




# Building Your Schedule:



- ★ Create Positions
- ★ Create Employee Profiles
- ★ Putting the schedule together

# Home page: <http://www.whentowork.com>

HOME	SCHEDULES	EMPLOYEES	TRADES	TIME-OFF	MESSAGING	REPORTS	ON NOW	SETTINGS	HELP	SIGN OUT
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 **UC Merced Library**  
Acct. #3139822

Welcome  
Mary Weppler-Selear, Manager

SCHEDULES
EMPLOYEES
TRADES
TIME-OFF
MESSAGING
SEND URGENT TEXT ALERT
BULLETIN BOARD
REPORTS
WHO'S WORKING RIGHT NOW
SETTINGS - ADD/EDIT MANAGERS
MAKE A PAYMENT / PRINT INVOICE
SIGN-OUT

**What's New!**  
Mar 23, 2009 09:00am

**Employee Home Page Notice**  
(No message currently appearing on employees' home page.)

**Quick Links**  
Links will open in a new window

[Create a New LINKED ACCOUNT](#)

[Printable Features List](#)

[Our Latest New Features](#)

[Terms of Service](#)

Questions, comments, problems or suggestions?  
[CONTACT WhenToWork](#)

# Creating Positions

- ★ **Library needs:** security, customer service points, stacks maintenance, projects, breaks.
- ★ **Customization:** color & title makes shifts easily identifiable.

# Creating Positions

The screenshot shows a web browser window titled "WhenToWork.com - Unpublished Schedule". The address bar contains the URL "https://www4.whentowork.com/cgi-bin/w2wD.dll/mgrschedule?SID=401554". The browser's navigation bar includes "Most Visited" links and a search box. The application's main navigation menu is visible, with "SCHEDULES" highlighted by a red circle. Below the menu, the page title is "UC Merced Library Unpublished Schedule". The "Positions:" dropdown menu is also highlighted with a red circle and contains the option "Add / Edit Positions". A toolbar at the bottom of the page includes buttons for "Add Shifts", "Import", "Search", "AutoFill", "Clear/Delete", "Save Template", "Print", "Publish", and "Export".

★ **Add/Edit Positions**

# Creating a Position

WhenToWork.com - Add/Edit Position

http://www.whentowork.com/cgi-bin/w2wD.dll/mgraddposition.htm?SID=401554176442E

**New Position:**

Note: After adding New Positions be sure to Edit your employees to set who can work these Positions

**Recently Deleted Positions**

Click Position Name to restore it.

- [CH Shelving](#)
- [CH CircDesk](#)
- [CH 30 Minute Break](#)
- [CH 15 Minute Break](#)

**Add/Edit Positions**

- 15 Minute Break
- Access Services / Special Projects
- Afternoon Workleader
- Bring Laptops Out To The S-Desk
- Castle
- Checking Fish Tanks
- Cleaning Coffee Maker
- Closing
- Designated Workleader
- Digital Assets
- Evening Workleader
- Feeding Fish
- Gonella Room Set-up
- Gonella Room Set-up (for the next day morning)
- Gonella Room Take-down
- Helpdesk
- Helpdesk
- Helpdesk/Googlesketchup
- Helpdesk/Indexing
- ILL
- KL360 Set-up
- KL360 Take-down
- Let students in the Library and then into the Gonella
- Lunch Break
- ON CALL
- Off Site
- Opening
- Putting away laptops
- Reception
- Refill Printer Paper
- Services Desk
- Shelf Reading
- Shelving
- Stacks Shift
- Supervisor
- Supervisor/Training
- Technical Services
- Technology Services
- Tours
- Training ASC/RefWorks, KL 360
- Training Database, KL 360
- Volunteer
- Walk Through
- Working for Sara

Done

www4.whentowork.com

★ Once you have created all your necessary positions, you're ready to add your employees.

