TimeWellScheduled

EMPLOYEES

START-UP

GUIDE

V2.0 – May 2024

TABLE OF CONTENTS

1 WHAT DO I DO IF I FORGET MY PASSWORD?

NOTE – The TimeWellScheduled support team can NOT reset passwords for you due to privacy and security reasons. You MUST use one of the options below.
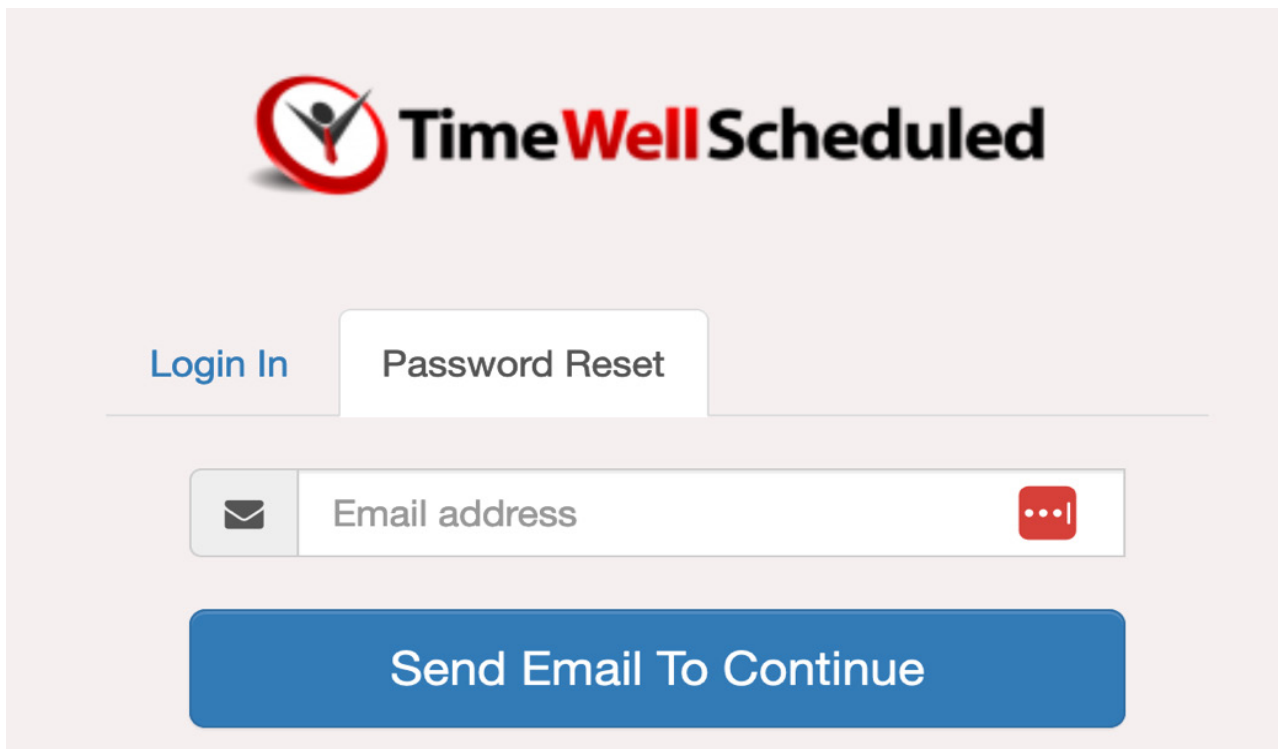
If you're an administrator

on the site, have another admin reset your password:

1. Go to EMPLOYEES
2. Find your name, click EDIT
3. In the GENERAL TAB, click SET PASSWORD

If you're an employee

1. Speak to your manager/admin, they can reset your password
2. To email you a password:
   a. Go to timewellscheduled.com
   b. Click EMPLOYEE LOGIN
   c. Click the PASSWORD RESET tab
   d. Enter your email, click the SEND EMAIL button

If a password reset says you're your email isn't on file

If you try a password reset and receive a message your email is not on file, you will need to have a manager/owner add your email.

