<input checked="" type="checkbox"/> Store-Receiving
	<input type="checkbox"/> Store-Pharm. Assistant
	<input type="checkbox"/> Store-Pharmacist

To Print Sign In instructions for an Individual Employee:

From any page:

- Click **EMPLOYEES** in the top menu to go to the Employee List page
- Click on the **pencil icon** next to the employee name Edit Employee window
- Click the **Print Sign-In Instructions** link to bring up a printable page and your printer dialog window (Note: only managers with permission to edit employees can see the link to print sign-in instructions)



Related Topics:

- Should I Let Employees Sign In?
- Each Employee has a sign-in ID

Employee Work Time Preferences

If you allow your employees to sign in at WhenToWork you can also allow them to set their own work time preferences (prefer and dislike times - you can even let them set their own Cannot Work times) down to 15 minute increments. These preferences are normally set by the employee but can also be set by the manager. (Whether or not you use these preference later when AutoFilling or manually assigning is up to you.) There is no downside to allowing employees to sign in and set their prefer and dislike work times.

NOTE: changing work time preferences does NOT affect shifts that are already assigned - preferences are simply used by AutoFill and displayed when you click a shift to find a replacement. You can always compare the current preferences to the assigned shifts using the Analyze feature on the [Sortable List schedule view](#).

Recurring Weekly Preferences should be set first, then if certain dates are different, you can set those using **Set Date Specific Preferences**. Date Specific Preferences always override Recurring Weekly Preferences.

Employee work time preferences are used by WhenToWork for the following:

- These preferences are considered when AutoFill optimizes the schedule assignments each week
- When you click any shift, the Shift Change window will show a list of employees who are available to work that shift. Employees who have set that time to "prefer to work" are listed first so that you will know the best employees to work that shift.

Employees normally set their own preferences when they sign in.

