

## Me

Me allows you to review time punches, edit personal information, and change various in-app settings. If your company uses Compeat Payroll, you can also access your pay stubs on this page.

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### Time Punches

**Time Punches** allows you to review your time punches within a date range.

You can choose your preferred date range by selecting a *Start Date* and *End Date*. The *Show Modified Time Punches* toggle allows you to review punches edited by management. Once you define a date range, select *Next*.

Returned results display both a summary and detail of the time punches in your date range. The summary of tips paid and total hours worked displays at the top of the page, but you can scroll down to review shift details by date.

<a href="#">← Back</a> <span style="float: right;"><b>Time Punches</b> NOV 1, 2017 TO NOV 6, 2017</span>	
TOTAL FOR PERIOD	
<b>Total cash tips</b>	52.00
<b>Total credit tips</b>	173.00
<b>Total time</b>	17.90
INDIVIDUAL TIME PUNCHES	
<b>Nov 5, 2017</b>	
Start time	Nov 5 7:55 AM
End time	Nov 5 1:09 PM
Length	5.23
Job	2 Host
Cash tips	\$0.00
Credit tips	\$0.00
Modified	No
<b>Nov 3, 2017</b>	
Start time	Nov 3 4:55 PM
End time	Nov 3 11:45 PM
Length	6.83

## Pay Stubs

If your company uses Compeat Payroll to process payroll, then you can access your paystubs within the app. **Pay Stubs** lists paystubs from the most recent to oldest. Select your desired paystub to view its details.

Pay Stubs	
Feb 9, 2017	Deposited \$1520.15
Jan 2, 2017	Deposited \$1520.15
Dec 23, 2016	Deposited \$1518.42
Nov 30, 2016	Deposited \$1518.42

## Personal Info

- » **Personal Info** allows you to view or make changes to your contact information and home address. If your company allows it, you may also add or make changes to your direct deposit information.
- » **Contact Information:** Update your email, home number, or mobile number.
- » **Home Address:** Update your street address, unit number, city, state, and zip code.
- » **Direct Deposit:** If your company allows you to edit direct deposit information, this option shows. Select *Bank Account(s)* and then *Add Account* to add a new direct deposit bank account.
- » **Emergency Contacts:** Update your emergency contact(s) information (name, relationship, and contact number). There is a maximum of two contacts allowed.

< Back Personal Info Save

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CONTACT INFORMATION

norahjwin@fakemail.com

(555) 492-8879

(555) 264-0573

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HOME ADDRESS

983 Ladybird Lane

532

Hartford

CT

12345

United States

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DIRECT DEPOSIT

BankAccount(s)

Schedule
 Requests
 Messages
 Roster
 Personal Info

Be sure to **Save** any changes.

## Settings

Settings allows you to make changes to various in-app settings and preferences.

- » **Log Out:** Log out of the myWorkforce app.
- » **Change Password:** Change your password. You are required to enter your current password. Select *Show* to view the passwords as you enter them in the fields.
- » **Additional Ways to Receive Notifications:** Select how you wish to receive notifications and alerts from myWorkforce.
  - **Email:** A valid email must be entered under [Personal Information](#).
  - **Text messaging:** A valid mobile number must be entered under [Personal Information](#). Message and data rates may apply.
- » **Notification Events:** Select which events notifications you wish to receive.
  - **Swap requests to everyone:** Be notified when a swap request is offered to everyone.
  - **Drop requests to everyone:** Be notified when a drop request is offered to everyone.
  - **New house shift availability:** Be notified when new house shifts are made available by management.
- » **Personal Information to Include in Roster:** Select what contact information appears for you on the [Roster](#) page. Selected information displays for all employees at your restaurant. You can select a single or combination of options, or elect to share no information.
  - **Mobile phone:** A valid mobile number must be entered under [Personal Information](#).
  - **Home phone:** A valid home number must be entered under [Personal Information](#).
  - **Email address:** A valid email must be entered under [Personal Information](#).

