

WhenToWorkSM is the most advanced online employee scheduling program available. You can automatically assign your shifts based on employee work time preferences. Also included: automatic e-mail and text message notifications, employee tradeboard, company bulletin board and employee tracking...all for HALF THE COST of other employee scheduling programs!

- Create Better Schedules
- Save Time & Money
- Improve Communication
- Be Better Informed
- Schedule with Security & Flexibility

Benefits & Price List

**No Risk 30 Day
Free Trial**
for all your manager
and employees

Go to
WhenToWork.com
and use the
Express Sign Up form
to start your free trial
today



Fast, Easy & Affordable Scheduling

- **Control** - you control what employees & managers can do and see online
- **Increase Efficiency** - know coverage availability info
- **Delegate** - add unlimited number of managers
- **Better Planning** - know your approximate payroll costs
- **Convenient** - unlimited online access from anywhere
- **Organization** - approved time offs are automatically updated in schedule
- **Privacy** - all information is secure and password protected
- **Support** - online help and prompt customer support

Employees Love WhenToWork Too!

- **Easy** - employees automatically receive a unique ID and password
- **Convenient** - check schedules day or night - no more calling in
- **No Email Address Needed** - even employees without e-mail receive messages
- **Great Schedules** - they can enter their work time preferences and request time off
- **Trading Shifts** - optional tradeboard included to allow online shift trade
- **Notifications** - employees can choose when to be notified by email or text message on their cell phone

Studies have found that employees are more likely to accept work schedules if their scheduling preferences are factored in - reducing overtime, absenteeism & turnover costs.

WhenToWork Online Scheduling Pricing	Number of Employees	Pay Monthly	3 months total price	6 months total price	1 year total price
(prices shown includes access by all managers & employees) Your first 30 days are free.	1-10	\$15	\$40	\$60	\$100
	11-30	\$30	\$80	\$120	\$200
	31-60	\$45	\$120	\$180	\$300
	61-100	\$60	\$160	\$240	\$400
	101-150	\$75	\$200	\$300	\$500
	151-200	\$90	\$240	\$360	\$600
	Over 200	See www.WhenToWork.com or contact us: info@when2work.com			

WhenToWork.com Online Employee Scheduling - Features List

All options and features are included in our membership pricing. NO setup or hidden charges. Note & compare these unique features

