

PeopleMatter Mobile App & SCHEDULE Features

Download the PeopleMatter Mobile App

- Download the PeopleMatter Mobile App from the App Store or Google Play. Search for “**peoplesmatter**.”
- Use the PeopleMatter Mobile App on a mobile phone or on a tablet.

Sign In

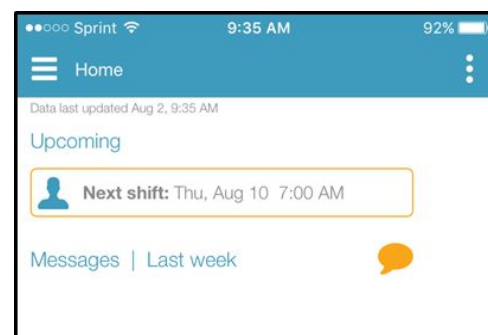
- To use the PeopleMatter Mobile App, you must have an active PeopleMatter account that you use on the web when working on a computer.
- Open the PeopleMatter Mobile App.
- Enter your **Username** and **Password**. Click **Sign In**.
If you cannot log in, ensure you can log in at <https://my.peoplesmatter.com>.



Team Member's Home Screen

The Team Member's Home Screen will appear when you log into the PeopleMatter Mobile App. The Home Screen allows you to:

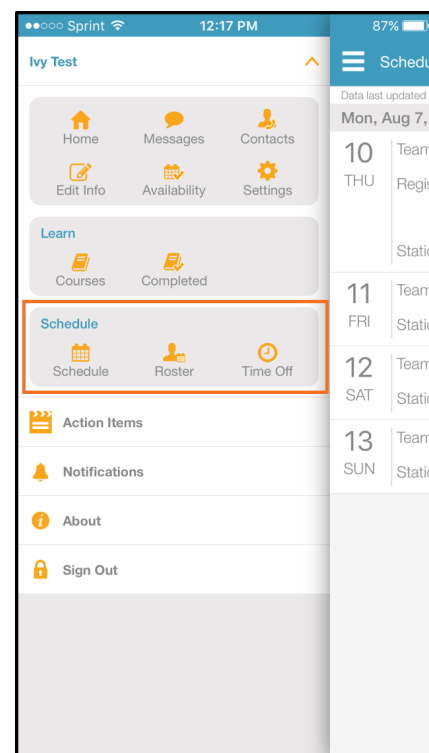
- View Upcoming Shifts.
 - Click on the **shift** to see additional details.
- View Messages from your manager.
 - Click on the **message icon** to see message details.
- Click the **Navigation Menu** on the top left to access additional features.



Employee's Navigation Menu

The Employee's Navigation Menu will allow you to access all features within the PeopleMatter Mobile App:

- **Home** - View the Home Screen.
- **Messages** - View Messages sent by your manager.
- **Contacts** - View Contact Information for other Team Members.
- **Edit Info** - Edit your Personal Information and Emergency Contact.
- **Edit Availability** - Edit your Availability.
- **Settings** - Decide if you want others to access your Contact Information.
- **Courses** - View course requirements, only available with LEARN.
- **Completed** - View completed courses, only available with LEARN.
- **Schedule** - View your current shifts.
- **Roster** - View the list of scheduled Team Members and shifts.
- **Time Off** - Request time off.
- **Action Items** - View and complete assigned Action Items.
- **Notifications** - View Notifications.

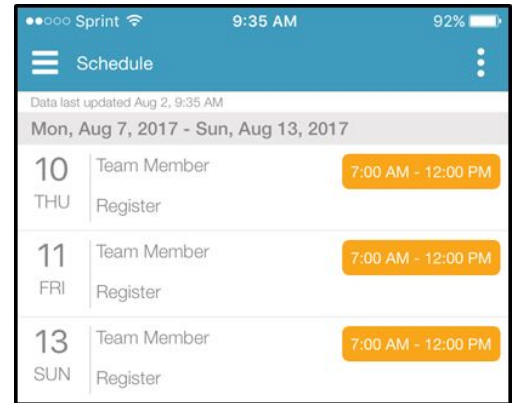


View Shifts

To access your shifts, you can click **Next Shift** from the Home Screen or click **Schedule** from the Navigation Menu.

