



Instructions on Choosing Work Shifts



Sign-ups will be open on-line Wednesday, September 5th from
12-8:00 p.m.

There will be an informational meeting at Weinstein Auditorium in Wright Hall on Wednesday,
September 5th from 4:15-5:30 p.m.

You will receive an email with temporary login.

If you do not receive an email by September 1st please e-mail Rick Rubin at RRubin@smith.edu

The screenshot shows a Gmail interface in a browser window. The browser's address bar displays the URL <https://mail.google.com/mail/u/0/#inbox/15ceb4baca738ab8>. The page title is "Your WhenToWork.com login information". The email is from "WhenToWork.com" with the address "<AutoForward@mail3.whentowork.com>" and is dated "Jun 27 (2 days ago)". The recipient is "Rick Alan". The email body contains the following text:

Dear Rick Alan,

Rick Rubin at Student Work Schedules 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: W2WC574770557
Password: W2WNTLLY

A blue arrow points from the left side of the email body to the temporary login information.

The Gmail interface includes a left sidebar with folders like "Inbox (2,595)", "Starred", "Important", "Sent Mail", "Drafts (128)", and "Alex". The top navigation bar shows "Mail" and various actions like "Back", "Archive", "Spam", "Delete", "Move to", "Labels", and "More". The top right corner shows "39 of 25,945" and a search bar.

On the Whentowork (WTW) home page you will be directed to sign-in with your temporary login instructions. Please note during this process you may need to refresh the page you are working on

File Edit View History Bookmarks Tools Help

Your WhenToWork.com login x Employee Scheduling Software x

whentowork.com

2017 Master Dining C-... Most Visited Novell Iprintr Smith College For Fac... Smith Email Tara Outlook.com - rrubin1... Portal WTW ITT Master Schedule

WhenToWork Employee Scheduling Testimonials Pricing About

Free Trial Sign In

New Employee?

Online Employee Scheduling

Eliminate Scheduling Headaches Forever

Create A Schedule In Minutes

Start Scheduling Now

The Ultimate Solution For Your Scheduling

One Click Scheduling

Assign employee schedules with single click and get the best possible outcome due to our proprietary shift

Automatic Notifications

Send automated emails and texts to notify your employees when shifts are created and updated. Improve employee

10:40 AM 6/29/2017

**You will be asked to create your own Username & Password,
it would be best if you used your smith login info. Go to step 2**

File Edit View History Bookmarks Tools Help

Your WhenToWork.com login x W2W - Welcome x +

https://www3.whentowork.com/cgi-bin/w2wCC.dll/translogsc?TS=1439201462&UserId1=W2WC574770557&PC=9C6A39BD06 Search

2017 Master Dining C... Most Visited S Novell Iprintr S Smith College For Fac... Smith Email S Tara Outlook.com - rrubin1... S Portal W WTW ITT Master Schedule

WhenToWork
.com

Welcome to WhenToWork.com!

Rick Alan

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

Step 1 - Create Username & Password

New username
RRubin

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.

Medium

Step 2 ↻

10:47 AM
6/29/2017

You will then be asked to provide a cell number and your address. YOU ONLY NEED TO PROVIDE YOUR CELL. Then check the 2 circles “All employees” under the “Who can view” caption. Press the “Finish” button.

The screenshot shows a web browser window with the URL <https://www3.whentowork.com/cgi-bin/w2wCC.dll/empnewid?SID=162033725442DB&Source=Welcome>. The page title is "Rick Alan" and the main heading is "Step 2 - Add/Change Personal Information".

Phones

2nd Phone

Cell

Who can view

All employees Only managers

Address

Address 2

City, State, Zip

Only managers can view your address.

Email / Text

Who can view

All employees Only managers

Finish

Blue arrows point to the "Cell" field, the "All employees" radio buttons, and the "Finish" button.