If a password reset doesn't send you an email

If you try a password reset and don't see it in your inbox,

1. Check your spam/junk mail folder
2. Your email may be blocked, have your manager/owner check your email status in the administrator section of the website.
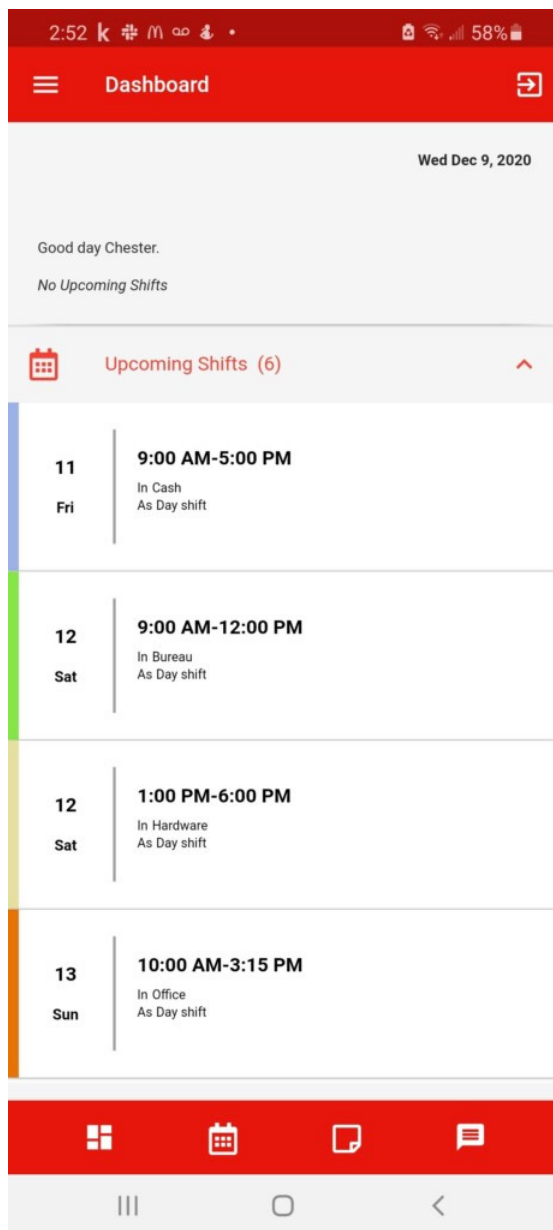
2 | EMPLOYEE APP – HOW TO INSTALL

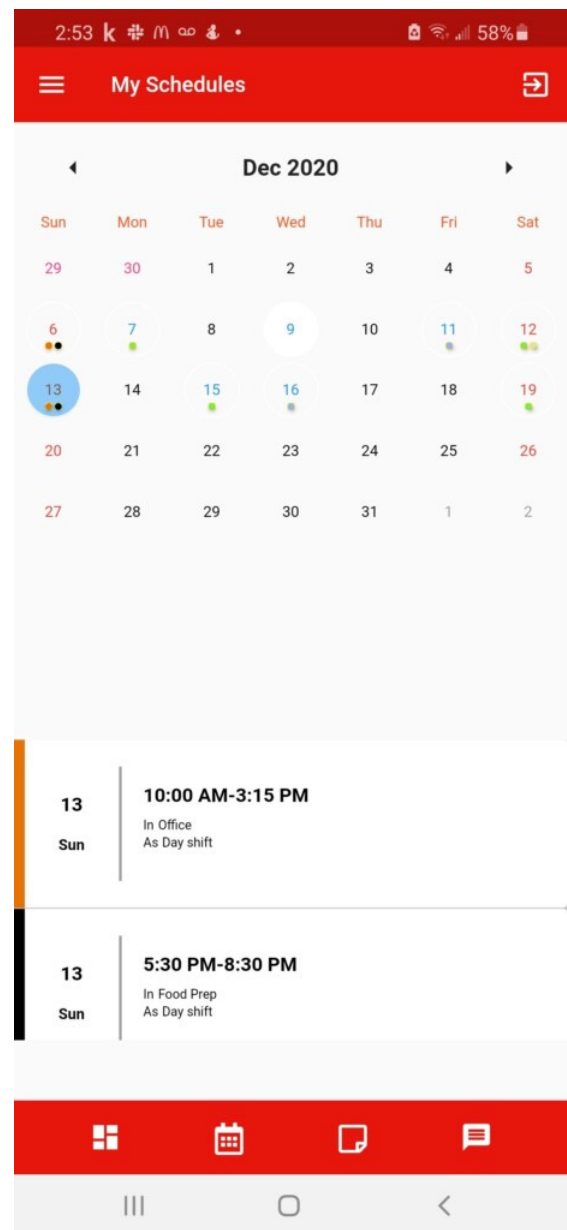Download the app for Android [here](#), or iOS [here](#).
Once you install, enter your email and password.