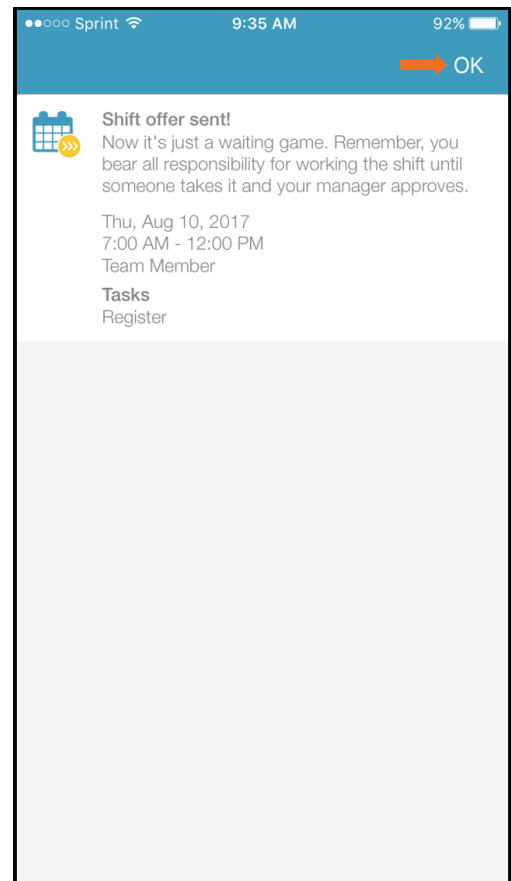
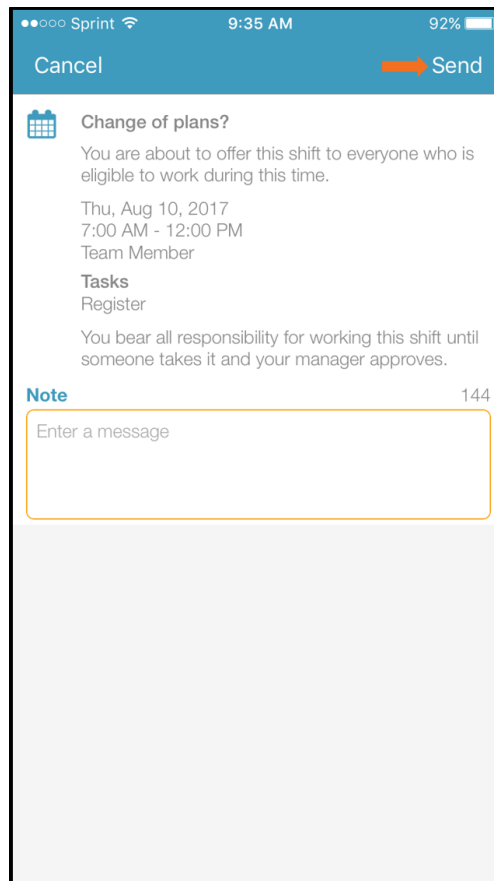
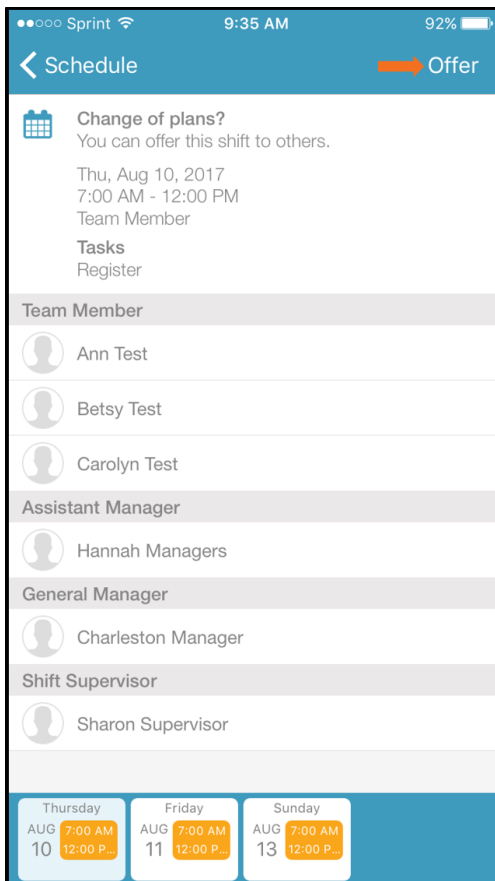
View Shift Details

- You can click **on a specific shift** to see details, including:
 - Date
 - Start Time and End Time
 - Tasks
 - Other Team Members scheduled to work that day.
- You can use the calendar along the bottom to view additional shifts.