To set the REPEATING WEEKLY work time preferences for employees yourself

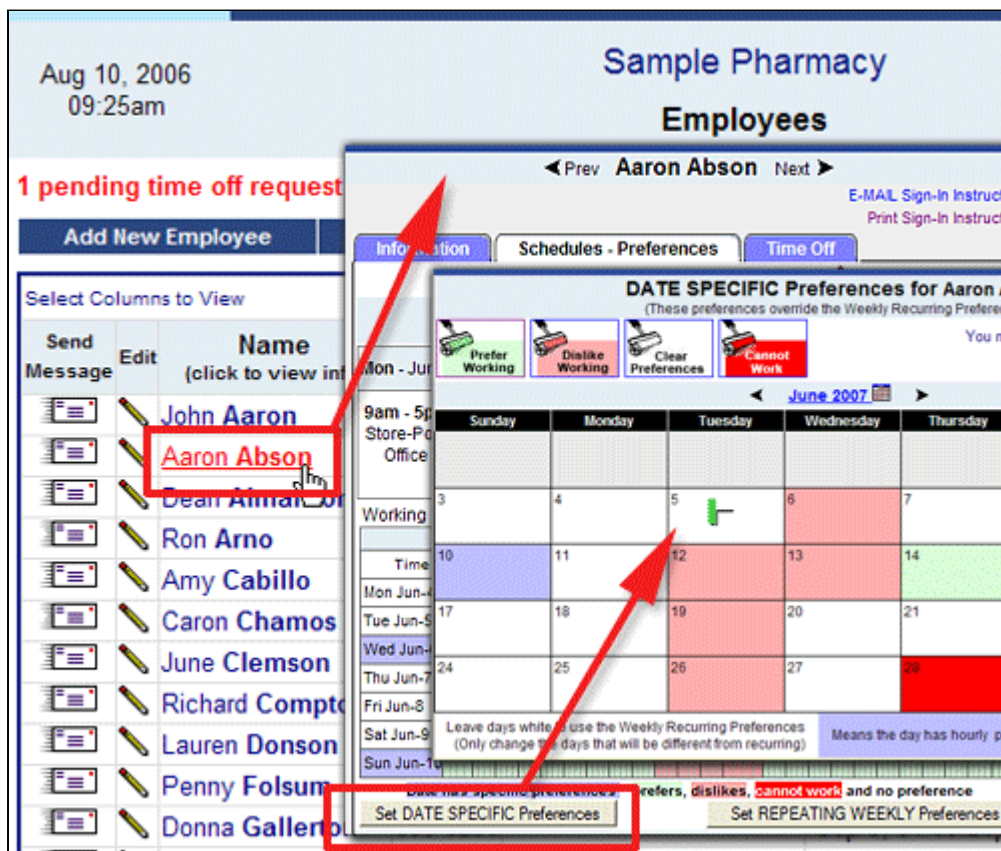
From any page

- In the top menu click **EMPLOYEES** to go to the Employee List page
- Click the employee name to open the View Employee details window

The screenshot displays the 'Employees' management interface. On the left, a list of employees is shown, with 'John Aaron' highlighted. A red box and arrow point to his name. The main window, titled 'REPEATING WEEKLY Preferences for John Aaron', is open. It features a 'Set DATE SPECIFIC Preferences' button at the top. Below this is a grid for setting preferences for each day of the week (Monday through Sunday) across 12 time slots (1-12). The grid is currently empty. To the right of the grid are four preference options: 'Prefer Working' (green), 'Dislike Working' (red), 'No Preference' (white), and 'Cannot Work' (red). Below the grid, there is a section for 'Preference Templates' with a 'Name' field and a 'LOAD' button. At the bottom, there are two buttons: 'Set DATE SPECIFIC Preferences' and 'Set REPEATING WEEKLY Preferences', with a red box and arrow pointing to the latter. A notification at the bottom of the window states: 'These preferences are set to change on Jul 15, 2007 Set FUTURE weekly preferences'.

- Click the **Schedule/Preferences** tab
- Click the **Set REPEATING WEEKLY Preferences** button to open the preferences window. (These are the normal daily preferences for the employee and can be set down to 15 minutes for each day of the week.) Note each day shows Midnight to Midnight.
- To set "like to work" times click the green Paintbrush button and then "paint" over the times you would like to change by pressing the left mouse button and holding until you want to stop painting.
- Click a day name to change that whole day to that color.
- Be sure to click the SAVE Changes button
- You can save the preferences as a "Preference Template" to be used for other employees so for example you can quickly add Cannot Work hours for all minor employees by loading that preference template.
- Also if these Recurring Preferences will change on a certain date click the Set FUTURE Weekly Preferences button to have new preferences go into effect after a certain date

To set any DATE SPECIFIC Preferences - after setting the normal repeating preferences for an employee, you can then set any dates that have different preferences using the **Set DATE SPECIFIC PREFERENCES** button.




- From the View Employee window click the **Set DATE SPECIFIC Preferences** button
- In this window you can use the paint rollers and click and "paint" any dates to set the whole date to that color
- Or you can double click a date to bring up the hourly preferences for that day

DATE SPECIFIC Preferences for John Aaron
Wednesday, Jun 6, 2007


You must click "Save Changes" when done.

Repeat for 1 week (this week only) SAVE CHANGES


Click on a roller to choose a preference, then "PAINT" the time blocks on the grid above with that color.




Prefer Working



Dislike Working



No Preference



Cannot Work

OR Use this form to enter preferences into the grid.

Prefer Dislike No Preference Cannot Work

Begin: 12am :00 End: 12am :00 Add

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

- For this specific date you can paint preference times and choose to repeat for a number of weeks. Ex. to also set these preferences for the following Wed. choose Repeat for 2 weeks.
- Click the SAVE CHANGES button when done.
- (you also can open this window and click the COPY Preferences button and then choose another date and use the PASTE Preferences button to apply those preferences to the other date.