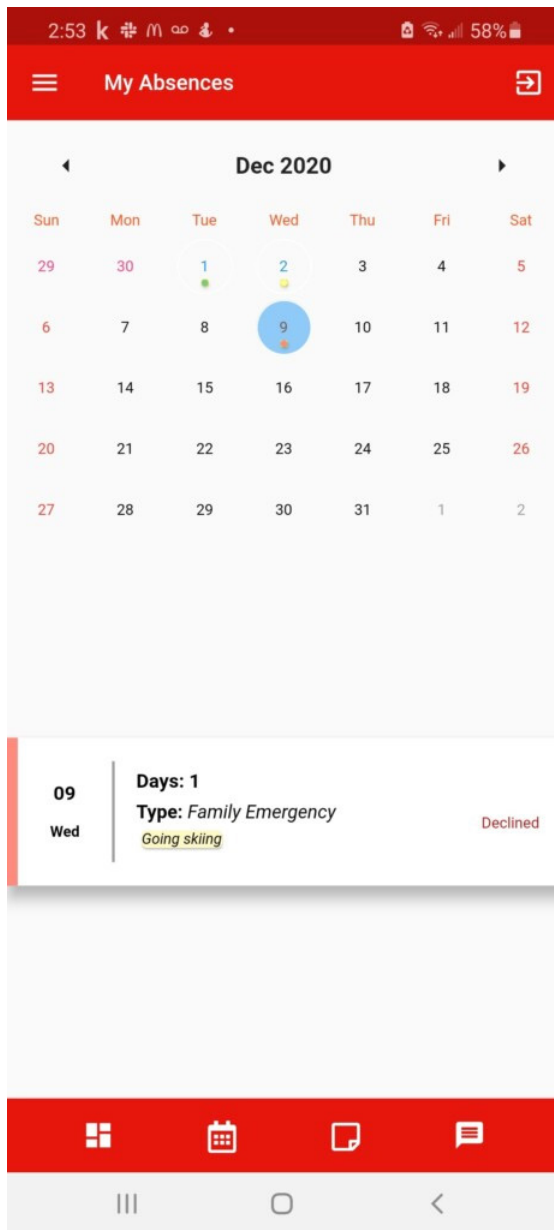Within the TimeWellScheduled employee app you can

