# **Employee Onboarding Checklist**

Use these links to easily navigate the When I Work help center.

**Training & Onboarding: Video** 

## **Setting Up Your Profile**

• Profile Settings: Computer

• Alert Preferences: <u>Computer</u> / <u>iPhone</u> / <u>Android</u>

## **Entering Your Availability**

- Set Availability Preferences: <u>Computer</u> / <u>iPhone</u> / <u>Android</u>
- Submit Time Off Requests: Computer / iPhone / Android
- Requesting Time Off: <u>Computer</u> / <u>iPhone</u> / <u>Android</u>

## **Checking Your Schedule**

- View Your Schedule: <u>Computer</u> / <u>iPhone</u> / <u>Android</u>
- Swap & Drop Shifts: <u>Computer</u> / <u>iPhone</u> / <u>Android</u>
- Take OpenShifts: <u>Computer</u> / <u>iPhone</u> / <u>Android</u>
- View Your Coworkers' Schedule: <u>Computer</u> / <u>iPhone</u> / <u>Android</u>

## **Clocking In/Out**

- Clock In/Out: Computer / iPhone / Android / Time Clock Terminal
- Take Lunch: Computer / iPhone / Android / Time Clock Terminal
- Reviewing Your Timesheet: <u>Computer</u> / <u>iPhone</u> / <u>Android</u>

## We're here to help!

- Help Center
- Submit a Ticket: <u>Computer</u> / <u>iPhone</u> / <u>Android</u>