Offer Shift

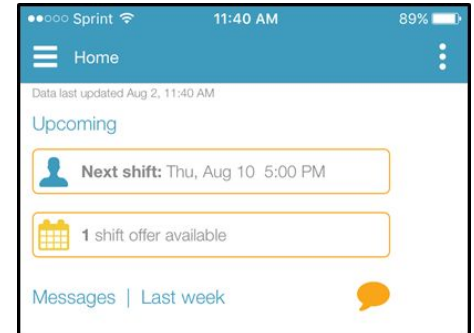
- If you want to offer this shift, click **Offer** in the top right.
- A summary of the shift will display.
 - Under the Note field, enter a **message**, if applicable.
 - Click **Send** in the top right.
- You will receive notification that the shift offer was sent. **Remember, you bear all responsibility for working the shift until someone takes it and your manager approves.** Click **OK**.
 - Once your Shift Offer is submitted, all Team Members who work at the same location and hold the same position will be able to see your Shift Offer from Notifications and volunteer to take the shift.



Available Shift Offers

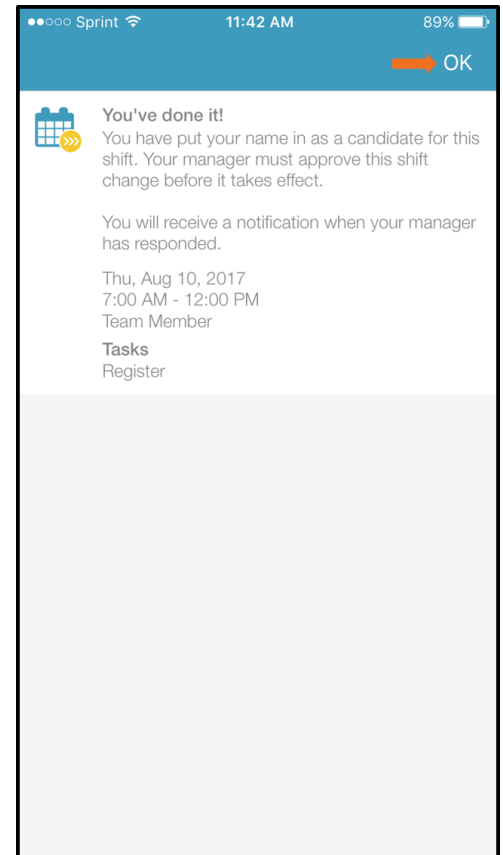
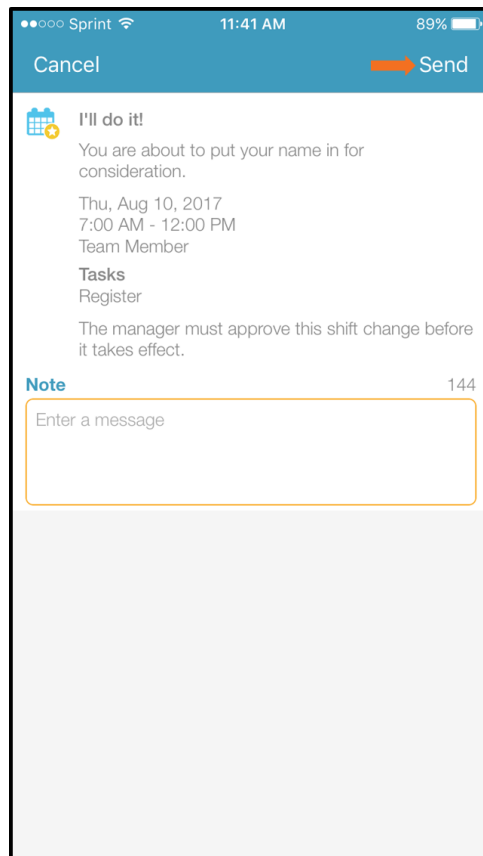
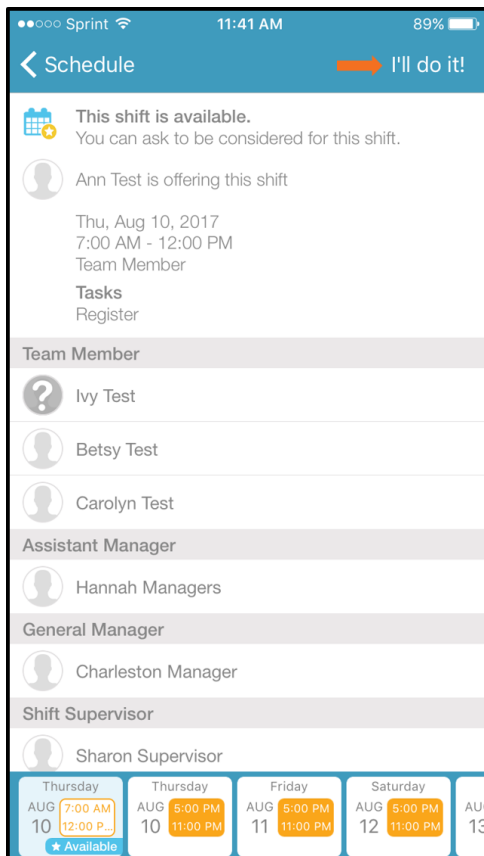
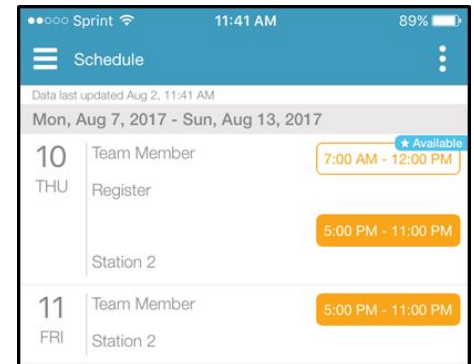
Shifts offered by other Team Members will appear on the Home Screen.