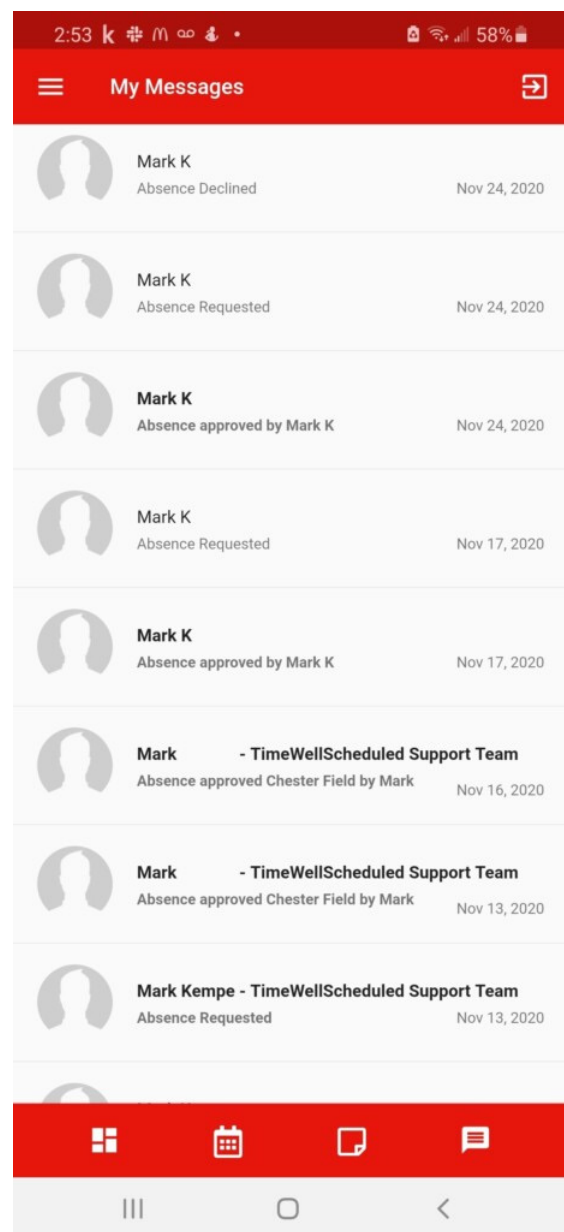See the number of shifts, absences and messages at one glance

Check your schedule – click any date that has a coloured dot.

Check your absences – click any date
that has a coloured dot.

Check your messages

3 | CHECK YOUR SCHEDULE

To check your schedule,

1. download the employee app
2. Via the website
    a. visit timewellscheduled.com
    b. click EMPLOYEE LOGIN
    c. enter your employee information
    d. once logged in, click VIEW MY SCHEDULE

On this page, you will be able to view your schedule for the current month. This schedule will indicate the department you will be working in, as well as the times.

Tuesday	Wednesday
27	28
4	5
Management 9:00 AM To 7:00 PM	

You can also review any requests that have been approved or pending. As well, you will be able to see any personal times that you are unavailable to work, that has been approved by management.

4 | HOW DO I UPDATE MY PERSONAL INFORMATION?

To update your personal information,

1. Go to TimeWellScheduled.com
2. Go to EMPLOYEE LOGIN
3. Log in
4. Go to ABOUT ME
5. Change the information as needed

NOTE – any changes you make here WILL alert your manager (ex. in case of address change, they are alerted)

5 | WHERE CAN I GET MY PAY STUBS FROM?

TimeWellScheduled does NOT manage payroll, we provide a method to export your time cards to your company's payroll provider.

You will need to speak to your manager to get your pay stubs.