Press the "Start" button to continue

File Edit View History Bookmarks Tools Help

Inbox (2,595) - rrubin@smith x WhenToWork.com - Employee x

https://www3.whentowork.com/cgi-bin/w2wCC.dll/empsaveinfo?SID=162033725442DB&Source=Welcome

2017 Master Dining C... Most Visited Novell Iprintr Smith College For Fac... Smith Email Tara Outlook.com - rrubin1... Portal WTW ITT Master Schedule

WhenToWork
.com

Welcome to WhenToWork.com!

Rick Alan

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.

| | 12a | 1 | 2 | 3 | 4 | 5 | 6a |
|-----------|-----|---|---|---|---|---|----|
| Monday | | | | | | | |
| Tuesday | | | | | | | |
| Wednesday | | | | | | | |
| Thursday | | | | | | | |

31 Google Calendar

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.

Find us on Facebook

11:38 AM
6/29/2017

Press on the “Tradeboard – Pick up Open Shifts” button

The screenshot shows a web browser window displaying the WhenToWork.com website. The browser's address bar shows the URL <https://www3.whentowork.com/cgi-bin/w2wCC.dll/home?SID=120061764041AB>. The website's navigation menu includes Home, Schedule, Info, Prefs, Trades, Messaging, Staff, On Now, Bulletins, Help, and Sign Out. The main content area is titled "Student Work Schedules" for "Rick Alan" and shows the date "Jun 29, 2017 11:45am". A central menu of buttons includes "Show My Schedule", "Show Everyone's Schedule", "Change My Information", "Choose Times I Prefer to Work", "Tradeboard - Pick Up Open Shifts", "Messaging", "Send Message to My Manager", "View Staff List", "See Who Is Scheduled Right Now", "View Bulletin Board", and "Sign Out". A blue arrow points to the "Tradeboard - Pick Up Open Shifts" button. To the right, a yellow box displays "Next Shift" and "No shifts found in the next 30 days." The left sidebar contains sections for "What's New!", "Connect" (with App Store and Google Play download buttons), and "Questions?". The Windows taskbar at the bottom shows various application icons and the system clock indicating 11:46 AM on 6/29/2017.

Click on the calendar icon to 'Select a New Date'. The calendar will bring you to the present week. By pressing the arrow icons on the calendar go to the week of September 9, 2018.

WhenToWork.com

Student Work Schedules
Rick Alan

Tradeboard

Jun 29, 2017
11:53am

| MY SCHEDULE | | | | EVERYONE'S SCHEDULE | | | | TRADEBOARD | | | | | | |
|-------------|--------|----------|-------|---------------------|--------|-------|----------------------|------------|---------|-------|--------|--------|--------|-------|
| Week | Month | Upcoming | Day | Week | Month | Chart | In-Out | My Shifts | Offered | Week | Month | | | |
| May-14 | May-21 | May-28 | Jun-4 | Jun-11 | Jun-18 | ◀ | Week of Jun 25, 2017 | ▶ | Jul-2 | Jul-9 | Jul-16 | Jul-23 | Jul-30 | Aug-6 |

Click to select new date

The schedule has not been published.

If you have questions

September, 2017

| September, 2017 | | | | | | |
|-----------------|-----|-------|-----|-----|-----|-----|
| « | < | Today | > | » | | |
| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
| | | | | | 1 | 2 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| Select date | | | | | | |

https://www3.whentowork.com/cgi-bin/w2wCC.dll/emptradeboard?SID=120061764041AB#

12:10 PM
6/29/2017

Under the caption "EVERYONE'S SCHEDULE" press the button "Week"

The screenshot shows a web browser window with the URL <https://www3.whentowork.com/cgi-bin/w2wCC.dll/emprtradeboard?SID=120061764041AB>. The page title is "Student Work Schedules Rick Alan" and the date is "Jun 29, 2017 12:17pm". The navigation bar includes "Home", "Schedule", "Info", "Prefs", "Trades", "Messaging", "Staff", "On Now", "Bulletins", "Help", and "Sign Out".

