TimeSimplicity™
Employee Guide

TimeSimplicity™

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TimeSimplicity – employee scheduling simplified.

Scheduling your employees doesn't have to be a weekly guessing game. TimeSimplicity's intuitive interface helps organize and bring into focus your unique scheduling challenges. The TimeSimplicity feature set streamlines the entire scheduling process to save you time, save your business money, and ultimately improve your employees' job satisfaction.
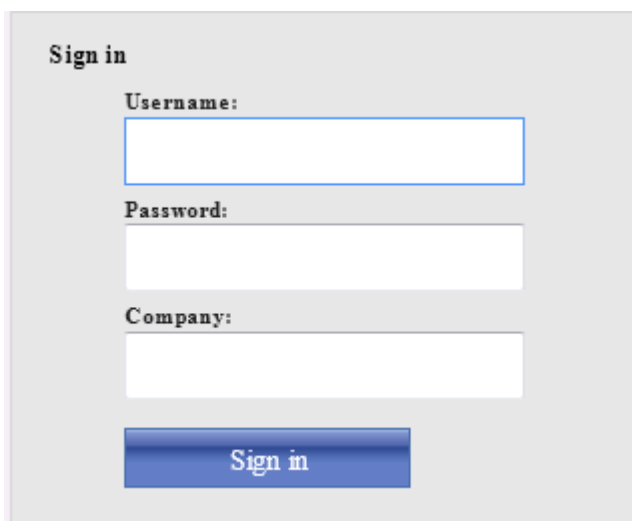
Login

In order to successfully login into the system you are going to need the following information:

*Published URL***:**

*Username***:** Used to identify who is logging into the system. The default username is your employee ID.

Password – Used to authenticate you against the username provided. By default your employee ID will be your password when you first log into the system. **If your employee id is less than 6 characters you will need to add leading zeros to pad this value out to 6 characters.** For example if your ID is 1234 your password in this case would be 001234. *The username and password can be changed once you have successfully logged in.*

Company Code – Used to identify the company.

Sign in

Username:

Password:

Company:

Sign in

Employee Portal

Upon a successful login, the first screen you will see is the employee portal screen. The employee portal provides the employee with access to view their published schedules in a calendar view as well as host of other features based upon your configuration.

Month – Allows you to move forward or back to view your schedule.

Request Off – This option allows employees to submit time off request. Once TORs (Time Off Requests) are approved they will go from a pending status to an approved status. While TORs are in a pending state, meaning the managers hasn't approved the request yet, you are able to remove these request from under the My Request button. Once a TOR is approved, if enable, you may still have the ability to remove an approved TOR by placing you mouse over that day and waiting for the delete button to appear.   Once this button appears press it and that approved TOR will be removed from the system.
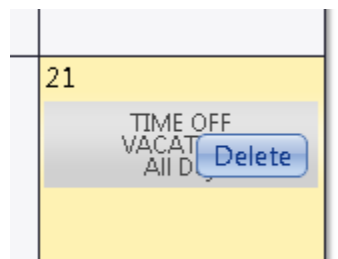
Drop Shift – Allows you to place a shift that is assigned to you on the trade board for your co-workers to offer to pick up.   As part of the drop feature you can have the possibility of three options:

Drop full shift –places the full shift out on the trade board.

Drop first part of shift – Allows the employee to set a new stop time. The stop time will be used to break the shift into two shifts using the stop time provided. The first half of the shift going up to the new stop time will be place on the trade board.

 Drop Last Part of Shift – Allows the employee to set a new start time for the hours that you are looking to drop. Example original shift is from 8AM-4PM, if I set the new start time to 2PM a shift from 2PM-4PM will be created and place on the trade board.

Note-this transaction must be approved by your supervisor.

Pickup Shift – Provides a list of shifts that an employee can make offers to pick up. Only shift that the employee qualifies for and not already schedule at that time will be visible.   The shifts that appear under the pickup shifts are coming from co-workers who are trying to drop shifts OR shifts that have been assigned to any employees and are Open Shifts.

Note – your manager will review all offers to pick up the shifts and will either approve or decline these requests.

Printer Icon – Allows the employee to print out the calendar view of your schedule.

Messages – This is a mail box that holds messages indicating if your manager approve or declined your schedule change and preference change requests.

Requests **–** Shows requests made by the employee for: drop, pickup shift and preference change requests.   Here the employee can also cancel any pending request from under this menu.


Publishing schedules is process that the manager must do in order to make the schedules visible to the employees.

By clicking on the individual date in the upper left corner a detailed view of your schedule(s) for that day will be displayed. See example below
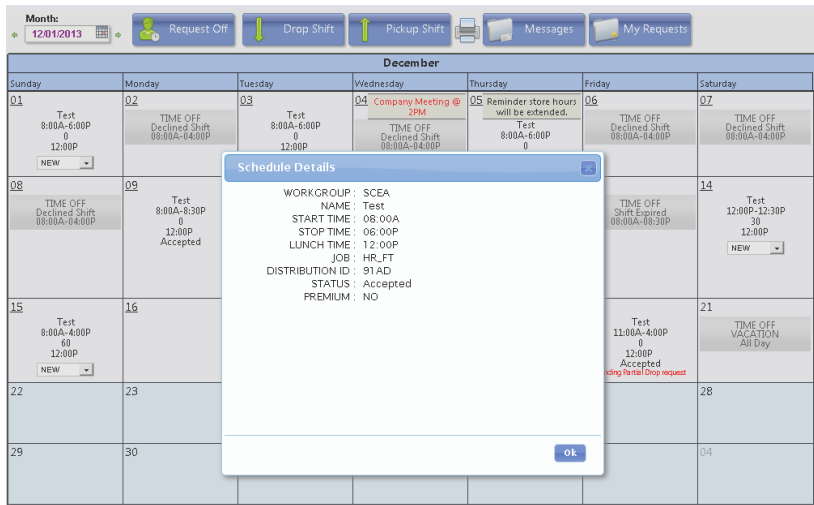
Features - menu options