- Click **shift offer available** to see the available shifts.



Volunteer for Shift Offers

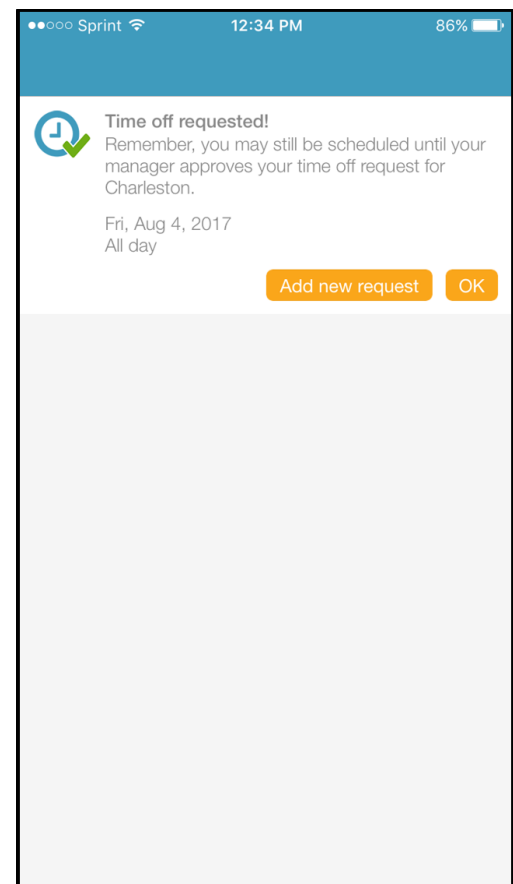
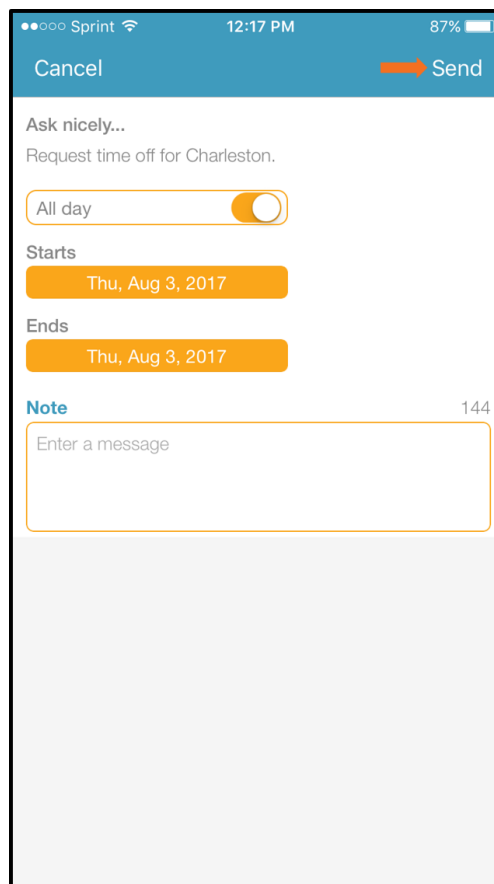
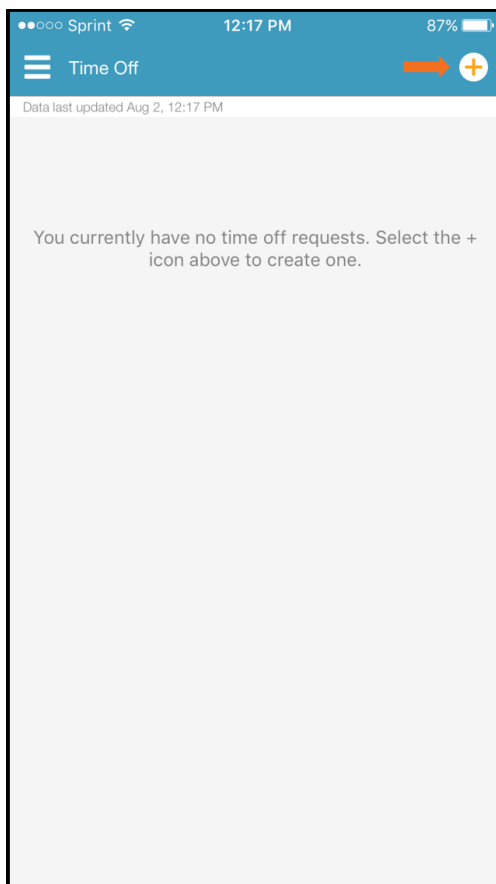
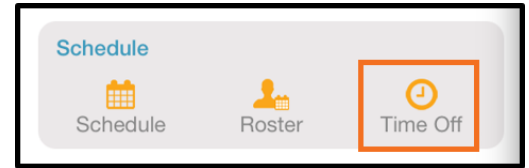
- Your personal schedule will appear, and any shift that has been offered will appear. Click **★Available** to volunteer for the shift.
- A summary of the shift will display. Click **I'll do it!** on the right.
- A summary will display.
 - Under the Note field, enter a **message**, if applicable.
 - Click **Send** in the top right.
- You will receive notification that the volunteer request was sent. **Remember, your manager must approve this shift change before it takes effect.** Click **OK**.
 - From the Navigation Menu, click **Notifications** to see if your volunteer request has been approved or denied. If approved, your schedule will be updated automatically.