# Create Employee Profiles

EMPLOYEES	TRADES	TIME-OFF	MESSAGING
List Employees - Add/Edit/Delete			
Positions Grid			<b>UC Merced Library</b> Acct. #3139822
Notifications Grid			<b>Welcome</b>
Send Schedule Reminders			<b>Mary Wepler-Selear, Manager</b>
Email Sign-In Instructions			
Global Employee Permissions			
	SCHEDULES		
	EMPLOYEES		
	TRADES		
	TIME-OFF		
	MESSAGING		
	MESSAGING		
	TIME-OFF		
	TRADES		

# Create Employee Profiles

★ **Input Employee Information:** name, email, shifts allowed to work.

The screenshot shows a web browser window titled "WhenToWork.com - Employee Information" with the URL "https://www4.whentowork.com/cgi-bin/w2wD.dll/mgrnewemp.htm?SID=42916734045EE". The page is titled "Add A New Employee" and features a "Close" button in the top right corner. Below the title bar, there are input fields for "First Name:" and "Last Name:". The main content area is divided into three columns of checkboxes under the heading "Positions:". The first column includes items like "15 Minute Break", "Bring Laptops Out To The S-Desk", "CH CircDesk", "Checking Fish Tanks", "Designated Workleader", "Feeding Fish", "Gonella Room Take-down", "Helpdesk/Googleketchup", "KL360 Set-up", "Lunch Break", "Opening", "Refill Printer Paper", "Shelving", "Supervisor/Training", "Tours", and "Volunteer". The second column includes "Access Services / Special Projects", "CH 15 Minute Break", "CH Shelving", "Cleaning Coffee Maker", "Digital Assets", "Gonella Room Set-up", "Helpdesk", "Helpdesk/Indexing", "KL360 Take-down", "ON CALL", "Putting away laptops", "Services Desk", "Stacks Shift", "Technical Services", "Training ASC/RafWorks, KL 360", and "Walk Through". The third column includes "Afternoon Workleader", "CH 30 Minute Break", "Castle", "Closing", "Evening Workleader", "Gonella Room Set-up (for the next day morning)", "Helpdesk", "ILL", "Let students in the Library and then into the Gonella", "Off Site", "Reception", "Shelf Reading", "Supervisor", "Technology Services", "Training Database, KL 360", and "Working for Sara". Below the checkboxes is a blue "Add This Employee" button. Underneath, a note states "The entries below are not required." followed by an "Auto-Fill setting for this employee" section. This section contains three options: "Option 1 (default): Maximum 40 Hours/Week 7 Days/Week", "Option 2 (by Seniority): 14 Hours/Day 1 Shifts/Day", and "Option 3 (by Scheduling Group): 03/23/2009 Hire Date" with a "Scheduling Group" dropdown menu. Below these are input fields for "E-Mail:", "Pay Rate:", "Phone:", "2nd Phone:", "Cell:", "Employee #:", "Address:", "Address 2:", "City, State, Zip:", and "Comments:". A second blue "Add This Employee" button is located at the bottom of the form.

# Employee Details

- ★ **Save info & email sign-in instructions** to employee - this will allow the employee to create their own whentowork account.



The screenshot shows the 'WhenToWork.com - Employee Details' page for Victor Van Nostril. The page includes a navigation bar with 'Prev', 'Victor Van Nostril', and 'Next' buttons. Below the navigation bar, there are tabs for 'Information', 'Schedules - Preferences', and 'Time Off'. The 'Information' tab is active, displaying the following details:

- Name: Victor Van Nostril
- Phone:
- E-Mail: [vwannostril@ucmerced.edu](mailto:vwannostril@ucmerced.edu) [Edit E-Mail Notifications](#)
- Positions:
- Hire Date: 3/19/2009
- Scheduling Group: 1
- Max AutoFilled: 40 Hrs/Week, 7 Days/Week, 14 Hrs/Day, 1 Shifts/Day
- Last Sign-In:
- Comments:

At the bottom of the page, there is an 'EDIT This Employee' link. A red circle highlights the 'E-MAIL Sign-In Instructions' link in the top right corner of the page.



# Building your schedule

★ Click the desired date next to the employee's name.

★ Fill in the start & end time, choose the shift color, position title, and check-mark any repeat days.