The main content area is titled "Tradeboard" and features a navigation bar with "MY SCHEDULE", "EVERYONE'S SCHEDULE", and "TRADEBOARD". Under "EVERYONE'S SCHEDULE", there are buttons for "Week", "Month", and "Chart". A blue arrow points to the "Week" button. Below this is a "Week of Sep 10, 2017" navigation bar with left and right arrows and calendar icons.

The "Trades/Drops Posted" section has a "Key:" with "Trade Only" (green), "Drop Only" (blue), and "Trade or Drop Okay" (purple). Below is a table with columns for days of the week and times (12, 1a, 2, 3, 4, 5, 6, 7, 8a, 9, 10, 11, 12, 1p, 2, 3, 4, 5, 6, 7, 8p, 9, 10, 11). The rows list days from Sunday - Sep-10 to Saturday - Sep-16.

The "Unassigned and Available Shifts" section has a note: "(requests to pickup a shift that will put you over your maximum hours per week will be sent to your manager for approval)".

The Windows taskbar at the bottom shows icons for Internet Explorer, File Explorer, Google Chrome, Microsoft Word, Excel, PowerPoint, and Access. The system tray shows the time "12:20 PM" and date "6/29/2017".

Press the drop down box "All Positions" and choose the Dining Hall that you should be working at (see the next screen for house assignments)

Student Work Schedules
Rick Alan
Jun 29, 2017 12:31pm
Everyone's Schedule

Navigation: Home | Schedule | Info | Prefs | Trades | Messaging | Staff | On Now | Bulletins | Help | Sign Out

MY SCHEDULE | EVERYONE'S SCHEDULE | TRADEBOARD | PRINT

Week of Sep 10, 2017

| Sun Sep-10 | Mon Sep-11 | Tue Sep-12 | Wed Sep-13 | Thu Sep-14 | Fri Sep-15 |
|-----------------------------------|-----------------------------------|-----------------------------------|-----------------------------------|-----------------------------------|-----------------------------------|
| Student Worker-C/Z |
| 10:30am - 12:30pm (Unassigned) | 7:30am - 8:30am (Unassigned) |
| 11am - 12:30pm (Unassigned) | 8:30am - 9:45am (Unassigned) |
| 12pm - 1:30pm (Unassigned) | 8:30am - 10am (Unassigned) |
| 12:30pm - 1:30pm (Unassigned) | 11:45am - 12:30pm (Unassigned) |
| 12:30pm - 2pm (Unassigned) | 12pm - 1pm (Unassigned) |
| 2pm - 3pm (Unassigned) | 12:30pm - 1:30pm (Unassigned) |
| 5:30pm - 6:30pm (Unassigned) | 12:30pm - 2pm (Unassigned) |
| 5:45pm - 6:45pm (Unassigned) | 1pm - 2pm (Unassigned) |

Dropdown Menu: All Positions, All Positions, My Positions, Student Worker-C/Z, Student Worker-Chapin, Student Worker-Chase, Student Worker-Comstock, Student Worker-Cushing, Student Worker-Dawes, Student Worker-Emerson, Student Worker-Gillett, Student Worker-Hubbard, Student Worker-K/S

| | | | | |
|-------------------------|-------------|----------|----------|------|
| KITCHEN | | | | |
| Chapin | Haven | Wesley | Chapin | |
| Chase | Chase | Baldwin | Duckett | |
| Cushing/Emerson | Cushing | Emerson | Jordan | |
| Gillett/Northrop | Gillett | Northrop | Albright | |
| Hubbard | Hubbard | Washburn | 44 Green | |
| King | King | Scales | 150 Elm | Park |
| Lamont | Lamont | Talbot | Capen | |
| Morrow/Wilson | Morrow | Wilson | Gardiner | |
| Tyler | Tyler | Lawrence | Morris | |
| Comstock/Wilder | Comstock | Wilder | Gardiner | |
| Cutter/Ziskind | Cutter | Ziskind | Sessions | |
| Ziskind Kosher | Cutter | Ziskind | Sessions | |
| Dawes House | Any Student | | | |

