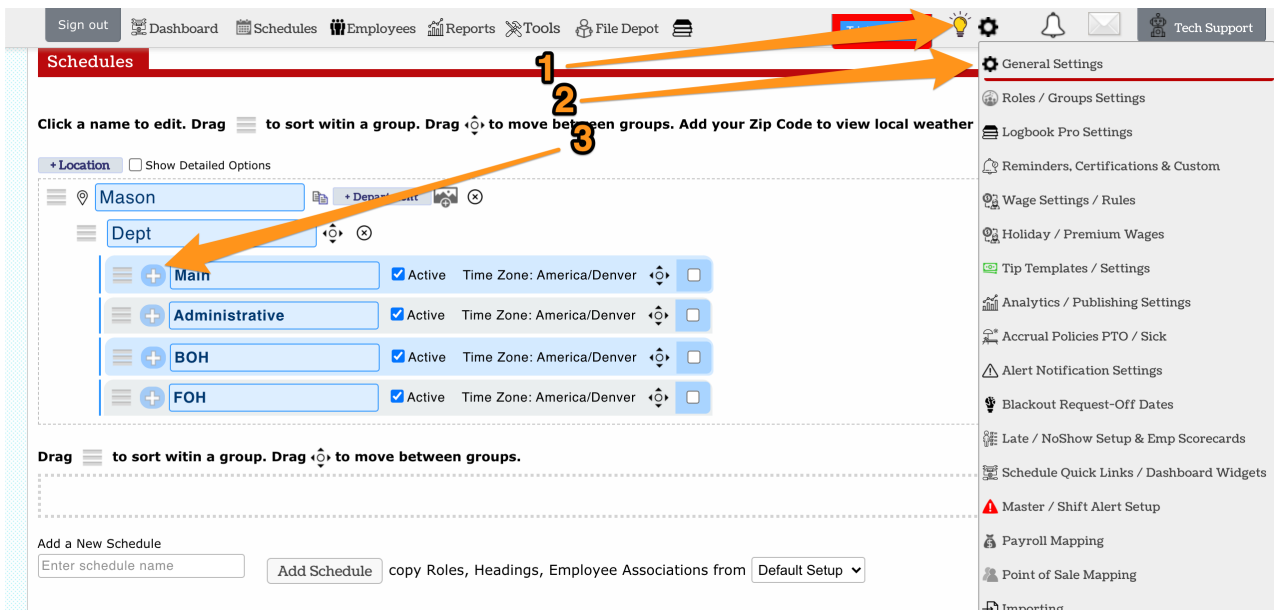


Confirm Employees View Published Schedule

Last Modified on 12/24/2023 2:44 pm MST

Within Teamwork's schedule settings, you can require employees to confirm that they have seen a published schedule. First navigate to schedule settings.



Next, check this box. Note there is an option to exclude employees without any shifts in the published schedule.

Schedule Settings

- Restrict Employees to only see other Shifts on days working
- Force Photo Authentication for Clock In and Clock Out (iOS, Android and Clover) (Rotate Images)
- Allow Employee Default Wage to be created
- Allow Employee Tipped Wage to be created
- Do not Show Shift End Times (as Default)
- Must Choose a Role on Shift and Clock In Creation
- If schedule published and still has unassigned shifts days prior to week start
-
- Only Allow Shift Trades / Swaps on Qualified Roles
- Automatically 'Offer' Unassigned Shifts
- Offer Unassigned Shifts to all working employees
- Confirm Employee Viewed After Published (Only Employees with Shifts)
- Show Events on Unpublished Schedules
- Publishing Schedule Warnings - Check Employee Availability Check Employee Days Off

Send Alert

- If schedule not published days prior to week start

Now, when an employee signs into Teamwork (either from the mobile app or computer), they will be prompted for the below options. If they click "I have viewed them," the warning will not reappear. If they click "No I have not," they will be prompted with the same alert the next time they log in.

