

EMPLOYEES START-UP GUIDE

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GENERAL

TimeWellScheduled is a web based time and attendance solution. This means you need nothing more than a web browser (Chrome, Firefox, Safari, Edge will all work) 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.

As well, you can visit timewellscheduled.com and click EMPLOYEE LOGIN to reach your company's portal.

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HOW IT WORKS

As an employee, there are three sections of the site that are useful for you.

Punching In and Out

Read section #3 below on how to punch.

Other Features

Read section #4 below on how to punch.

Employee App

Use the employee app to check your schedule, messages, absences and more.

To install the app, follow these steps:

<https://support.timewellscheduled.com/article/how-to-install-the-employee-app/>

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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.

 Entry Exit

Meal/Break – Once a shift has started, use these buttons when you take or arrive back from a meal or break.

 Meal Break

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

See the next section on these tools.

 Dashboard Log In

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

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.

New message

Messages Sent TO Me

Date	23/06/2020 - 29/06/2020	GO	Mark as	Search							
To	From	Message	Received on	Received by							
			June 29, 2020, 8:00 AM	Email							
			June 24, 2020, 8:00 AM	Email							

Showing 1 to 2 of 2 rows

Messages Sent BY Me

Date

23/06/2020 - 29/06/2020

GO

Search

Hide System Alerts

Show Unread

From

To

Message

Received on

Received by

No matching records found

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 June 11, 2020

Type:

Record

Number of days:

1 Days

All Day:

☒ Yes ☐ No

YTD Taken:

0 Day(s)

YTD Pending:

0 Day(s)

Reason:

Family Emergency

Employee:

testp testp

Comments (Optional)


Comments

Add

View My Schedule

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

Welcome back (Logout)
English ▼
★ Bookmark this site


Your Company

2:07:29 PM
■
Monday, June 29, 2020

[Messages \(49\)](#)
[Scheduling](#)
[Time Card](#)
[Reports](#)
[Absence](#)
[Dashboard](#)
[View my schedule](#)
[About me](#)

View the schedule for:

Month: April, 2020
WEEK
SUPERVISED DEPARTMENTS
[Export to MY CALENDAR](#)

Total	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Approved: 0hrs Scheduled: 14hrs Actual: 0hrs	Mar 29 <div style="background-color: #f00; color: white; padding: 5px; border: 1px solid black;"> IT 10:00p To 12:00p Scheduled: 14 hours </div>	Mar 30 <div style="background-color: #f00; color: white; padding: 5px; border: 1px solid black;"> IT 9:45p To 11:45a Scheduled: 14 hours </div>	Mar 31	Apr 1	Apr 2 <div style="background-color: #f00; color: white; padding: 5px; border: 1px solid black;"> IT 9:00p To 11:00a Scheduled: 14 hours </div>	Apr 3	Apr 4
Approved: 0hrs Scheduled: 0hrs Actual: 0hrs	Apr 5	Apr 6	Apr 7	Apr 8	Apr 9	Apr 10	Apr 11
Approved: 0hrs Scheduled: 14hrs Actual: 0hrs	Apr 12	Apr 13	Apr 14	Apr 15	Apr 16 <div style="background-color: #f00; color: white; padding: 5px; border: 1px solid black;"> IT 9:30p To 11:30a Scheduled: 14 hours </div>	Apr 17	Apr 18
Approved: 0hrs Scheduled: 14hrs Actual: 14hrs	Apr 19	Apr 20 <div style="background-color: #f00; color: white; padding: 5px; border: 1px solid black;"> IT 9:15p To 11:15a Scheduled: 14 hours </div>	Apr 21	Apr 22	Apr 23	Apr 24	Apr 25
Approved: 0hrs Scheduled: 0hrs Actual: 0hrs	Apr 26	Apr 27	Apr 28	Apr 29	Apr 30	May 1	May 2

Total Approved: 0hrs
 Total Scheduled: 42hrs
 Total Actual: 14hrs

[Report An Issue](#) [Get the latest version of Firefox here](#)

My Company Version 2.0.38

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 ServerID: 1

FAQ

I forgot my employee code!

You will need to speak to your manager to get this. The support team cannot provide this.

I forgot my password!

Visit timewellscheduled.com, click EMPLOYEE LOGIN.

Use the FORGOT password option to have the system email you a password reset link.

The support team cannot set your password.

Something is wrong with my schedule.

You will need to speak to your manager. They create and publish the schedule.

I need to request a day off.

Log into the site and click ABSENCES.

Find the day you want off and click ADD.

If there is no ADD button, that day is within a blackout period.

I can't see my schedule on the website or employee app.

Only PUBLISHED schedules are visible to staff. If your schedule has been created but you can't see it, speak to your manager.

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.

Or visit support.timewellscheduled.com directly.

I Need MORE Help

Speak to your manager – they will likely know the answer. If that doesn't work, Email us at support@timewellscheduled.com where our team will be able to quickly help with any issues.

** NOTE – our team will NOT be able to reset your password or check schedules, etc
Only your manager can do this.