Choose the shifts you can work by clicking on the “(unassigned)” button under the time you can work. ***PLEASE DO NOT TAKE MORE THAN 5 SHIFTS PER PERSON.*** You can always choose more shifts at a later date once your schedule is settled. Once you click on the shift a pop-up box will appear. Press the “Click here to request this shift”

The screenshot displays a web browser window with a pop-up dialog box titled "Open Shift". The pop-up contains the following information:

- Open Shift**
- Sep 16, 2017 11am - 12:30pm**
- Paid Hours: 1.50
- Position: Student Worker-C/Z
- Description:

Under the "Options" section, there are two items:

- Click here to request this shift
- Message manager a question about this shift

The background page shows a schedule grid for "Student Work Schedules" for "Rick Alan" on "Jun 29, 2017 2:19pm". The grid is titled "Everyone's Schedule" and shows shifts for the week of Sep 10, 2017. The grid columns are labeled "Wed Sep-13", "Thu Sep-14", "Fri Sep-15", and "Sat Sep-16". The rows represent time slots, and each cell contains a shift description and an "(Unassigned)" button. A blue arrow points to the "(Unassigned)" button for the 11am - 12:30pm slot on Saturday, Sep 16.

Click on the "Yes" button if you are selecting this shift

The screenshot shows a Mozilla Firefox browser window with the title 'WhenToWork.com - Open Shift'. The address bar contains the URL: <https://www3.whentowork.com/cgi-bin/w2wCC.dll/empopenshiftentry.htm?SID=87724612841AB&TransactionId=574593235>. The main content area is titled 'Open Shift' and displays the following information:

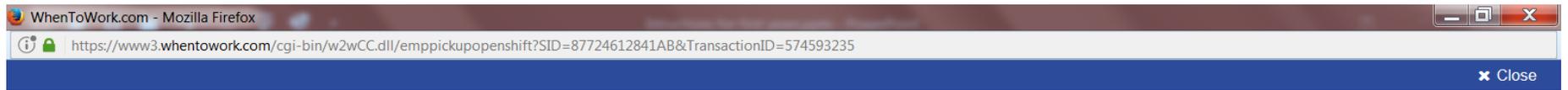
- Sep 16, 2017 11am - 12:30pm**
- Paid Hours: 1.50
- Position: Student Worker-C/Z
- Description:

Below this information is an 'Options' section with two items:

- ✓ [Click here to re...](#)
- ✉ Message manager a question about this shift

A white confirmation dialog box is overlaid on the page, titled 'Confirm'. It contains the text: 'Are you sure you want to pick up this shift?'. At the bottom of the dialog are two buttons: a green 'Yes' button and a red 'No' button. A blue arrow points from the bottom of the dialog box to the 'Yes' button. The Windows taskbar at the bottom of the screen shows various application icons and the system clock displaying '2:33 PM 6/29/2017'.

You are now assigned to the shift-Close the window and continue choosing shifts



You are now assigned to the shift.



To view your schedule click "Week" under the "My Schedule" caption

The screenshot shows a web browser window with the URL <https://www3.whentowork.com/cgi-bin/w2wCC.dll/empfullschedule?SID=87724612841AB#>. The page title is "Student Work Schedules Rick Alan" and the date is "Jun 29, 2017 2:58pm". The navigation menu includes "Home", "Schedule", "Info", "Prefs", "Trades", "Messaging", "Staff", "On Now", "Bulletins", "Help", and "Sign Out".

Under the "MY SCHEDULE" section, there are buttons for "Week", "Month", and "Upcoming". A blue arrow points to the "Week" button. Below this, there is a "View Your Weekly Schedule" button and a navigation bar for "Week of Sep 10, 2017".

