## 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                      |  | General Settings                     |
|           |                            | 2  | Roles / Groups Settings              |
| Click a n | name to edit. Drag 📄 to s  | sort witin a group. Drag ộ to move be reen groups. Add your Zip Code to view local wea | Logbook Pro Settings                 |
| + Locatio | on Show Detailed Options   |  | Reminders, Certifications & Custom   |
|           | Mason                      | 🗈 + Department 🦗 🏵   | @ Wage Settings / Rules              |
| =         | Dept                       | 🚉 Holiday / Premium Wages  |                                      |
|           | 🔲 🕂 Main                   | Z Active Time Zone: America/Denver 💠 🗌   | 🖭 Tip Templates / Settings           |
|           | Administrative             | Active Time Zone: America/Denver   | ាំំា Analytics / Publishing Settings |
|           |                            |  | Accrual Policies PTO / Sick          |
|           | ВОН                        | ☑ Active Time Zone: America/Denver 🗘 🔲   | ▲ Alert Notification Settings        |
|           | Е 🕀 ГОН                    | Active Time Zone: America/Denver 🤃 🗌   | Blackout Request-Off Dates           |
| Drag      | to sort witin a group. Dra | 辭 Late / NoShow Setup & Emp Scorecards   |                                      |
| brag      |                            | 📰 Schedule Quick Links / Dashboard Widge   |                                      |
|           |                            | 🛕 Master / Shift Alert Setup   |                                      |
|           | w Schedule                 | 👸 Payroll Mapping  |                                      |
| Enter sch | hedule name Ac             | a Point of Sale Mapping  |                                      |
|           |                            |  |                                      |

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

| Sabadula Sattinga  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|
| 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 or shift and Clock Creation   |  |  |  |  |  |  |  |
| ✓ If schedule publist a still has unassigned shifts 1 days prior to week start           |  |  |  |  |  |  |  |
| Allow Employee shift Trades / Swaps Receing Manager Approval                             |  |  |  |  |  |  |  |
| Only Alt Shift Trades / Swaps on Quality Pyles   |  |  |  |  |  |  |  |
| A sucally 'Offer' Unassigned Shifts  |  |  |  |  |  |  |  |
| 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.

| Sign out 🕎 Dashboard 🛗 Schedules 🙀 Employees 🛞 Tools |  | 🍯 🏹 | 11 | Mason Wagner |
|--|--|-----|----|--------------|
|  | Begin Shift  |     |    |              |
|  | ou viewed these Published Schedules:<br>Main - Week of Thursday Sep 16, 2021 |     |    |              |
| My Dashboard   |  | -   | -  |              |