

# HOW TO TRADE A SHIFT

If you are unable to be at work for one of your scheduled shifts, this Power Point will guide you through the process to help you find a replacement.

# STEP ONE

## Log in to Whentowork.com

WhenToWork.com - Home Page - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Refresh Print Mail Stop Send To People

Address <https://www2.whentowork.com/cgi-bin/w2wb.dll/home?SID=1733539756433A> Go Links

HOME Schedule Info Prefs Time-off Trades Messaging Staff On Now Bulletins HELP

**WhenToWork**<sup>SM</sup>  
.com

**Grinnell College**

**Welcome Dick Williams**

**SIGN-OUT**

**What's New!**  
Sep 5, 2008 01:22pm

A new schedule is ready

You have 5 new messages.

- Show My Schedule
- Show Everyone's Schedule
- Change My Information (Notifications, Phone, etc.)
- Choose Times I Prefer to Work
- Request Time Off (Full or Partial Day)
- Tradeboard - Pick Up Open Shifts
- Send a Message to My Manager
- Staff List
- Who Is Working Right Now
- Bulletin Board
- Sign Out

Grinnell College Dining Services welcomes you to our new scheduling system.

[For Problems with your schedule, please contact your Manager](#)

[Click here to contact WhenToWork Support](#)

Internet 3:29 PM

# STEP TWO

Click on TRADES in the top tool bar.

WhenToWork.com - Home Page - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Refresh Print Mail Stop

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WhenToWork.com Grinnell College

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Friday, September 05, 2008 3:31 PM



# STEP FOUR

Click on the TRADE box of the shift you want to TRADE.  
(If you have multiple shifts please click on the shift you are wanting to trade.)

Trade My Shifts - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <https://www2.whentowork.com/cgi-bin/w2wB.dll/empaddshift.htm?SID=1733539756433A>

HOME Schedule Info Prefs Time-off Trades Messaging Staff On Now Bulletins HELP

WhenToWork.com

Grinnell College  
Dick Williams

SIGN-OUT  
Sep 5, 2008  
01:37pm

Trade My Shifts

MY SCHEDULE			Everyone's Schedule				TRADE MY SHIFTS		TRADES OFFERED		TRADEBOARD	
Weekly	Monthly	Upcoming	Daily	Weekly	Monthly	Chart	In-Out					
	Sep 6, 2008		8:30am - 10:30am				Dishroom Floater Breakfast	BRKFST	<input type="checkbox"/> Trade	<input type="checkbox"/> Drop		
	Sep 6, 2008		4:45pm - 8pm				Sanitation Dinner	DNNR	<input type="checkbox"/> Trade	<input type="checkbox"/> Drop		

To request a trade and/or drop - click the boxes and then click Post.

Trade Posted  Trade  Drop

Want to:  Trade  Drop

Comment to show on tradeboard

Post

For Problems with your schedule, please [contact your manager](#)

You may add comment here to make your plea more appealing for someone to take your shift.

Done Internet 3:37 PM

# STEP FIVE

- Please use the system to post a trade/substitution only. If you are wanting to drop a shift, please do not post it on [Whentowork.com](http://Whentowork.com).
- Please see one of the supervisors to discuss dropping a shift.