



Employee Guide

(Revised 4/2015)

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Overview

What is MyWorkforce (MWF) and what can I do with it?

MWF is a web-site that will let you:

1. View your schedule
2. Request schedule changes
3. Request Time Off
4. Request Permanent Unavailability
5. Send/Receive messages from managers and other employees
6. See a roster of employees who work in your restaurant
7. View your time punches
8. Manage your personal information

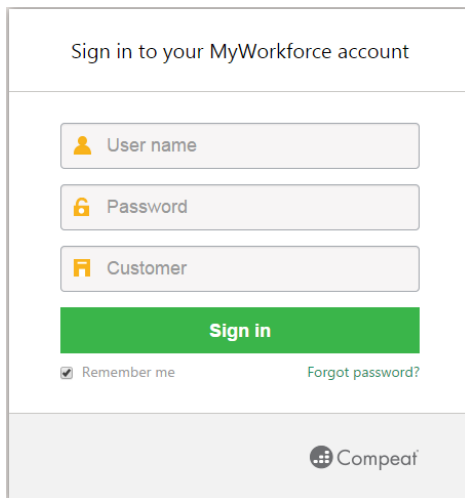
How do I access MWF?

MWF may be accessed with a web browser or a smart-phone with web browsing capability.

Enter this address in your browser software:

www.myworkforce.me

When the Sign In box appears, enter the Username and Password you were provided by your manager.



The screenshot shows a sign-in form with the following elements:

- Header: "Sign in to your MyWorkforce account"
- Input fields: "User name" (with a person icon), "Password" (with a lock icon), and "Customer" (with a house icon).
- Buttons: A green "Sign in" button, a "Remember me" checkbox, and a "Forgot password?" link.
- Footer: The Compeat logo.

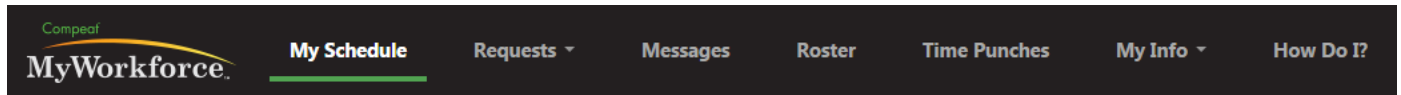
Enter this in Customer field:

You may want to bookmark this address for further use.

The MyWorkforce Menu

MWF will look different on different devices. It will look one way in a browser on a PC and a different way on your smart-phone or tablet but the functionality is the same, regardless of your device. This guide will be showing screens from a browser on a PC.

The image below shows the menu you will see at the top after logging in. If you have a new message, you will be taken to the messaging screen when you first login. Otherwise, you will be taken to “My Schedule”.



My Schedule

This area shows your schedule for the current week and future weeks. You can choose the week to view by using the drop down menu at the top.

Date	Shift / Job / Station	
Wed 1/28	--Off--	
Thu 1/29	11:30 AM to 2:00 PM, CASHI	Swap Drop Keep
Thu 1/29	4:15 PM to 8:00 PM, CASHI	Swap Drop Keep
Fri 1/30	--Off--	
Sat 1/31	--Off--	
Sun 2/01	4:00 PM to 8:00 PM, CASHI	Swap Drop Keep
Mon 2/02	11:30 AM to 2:00 PM, CASHI	Swap Drop Keep
Mon 2/02	5:30 PM to 9:45 PM, SERVE	Swap Drop Keep
Tue 2/03	11:30 AM to 1:30 PM, CASHI	Swap Drop Keep
Tue 2/03	4:00 PM to 8:00 PM, CASHI	Swap Drop Keep

Download Weekly Schedule – Clicking this option will prompt you to download a full copy of the schedule for all employees. ***This feature may or may not be available depending on your company.

Swap/Drop/Keep shifts – See below for details on Schedule Change Requests.

Schedule Change Requests

The My Schedule screen offers three options for each shift: Swap, Drop, and Keep.

Note: Schedule Change Requests are only requests. The other employee must accept the request and a manager must give final approval before the schedule is changed. You will be notified during each step of this process. Until a manager has given final approval, you are still on the schedule for your original shift.