Request Time Off

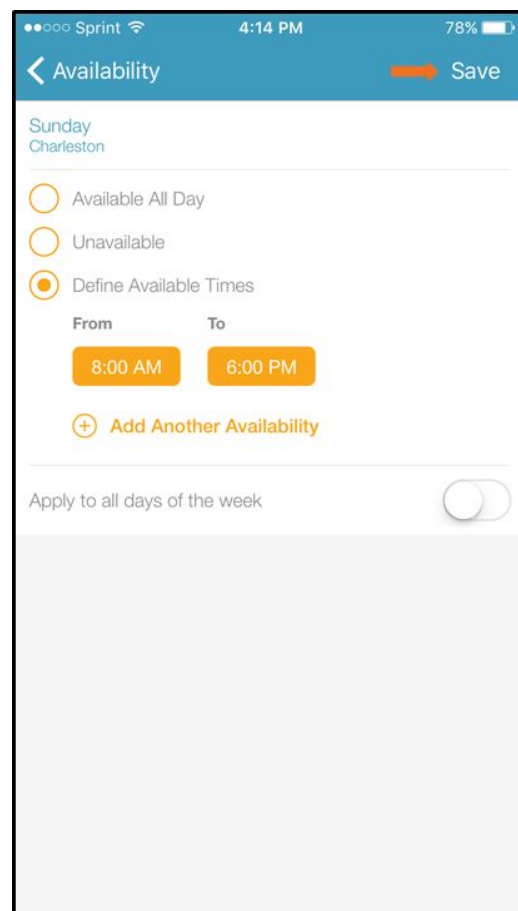
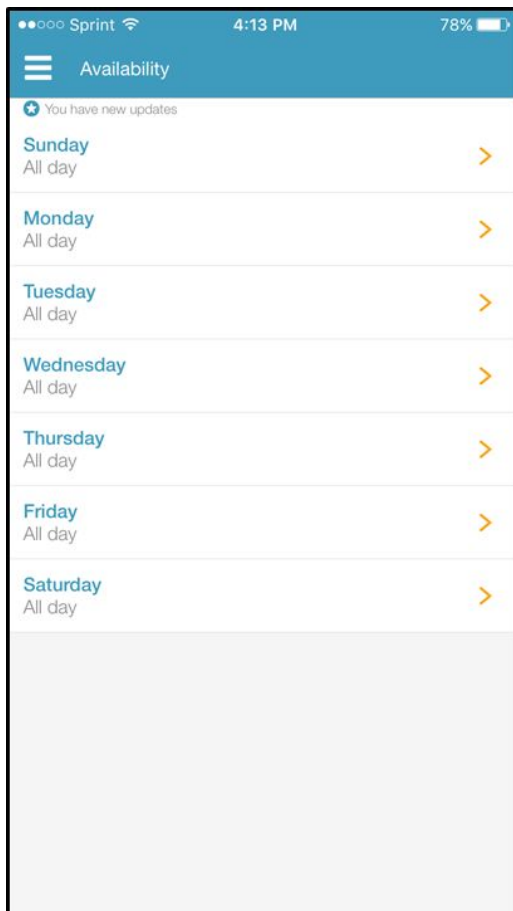
To request time off, click **Time Off** from the Navigation Menu.

- Your time off requests screen will display. Click the **+plus sign** in the top right to request time off.
- Enter the details of the time off request.
 - **All Day** will be applied by default. You can turn this off and enter a specific Start Time and End Time if applicable.
 - Under the Note field, enter a **message**, if applicable.
 - Click **Send** in the top right.
- You will receive notification that the time off request was sent. **Remember, you may still be scheduled until your manager approves your time off request.** Click **OK**.
 - From the Navigation Menu, click **Notifications** to see if your time off request has been approved or denied. If approved and your plans change, you can retract the time off request.



Update Availability

- From the Navigation Menu, click **Availability**.
- A screen will display that lists every day of the week.
 - Click to select the **day** you wish to edit.
 - Select **Available All Day**, **Unavailable**, or **Define Available Times**.
If you select Define Available Times, you will be prompted to enter the Start and End Times.
 - You can also **enter another availability**, if needed.
 - Select to apply this availability to **all days of the week**, if appropriate.
 - When finished, click **Save** in the top right.
- Edit availability for additional days, if needed.



PeopleMatter Web Access & SCHEDULE Features

Access PeopleMatter from the Web

- Open <https://my.peoplematter.com> from a web browser on your computer.

Sign In

- Enter your **Username** and **Password**.
- Click **Sign In**.