Schedule Preference –Allows you to specify which days / hours for your work preference.
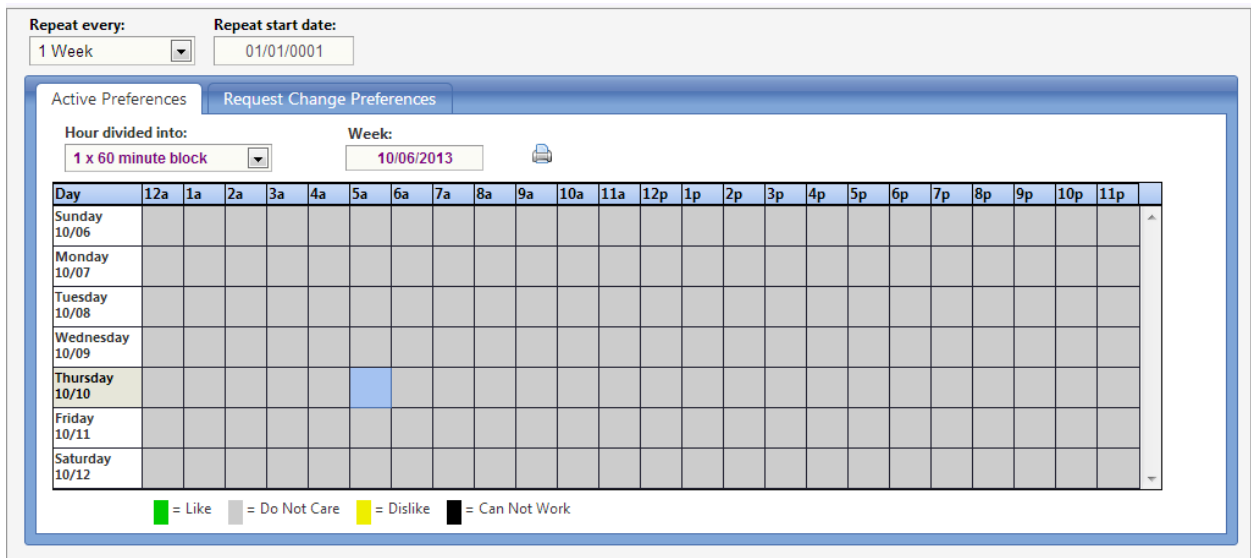
To submit a request click on the second tab called "Request Change Preference". Then select the color that identifies your preference: (Like, Don't Care, Dislike, and Can't Work) and save your request. This request will alert your manager for them to review and either approve or decline.

Note: Managers approval is required by default for these preference requests.

Co-workers –Allows you to see the list of your co-workers that are assigned to the same workgroups as you. As part of this list you may also be able to see your co-workers phone # and email address if they have chosen to share this information.

Schedule All View – Displays a calendar view of all employees in the current workgroup and the shift assigned to them. Under the option button you will have the ability to customize some of information being displayed on this screen.

Settings –Menu Options

Profile – Allows employees to see your basic demographic information.

Change Profile –Allows you to update the following fields under the demographics screen.

Mobile Phone –If you want to received text messages for alerts in the system your mobile phone # and carrier are required.

Mobile Carrier **–** This field needs to be set to our mobile carrier if you want to receive text message notifications.

Other Phone – can be provided but is not used in the system for any alert notifications.

Email Address – is required if you want to receive email notifications.

Show Phone To- This field allows the employee to determine if they want to share their phone # with your: **co-workers**, **schedulers**, **everyone**

Show Email To **–** This field allows the employee to determine if they want to share their email address with your: **co-workers**, **schedulers**, **everyone**

Notifications – allows the employee to select which type of alerts/notifications they want to receive (Text vs. Email, both, none) and for which events.

Schedule Published – an alert for when your schedule has been published.

Shift(s) Added/Modified/Removed – an alert for anytime your schedules has been modified after it has been published, (shift added, modified, or removed).

Schedule Change/Remove Request Decision – an alert once a manager has approved or declined any pending schedule pickups or drop requests.

Preference Change Request Decision – an alert for preference change requests has being approved or declined.

Open shift becomes available – an alert is sent out if there is an open shift available.

Time Off Decision- an alert sent based upon the approval or decline of TOR request. *This option will o_nly be in place if using the Time Off functionality within TimeSimplicity._*

User Settings – allows the employee to pick different "skins" or color templates for the application.

Change Password – allows the employee to change their default or current password.

Change User Name – allows the employee to change their existing user name.

Log off

By pressing the **Log off** text that appears in the upper right corner under the employees name this will sign you out of your session and bring you back to the main login screen.