When I Work (Scheduling Software)

First, set up an account in WIW (email and password) via the email that was automatically sent to you from When I Work.

Here are the instructions for When I Work (WIW).

\*\* REMINDER - DON'T USE YOUR PHONE APP! \*\*

For best viewing and ease of using the WIW features, please use a computer or laptop and log into WIW via a web browser.

If you don't have a computer or desktop, then use a web browser (not the App) on your phone.

When I Work Steps:

A)  When new classes (Sewing Machine Classes, Private Lessons, Camps, Birthday Parties, After School Clubs, etc.) need an instructor, you may be contacted regarding your availability.  If you agree to teach a class, the information is entered on your When I Work (WIW) schedule by Val or Kim.

B)  You'll receive a Schedule Update notification (for new and/or revised shifts) via email or mobile (depending on how you set it up in your Alert Preferences).  The email will include a link to "view your full work schedule", so that you can log in to view and confirm the shifts.

C)  Sign in to [When I Work](https://wheniwork.com/) (link) with the email and password that you already created.

D)  Confirm your Shift:

Do this when you get the initial email about a new shift that you're scheduled on, or whenever you're prompted to confirm shifts.  It's important that you always confirm your shifts.  By doing so, you're committing to work that day's shift, and then we'll also know that you saw the entry.  Please be diligent about checking for emails and looking at your WIW schedule often.  We'll be monitoring the WIW schedule closely to make sure that everyone is routinely confirming their shifts.  If there are any dates that you cannot work, you must notify Kim as soon as possible so that a substitute instructor can be scheduled, if permitted.

TO CONFIRM SHIFTS:

On the upper right side of the screen near your name, there is a drop-down arrow.

Select "My Schedule".  You will see the calendar 2 weeks at a time.  The shifts that need to be confirmed will be shaded, and it will also prompt you on the screen to confirm them (CONFIRM SHIFT).  Using the Left and/or Right arrows near the "Today" button, scroll to each of the prior 2 weeks or following 2 weeks, and confirm each and every shift until the end date of your job.  Make sure to keep scrolling through all of the months until there are no more shifts left to confirm.

E)  Shift Reminder Notifications:

On the day of the class, you will receive a Shift Reminder alert via email or mobile (depending on how you set it up in your Alert Preferences).  It's a good idea to go into your account and check your current settings to make sure you're set up to receive notifications for both new/revised schedule updates and shift reminders (on the day of the class, before it starts).

To do this, on the upper right corner, click on the drop down arrow to the right of your name.

-  To set up Schedule Updates:  My Alert Preferences / Schedule Updates / select EMAIL or MOBILE

-  To set up Shift Reminders (alert on the day of the class):  My Alert Preferences / Shift Reminders / (FILL IN # OF HOURS) before shift start (i.e. 2)/ select EMAIL or MOBILE

F)  Create a Timesheet Entry:   (NOTE:  This is different than Confirming Shifts, which you are required to do separately.)

After you have actually worked the shift, you'll need to Create a Time Entry from Shift in order to get paid for those hours.

Please do not Create a Timesheet entry ahead of time, since schedule changes and cancels happen often.

\*\* DO NOT USE YOUR PHONE APP!  We don't clock-in hours in real-time, so it works better if everything you do is on a computer.  Also, the WIW phone App doesn't have all the options that we need.  You should use a computer instead and access the web browser.

TO CREATE TIME ENTRY FROM SHIFT:

You have the option to create a Time Entry as you work each shift, or you can wait until the end of the pay period and do all of the entries at once.  I'll send a reminder email to everyone at the end of every pay period.

     For 28, 29 and 30-Day Months:  Pay periods are 1st to 15th inclusive, and then 16th to the last day of the month

     For 31-Day Months:  Pay periods are 1st to 16th inclusive, and then 17th to 31st

1.  On the Black Menu Bar, hover over "ATTENDANCE" / then select "TIMESHEETS"

2.  On the left column, select the Current Pay Period:  For example, Aug 01 - 16, 2022

     Use the drop down arrow if necessary to select the correct pay period dates.

3.  Before Creating Time Entries, on the top upper right of the screen remember to click on "Show Shifts" so that you can see the default hours line that shows hours that were entered on your Schedule.

4.  You will now be able to see two lines for each day and shift(s) that you were scheduled on:

     A.  On the White line you will see a Pink Calendar Pic.  Do nothing on that line.

     The hours will fill in automatically when you do step 4B below.

     B.  On each Gray shaded line you will see the "Default" hours and position description already entered for you.  If you worked the shift, hover over the "+" sign on the far right of the line (near the "Worked" column).  It will display "Create time entry from scheduled shift details".  Just click on the "+" sign and that's it, that line is done.  It will automatically add the hours to the white line above it, and it will match your scheduled hours; Do not enter any times!

     Note:  If the hours shown don't match the hours that you actually worked, please let me know and I'll make the adjustments.

     Some examples would be for missing classes that you worked (to be added), and/or canceled/absent classes (to be deleted).

5.  After completing steps 4A/4B for every day, make sure that the bottom Total line is correct.

     The "Worked" and "Scheduled" Column Totals should match, with the Difference Column as 0.00.

6.  If you have special work hours that need to be entered in WIW by me, please **send a list to Kim for approval** and she'll forward it to me.

7.  If you want to print your timesheet, click on the Printer Icon located on the upper right of the screen, next to the "Show Shifts/Hide Shifts" button.

8)  Then I'll process the payroll.  You will get paid, via direct deposit, around the 7th and 21st of each month.

      If either the 7th or 21st fall on a weekend or holiday, you will be paid the next business weekday.