Sign in

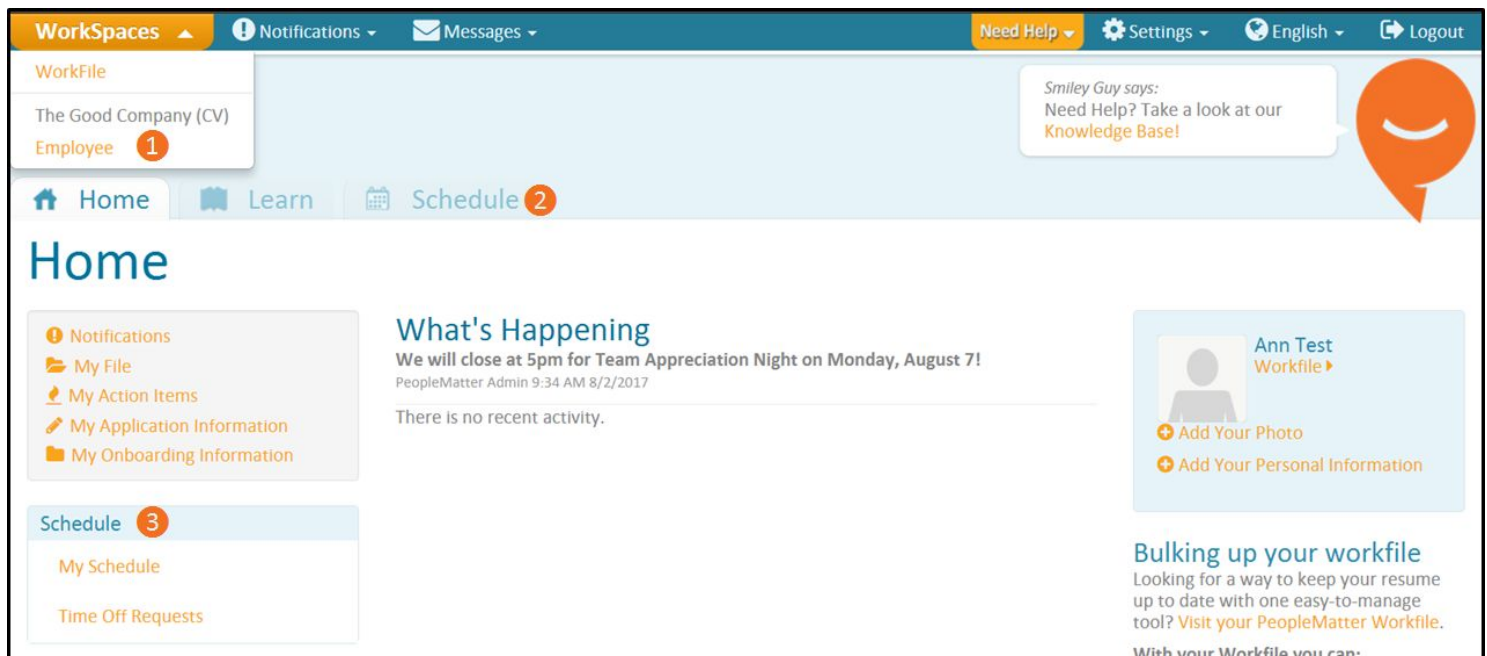
Username
[Forgot username](#)

Password
[Forgot password](#)

Sign In

Access SCHEDULE

- Navigate to the Employee Home WorkSpace to access SCHEDULE features.



- 1 In the top left of your screen, click **WorkSpaces**. Click **Employee**. This will open the Employee Home WorkSpace as shown here.
- 2 On the Home tab, you can click the **Schedule tab** to access SCHEDULE features.
- 3 On the Home tab, you can click **My Schedule** or **Time Off Requests** to access SCHEDULE features.

View Schedule

- Your schedule will display as shown here.
- You can view information regarding specific shifts as well as take additional actions.

- 1 When **My Schedule** is highlighted in orange, you can view your schedule as displayed here. You can click **Time Off Requests** to view pending time off requests or to submit time off requests.
- 2 You can use the **Calendar** or **Arrows** to view your schedule for additional weeks.
- 3 Your schedule will display with the following details. You can click on a shift to see details, which will display under the schedule.

Time Off Request - Approved	Displays in green, as demonstrated above for Tuesday. Start Time & End Time or All Day will appear.
Time Off Request - Pending	Displays in yellow, as demonstrated above for Wednesday. Start Time & End Time or All Day will appear.
Scheduled Shift	Displays in orange, as demonstrated above for Sunday. Position, Start Time & End Time, and Tasks will appear.
Shift with Shift Offer	Displays in gray, as demonstrated above for Thursday. Position, Start Time & End Time, and Tasks will appear. Available appears. You can volunteer for this shift.
Shift with Volunteer for Shift Offer	Displays in orange, as demonstrated above for Friday. Position, Start Time & End Time, and Tasks will appear. Offered appears. You have volunteered for this shift.

- 4 You can click **Hide** to hide available shifts. You can click **Print** to print your schedule. You can see your total number of **Hours Scheduled** for the week.