Your Shift: Tue 1/27, 11:30 AM to 1:30 PM, CASHI

Offer Shift to Everyone

Other Shift Opportunities			
Employee	Date	Shift / Job / Station	
	Tue 1/27	10:15 AM to 3:00 PM, CASHI	Request Cancel Request
	Wed 1/28	11:30 AM to 3:00 PM, CASHI	Request Cancel Request
	Fri 1/30	10:15 AM to 3:00 PM, CASHI	Request Cancel Request
	Fri 1/30	4:00 PM to 8:00 PM, CASHI	Request Cancel Request
	Sun 2/01	10:15 AM to 2:00 PM, CASHI	Request Cancel Request

Swap – Offer to swap this shift for another shift. This will take you to a list of available shifts to swap for. You may request multiple shifts, but only one can be approved by a manager. If you choose “Offer Shift to Everyone”, the system will send out a notification to everyone who works that job letting them know you are trying to swap your shift. They can then log in and offer you the shifts they are willing to swap for.

Your Shift: Tue 3/10, 8:00 AM to 3:00 PM, DOUGH

Offer shift to:

- Anyone
- Adam Ball
- Geena Davis
- Shirley Sutton

Drop - If you would rather release your shift without picking up another shift, use this option to send notifications to employees eligible to work your shift.

Date	Shift / Job / Station	
Mon 3/23	--Off--	
Tue 3/24	--Off--	
Wed 3/25	10:00 AM to 3:00 PM, DOUGH	Swap Drop Keep
Thu 3/26	10:00 AM to 3:00 PM, DOUGH	Swap Drop Keep
Fri 3/27	10:00 AM to 3:00 PM, DOUGH	Swap Drop Keep
Sat 3/28	--Off--	
Sun 3/29	--Off--	

Keep – If you decide to keep your shift after offering a swap or drop request, use this option to cancel the request. *****Once a manager has approved the schedule change, you can no longer keep your shift.**

Requests Menu

The Requests menu is used to enter Time Off Requests, Unavailability Requests, Pick Up Shifts, or View Pending Requests.

My Requests

Use this screen to view and manage your pending requests for schedule changes, time off, or unavailability.

Requests Needing My Attention – This area shows shift change requests that others have made to you. You must accept or reject these requests.

Requests Needing My Attention	
<p>Request Type Swap Shift</p> <p>Employee Chris Collins</p> <p>My Shift Thu 3/26, 4:00 PM to 9:00 PM, DOUGH</p> <p>Their Shift Thu 3/26, 10:00 AM to 3:00 PM, DOUGH</p>	<p>Accept Reject</p>
<p>Request Type Pick Up Shift</p> <p>Employee Chris Collins</p> <p>Their Shift Fri 3/27, 10:00 AM to 3:00 PM, DOUGH</p>	<p>Accept Reject</p>

In the above example, you have two outstanding requests.

The first request is to swap shifts. The second request is to pick up a shift (without giving up a shift in return). Accepting either request will notify a manager for review. The schedule **does not** change until the manager gives final approval.

Pending Shift Requests – This area shows shift change requests you have made to others. These requests are currently pending. Once approved (or rejected), they will be removed from this area, and any changes to the schedule will be reflected in the My Schedule screen. Approval and rejection notices will be sent via text/e-mail notification if you are signed up for them (My Info→Profile). You may cancel the request at any time, up to the point a manager approves the change. **Once a manager approves the change, it can no longer be canceled.**

Pending Shift Requests	
Request Type Swap Shift Employee Chris Collins My Shift Wed 3/25, 4:00 PM to 9:00 PM, DOUGH Their Shift Wed 3/25, 10:00 AM to 3:00 PM, DOUGH	<input type="button" value="Cancel"/>
Request Type Drop Shift Employee Chris Collins My Shift Fri 3/27, 4:00 PM to 9:00 PM, DOUGH	<input type="button" value="Cancel"/>

Time Off Requests – This area shows requests you have made for time off. The status shows Approved, Pending, or Denied, depending on the manager’s response to the request. See “Request Time Off” below for more information on Time Off Requests.

Time Off Requests
Begin Time 4/15/2015 12:00:00 AM End Time 4/16/2015 12:00:00 AM Reason Personal Status Denied
Begin Time 4/24/2015 4:30:00 AM End Time 4/26/2015 4:29:00 AM Reason Vacation Comments Going out of town for the weekend Status Pending <input type="button" value="Cancel"/>
Begin Time 4/30/2015 12:00:00 AM End Time 5/1/2015 12:00:00 AM Reason Family Status Approved <input type="button" value="Cancel"/>

You may withdraw your request at any time by clicking on the ‘Cancel’ button.

