## 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.

| Sign o    | ut 😨 Dashboard 🗰 Schedu    | lules 🏶 Employees 🖆 Reports 🛞 Tools 🖧 File Depot 🚍                                       | 🔆 💠 🔔 🔛 😤 Tech Support                                |
|-----------|----------------------------|--|---|
| Sched     | lules                      | 1  | General Settings                                      |
|           |                            | 2  | Roles / Groups Settings                               |
| Click a n | name to edit. Drag 📄 to s  | ort witin a group. Drag أَنْ to move be recen groups. Add your Zip Code to view local we | ather Eugbook Pro Settings                            |
| + Locatio | on Show Detailed Options   |  | 🔔 Reminders, Certifications & Custom                  |
|           | Mason                      | Barrie - Departer-art book ⊗   | @글 Wage Settings ∕ Rules                              |
|           | Dept                       | 환글 Holiday / Premium Wages   |   |
|           | 🔲 🕂 Main                   | Z Active Time Zone: America/Denver 🂠 🔲   | Tip Templates / Settings                              |
|           | Administrative             | Z Active Time Zone: America/Denver   | ាំ Analytics / Publishing Settings                    |
|           |                            |  | $\widehat{\mathcal{A}}^*$ Accrual Policies PTO / Sick |
|           | ВОН                        | Active Time Zone: America/Denver (0)   | ▲ Alert Notification Settings                         |
|           | Е 🕂 ГОН                    | Active Time Zone: America/Denver 🎲 🔲   | 🗳 Blackout Request-Off Dates                          |
| Drag 🚍    | to sort witin a group. Dra | 🏭 Late / NoShow Setup & Emp Scorecards   |   |
| bray      | e sort with a group. Dra   | 📰 Schedule Quick Links / Dashboard Widge   |   |
|           |                            |  | 🛕 Master / Shift Alert Setup                          |
| Add a Nev | w Schedule                 | A Payroll Mapping  |   |
| Enter sch | hedule name Ac             | a Point of Sale Mapping  |   |
|           |                            |  | Dr  |

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 cruated   |
| Do not Show Shift End Times (as Default)   |
| ✓ Must Choose a Role of Shift and Clock n Creation                                       |
| ✓ If schedule publist a still has unassigned shifts 1 days prior to week start           |
| Allow Employer phift Trades / Swaps Rec <mark>e</mark> ring Manager Approval             |
| Only A' shift Trades / Swaps on Quali P/les  |
| A A A A A A A A A A A A A A A A A A A  |
| an 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 2 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.

| Dish Gar Dashboard Bischedules WEntpioyees Trous                                   | Å Å | <b>-</b> | Mason Wagner |
|--|-----|----------|--------------|
| Begin Shift  |     |          |              |
| Have you viewed these Published Schedules:<br>Main - Week of Thursday Sep 16, 2021 |     |          |              |
| My Dashboard   | -   | -        |              |