	Mar-23 - Mon	Mar-24 - Tue
<b>(Unassigned Shifts)</b>		
Justin Acampado Not Scheduled		
Solomon Ameen 530-925-2652 Not Scheduled		
Ross Anastos (415) 377-3422 Not Scheduled		
Courtney Butterfield (916) 380-9307 (916) 380-9307 Not Scheduled		
Jasminn Chestnut Not Scheduled		

**Quick Shift ADD** X

**Carmen Glamour** [Add Time Off](#)

Start Time: 12pm  
End Time: 2pm  
Display Color: green

Enter Paid Hours:  or  Auto Calculate

Position: Services Desk

Optional Text:

Optional Category: none

Add this shift to:

Mon	Tue	Wed	Thu	Fri	Sat	Sun
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

[Assign to Existing Unassigned Shift](#)

# Building your schedule

## Employee View (detail)

	Mar-23 - Mon	Mar-24 - Tue	Mar-25 - Wed	Mar-26 - Thu	Mar-27 - Fri
<b>Carmen Glamour</b> 5 shifts - 10.00 hours	<b>12pm - 2pm</b> Services Desk	<b>12pm - 2pm</b> Services Desk	<b>12pm - 2pm</b> Services Desk	<b>12pm - 2pm</b> Services Desk	<b>12pm - 2pm</b> Services Desk

## Calendar View (detail)

Schedule View:  Category:  Positions:

◀ Week of Mar 16, 2009 ▶

Mon Tue Wed Thu Fri Sat Sun WEEKLY MONTHLY

Monday Mar 16, 2009  Refresh page after each

Time	Employee	Position	On/Off	Duration
7am	Brenda Morris	Opening	on at 7am off at 8am	1.0
	Irene Tang	Opening	on at 7:30am off at 8am	0.5
	Long Ta	Technology Services	on at 7am	2.0
8am	Irene Tang	Helpdesk	on at 8am off at 9am	1.0
	Susana Larios Inda	ILL	on at 8am	2.5
	Christina Perez	Reception	on at 8am	6.5
	Brenda Morris	Services Desk	on at 8am off at 9am	1.0
	Mary Weppier-Selear	Supervisor	on at 8am	9.0
	Javier Servin	Technical Services	on at 8am	4.0
	Long Ta	Technology Services	off at 9am	2.0
9am	Brenda Morris	Position	On/Off	Duration
	Cameron Hoyle	15 Minute Break	on at 9am off at 9:15am	0.25
	Michael Weischmeyer	Digital Assets	on at 9am	4.0
	Dennis Lee	Digital Assets	on at 9am	3.0
	Susana Larios Inda	Helpdesk	on at 9am off at 10am	1.0
	Nayeli Munoz	ILL	on at 9am	2.5
	Christina Perez	ILL	on at 9am	3.0
	Brenda Morris	Reception	on at 9:15am off at 10am	6.5
	Irene Tang	Services Desk	on at 9am off at 9:30am	0.75
	Sara Zimmermann	Services Desk	on at 9:30am off at 10am	0.5
	Sara Zimmermann	Shelving	on at 9am off at 9:30am	0.5
	Sara Quazi	Supervisor	on at 9am	9.0
	Mary Weppier-Selear	Supervisor	on at 9am	9.0
	Javier Servin	Technical Services	on at 9am	4.0
10am	Sara Zimmermann	Position	On/Off	Duration
	Cameron Hoyle	Access Services / Special Projects	on at 10am off at 11am	1.0
	Amanda Morgan	Digital Assets	on at 10:30am off at 11am	4.0
	Michael Weischmeyer	Digital Assets	on at 10:30am off at 11am	0.5
	Brenda Morris	Digital Assets	on at 10:30am off at 11am	3.0
	Susana Larios Inda	Helpdesk/Indexing	on at 10am off at 11am	1.0
	Nayeli Munoz	ILL	off at 10:30am	2.5
	Christina Perez	ILL	on at 10am	3.0
	Dennis Lee	Reception	on at 10am off at 11am	6.5
	Jacquelyn Delos Santos	Services Desk	on at 10am off at 11am	1.0
	Sara Quazi	Supervisor	on at 10am off at 11am	1.0
	Mary Weppier-Selear	Supervisor	on at 10am off at 11am	9.0
	Javier Servin	Supervisor	on at 10am off at 11am	9.0
	Javier Servin	Technical Services	on at 10am off at 11am	4.0

# Publishing your schedule

★ Click the Publish tab.