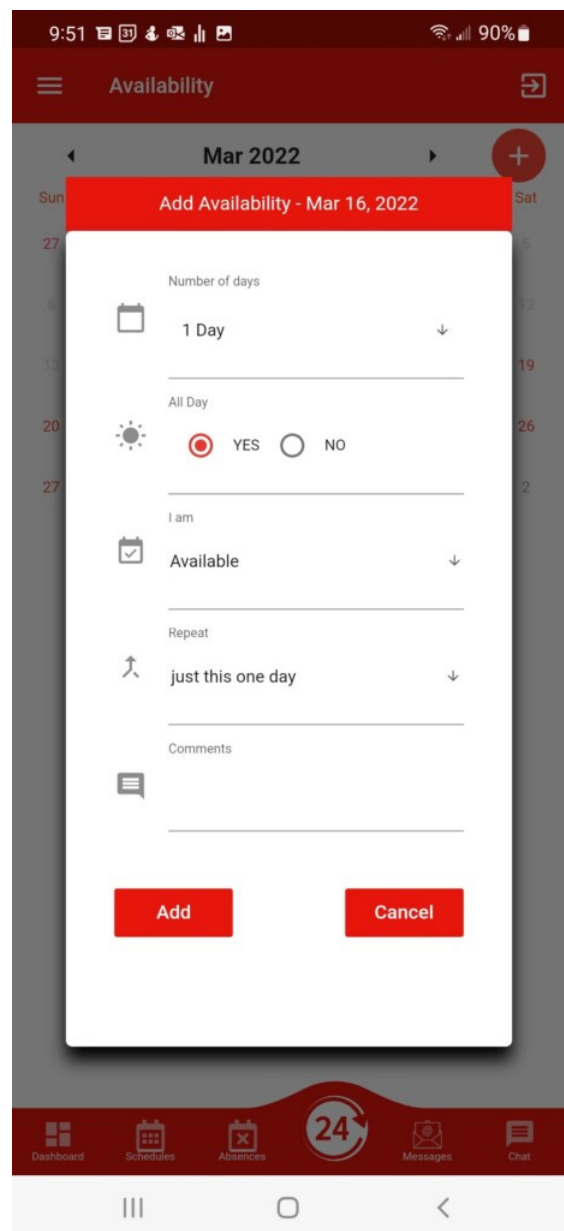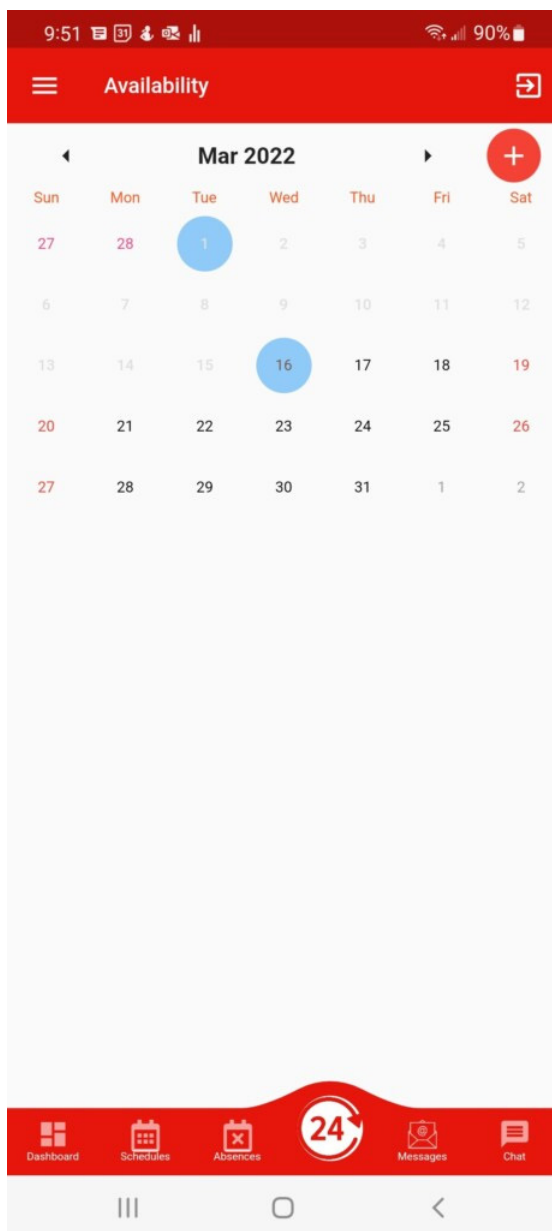# 6 EMPLOYEE APP – HOW TO ADD MY AVAILABILITY

To add your availability in the app

1. Click the AVAILABILITY icon at the bottom, and select the day you want to add

   NOTE – if a day is unavailable that is due to a black out period or a setting added by you company

