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myWorkforce

Employee Guide

**myWorkforce is a mobile and
web application**

that allows you to view and make changes
to your work schedule. This guide will walk
you through all of the application features.



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What is myWorkforce?

myWorkforce (mWF) is a mobile and web application that allows you to view and make changes to your work schedule. With mWF, you can:

- » View your schedule
- » Request time off
- » Submit unavailability
- » View your time punches
- » Request schedule changes
- » Pick up shifts
- » Send/receive messages
- » Manage your personal information

myWorkforce App

myWorkforce is available as an app for iOS and Android devices. You can download the mWF app from your device’s app store. mWF can also be accessed from the web on any internet-capable device using the following URL: <https://myworkforce.me/>.

Please note that while myWorkforce looks different on each platform, its functionality remains the same. This guide details commands for a mobile device, and uses screenshots from both iOS and Android devices.

Sign In To mWF

To access mWF, your manger must first create your login credentials. These are either emailed to you, or provided during your orientation/hiring process.

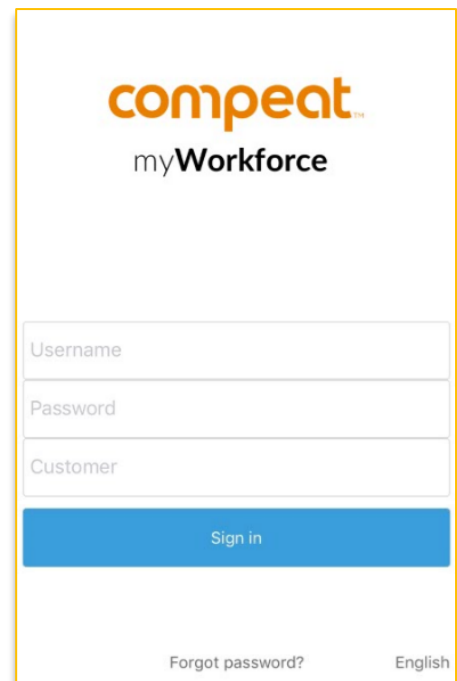
You need your *Username*, *Password*, and *Customer* information to log in to myWorkforce. Enter that information in the corresponding fields and select **Sign In**.

Password Recovery

If you need to re-set or recover your password, select *Forgot Password?* at the bottom of the login page. Enter your username and company and select **Submit**. Login details are sent to the email you provided your employer.

Languages

MWF is currently available in English and Spanish. You can choose your preferred language by selecting *English/Spanish* at the bottom of the login page.

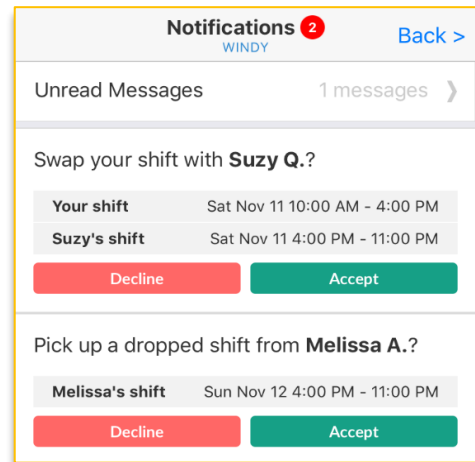


Notifications & Navigation

Upon sign in, you are taken to the **Notifications** page. This page includes announcements and important information related to you, such as messages, shift offers, and available house shifts.


You can quickly accept, decline, and pick up shift changes and offers on this page without having to navigate through the rest of the app – simply select **Accept**, **Decline**, or **Pickup**.

For more information on these actions, see the [Schedule](#) page.





Navigation

After reviewing notifications, select **NEXT >** in the upper-right corner. This takes you to your [Schedule](#) and other mWF features.

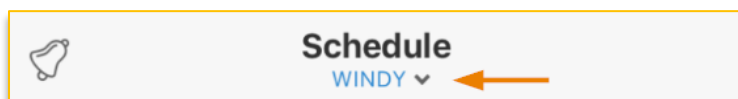
Use the navigation bar at the bottom of the page to navigate through the app. Select your desired feature to move between features. Each page has a **bell**  icon in the upper-left corner, which returns you to *Notifications*.