<p>Free Trial</p> <ul style="list-style-type: none"> • use of program for 30 days by all managers & employees • easy to learn and use - you can be scheduling in minutes • no personal or billing information required to start your free trial • even remain anonymous if you like • free customer support for all users (employees & managers) 	<p>Customer Service</p> <ul style="list-style-type: none"> • prompt free customer service by e-mail for all users • knowledgeable staff can make recommendations & help guide you • extensive, searchable, topic-based help documentation • we encourage all user feedback & suggestions • improvements and upgrades provided at no additional cost
<p>Access</p> <ul style="list-style-type: none"> • unlimited number of sign-ins by all users • e-mail sign-in instructions to employees & managers • no special software is needed – access from any Internet connection • forgotten ID or password can be automatically e-mailed to user • employee access is optional • special phone access by pda/cell phones to view schedules 	<p>Setup</p> <ul style="list-style-type: none"> • your ID & password are immediately e-mailed when you sign up • immediate access to fully functioning program for 30 days • setup wizard helps you get started scheduling in minutes • quickly add shifts across days and for multiple workers • enter times in almost any format (no complicated restrictions) • we can import your employee spreadsheet to expedite setup
<p>Managers' Permissions</p> <ul style="list-style-type: none"> • set up unlimited number of managers with 12 permission levels • managers can view only certain departments, locations or groups 	<p>Multiple Locations or Departments</p> <ul style="list-style-type: none"> • unlimited number of positions (jobs), locations and shifts • each location can have its own account at no extra charge
<p>Employee Permissions</p> <ul style="list-style-type: none"> • set permissions for employees trading, dropping, & picking up shifts • set whether employees can choose their preferred locations or jobs • can allow employees to view the entire schedule or just their own • employees can set their own contact information as private 	<p>Employees' Information</p> <ul style="list-style-type: none"> • only minimal employee info required: name & allowed positions • optional info can be added like email, phone, employee ID, pay rate • add employee e-mails for automatic message forwarding • know if each employee has viewed their up-to-date schedules
<p>Employees' Preferred Work Times, Jobs & Locations</p> <ul style="list-style-type: none"> • employees can sign-in and set times they like and dislike working • preferences are used by AutoFill to assign optimal schedule for all • you can allow employees to choose their preferred jobs/locations 	<p>Time Off</p> <ul style="list-style-type: none"> • employees can sign-in and request time off for full or partial days • when time off is approved, schedules are automatically updated • AutoFill will not assign employee during approved time off period
<p>Customized Design & Layout</p> <ul style="list-style-type: none"> • all pages are configurable • 12 different schedule views to display data however you wish • display can be set to show certain groups, departments or locations • upload your company logo 	<p>Printing</p> <ul style="list-style-type: none"> • print from 12 different schedule views - all printouts are configurable • filter schedules to show certain locations, groups or departments • print employee & manager sign-in instructions with ID & password • your company logo can appear on printouts
<p>Communication</p> <ul style="list-style-type: none"> • each user can choose when to be notified by email or text message • send & receive messages without e-mail • send messages to individuals, groups or all employees • send Urgent Text Alerts to employee & manager cell phones • employees can be notified when a shift they can work is available • special notices to employees can be posted for them to see • your own company Bulletin Board to further improve communication 	<p>Reminders & Automatic Notifications</p> <ul style="list-style-type: none"> • send reminders to all or some working tomorrow, next week, etc. • automatic notifications sent when schedule is published or changed • extensive email notification options • extensive text message (cell phone) notification options • employee sign-in instructions can be e-mailed to employees • employees are notified of "what's new" each time they sign in
<p>Scheduling</p> <ul style="list-style-type: none"> • weekly, shift-based scheduling • 12 different schedule view choices (calendar, list, graphical etc.) • one-click AutoFill automatically assigns employees based on work time preferences, approved time off & cannot work hours • easily find replacements 	<p>AutoFill Schedules</p> <ul style="list-style-type: none"> • one-click AutoFill assigns shifts based on work time preferences • advanced algorithms are used to calculate an optimum schedule • AutoFill using: equal priorities, seniority or scheduling groups • AutoFill can automatically schedule split shifts if needed
<p>Publishing Schedules</p> <ul style="list-style-type: none"> • "publishing" sends notices & lets employees see schedule online • change a published shift and employee receives notification • "unpublish" feature puts a published schedule "on hold" 	<p>Save & Import Schedule Templates</p> <ul style="list-style-type: none"> • import previous days or weeks – all or only certain positions (jobs) • create unlimited number of daily and weekly templates • create, save and import rotational type weekly schedules
<p>Employee Tradeboard & "Open Scheduling"</p> <ul style="list-style-type: none"> • optional employee tradeboard included • let employees trade shifts online (with or without approval) • monitor the employee tradeboard • publish with open shifts and allow employees to choose their shifts 	<p>Statistics</p> <ul style="list-style-type: none"> • quickly know who has viewed & confirmed their schedule • stats view shows detailed statistics for each day and week • "at-a-glance" configurable, editable employee list grid • "at-a-glance" availability & coverage information for any time period
<p>Data Export & Security</p> <ul style="list-style-type: none"> • export in a variety of formats for use with other programs • all info is confidential and is never shown to other parties • daily database backups - super fast site servers monitored 24/7 • multiple power source backup & OC3 connections • secure ssl encrypted password protection for all users 	<p>Pricing</p> <ul style="list-style-type: none"> • pricing based on number of employees in your account • all major credit cards or checks accepted for payment • purchase orders accepted at our mailing address • our low fees include access by all users for all features, options and updates - no hidden, setup or add-on fees