2. Click the +

3. Complete the form and click ADD

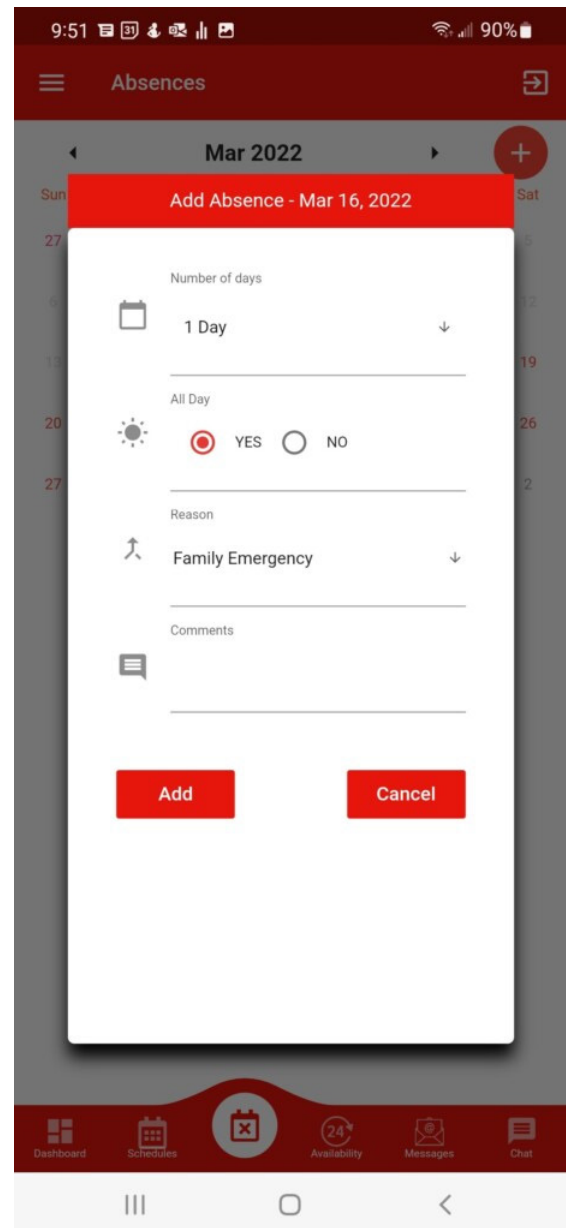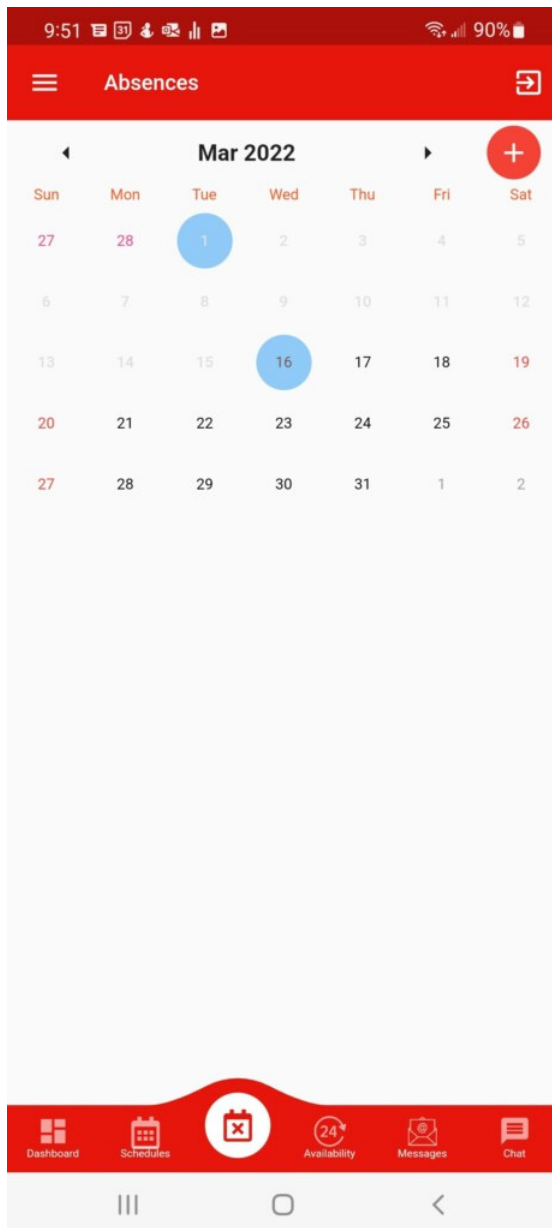# 7 | EMPLOYEE APP – HOW TO ADD MY ABSENCE

To add your absence in the app

1. Click the ABSENCE icon at the bottom, and select the day you want to request off

    NOTE – if a day is unavailable that is due to a black out period or a setting added by you company

2. Click the +

3. Complete the form and click ADD

8 | EMPLOYEES – HOW DO I CHANGE MY ALERTS?