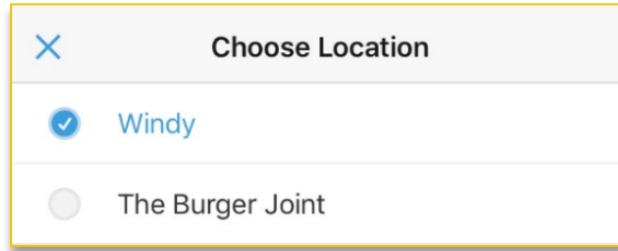


For [Requests](#) and [Messages](#), actionable icons appear in the upper-right corner of the page. Select these icons to enter new  requests and compose  messages.

Multi-Location Users

If you work at more than one location at your company, you can move between locations by selecting the location drop-down at the stop of the page.





A screenshot of a mobile application dialog box titled "Choose Location". The dialog has a grey header with a blue "X" icon on the left and the title "Choose Location" in the center. Below the header, there are two list items. The first item is "Windy", which is selected, indicated by a blue checkmark in a circle to its left. The second item is "The Burger Joint", which is not selected, indicated by a grey circle to its left.

Your *Notifications* and *Schedule* pages remain specific to the restaurant you select; however, the other pages remain the same regardless of which location you select.

Schedule

Schedule lists shifts you are currently responsible for working, shifts offered to you, and shifts available for pick up. Once your manager posts a schedule, the relevant days display on this page.

You can choose your preferred display using the *Show* drop-down at the top of the page. This drop-down allows you to view specific shift types, or view all types. The *Hide Off Days* toggle hides days you are not scheduled to work.

Show all
All scheduled/available shifts and pendings changes

Show available shifts
All open house shifts and public swap/drops

Show pending shifts
All attempted schedule changes before they are final

Show scheduled shifts
No pending changes are displayed

Hide Off Days

Schedule		
WINDY		
Show all ▾ <small>All scheduled/available shifts and pendings changes</small>		
NOVEMBER		
FRI	UNSCHEDULED	SERV
24	4:00 PM to 9:30 PM <small>Dropped shift available from Suzy Queue.</small>	
SAT		SERV
25	4:30 PM to 10:00 PM	
SUN	Off	
26		
MON		SERV, D1D
27	4:00 PM to 10:00 PM	
TUE	Off	
28		
TUE	UNSCHEDULED	SERV
28	4:00 PM to 11:00 PM <small>House shift available.</small>	
WED		SERV, D1D
29	4:00 PM to 11:00 PM	
THU		BARAM
	10:00 AM to 4:00 PM	

- Jump to...

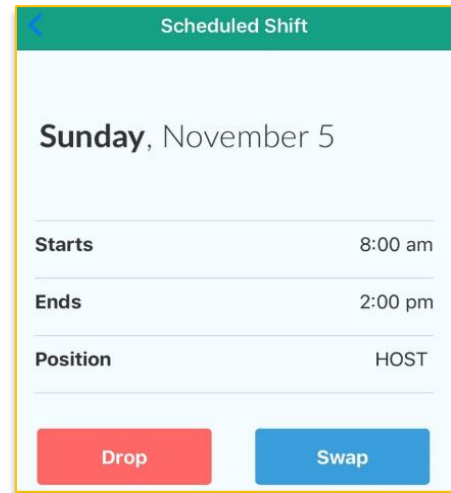
 - 1 [Scheduled Shifts](#)
 - 2 [Unscheduled Shifts](#)
 - 3 [Pick Up a Shift](#)
 - 4 [Shift Changes](#)
 - 4.1 [Manager Approval](#)
 5. [Drop a Shift](#)
 6. [Swap a Shift](#)
 7. [Offered Shifts](#)
 - 7.1 [Cancel an Offer](#)

Scheduled Shifts

Scheduled Shifts are shifts assigned to you that you are responsible for working. These shifts are marked with a teal bar to the left of the shift.

