

Read the following guide that provides information to use the system and all its features.

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General

TimeWellScheduled is a web based time and attendance solution. This means you need nothing more than a web browser (we recommend FireFox for offline mode) to do EVERYTHING within TimeWellScheduled.

You simply need to visit the website emailed to you when you signed up and enter your username and password.

How It Works

As an employee, all you need to do is:

1. Punch in/out based on the schedule
2. Manager/HR approves your timecard
3. HR exports the data to payroll

There are features like absences and availability that can be used in addition to these.

How Do I Actually Punch In?

Entry/Exit – Login to the entry screen and then, use the ENTRY button when your shift is starting, and EXIT when the shift is done.



Meal/Break – Once a shift has started, use these buttons when you take or arrive back from a meal or break. These actions are NOT required, but if you deduct time for lunch for payroll, then it is recommended for you to punch out.



Administration – this button is used to access all other functions within the site like my schedule, my availability, etc.



Other Features



Messages

This is used to send/receive messages within the system. All notifications like absence requests approvals or schedules are sent here. All messages are sent via email (and soon voice/SMS) and MUST be acknowledged in the system so you know they've been read.

Messages(1) Absence Request My Availability View my schedule About me [How Do I?](#) [Help](#)

■ Messages » New message

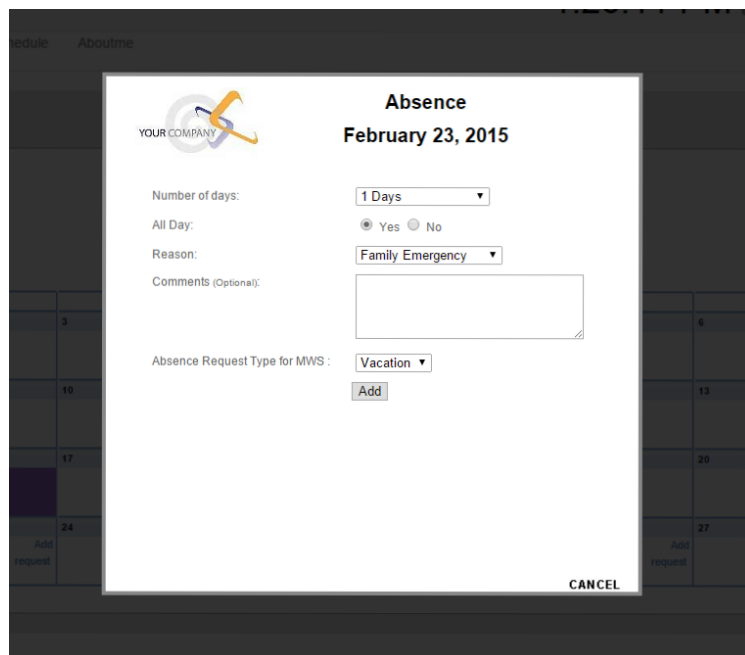
Selected messages :Mark as | Delete
[Show Search](#) [Received messages](#) | [Sent messages](#)

<input type="checkbox"/>	From	Subject	Date Received
<input type="checkbox"/>	 Carla Castro - TimeWellScheduled Support Team  New message	test	June 17, 2014

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Absence Request & Availability

Employees can request time off. All requests, when added are pending until approved by their manager. Go to your Absence Request tab and select the date you are planning to request time off. You can then bring up the dialogue box and enter the details.



Absence
February 23, 2015

YOUR COMPANY

Number of days: 1 Days

All Day: Yes No

Reason: Family Emergency

Comments (Optional):

Absence Request Type for MWS: Vacation

View My Schedule







On the schedule tab you can look and see where your absence requests are, your schedule and holidays.

Messages(1) Absence Request My Availability View my schedule About me

Share my calendar: <http://bit.ly/XdTfgc>

View the schedule for: Please select ▼

[January, 2015](#) **February, 2015** [March, 2015](#)

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23 Human Resources 9:00AM To 5:00PM 	24 Absence - Pending 	25 Absence - Pending 	26 Absence - Pending 	27 Human Resources 9:00AM To 5:00PM 	28 Human Resources 9:00AM To 5:00PM 

I Need Help

If you're stuck, user our online help (HELP Button on the menu once you log in) that has videos and HOW TOs on the most common problems and questions.

I Need MORE help

Email us at support@timewellscheduled.com where our team will be able to quickly help with any issues.