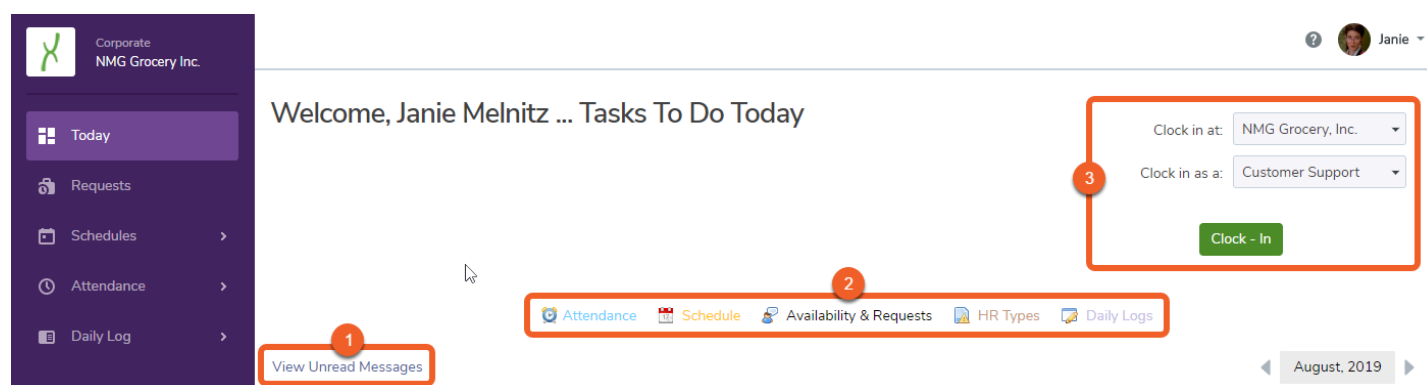


Get to know your Today Page

The Today Page displays important information about your [TimeForge](#) account, including pending, approved, and denied requests. The Today page also includes the ability to clock in / clock out (if enabled by management), information about upcoming schedules, availability, and possible shift swaps.

This guide will walk you through the features of your Today Page, from top to bottom. To get to the today page, simply click the **Today** tab in the left side navigation menu.

Top of the Today Page (Messages and Clock-in)



1. If you have unread messages waiting for you, you can click this link to be taken directly to your Messages inbox. Messages can include information from TimeForge about planned maintenance, as well as messages from your Manager or coworkers regarding your availability requests, bid shifts, and upcoming schedules.
2. These quick links will take you to other areas of TimeForge that may be relevant to you, such as your schedule or availability. Additional links are available to you on the left side of the screen as part of the navigation menu.
3. Depending on your company's policies, if you are allowed to clock in from the computer you are using, an appropriate clock-in message may be displayed here. You should always check with management to be sure you are clocking in from an approved device.

💡 If you are a Manager, you may also see weather information at the top of your Today Page.

Middle of the Today Page (Calendar)

While Managers see an overview of staffing on the today page, Employees see a convenient calendar with their schedule, availability requests, and any important alerts.

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	Jul 28	7/29/2019	7/30/2019	7/31/2019	Aug 1	8/2/2019	8/3/2019
Sch Shifts: 0 Sch Hours: 0.00							
	8/4/2019	8/5/2019	8/6/2019	8/7/2019	8/8/2019	8/9/2019	8/10/2019
Sch Shifts: 0 Sch Hours: 0.00							
	8/11/2019	8/12/2019	8/13/2019	8/14/2019	8/15/2019	8/16/2019	8/17/2019
Sch Shifts: 0 Sch Hours: 0.00							
	8/18/2019	8/19/2019	8/20/2019	8/21/2019	8/22/2019	8/23/2019	8/24/2019
Sch Shifts: 5 Sch Hours: 36.66		09:00 AM-05:00 PM Customer Support At Customer Service - Manhattan Main Office Confirm Give Up	09:00 AM-05:00 PM Customer Support At Customer Service - Manhattan Main Office Confirm Give Up	09:00 AM-05:00 PM Customer Support At Customer Service - Manhattan Main Office Confirm Give Up	09:00 AM-05:00 PM Customer Support At Customer Service - Manhattan Main Office Confirm Give Up	09:00 AM-05:00 PM Customer Support At Customer Service - Manhattan Main Office Confirm Give Up	
	8/25/2019	8/26/2019	8/27/2019	8/28/2019	8/29/2019	8/30/2019	8/31/2019
Sch Shifts: 0 Sch Hours: 0.00		All day					

In this example, we see the employee is scheduled to work Monday through Friday 9AM-5PM as Customer Support in the Customer Service department at the Manhattan Main Office location. The employee in this case has the option to confirm each shift or give it up -- allowing other employees to pick up the shift in their stead. Additionally, the employee has a pending time off request for the following Monday.

Whether employees must confirm their shifts or whether they can give up/pick up shifts is constrained by the company's settings.

Bottom of the Today Page (Requests and HR Activities)

Below the calendar, you will see sections for Pending, Approved, and Denied availability and time off requests, and below that, any outstanding HR activities and onboarding documents.

Pending Employee Requests

WHEN CREATED	DATE(S)	EMPLOYEE	
8/15/2019 4:22 PM	8/26/2019	I do not want to work on 8/26/2019	Edit Delete

Approved Employee Requests

There are no approved availability requests at this time.

Denied Employee Requests

There are no denied availability requests at this time.

HR Activities

Show entries

DESCRIPTION	STATUS	END/DUE DATE	DATE COMPLETED	
Onboarding HQ	Not Started	07/06/2018		View

Showing 1 to 1 of 1 entries

Previous **1** Next

Onboarding

ONBOARDING TYPE	SUBMISSION DATE	DOCUMENT
Direct Deposit Form	06/29/2018	Upload

- Pending Employee Requests** are schedule requests or changes to availability that have not yet been reviewed by your management team. These are displayed for your reference. **Approved Employee Requests** are schedule requests or changes to availability that have been allowed by your management team, while **Denied Employee Requests** are those that have been rejected by your management team.
- HR Activities** contains any tasks that need to be performed for HR, such as acknowledging receipt of documents, signing forms, or completing a certification course and submitting the paperwork. These may be listed with a status and due date.
- Onboarding** contains the Human Resources documents relevant to your job. These are displayed for your reference.