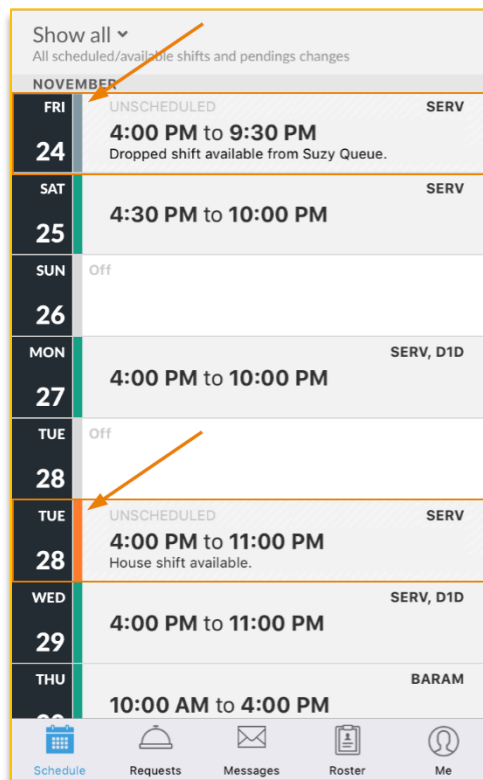
Schedule displays the shift start and end times, as well as the job you are scheduled to work.

You can select a scheduled shift to view drop and swap options. These options disappear once a shift begins.



Unscheduled Shifts

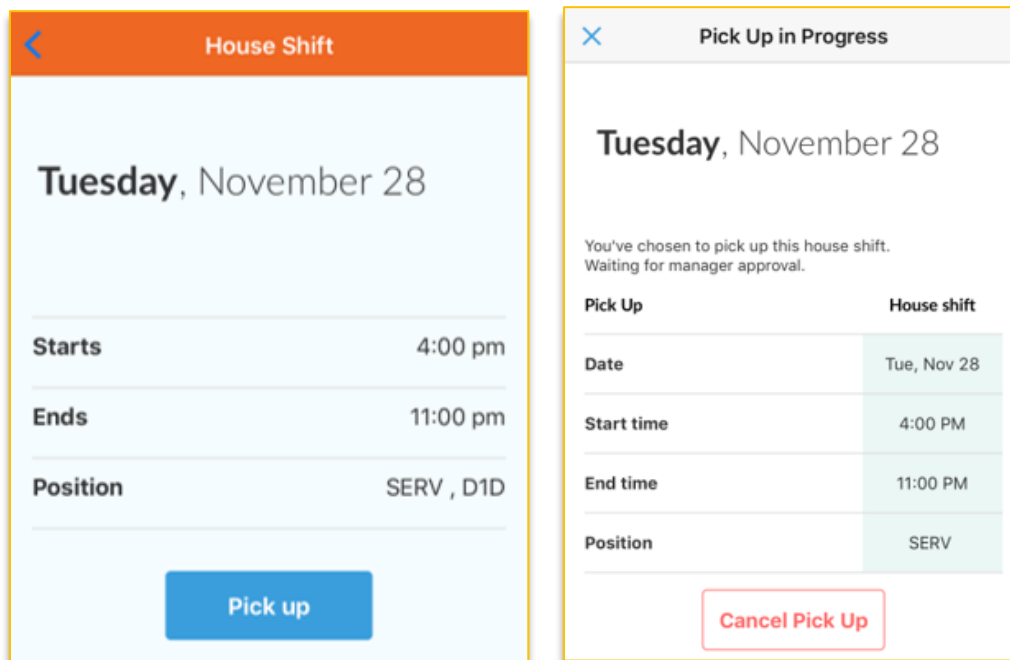
Unscheduled Shifts are available shifts not currently assigned to you. Shifts marked with an orange bar are House Shifts made available for pick up by a manager. Silver shifts are dropped shifts made available for pick up by other employees.



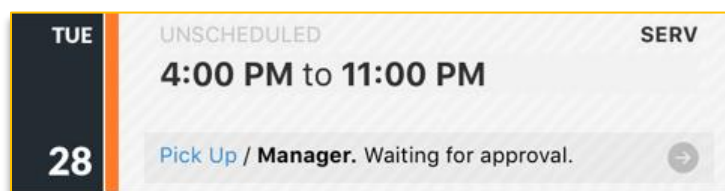
Schedule displays the shift start and end times, as well as the job. You can select a scheduled shift to view the [pick up](#) option. This option disappears once a shift begins.

Pick Up a Shift

Pick Up allows you to quickly submit a request to pick up a House or dropped shift. Select a shift to view shift details, then select **Pick Up** to submit a request.



Once you submit an offer to pick up a shift, it is marked *Waiting for Approval* on your schedule, as well as in the shift details. Select the shift to view the shift details or to *Cancel Pick Up*.



Shift Changes

You can request changes to your scheduled shifts by initiating a drop or swap request. Once you submit a request, a manager either accepts or rejects the request. In both drop and swap requests, a fellow employee must pick up or accept the swap before a manager can approve or reject the request.