Offer Shift

- If you want to offer a shift, click on the **shift** on your schedule.
- Details of the shift will display at the bottom of your screen:
 - Shift Date
 - Start Time & End Time
 - Job & Tasks
 - Other Team Members scheduled to work that day
- Enter a **message**, if applicable and click **Offer Shift** in the bottom right corner.
- You will receive notification that the shift offer was sent.
 - **Remember, you bear all responsibility for working the shift until someone takes it and your manager approves.**
 - Once your Shift Offer is submitted, all Team Members who work at the same location and hold the same position will be able to see your Shift Offer from Notifications and volunteer to take the shift.
 - If approved, your schedule will be updated automatically.
 - If your plans change, you can take action to retract the shift offer.

7 Aug 2017 – 13 Aug 2017

Hours Scheduled: 10hrs

Mon 07	Tue 08	Wed 09	Thu 10	Fri 11	Sat 12	Sun 13
	Charleston Approved Time Off All Day	Charleston Pending Time Off All Day	Charleston Team Member 7AM - 12PM Register Available	Charleston Team Member 7AM - 12PM Register Offered		Charleston Team Member 7AM - 12PM Register

Charleston

You are working

Sunday, August 13, 2017
7:00 AM - 12:00 PM (5 hrs)

Your Job

Team Member
Register

All Team Members Working

Team Member
Betsy Test
Carolyn Test

Assistant Manager
Hannah Managers

General Manager
Charleston Manager

Shift Supervisor
Sharon Supervisor

Offer Shift

Change of plans?

You're about to offer this shift to everyone who is eligible to work during this time.

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Enter a message

You bear all responsibility for working this shift until someone takes it and your manager approves.

Offer Shift

close

Available Shifts

- Shifts that have been offered by other Team Members appear on your schedule with the word **Available**.

Volunteer for Shift Offers

- If you want to volunteer for a shift that has been offered, click on the **Available Shift** on your schedule.
- Details of the shift will display at the bottom of your screen:
 - Shift Date
 - Start Time & End Time
 - Job & Tasks
 - Other Team Members scheduled to work that day
- Enter a **message**, if applicable and click **I'll do it!** in the bottom right corner.
- You will receive notification that the volunteer request was sent.
 - **Remember, your manager must approve this shift change before it takes effect.**
 - If approved, your schedule will be updated automatically.
 - If your plans change, you can take action to retract the volunteer request.

7 Aug 2017 – 13 Aug 2017

Hours Scheduled: 10hrs

Mon 07	Tue 08	Wed 09	Thu 10	Fri 11	Sat 12	Sun 13
	Charleston Approved Time Off All Day	Charleston Pending Time Off All Day	Charleston Team Member 7AM - 12PM Register Available	Charleston Team Member 7AM - 12PM Register Offered		Charleston Team Member 7AM - 12PM Register

Charleston

Available Shift

Available

Thursday, August 10, 2017
7:00 AM - 12:00 PM (5 hrs)

Available Job

Team Member Register

All Team Members Working

Team Member

Betsy Test
Carolyn Test

Assistant Manager

Hannah Managers

General Manager

Charleston Manager

Shift Supervisor

Sharon Supervisor

close

Available Shift Interested?

Ivy Test is offering this shift.

Ivy Test is unable to work this shift.
Can anyone help?

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Enter a message

The manager must approve this shift change before it takes effect.

I'll do it!

Request Time Off

To request time off, click **Time Off Requests** or click **Request Time Off** by hovering over the day on the schedule you'd like to be off.

- Your time off requests screen will display as shown here.
 - On the left, enter the details of the time off request.
 - Indicate the **Start Date** and **End Date**.
 - **All Day** will be applied by default. You can turn this off and enter a specific Start Time and End Time if applicable.
 - Enter a **note**, if applicable.
 - Click **Submit**.
 - You will receive notification that the time off request was sent.
 - **Remember, you may still be scheduled until your manager approves your time off request.**
 - On the right, you can also see your Approved and Pending time off requests.
- If you want to retract your time off request, click the X next to Pending or Approved.

Schedule

My Schedule
Time Off Requests

Request Time Off

Policy

Starts
☐ All Day

Ends

Remember: You may still be scheduled until your manager approves your request.

Submit

Charleston
Sunday, August 06, 2017

Pending

My Note

Family in town.

Charleston
Tuesday, August 08, 2017

Approved