WhenToWork (W2W)

Home Page
Main navigation page displayed after login screen

Blacksburg Transit
John Doe
Home

Show My Schedule
Show 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

Show My Schedule
Displays shifts currently assigned for the current work week
Click on a shift to see a larger/detailed version of the shift

1. Position Required to fill shift. Generally will line up with your job position (Bus Operator I, ACCESS Operator, Dispatcher) but will sometimes vary.
2. Pay time for shift
3. Shift category. In this example, an A shift is generally the earliest shift that occurs at BT. It is a fixed route bus that begins here at the shop and continues from the shop out to service.
4. Route number, name, and on campus time check location. CRC – Corporate Research Center. “@ Newman” = On campus timecheck at Newman Library. “(S)” = Shift starts at shop “(E)” = shift ends at shop
5. “Add shift to tradeboard” brings up the option to trade and/or drop the shift. Once a shift is added, other operators may pick up or suggest a trade with you for your shift.

Note: You are still responsible to work that shift until WhenToWork has notified you that another operator has picked up your shift.
Change My Information/Preferences (Text/Email Alerts)

View and update personal information, sign up for email and text alerts/notifications, as well as restrict who is able to see personal information.

WhenToWork will sync with Google Calendar

**NOTE:**

Google Calendar will not always update when a change is made to WhenToWork.

WhenToWork is the schedule that you are expected to follow. You are responsible for shifts assigned to you on WhenToWork.
Once at least one email or mobile phone number has been added to the system, W2W can forward a variety of notifications and messages to those respective forms of contact.
Choose Times/Availability

By updating your preferences and availability via W2W, we can more easily assign you shifts that work well with your schedule.

“Repeating Weekly” tab allows you to set and save a consistent schedule over a long period of time (e.g. for a fall school semester) while still retaining the ability to go back and edit specific days for unique schedule changes.

Time off /LOA

Time off and leave of absence must be requested in accordance with the Operations Employee Rules and Regulations handbook. Any questions can be directed to the Human Resources Generalist.

“Request Time Off” – Displays this page (below)

1. Choose date for start of time off
2. Indicate how many days you are requesting off in a row
3. Comment (Summer LOA, Personal Reason, Etc) Note: Other staff may see comment
4. Submit via Request Time Off button
5. Wait for approval (which will be noted in the status column)
Tradeboard/Picking Up Shifts

Add shift to tradeboard (from page 2) will bring up this screen

Trade: Operators may offer a shift in exchange for this shift
Drop: Allows other operators to simply pick up the shift
Either: Allows both options

You will receive a WhenToWork message when someone has picked up your shift. To cancel your tradeboard entry, simply find your shift, and click “remove shift from tradeboard”

Clicking on someone else’s tradeboard shift displays shift information.

“Click here to request this shift” brings up a dialogue box asking if you are sure.

Note: Once you have picked up a shift it is your responsibility.
Messaging

This is where you can both send and receive important communication from BT managers and staff. Any changes to your schedule, detour notes, safety updates, and other critical information will be sent here.

To send a message:

1. Click on “Write”

2. Click on “Send to” in the “To” subject line

3. Select the manager or staff member you wish to contact from the drop down list
4. Compose your message, then hit “send”