To turn on or change your alerts,

1. Go to timewellscheduled.com, click EMPLOYEE LOGIN and log in
2. Go to ABOUT ME in the menu
3. Click the Alerts tab
4. Pick which alerts to turn ON or OFF

NOTE – if you do not want any email alerts, please speak to your manager to remove your email from our system

If sending alerts by email, use this email address: _____

☐ Alert me [5 minutes ▼] before the end of my break

☐ Alert me [5 minutes ▼] before the end of my meal

☐ Alert me [30 minutes ▼] before the start of my shift if I have NOT clocked in

☐ Alert me [5 minutes ▼] after the end of my shift if I have NOT clocked out
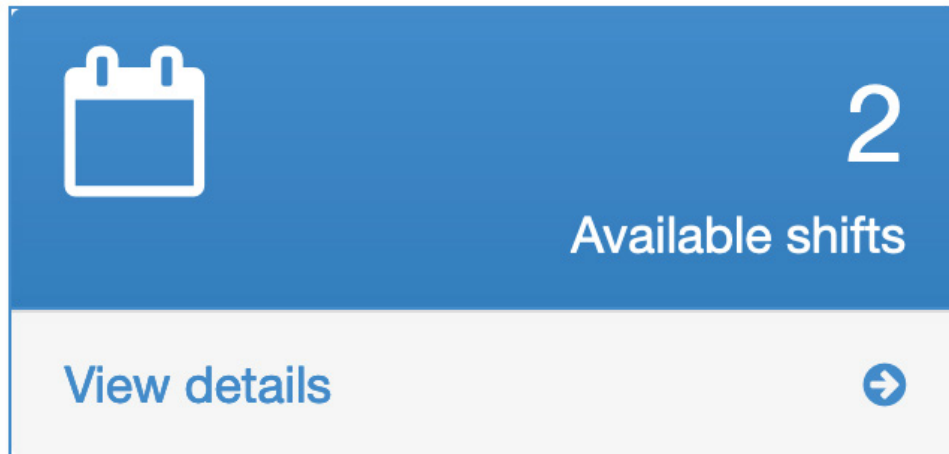
☐ Alert me when there is an open shift to take
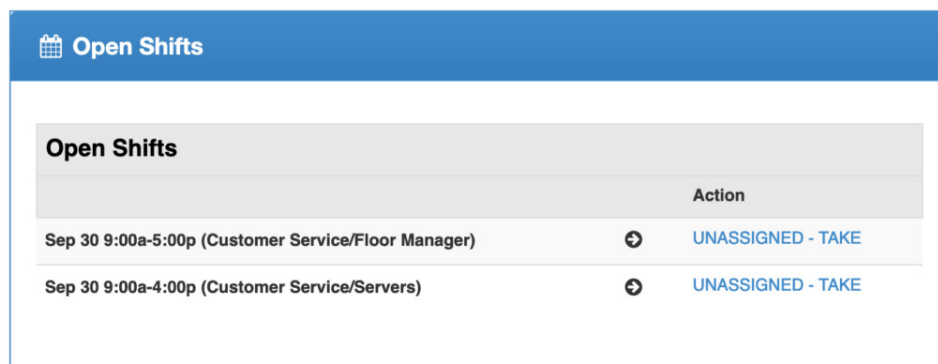
Message   Unread Messages

9 | HOW TO TAKE AN OPEN SHIFT

When you log into the site, you will see any available OPEN SHIFT if they are in your department and role. They will show up

1. Dashboard – along the top:

2. Dashboard – under the schedule

3. Scheduling – on the day they are available