★ Click Publish!

Unpublished Schedule

Category: All Categories Positions: All Positions

AutoFill Clear/Delete Save Template Print **Publish**

Week of Mar 30, 2009

Mon Tue Wed Thu Fri Sat Sun WEEKLY MONTHLY

Monday Mar 30, 2009 On/Off Refresh page Duration

WhenToWork.com - Publish a Schedule

https://www4.whentowork.com/cgi-bin/w2wD.dll/mg

Close

Publish the schedule beginning: Mar 30, 2009

Your **Settings** page option is currently set to: **YES, send notifications**, so your employees will receive email schedule notifications for each week you Publish. "Stats" & "By Employee" will also show =Schedule e-mailed =Employee confirmed receipt

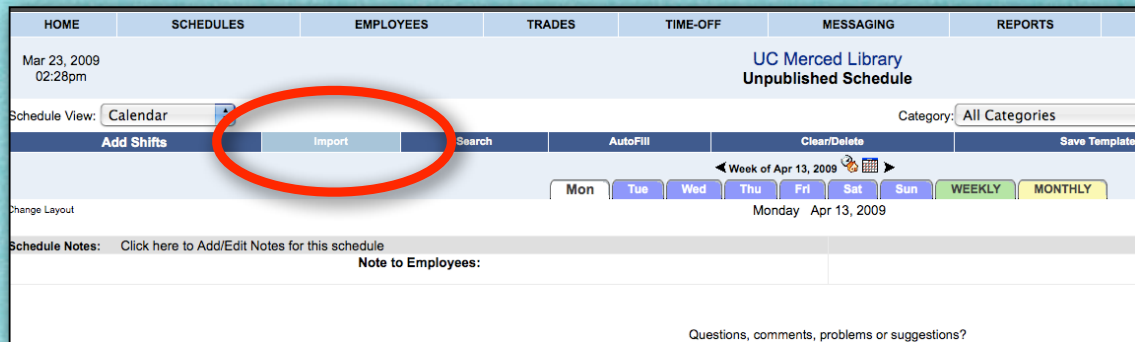
**Publish** Schedules from Mar 30, 2009 through the week of:

	Week Starting	Assigned Shifts	Assigned Hours	Unassigned Shifts	Unassigned Hours
<input checked="" type="radio"/>	Mar 30, 2009	412	635.58	1	4.00

**Publish** 1 week

# Importing your schedule into the next week

★ Click the import tab



HOME SCHEDULES EMPLOYEES TRADES TIME-OFF MESSAGING REPORTS

Mar 23, 2009 02:28pm UC Merced Library Unpublished Schedule

Schedule View: Calendar Category: All Categories

Add Shifts **Import** Search AutoFill Clear/Delete Save Template

Change Layout

Week of Apr 13, 2009

Mon Tue Wed Thu Fri Sat Sun WEEKLY MONTHLY

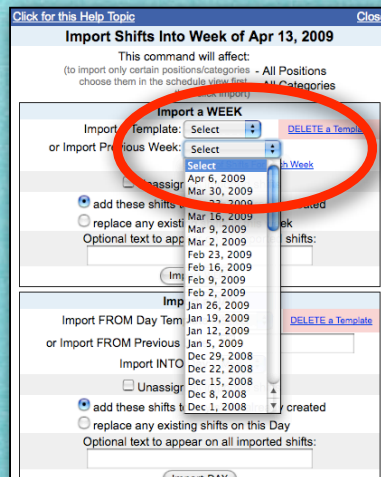
Monday Apr 13, 2009

Schedule Notes: Click here to Add/Edit Notes for this schedule

Note to Employees:

Questions, comments, problems or suggestions?

