When I Work + Shamrock Foods

Mobile App Resource Guide for:
Account Holders, Managers & Supervisors

All the tips, tricks, and tools for navigating When I Work from the palm of your hand.

Get Started

Where do my shifts take place?

- When to use Schedules & Job Sites
- Create Schedules: iPhone / Android
- Create Job Sites: iPhone / Android

What do my employees do?

- Create Positions: iPhone / Android

Who are my employees?

- Add Employees: iPhone / Android
- Editing Employee Information: iPhone / Android

Scheduling

- Schedule Shifts: iPhone / Android
- Schedule OpenShifts: iPhone / Android
- Publishing the Schedule: iPhone / Android

Views & Filters

- Schedule Views: iPhone / Android
- Filtering the Schedule: iPhone / Android

Attendance & Time Clock

- Setting up Time Clock Terminals: iPhone / Android
- Clocking In/Out from Mobile App: iPhone / Android
- Clocking Employees In/Out: iPhone / Android
- Take Lunch: iPhone / Android

Review & Edit Timesheets

- Timesheet Anatomy
- Reviewing & Editing Employee Timesheets: iPhone / Android

Get Training

- Education Page
- We're here to help! iPhone / Android