



When to Work Overview



WhenToWork

Employee Scheduling

Testimonials

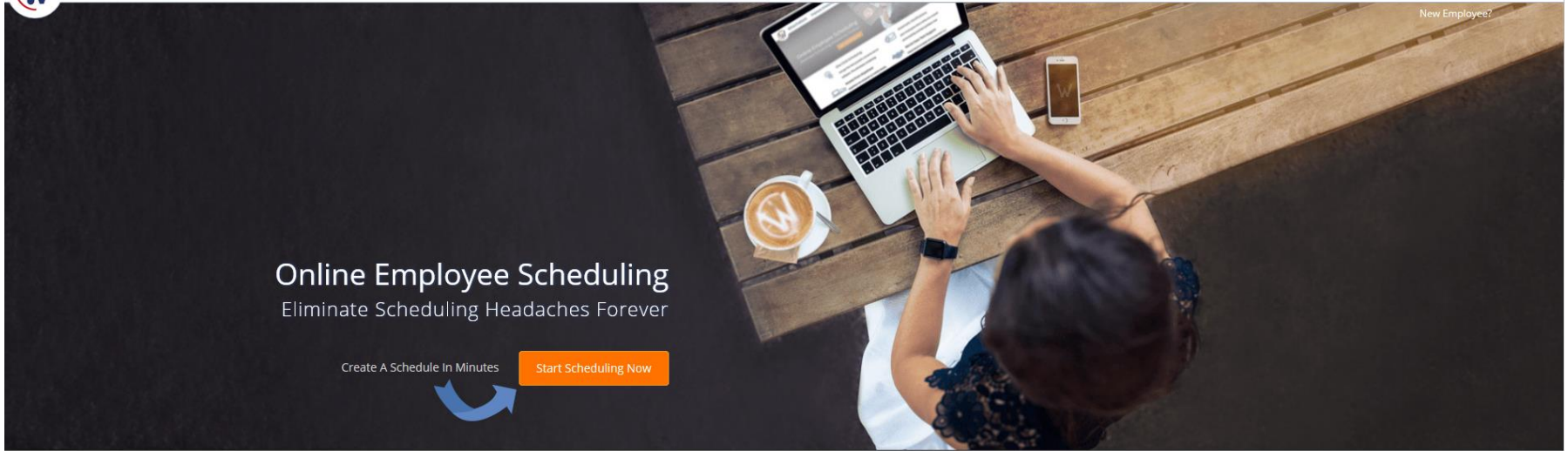
Pricing

About

Free Trial

Sign In

New Employee?



Online Employee Scheduling Eliminate Scheduling Headaches Forever

Create A Schedule In Minutes

Start Scheduling Now



The Ultimate Solution For Your Scheduling



One Click Scheduling

Assign employee schedules with a single click and get the best possible outcome due to our proprietary shift scheduler algorithm software. This eliminates scheduling conflicts and prevents human error.



Access From Anywhere

Securely access When To Work online from anywhere via computer or mobile device. No need to install any software. The simple interface and streamlined communication features save you time and let you keep track of employee shifts with just a quick glance.



Automatic Notifications

Send automated emails and texts to notify your employees when shifts are created and updated. Improve employee accountability and feel confident that everyone is up to date.



World Class Tech Support

Have questions or need help? Get responses in a matter of minutes from our US-based support center - no bots or outsourced services. Experience the best customer support for scheduling applications. Your success is our top priority.

Learn More



When to Work Overview



Blacksburg Transit
JOHAN GUYT (T1)



Jun 10, 2020
11:51am

Home

- My Schedule
- Everyone's Schedule
- Change My Information
- Choose Times I Prefer to Work
- Request Time Off
- Tradeboard - Pick Up Open Shifts
- Messaging
- Send Message to My Manager
- View Staff List
- See Who Is Scheduled Right Now
- View Bulletin Board
- Sign Out

What's New!

New schedule published
38 new messages

Connect

Questions about your schedule?
[Click here to contact your manager.](#)

[Terms of Service](#) | [Privacy Policy](#)
Last updated: May 2018

Next Shift

Thu Jun 11, 2020
6:45am-9:45pm
Bus Operator 1
21A - \$ - HWD @ Burruss (S) [ARTIC 2]

Notice

Updated - May 18th

Please click [HERE](#) for the Operator Information section of the BT website

Notes and Detours

- See the Operator Information Page for Updates.
- Christiansburg FY20 v.2 Route Cards
- FY20 v.3 Full Service Bus Route Cards

BT Training

- BT Training Webpage
- BT Safety Meetings Webpage
- Certifications must be kept up to date. Please check with Training each semester regarding your certifications.