★ Choose a week or day to import into your schedule



Click for this Help Topic Close

**Import Shifts Into Week of Apr 13, 2009**

This command will affect:  
(to import only certain positions/categories - All Positions  
choose them in the schedule view first - All Categories)

**Import a WEEK**

Import FROM Template: Select [DELETE a Template](#)

or Import FROM Previous Week: Select

Select

Apr 6, 2009

Mar 30, 2009

Mar 23, 2009

Mar 16, 2009

Mar 9, 2009

Mar 2, 2009

Feb 23, 2009

Feb 16, 2009

Feb 9, 2009

Feb 2, 2009

Jan 26, 2009

Jan 19, 2009

Jan 12, 2009

Jan 5, 2009

Dec 29, 2008

Dec 22, 2008

Dec 15, 2008

Dec 8, 2008

Dec 1, 2008

Unassigned

add these shifts to

replace any existing shifts on this Day

Optional text to appear on all imported shifts:

Import DAY

# Advanced tools

- ★ **Employees' Scheduling Preferences**
- ★ **Auto Fill**
- ★ **Reports**

# Employee Preferences

Employee Information Employee Positions Employee Email Notifications

Add New Employee Add/Edit Positions

Select Columns to View Send Selected: Schedule Reminder Message

<input type="checkbox"/>	View	Edit	First	Last
<input type="checkbox"/>			Justin	Acampado
<input type="checkbox"/>			Solomon	Ameen
<input type="checkbox"/>			Ross	Anastos
<input type="checkbox"/>			Courtney	Butterfield
<input type="checkbox"/>			Jasminn	Chestnut
<input type="checkbox"/>			Jonathan	Dalisay
<input type="checkbox"/>			Juan	Flores
<input checked="" type="checkbox"/>			Carmen	Glamour
<input type="checkbox"/>			Bryce	Glen
<input type="checkbox"/>			Ben	Goodhue
<input type="checkbox"/>			Bryan	Gordy
<input type="checkbox"/>			Alan	Hoffman
<input type="checkbox"/>			Cameron	Hoyle
<input type="checkbox"/>			Summer	Jordan
<input type="checkbox"/>			Jessica	Julian
<input type="checkbox"/>			Susana	Larios Inda
<input type="checkbox"/>			Dennis	Lee
<input type="checkbox"/>			David	Mancini
<input type="checkbox"/>			Amanda	Morgan
<input type="checkbox"/>			Brenda	Morris
<input type="checkbox"/>			Nayeli	Munoz
<input type="checkbox"/>			Matt	Nelson
<input type="checkbox"/>			Jimmy	Nguyen
<input type="checkbox"/>			Mike	Oliveira

WhenToWork.com - Employee Details

https://www4.whentowork.com/cgi-bin/w2wD.dll/mgrempinfopop.htm?SID=12451204

◀ Prev **Carmen Glamour** Next ▶

E-MAIL Sign-In Instructions

Information **Schedules - Preferences** Time Off

[View MONTHLY Schedule](#) [Change Notifications](#) **EDIT This Employee**

◀ Week of Apr 6, 2009 ▶

Mon - Apr-6	Tue - Apr-7	Wed - Apr-8	Thu - Apr-9	Fri - Apr-10	Sat - Apr-11	Sun - Apr-12

Working hours [Click to PRINT Schedule](#)

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	
Mon Apr-6																									
Tue Apr-7																									
Wed Apr-8																									
Thu Apr-9																									
Fri Apr-10																									
Sat Apr-11																									
Sun Apr-12																									

Date has specific preference: **prefers**, dislikes, cannot work and no preference

Set DATE SPECIFIC Preferences Set REPEATING WEEKLY Preferences

# AutoFill

HOME SCHEDULES EMPLOYEES TRADES TIME-OFF MESSAGING REPORTS ON NOW

Mar 23, 2009 03:00pm UC Merced Library Unpublished Schedule

Schedule View: By Employee Category: All Categories Positions: All

**Add Shifts** Import Search AutoFill Clear/Delete Save Template

Change Layout

	Apr-9 - Thu	Apr-10 - Fri
<b>(Unassigned Shifts)</b>		
<b>Justin Acampado</b> Not Scheduled		
<b>Solomon Ameen</b> 530-925-2652 Not Scheduled		
<b>Ross Anastos</b> (415)377-3422 Not Scheduled		
<b>Courtney Butterfield</b> (916) 380-9307 (916) 380-9307 Not Scheduled		
<b>Jasminn Chestnut</b> Not Scheduled		
<b>Jonathan Dalisay</b> Not Scheduled		
<b>Juan Flores</b> Not Scheduled		
<b>Carmen Glamour</b> Not Scheduled		
<b>Bryce Glen</b> Not Scheduled		
<b>Ben Goodhue</b> Not Scheduled		
<b>Bryan Gordy</b> 599-940-3195 Not Scheduled		