Unavailability Requests – This area shows requests you have made for Unavailability. The status shows Approved or Pending, depending on the manager’s response to the request. Denied unavailability requests will not show up here, but you will receive a notification if a request is denied.

Unavailability Requests

Request Type New

Start Time Thursday 04:30 AM

End Time Thursday 02:00 PM

Reason School

Status Pending

Change
Cancel

Request Type New

Start Time Saturday 04:30 AM

End Time Sunday 04:30 AM

Status Approved

Change
Delete

To change the days/times of your request, click “Change”. All changes must be approved by a manager. You may withdraw your request at any time by clicking on the ‘Cancel’ button.

Pick Up Shifts

Use this screen to try and pick up available shifts. The list will include any shifts dropped by other employees to all, as well as house shifts the manager has made available for anyone to pick up. Any shifts you pick up here (employee or house shifts) must be approved by a manager.

Shifts Dropped by Others			
Employee	Date	Shift / Job / Station	
Chris Collins	Wed 3/25	10:00 AM to 3:00 PM, DOUGH	Pick Up Cancel Pick Up
Chris Collins	Thu 3/26	10:00 AM to 3:00 PM, DOUGH	Pick Up Cancel Pick Up
House Shift	Wed 4/01	10:00 AM to 6:00 PM, DOUGH	Pick Up Cancel Pick Up

If you pick up a shift but change your mind, click “Cancel Pick Up”. You may do this up to the point at which a manager approves the change. **Once a manager approves the change, it can no longer be canceled.**

Request Time Off

Use this screen to request time off. Time Off requests are one-time events. An example of a time off request would be taking a vacation, or going to a concert. To request permanent unavailability (need off the same day and time every week), go to Request Unavailability.

Length *

Start Date *

Reason *

Comments

* = Required

You can request off for One Day, Two Days, or Part of a Day (just Lunch or Dinner). If you choose "Other" as the length, you must specify the exact starting/ending time of the request. This would typically be used for requests longer than two days.

You will be notified by text/e-mail of the manager response (approve or deny).

Request Unavailability

Use this screen to request unavailability. Unavailability requests are for permanent unavailability (if you need off the same day/time every week). An example of an unavailability request would be if you have school or work another job the same time every week.

Reason

Start Time

End Time

Effective Date Range

Begin Date

End Date

[View requests](#)

You may set an effective date range of the request, if it only applies to a certain time period (ex: if you only need Tuesdays off for the spring semester, the effective date range would be January to May). Without an effective date range, the request will remain in effect until you or a manager goes in to change it.

You will be notified by text/e-mail of the manager response (approve or deny).

Messages Screen

The messages screen allows you to view and send messages to/from other employees and managers. You may consider using this feature instead of giving out your phone number or e-mail to other employees. **Note:** You may or may not be able to send messages, depending on the setup of your system.

The messaging feature works like an e-mail inbox. You can click on a message to reply, and delete a message by marking it and clicking the Delete button at the top. Unread messages are highlighted. To create a new message, click on Compose at the top. You may only send a message to one employee at a time unless you've been designated for broadcast messaging by your database administrator.

Compose Delete Mark as Read Mark as Unread ← 1 →

<input type="checkbox"/>			
<input type="checkbox"/>	Adam	sending to all norman employees - thanks for test, looks like i got it	Mar 3
<input type="checkbox"/>	Chandler	Can you work this Friday? - I'd love to but can you take Saturday? Family is in town.	10/20/2014
<input type="checkbox"/>	Brandon	- Hey guys I had some shifts open up today. They are: Tues AM section 2 @10:30 Thursday AMsection 9 @11:00 Friday AM section 4 10:45 :	8/11/2013
<input type="checkbox"/>	Brandon	- Guys, there are open shifts this weekend if anyone is looking to p/u contact a manager. Two more wait shifts just opened up too. Serve se	8/7/2013
<input type="checkbox"/>	Brandon	- ATTENTION ALL EMPLOYEES!!! I hung up reminders everywhere today and updated both the FOH anf BOH progress charts. EVERYONE MI	7/22/2013

If you find a message to be offensive, click 'Report Abuse' and the message will be sent to your database administrator.

Can you work this Friday?