Related Topics:

- [TROUBLE ENTERING PREFERENCES? See our Popup Blocking Information page](#)
- [Cannot Work Times vs. Time Off](#)
- [Setting Recurring Cannot Work Times](#)

Control what Employees View/Do

You as the manager set what employees can see and do in WhenToWork when they sign in.

When Employees sign in they see a different interface and can only view Published schedules (they CANNOT change them - only managers can change shifts). To see an example of the employee view you can log in live to see a sample employee account (<http://WhenToWork.com/testdrive.htm>) which has all WhenToWork features turned on.

After publishing your first schedule you also can [sign in as an employee](#) in your account to see exactly what your employees will see when they sign in.

Standard things employees can do when they sign in:

- View published schedules and schedule notes
- Download VCAL file of their schedule to use in Outlook on their computer or PDA
- Make changes to their own contact information
- Set up email and text message addresses, which events trigger notifications to them and which if any addresses can be used as a "reply to" address when messages are forwarded to managers or other employees
- Change their ID and Password
- Set whether other employees can view their phone number and e-mail
- View the Notice to All Employees on the Employee Home Page
- View your Company Bulletin Board
- Message managers and other employees

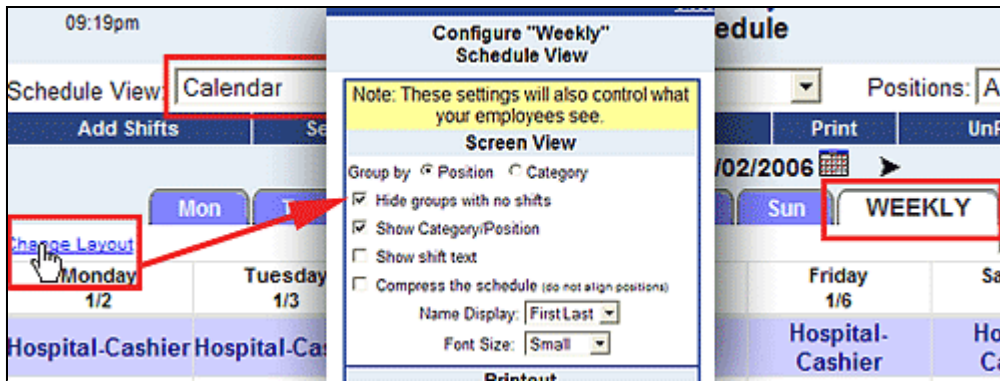
If you allow them employees also can:

- Set their own prefer and dislike work times
- Set their own CANNOT WORK times
- Set whether they like or dislike working each Position (Job or Location)
- Request Time Off
- See shift colors that manager sets
- See Categories in the shifts
- See the employee comments field entered by manager
- View everyone's schedule - daily, weekly, chart, in-out & monthly views (they will see the same layout that you set in your corresponding manager view using the Change Layout links)
- See unassigned shifts on Everyone's Schedule
- View a staff list - (manager controls what displays)
- See other employees' availability and work time preferences for their shift times
- View the Tradeboard
- Trade shifts with other employees ("at will" or with "manager approval")
- Drop shifts (if another employee agrees to pick up) ("at will" or "with manager approval")
- Pick up unassigned (open) shifts on the Tradeboard ("at will" or "with manager approval")
- See when and where other employees will be working on any day

Use your [SETTINGS>Employee Permissions page](#) to set what employees are allowed to do and see when they sign in.

Controlling the employee display of Everyone's Schedule

- If you allow employees to see Everyone's schedule you also can control how each of those views appears by using the "Change Layout" link on your corresponding Schedule View.



If you upload a company logo from your SETTINGS page the employees will see your company logo on all of their pages and printouts.

Related Topics:

- Finding an Employee's ID & Password
- Each Employee has a sign-in ID
- Sending Employees Sign In Instructions

View Employees' Topic-Based Help

When Employees sign in they have access to the Employee Topic-Based Help by clicking the Help link in the upper right of their account pages. To view this information use the link below:

<http://When2Work.com/emphelp/>

This link will open in a new window.