2018 - BT EEO Statement



When to Work Overview

- Home
- Schedule
- Info
- Prefs
- Time Off
- Trades
- Messaging
- Staff
- On Now
- Bulletins
- Help
- Sign Out



Blackburg Transit
JOHAN GUYT (T1)



Jun 10, 2020
11:53am

My Schedule

MY SCHEDULE			EVERYONE'S SCHEDULE					TRADEBOARD					PRINT
Week	Month	Upcoming	Day	Week	Month	Chart	In-Out	My Shifts	Offered	Week	Month	Recent	

◀ Week of Jun 7, 2020 ▶

Scheduled 18.25 hours

→ Recent Shift Change Notices

My Schedule

Sun Jun-7	Mon Jun-8	Tue Jun-9	Wed Jun-10	Thu Jun-11	Fri Jun-12	Sat Jun-13
				Bus Operator 1 6:45am - 9:45pm A - 21A - \$ - HWD @ Burruss (S) [ARTIC 2]	Bus Operator 1 6:45pm - 10pm 31E - \$ - TOM via Progress @ Torgersen (E) [ARTIC 9]	

Graphical View

Time ▶	6	7	8a	9	10	11	12	1p	2	3	4	5	6	7	8p	9	10
Sunday																	
Monday																	
Tuesday																	
Wednesday																	
Thursday					6:45am - 9:45pm 21A - \$ - HWD @ Burruss (S) [ARTIC 2]												
Friday														6:45pm - 10pm 31E - \$ - TOM via Progress @ Torgersen (E) [ARTIC 9]			
Saturday																	

Information

- To put a shift on tradeboard, or find a possible replacement click on the shift.

- If you see colored shift text and need to know the meaning please [contact your manager](#)

Shift is on Tradeboard

Offer pending manager approval



When to Work Overview

Home Schedule Info Prefs Time Off Trades Messaging Staff On Now Bulletins Help Sign Out



Blacksburg Transit
JOHAN GUYT (T1)



Jun 10, 2020
11:53am

My Schedule

MY SCHEDULE EVERYONE'S SCHEDULE TRADEBOARD PRINT
Week Month Upcoming Day Week Month Chart In-Out My Shifts Offered Week Month Recent

June 2020

Scheduled 18.25 Hours

Recent Shift Change Notices

My June 2020 Schedule

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4	5	6
7	8	9	10	11	12	13
				Bus Operator 1 6:45am - 9:45pm - A 21A - S - HWD @ Burruss (S) [ARTIC 2]	Bus Operator 1 6:45pm - 10pm 31E - S - TOM via Progress @ Torgersen (E) [ARTIC 9]	
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Information

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- If you see colored shift text and need to know the meaning please [contact your manager](#)

Shift is on Tradeboard

Offer pending manager approval





When to Work Overview



Blacksburg Transit
JOHAN GUYT (T1)



Jun 10, 2020
11:54am

My Schedule

MY SCHEDULE			EVERYONE'S SCHEDULE				TRADEBOARD					PRINT	
Week	Month	Upcoming	Day	Week	Month	Chart	In-Out	My Shifts	Offered	Week	Month	Recent	

→ Recent Shift Change Notices

My Upcoming Shifts

Date/Time	Position	Category	Desc
Thu Jun 11, 2020 6:45am - 9:45pm	Bus Operator 1	A	21A - \$ - HWD @ Burruss (S) [ARTIC 2]
Fri Jun 12, 2020 6:45pm - 10pm	Bus Operator 1		31E - \$ - TOM via Progress @ Torgersen (E) [ARTIC 9]

Information

- To put a shift on tradeboard, or find a possible replacement click on the shift.
- Shifts missing? If your list stops at a certain date you can post later shifts to the tradeboard by going to your [My Schedule Month](#) page and clicking the shift.
- If you see colored shift text and need to know the meaning please [contact your manager](#)

If you have questions about your schedule, please [contact your manager](#).



When to Work Overview

The screenshot shows a web browser window titled "WhenToWork.com - Shift Details - Microsoft Edge". The address bar contains the URL "https://www4.whentowork.com/cgi-bin/w2wD4.dll/empscheduleentry.htm?SID:". A blue bar at the top of the page content has a "Close" button. The main content is titled "My Shift Details" and is divided into two sections: "Thu Jun 11, 2020" and "Info & Options".

My Shift Details

Thu Jun 11, 2020

- Time 6:45am - 9:45pm
- Position Bus Operator 1
- Paid Hours 15.0
- Category A
- Description 21A - \$ - HWD @ Burruss (S) [ARTIC 2]

Info & Options

- Add shift to tradeboard
- Availability of other employees



When to Work Overview

A screenshot of a web browser window displaying the 'WhenToWork.com - Shift Details' page. The browser's address bar shows the URL: https://www4.whentowork.com/cgi-bin/w2wD4.dll/empscheduleentry.htm?SID:. Below the browser window, the page content is displayed on a light blue background. The main heading is 'My Shift Details'. Underneath, the date 'Fri Jun 12, 2020' is shown. The shift details are listed as follows: Time: 6:45pm - 10pm; Position: Bus Operator 1; Paid Hours: 3.25; Category: (blank); Description: 31E - \$ - TOM via Progress @ Torgersen (E) [ARTIC 9]. Below the shift details, there is a section titled 'Info & Options' which includes the text 'Add shift to tradeboard' and 'Availability of other employees'.

www.whentowork.com