## **Katz JCC** Aquatics

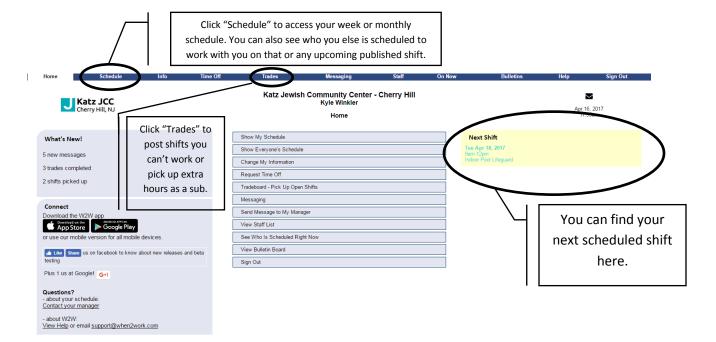
## WhenToWork Tutorial

When To Work is the program aquatics uses for all scheduling. You will use this to check when you are working, if you need a sub for a given shift, or you want to pick up somebody else's shift on a given day.

- Log-In instructions will be sent to you via email and come from WhenToWork. To set up your account, follow the prompts from that email. You will need to create a username and password. Please also update your phone number as well.
- If you did not receive a welcome email or have forgotten your username and/or password, please contact a manager.
- Download the WhenToWork app for iPhone or Android. The app allows easy access to your schedule, posting for coverage and picking up extra subbing shifts.
- Check WhenToWork regularly as to avoid missing any upcoming shifts.
- Alter notification settings to allow or disallow emails from the site.

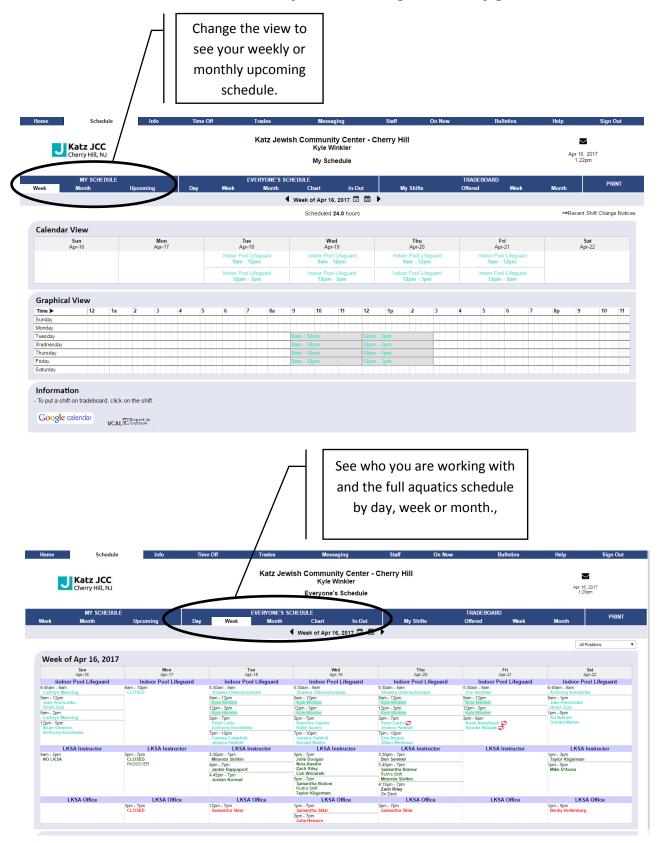
#### **HOME SCREEN**

Important Features are the Home Screen, Schedule Tab, Trades Tab and Next Shift Text Box



### **SCHEDULE**

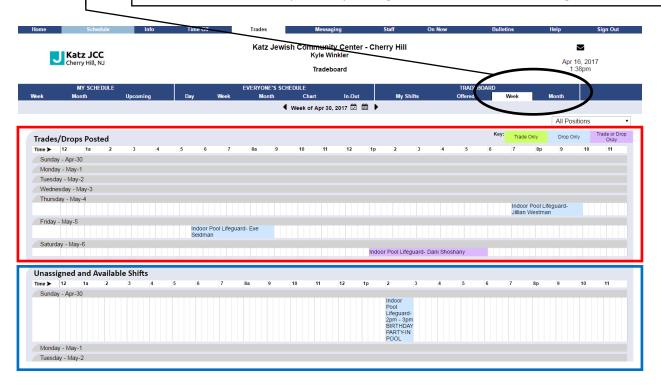
Click the "Schedule" tab from the home screen to view your upcoming shifts by week or month. Use this tab to also check who you are working with on any given shift.



## **TRADES**

Click the "Trades" tab from the home screen to post shifts you can't work on the tradeboard or to pick up additional hours by subbing for someone's scheduled shift.

Default settings will bring you to the week tab of the tradeboard. Change to monthly view by selecting "month". Shifts under the trade/drops (red box) are shifts posted by other employees looking for coverage. Shifts under the Unassigned and Available header are shifts that were posted by management and in need of coverage (blue box).



### To COVER someone's shift:

From the screen above, select the shift you'd like to take. This screen will appear:



To pick up the shift select "Pick up This Shift". It will then ask you "Are you sure you want to pick up the shift?" Select OK. A manager will then approve the coverage request. Once approved it will appear in your upcoming schedule.

# To POST FOR COVERAGE (Need a sub for a certain shift)

Select "My Shifts" under the Tradeboard tab.



Locate the shift that you need coverage for and select **DROP.** We <u>DO NOT</u> use the trade feature unless you have agreed to trade one shift for another with a staff member. Dropped shits can be picked up by any eligible employee. Once you have selected drop for the shfits you need coverage for, click POST at the bottom of this screen (not seen in picture). Once posted, your shift will appear on the tradeboard for any eligible staff member to pick up.

Aquatics Policy: It is your responsibility to find coverage for a shift that you cannot work. Posting a shift on the tradeboard does not get you off the hook for that shift. The shift is no longer your responsibility once a manager has approved the coverage request.