Manager Approval

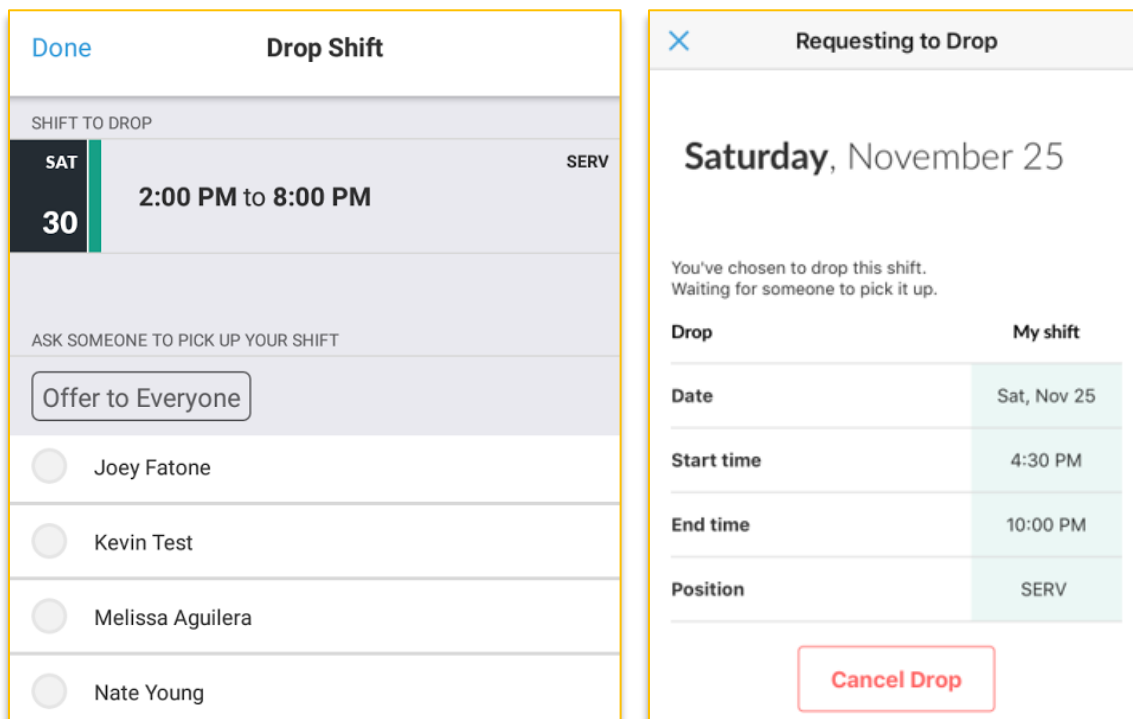
Please note that all shift changes **must be approved by a manager**, and your manager may set a limit on requests for specific days and shifts. For this reason, we recommend you submit schedule change requests as early as possible.

Drop a Shift

Drop Shift allows you to make a shift currently assigned to you available for other employees to pick up. Choose the shift you wish to drop, and then select **Drop** below the shift details.

You can offer the shift to a specific employee by selecting their name, or select *Offer to Everyone* to offer your shift to all those assigned that job. Select **Done** when finished.

Once you drop a shift, it is marked *Waiting for Response* on your schedule, as well as in the shift details. Drops must be accepted by a fellow employee, and then approved by a manager.



Swap a Shift

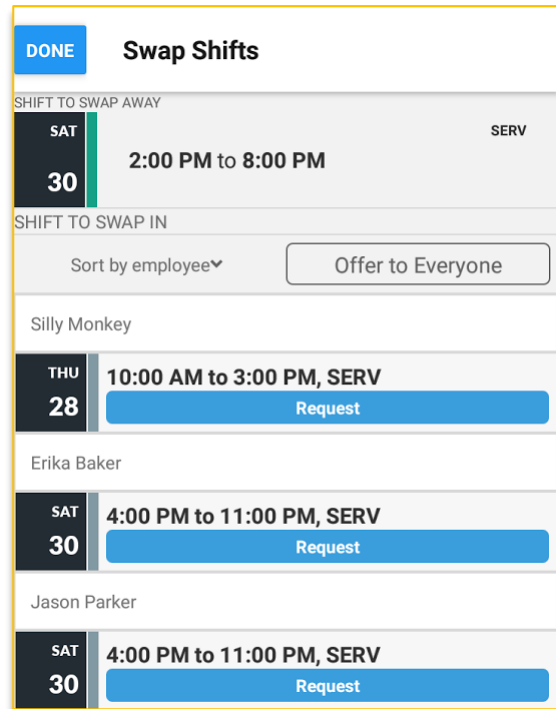
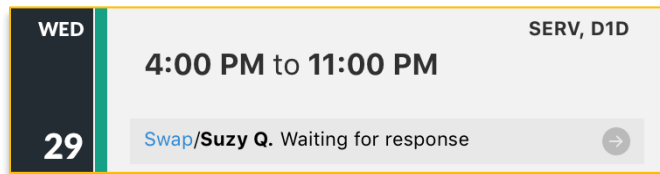
Swap Shifts allows you to trade shifts with another employee. Choose the shift you wish to swap, and then select **Swap** below the shift details.

