Instructions on Choosing Work Shifts

Sign-ups will be open on-line Wednesday, September 5th from 12-8:00 p.m.

There will be an informational meeting at Weinstein Auditorium in Wright Hall on Wednesday, September 5th from 4:15-5:30 p.m.

You will receive an email with temporary login.
If you do not receive an email by September 1st please e-mail Rick Rubin at RRubin@smith.edu

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COMPOSE

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People (2)

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to me ▾

Dear Rick Alan,

Rick Rubin at Student Work Schedules has set up an account for you at WhenToWork.com
and requests that you sign in to view your schedule information.

Please go to: https://WhenToWork.com

Click "Sign In" in the upper right corner and enter the following temporary sign in
information:

Username: W2WC574770557
Password: W2WNTLLY

WhenToWork.com
autoforward@mail3.whentowork.c...

Show details

On the Whentowork (WTW) home page you will be directed to sign-in with your temporary login instructions. Please note during this process you may need to refresh the page you are working on

You will be asked to create your own Username & Password, it would be best if you used your smith login info. Go to step 2

You will then be asked to provide a cell number and your address. YOU ONLY NEED TO PROVIDE YOUR CELL. Then check the 2 circles "All employees" under the "Who can view" caption. Press the "Finish" button.

Press the "Start" button to continue

Press on the "Tradeboard – Pick up Open Shifts" button

Click on the calendar icon to 'Select a New Date". The calendar will bring you to the present week. By pressing the arrow icons on the calendar go to the week of September 9, 2018.

Under the caption "EVERYONE'S SCHEDULE" press the button "Week"

Press the drop down box "All Positions" and choose the Dining Hall that you should be working at (see the next screen for house assignments)

KITCHEN				
Chapin	Haven	Wesley	Chapin	
Chase	Chase	Baldwin	Duckett	
Cushing/Emerson	Cushing	Emerson	Jordan	
Gillett/Northrop	Gillett	Northrop	Albright	
Hubbard	Hubbard	Washburn	44 Green	
King	King	Scales	150 Elm	Park
Lamont	Lamont	Talbot	Capen	
Morrow/Wilson	Morrow	Wilson	Gardiner	
Tyler	Tyler	Lawrence	Morris	
Comstock/Wilder	Comstock	Wilder	Gardiner	
Cutter/Ziskind	Cutter	Ziskind	Sessions	
Ziskind Kosher	Cutter	Ziskind	Sessions	
Dawes House	Any Student			

Choose the shifts you can work by clicking on the "(unassigned)" button under the time you can work. ***PLEASE DO NOT TAKE MORE THAN 5 SHIFTS PER PERSON***. You can always choose more shifts at a later date once your schedule is settled. Once you click on the shift a pop-up box will appear. Press the "Click here to request this shift"

Click on the "Yes" button if you are selecting this shift

You are now assigned to the shift-Close the window and continue choosing shifts

https://www3.whentowork.com/cgi-bin/w2wCC.dll/emppickupopenshift?SID=87724612841AB&TransactionID=574593235

✖ Close

You are now assigned to the shift.

2:40 PM
6/29/2017
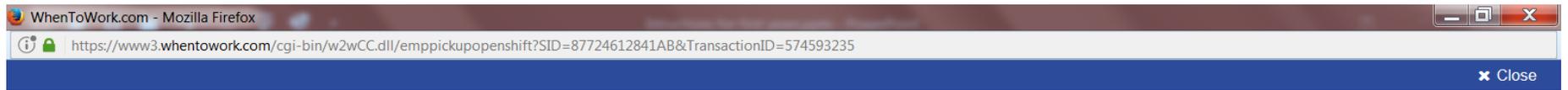
To view your schedule click "Week" under the "My Schedule" caption

1. **Please note the shifts you choose is your schedule for the semester NOT JUST FOR THIS WEEK. Your Student Work Coordinator will fill in your schedules for the semester.**

2. **The first day of class (Thursday, September 6th) is the official start of the fall work period. If you have shifts on Thursday this will be your first day to work otherwise your first day of work will be on the coinciding day (i.e Friday shifts on Friday, September 8th, Saturday Shifts on Saturday September 9th etc.)**

3. **If you have any questions please feel free to call or email Rick Rubin in the Dining Services office 413-585-2318 or RRubin@smith.edu**