WhenToWork.com - Add Shift  
https://www4.whentowork.com/cgi-bin/w2wD.dll/mgrunpubaddshift.htm

**Add Shift** Add This Shift

Helpdesk: Start Time: 8am End Time: 6pm

Add this shift to:  
Mon  Tue  Wed  Thu  Fri  Sat  Sun   
 Paid Hours or  Auto Calc  
(Ex. enter duration if unpaid break included)

Helpdesk (Help): black Workers Needed

Description:

Assign Employee(s) to Shift(s)  
**None - (AutoFill)**

You can leave the shift set to None - Unassigned (to assign later by hand or AutoFill), or you can choose any number of employees to assign to the same shift by Ctrl-Clicking the employee names

# AutoFill Process

Schedule View: **By Employee** Category: **All Categories**

Add Shifts	Import	Search	<b>AutoFill</b>	Clear/Delete	Save
<a href="#">Change Layout</a> <span style="float: right;">UNDO Drag / Drop</span>					
Week of May 4, 2009					
<b>(Unassigned Shifts)</b>	May-4 - Mon	May-5 - Tue	May-6 - Wed	May-7 - Thu	
	8am - 12pm Helpdesk	8am - 12pm Helpdesk	8am - 12pm Helpdesk	8am - 12pm Helpdesk	

WhenToWork.com - Auto Fill Schedule

https://www4.whentowork.com/cgi-bin/w2wD.dll/mgrscheduleautofillpop.htm?SID=...

(to AutoFill only certain positions - choose positions in schedule view FIRST, then click AutoFill)

**AutoFill Shifts to Assign Workers**

How do you want to fill the shifts?

By Priority Group (set for each employee)  
 By Seniority (using hire date)  
 Equal Priorities

Ignore employee "prefer" and "dislike" hours

Your Minimum Time Off Between Shifts is currently set at: 3 Hours  
(This setting can be changed on your Settings page)

Fill:		Assigned		Unassigned	
Week Starting	Shifts	Hours	Shifts	Hours	Hours
May 4, 2009	0	0.00	4	16.00	

Do you want to continue?  
[YES AutoFill this schedule](#)

	May-4 - Mon	May-5 - Tue	May-6 - Wed
<b>(Unassigned Shifts)</b>			
Justin Acampado Not Scheduled			
Solomon Ameen 530-925-2652 Not Scheduled			
Ross Anastos (415)377-3422 Not Scheduled			
Courtney Butterfield (916) 380-9307 (916) 380-9307 Not Scheduled			
Jasmin Chestnut Not Scheduled			
Jonathan Dalisay Not Scheduled			
Juan Flores Not Scheduled			
<b>Carmen Glamour</b> 2 shifts - 8.00 hours	8am - 12pm Helpdesk		8am - 12pm Helpdesk



# Reports

REPORTS

ON NOW

SETTINGS

HELP

## Custom Reports

Choose a Date Range

Click on calendars to select dates below

Begin date

End date

## Schedule Information Reports

Include: All Positions

Include: All Categories

Include Pay Rate & Approx. Costs

By Employee - Summary	Print	Export
By Employee - Detailed	Print	Export
By Position - Summary	Print	Export
By Position - Detailed	Print	Export
By Category - Summary	Print	Export
By Category - Detailed	Print	Export
Daily Sign-In Sheet	Print	
Shift Details (Export to third party TIME CLOCK solutions - ex. ADP ezLaborManager)		Export
<b>Time Off Report</b>		
Summary Report	Print	Export

Suggest a report

# Benefits

- ★ **Dynamic**
- ★ **Archives schedules**
- ★ **Communication between staff & supervisors**
- ★ **Sends automatic emails to all staff once published**
- ★ **Easy to read, easy to change & sortable**



★ **Questions**

<http://www.whentowork.com>