Employees scheduled to work the same job populate in a list along with their scheduled shift(s).

You can offer a swap to a specific employee by selecting **Request** below their shift details. Alternatively, you can select *Offer to Everyone* to offer your swap to all employees scheduled the same job. Select **Done** when finished.

Once a swap is offered, it is marked *Waiting for Response* on your schedule, as well as in the shift details. Swaps must be accepted by the other employee, and then approved by a manager.

Note that you can have multiple requests open at once; in this case, the swap initiates with the first request approved by a manager.



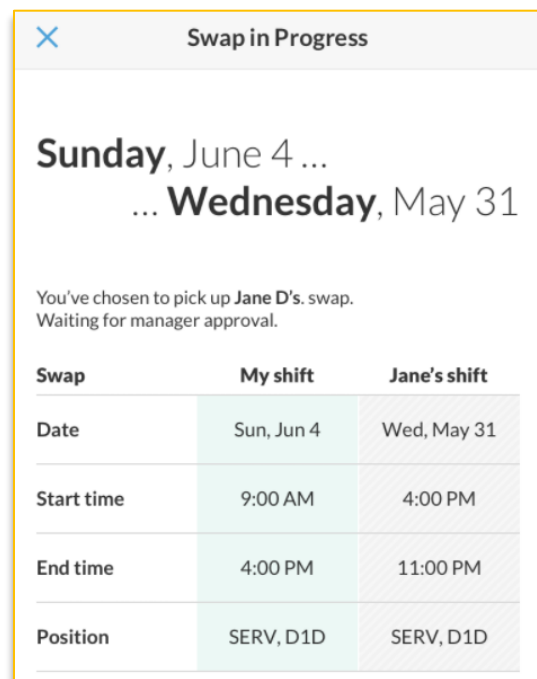
Offered Shifts

Offered Shifts are shifts you make available to other employees through a drop or swap action.

Until your drop and/or swap requests are accepted and approved, these shifts are still assigned to you and are your responsibility. These shifts remain **teal** and are marked *Waiting for Response* on your schedule, as well as in the shift details.

Cancel an Offer

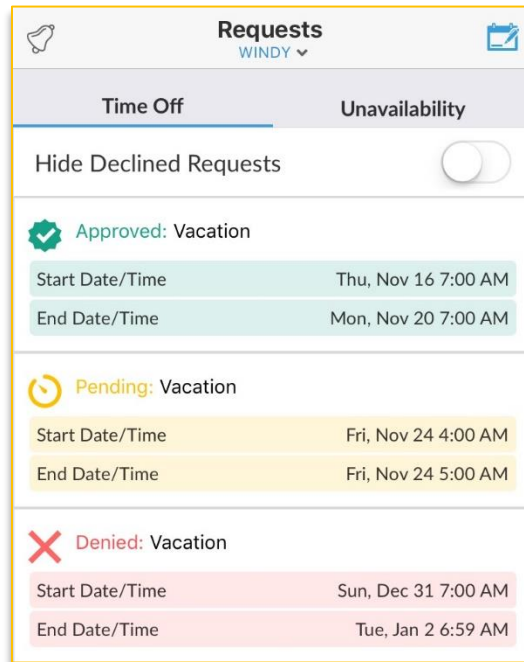
To cancel an offer, select the relevant shift, and then select **Cancel Swap** or **Cancel Drop**. If a shift has multiple offers, selecting *Cancel* removes all offers.




Requests

Requests allows you to submit time off and unavailability requests to your manager.