Abigail
Pretty please? 10/20/2014

Chandler
I'd love to but can you take Saturday? Family is 10/20/2014

Abigail
to Chandler 10/20/2014

Done deal.

[Report Abuse](#)

Reply

[Return to messages](#)

Roster Screen

The Roster lists the phone number and e-mail address for all active employees in the store. **Each employee can choose whether their information is public in their profile (My Info-->Profile)**

Name	Home Phone	Mobile Phone	Email
Ackermann, Daniel			
Aloha1, Aloha1			
Ayers, Filmore			
Ball, Adam			
Bratzler, Dakota			
Capps, Tim L			
Collins, Chris			
Davis, Geena			
Dempsey, Emily		(512) 123-4567	nathan@compeat.com
Donovan, Alexander			
Edwards, Chik K		(123) 456-7894	test@compeat.com

Time Punches Screen

Click on Time Punches and you will immediately see a list of time punches over the past two weeks. The punches have been pulled in from the point-of-sale system at the restaurant. If you'd like to see punches from a different time range, you can change the From and To date.

Show Modified Time Punches – Check this box if you want to see any punches that were modified by a manager. This will display the original, unedited time punch along with the modified punch.

From To Show Modified Time Punches

Start	End	Length	Job	Cash Tips	Credit Tips	Modified
April 15 2015 5:13 PM	April 15 2015 10:51 PM	5.63	REST SERV PM	\$0.00	\$242.38	No
April 15 2015 1:50 PM	April 15 2015 4:40 PM	2.83	SERV TRAINEE	\$0.00	\$0.00	No
April 12 2015 5:21 PM	April 12 2015 11:38 PM	6.28	REST SERV PM	\$75.00	\$85.75	No
April 11 2015 4:54 PM	April 11 2015 9:25 PM	4.52	REST SERV PM	\$0.00	\$138.51	No
April 10 2015 4:16 PM	April 10 2015 10:07 PM	5.85	REST SERV PM	\$0.00	\$64.00	No
April 9 2015 4:26 PM	April 9 2015 10:33 PM	6.12	REST SERV PM	\$0.00	\$145.63	No

My Info Menu

The My Info menu allows you to change your personal profile information (including how and when you receive text/e-mail alerts), change your password, or download your W-2's and paystubs (Compeat Payroll customers only).

Profile

Street address/E-mail/Phone/Emergency Contacts – Verify your contact information and update if necessary. E-mail address and mobile phone are especially important because that is where your schedule notifications are sent to.

Preferences – Choose how you would like to receive schedule notifications (by text, e-mail, or both). Checking “Swap Requests to All” or “Dropped Shifts to All” means you will receive notifications when another employee tries to drop or swap their shift and offers it to anyone who is available. If you only want to receive notifications when someone offers a direct drop/swap with you, make sure to uncheck these options. Check “House Shifts Are Available” if you want to receive a notification when a house shift becomes available.

Include my info on roster – Choose which of your contact information you would like to make public to other employees, if any. This will show up on other employees’ roster page. Don’t forget, you can use MyWorkforce messaging as a source of communication if you don’t want to make your contact info public.

Street address

Street address

 City State/Region Zip/Postal code

 Country

Email / Phone

Email address

 Home phone Mobile phone

Emergency Contacts

Name Relationship

 Number

 Name Relationship

 Number

Preferences

Send me alerts via
 Email
 Text message

Notify me when there are
 Swap Requests To All
 Dropped Shifts To All
 House Shifts Available

Include my info on roster
 Home Phone
 Mobile Phone
 Email address

Save Changes

Change Password

Use this tool if you'd like to change your MyWorkforce password.

Current Password

New Password

Confirm Password

Change Password

Print My W-2 (Compeat Payroll customers only)

Use this to print your W-2.

Print My Paystubs (Compeat Payroll customers only)

Use this to print your paystubs.

Pay Date	Direct Deposit?	Net Pay	
April 07, 2015	Yes	\$123.49	Download
March 24, 2015	Yes	\$103.64	Download
March 10, 2015	Yes	\$84.82	Download
February 24, 2015	Yes	\$105.49	Download
February 10, 2015	Yes	\$21.97	Download
January 27, 2015	Yes	\$66.16	Download
January 13, 2015	Yes	\$115.53	Download
December 30, 2014	Yes	\$37.24	Download



How Do I?

If you are more of a visual learner, the How Do I? tab has a 7 minute video on how to use the site.

How Do I?

