

# Get the Schedule on Your Phone

We use When I Work for scheduling and communicating at our workplace. The app makes it easy to check your schedule, trade shifts, request time off, and communicate with coworkers.



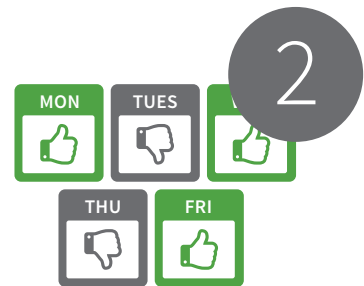
## Accept Invite

Look for an email or text message from your manager inviting you to join their workplace. Accept the invite and set your password to get started.

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## Set Availability Preferences

Set your availability preferences so your manager can see when you prefer to work and when you prefer not to work. You can also set up alert preferences so you never miss a shift.



## Check Your Schedule

Use the When I Work app to view the schedule your manager has created and to find out when you work next. You can also use the app to request time off or swap shifts with coworkers.

For additional help, go to [help.wheniwork.com/employees](https://help.wheniwork.com/employees)

Success! Now your work schedule is always in your pocket.