Use the headers, *Time Off* or *Unavailability*, to move between tabs. If you have any pending or existing requests, their details display on the corresponding tab.



Color-coded labels reflect a request’s current status: **Approved**, **Pending**, or **Denied**. Select a pending or existing request to cancel it.

To submit a new request, select the pen  icon in the upper-right corner.

Time Off

Time Off is ideal for single-instance requests for time off, like an appointment or vacation. Requests can be for any period of time, though your company may set restrictions on how far out you can submit a request, or what dates can be requested.

You can submit your time off details using the options provided on the *Time Off Request* page:

- » **Length:** Use this drop-down to define the length of your request.
 - **One Day/Two Days:** This option automatically enters a 24 or 48-hour period from your selected date.
 - **Part Of A Day:** This option allows you to request off part of a day. Selecting this option opens an additional drop-down field where you can select which part. Options are defined by your company.
 - **Other:** This option allows you to define a specific start and end date, as well as start and end times.

- » **Reason:** Select a reason for your request from the drop-down.
- » **Additional Comments:** Enter additional details for your request. These details are included with your request once submitted.

Once you have filled in the necessary fields, select **SEND**. This submits your request for manager approval.

Unavailability

Unavailability is better suited for time off requests that recur on a weekly basis, such as school/classes or a second job. Your company may set restrictions on what days of the week can be requested, or how many requests are accepted.

You can submit your unavailability details using the options provided on the *Unavailability Request* page:

- » **Day of the Week:** Use these drop-downs to define the range of days included in your request.
- » **Start Time/End Time:** Use these drop-downs to define the start and end time of your request.
- » **Reason:** Select a reason for your request from the drop-down. Available reasons are defined by your company.
- » **Optional:** If an unavailability requested is approved, it will recur weekly until it is cancelled. Alternatively, you can use *Effective Start Date* and *Effective End Date* to define a period of time in which the request recurs.

Once you have filled in the necessary fields, select **SEND**. This submits your request for manager approval.

The screenshot shows a mobile app interface for submitting an unavailability request. At the top, there is a back arrow, the title "Unavailability Request", and a "Send" button. Below the title are several input fields:

- A "Day of the Week" dropdown menu with "Monday" selected.
- A "Start Time" dropdown menu with "07:00 AM" selected.
- A "Day of the Week" dropdown menu with "Monday" selected.
- An "End Time" dropdown menu with "11:00 AM" selected.
- A "Reason" dropdown menu with "School" selected.
- An "OPTIONAL" section containing two date fields: "09/07/2017" and "12/15/2017", each with a calendar icon.

At the bottom of the screen is a navigation bar with five icons and labels: "Schedule" (calendar icon), "Unavailability Request" (blue dome icon), "Messages" (envelope icon), "Roster" (clipboard icon), and "Me" (person icon).

Messages

Messages functions as an inbox, and gathers messages from management and other employees.

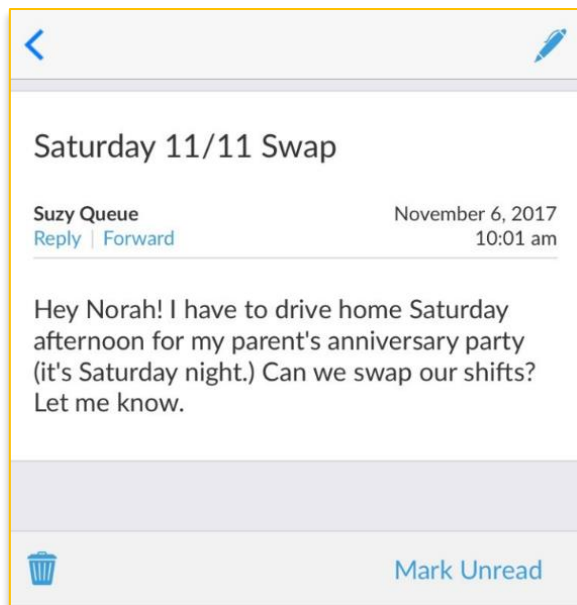
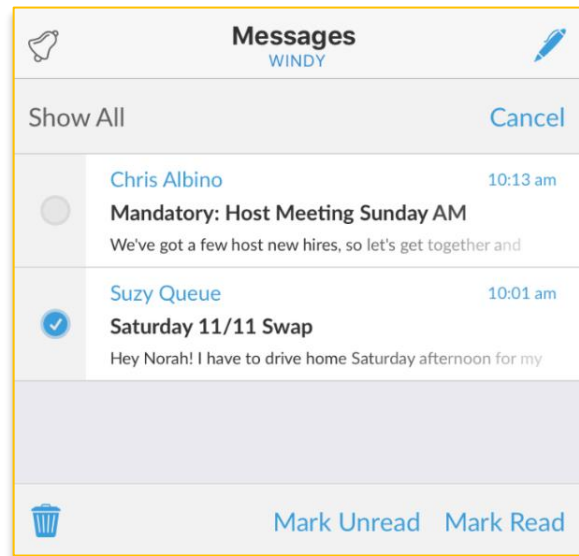
From this page, you can compose and send messages to your management team and other employees. Messages provides an excellent alternative if you or another employee do not wish to make contact information available in the employee [Roster](#).