The "Week of Sep 10, 2017" section shows a dropdown menu set to "Student Worker-C/Z". Below this is a table with the following data:

| Sun Sep-10 | Mon Sep-11 | Tue Sep-12 | Wed Sep-13 | Thu Sep-14 | Fri Sep-15 | Sat Sep-16 |
|-----------------------------------|-----------------------------------|----------------------------------|-----------------------------------|----------------------------------|-----------------------------------|-----------------------------------|
| Student Worker-C/Z | Student Worker-C/Z | Student Worker-C/Z | Student Worker-C/Z | Student Worker-C/Z | Student Worker-C/Z | Student Worker-C/Z |
| 10:30am - 12:30pm (Unassigned) | 7:30am - 8:30am (Unassigned) | 7:30am - 8:30am (Unassigned) | 7:30am - 8:30am (Unassigned) | 7:30am - 8:30am (Unassigned) | 7:30am - 8:30am (Unassigned) | 10:30am - 12:30pm (Unassigned) |
| 11am - 12:30pm (Unassigned) | 8:30am - 9:45am (Unassigned) | 8:30am - 9:45am (Unassigned) | 8:30am - 9:45am Rick Alan | 8:30am - 9:45am (Unassigned) | 8:30am - 9:45am (Unassigned) | 11am - 12:30pm Rick Alan |
| 12pm - 1:30pm (Unassigned) | 8:30am - 10am (Unassigned) | 8:30am - 10am (Unassigned) | 8:30am - 10am (Unassigned) | 8:30am - 10am (Unassigned) | 8:30am - 10am (Unassigned) | 12pm - 1:30pm (Unassigned) |
| 12:30pm - 1:30pm Rick Alan | 11:45am - 12:30pm (Unassigned) | 11:45am - 12:30pm Rick Alan | 11:45am - 12:30pm (Unassigned) | 11:45am - 12:30pm Rick Alan | 11:45am - 12:30pm (Unassigned) | 12:30pm - 1:30pm (Unassigned) |
| 12:30pm - 2pm (Unassigned) | 12pm - 1pm (Unassigned) | 12pm - 1pm (Unassigned) | 12pm - 1pm (Unassigned) | 12pm - 1pm (Unassigned) | 12pm - 1pm (Unassigned) | 12:30pm - 2pm (Unassigned) |
| 2pm - 3pm (Unassigned) | 12:30pm - 1:30pm (Unassigned) | 12:30pm - 1:30pm (Unassigned) | 12:30pm - 1:30pm (Unassigned) | 12:30pm - 1:30pm (Unassigned) | 12:30pm - 1:30pm (Unassigned) | 2pm - 3pm (Unassigned) |
| 5:30pm - 6:30pm (Unassigned) | 12:30pm - 2pm (Unassigned) | 12:30pm - 2pm (Unassigned) | 12:30pm - 2pm (Unassigned) | 12:30pm - 2pm (Unassigned) | 12:30pm - 2pm (Unassigned) | 5:30pm - 6:30pm (Unassigned) |
| 5:45pm - 6:45pm (Unassigned) | 1pm - 2pm (Unassigned) | 1pm - 2pm (Unassigned) | 1pm - 2pm (Unassigned) | 1pm - 2pm (Unassigned) | 1pm - 2pm (Unassigned) | 5:45pm - 6:45pm (Unassigned) |



- 1. Please note the shifts you choose is your schedule for the semester NOT JUST FOR THIS WEEK. Your Student Work Coordinator will fill in your schedules for the semester.**
- 2. The first day of class (Thursday, September 6th) is the official start of the fall work period. If you have shifts on Thursday this will be your first day to work otherwise your first day of work will be on the coinciding day (i.e Friday shifts on Friday, September 8th, Saturday Shifts on Saturday September 9th etc.)**
- 3. If you have any questions please feel free to call or email Rick Rubin in the Dining Services office
413-585-2318 or RRubin@smith.edu**