When I Work®

Management Team Resource Guide

Getting Started

- ❏ We're here to help!
- ❏ Get Training

Account Set Up

- ❏ Video: Setting Up Your Account
- ❏ Video: Setting Up Time Clocks
- ❏ Settings: General / Scheduling / Attendance
- ❏ Download Mobile App Resource Guide

Scheduling 101

- ❏ Scheduling 101 Video
- ❏ Scheduling Shortcuts
- ❏ Auto Scheduling

Advanced Scheduling

- ❏ Overtime Visibility
- ❏ Giving Your Team Schedule Flexibility
- ❏ Viewing Labor Costs While Scheduling

Managing Employees

- ❏ Communicating with your Team
- ❏ Editing an Employee's Availability
- ❏ Interpreting Availability While Scheduling

Processing Requests

- ❏ Submitting Time Off Requests for Employees
- ❏ Time Off Requests
- ❏ Shift Requests
- ❏ OpenShift Requests

Getting Started with Attendance

- ❏ Setting Up Time Clock Terminals
- ❏ Clocking In/Out: Terminal / Personal Computer / iPhone / Android

Tracking Unpaid Breaks

- ❏ Take Lunch - Time Clock Terminal / Personal Computer / Mobile App
- ❏ Automatically Deduct Scheduled Breaks

Running Payroll

- ❏ Reviewing Employees' Timesheets
- ❏ Finalize & Export Payroll

Advanced Features

Hire

- ❏ Track and Hire Applicants
- ❏ Create & Distribute Job Postings

Tasks

- ❏ How Tasks Work
- ❏ Monitoring Tasks
- ❏ Completing Tasks: iPhone / Android

Reporting

- ❏ Exporting Data
- ❏ Reporting Reference

Document Storage

- ❏ Document Storage Reference
- ❏ Managing Documents