You can choose your preferred display using the *Show* drop-down at the top of the page. This drop-down allows you to hide read messages.

Edit a Message

Unread messages show the sender's name and timestamp highlighted in blue. You can delete a message or mark it as read or unread from the inbox page. First select *Edit*, and then select the desired message(s). Last, choose your desired action.

Within a selected message, you can delete or mark a message as unread. You can also reply to the message, or forward the message to another employee.



Compose a Message

To compose a message, select the **pen icon** in the upper-right corner:

- » **To:** Select a recipient from the drop-down.
- » **Subject:** Include a subject for your message.
- » **Message:** Enter your content of you message.

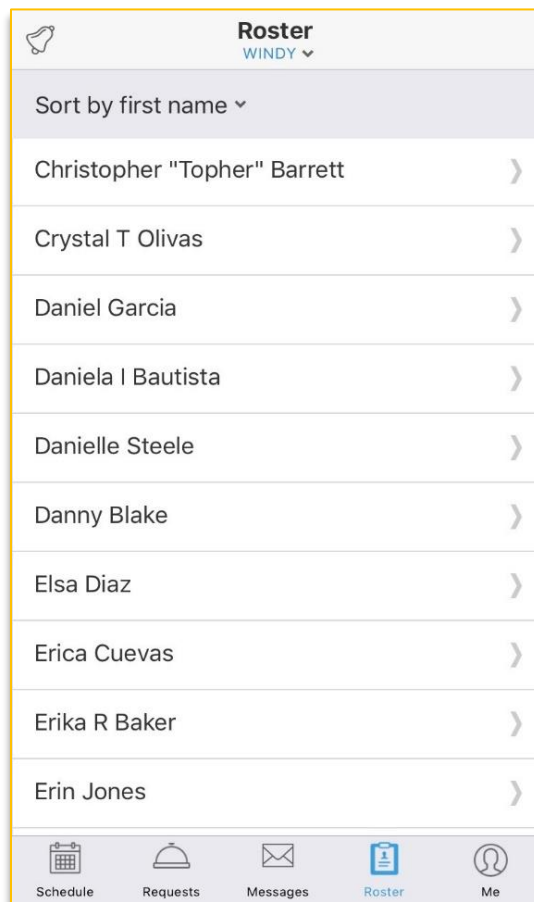
When finished, select **Send** in the upper-right corner.

Roster

Roster displays a list of active employees at your restaurant. You can choose your preferred sort order. Select the *Sort* drop-down at the top of the listing to choose whether to sort by first name or last name.

Employees have the option to make their contact information available. This includes phone number, email, or both. If an employee chooses not to share their contact information, you can contact them via [Messages](#).

You can select what contact information displays for you in the roster through your [Settings](#) page. Use the toggles under *Personal Information to Include in Roster* to choose your desired method(s) of contact.



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.

Jump to...

- 1 [Time Punches](#)
- 2 [Pay Stubs](#)
- 3 [Personal Info](#)
- 4 [Settings](#)

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.

← Back Time Punches NOV 1, 2017 TO NOV 6, 2017	
TOTAL FOR PERIOD	
Total cash tips	52.00
Total credit tips	173.00
Total time	17.90
INDIVIDUAL TIME PUNCHES	
Nov 5, 2017	
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
Nov 3, 2017	
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

CONTACT INFORMATION

norahjwin@fakemail.com

(555) 492-8879

(555) 264-0573

HOME ADDRESS

983 Ladybird Lane

532

Hartford

CT

12345

United States ▾

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](#).

