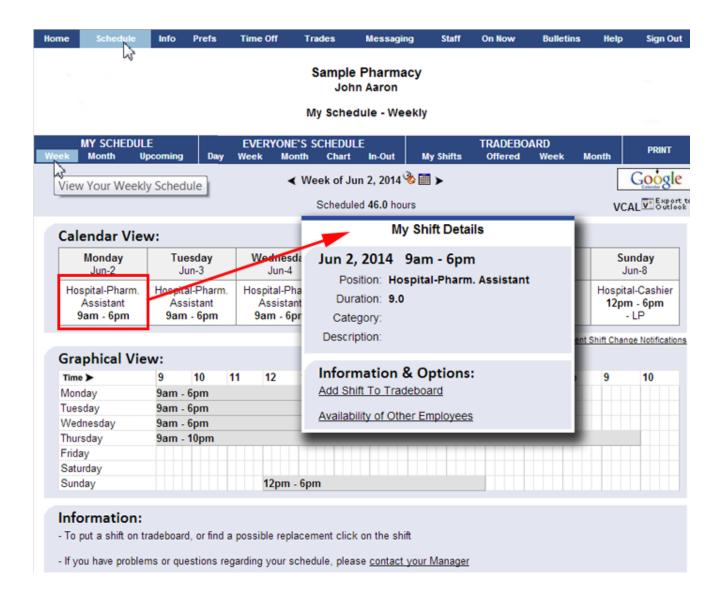# When to Work Help

Please see the screenshots below for help on frequently asked about topics. If your question is not addressed in this document please visit the When to Work help site at: http://www.when2work.com/emphelp/. If you still have questions please contact the intramural office for assistance.

Employee Home Screen:
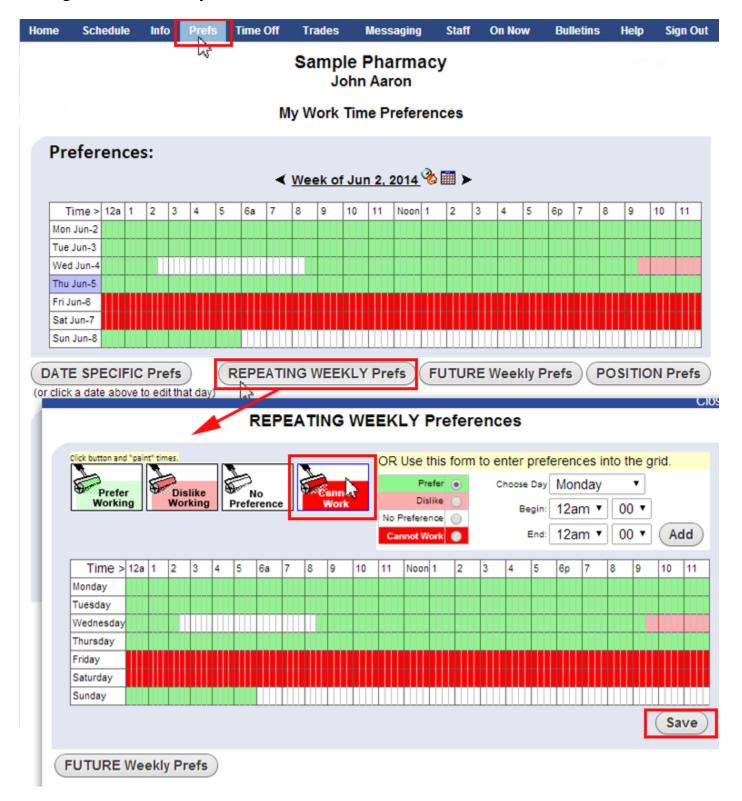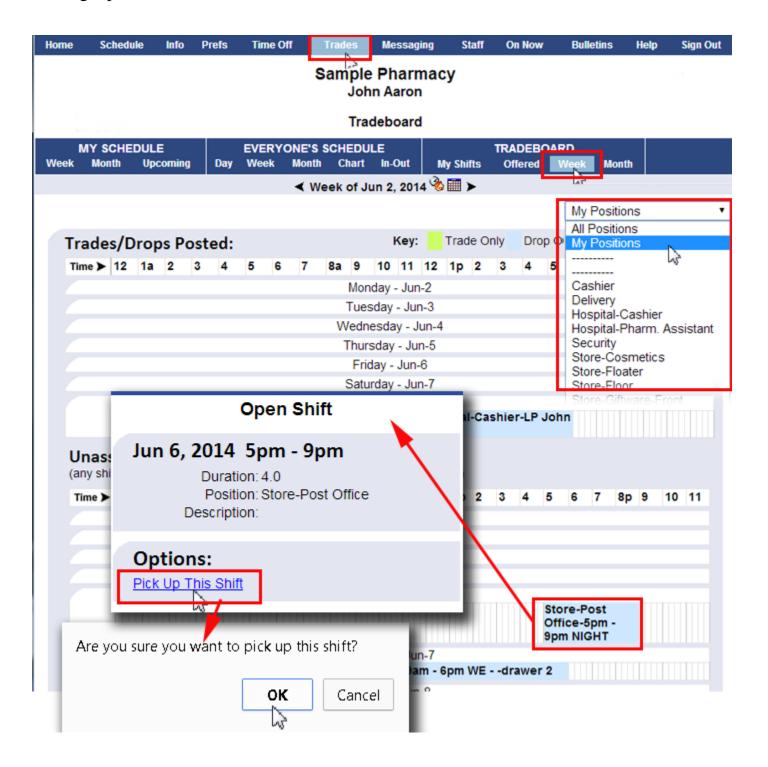
Check Your Schedule:

From your Welcome page you can click to view your schedule for each week that your manager has published.
Click **Schedule** in the top menu (or the **Show My Schedule** button) on your welcome page.

Setting Your Availability:

Picking Up Shifts:

Posting Shifts to the Tradeboard:

1)   Propose a "private" trade - find another employee's shift that you like and ask them to trade.
Look at Everyone's schedule - find a shift you prefer and click the shift to propose a trade directly with that person for that particular shift. If you click a shift that you are eligible to trade, you will see a Propose a Trade link in the shift window. You can then choose the shift you want to trade from your list. The other employee will be notified of your offer and they will need to approve the offer.

If required it will then be sent to your manager for approval.

2)   Add the Shift to the Tradeboard
Click on your shift and then click the **Add Shift to Tradeboard** link. You can set whether you want to drop or trade for another shift. Once added to the Tradeboard you will be notified when someone offers to trade their shift or just pick up your shift. If you have certain employees in mind that might want to trade you can message them telling them your shift is on the Tradeboard and available.

If you agree to the trade then it is sent to your manager for approval.
NOTE: If you do not agree to the trade a message is sent to the other employee BUT your shift is not automatically put back on the Tradeboard **you must go in and repost your shift on the Tradeboard** if you still want to get rid of that shift.