

# CUSTOMER HOW-TO GUIDE



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#### LOG IN AND NAVIGATION

It's easier than ever to request workers, track the status of your orders and more in JobStack for Business.

- Once you register in JobStack for Business, you can log in to the web or mobile app anytime.
- When you first log in to JobStack, if you have more than one company or jobsite linked to your account you'll be prompted to select which company and jobsites you'd like to use. You can update this selection at any time in your account settings.

Wetcome:         Please select your account preferences. This will help create a seamless         JobStack. You can change your preferences at any time in your account         Company name         Select company         Output to the second	experienc	rce in
Cocate jobsite Select your jobsites. Please select the jobsites you would like to manage You can update your jobsite selection anytime in your account settings.	through J	JobStack.
Jobsite location		Search jobsite locations
		Easily search for and

• Once you've made your selection, you'll be taken to your home screen, the page titled **Worker requests**.

jobstack	Succes	s You have successfully upo	lated your request.		Ĺ	•	Michael Scott Dunder Mifflin Paper
⑦ Create staff request	Worker requests						
Worker requests Manage workers	Upcoming (321) Past (52) D	rafts (51) Pending (1)					
-	Q Search job, shift name or location						. ⇒ Filters
	Jobs (321)	Date and time	Location	Fill rate	Bill rate	Statu	IS
	Factory • Machine Operator Shift name goes here	Oct 9 - Nov 20 6:00 AM (CT)	2464 Foyal Ln. Mesa, New Jersey 45463	100%	\$16.50/hr	Activ	ve
	Driving • Delivery Driver 5:00 PM Shift	Oct 1 - Dec 31 10:00 PM (CT)	2464 Foyal Ln. Mesa, New Jersey 45463	100%	\$16.50/hr	Activ	ve
	Equipment Operator • Forklift Operator 5:00 PM Shift	Oct 9 - Oct 22 5:00 AM (CT)	2464 Foyal Ln. Mesa, New Jersey 45463	0%	\$16.50/hr	Activ	ve

- At the top right of your screen you'll see your notification center.
  - As well as your profile icon: ( <u>O</u> )

Hillary Terhune Construction Inc. C...

- On the left side of the screen, you'll find a menu bar with three tabs.
  - The Create worker request tab is where you'll submit a new request for workers.
  - The Worker request tab will take you back to the home screen and show you all your worker requests.
  - The **Manage workers** tab enables you to keep track of your workers, review and approve their time and rate their performance. requests.

#### SUBMITTING A NEW WORKER REQUEST

Whether you need one worker or multiple workers across different projects, submitting a request in JobStack for Business if simple.

- To request workers, click on the Create worker request button on web or in the mobile app.
- · From here, you'll choose to Create a new request.

Create a worker request

**Create new request** 

Roofing • Roofing Installation

O requirements / Bill rate: \$44

Construction

Start fresh. Create a new worker request.

Or, start from a previous worker request.

Giordano's - 130 E RANDOLPH ST, CHICAGO, 60601

	Effective: January 01, 2024 / Expiration: December 31, 2024
PeopleReady	A Workforce Within Reach™



Select



Create	a worker reque	est
Start	fresh.	Salaat
Creat	e a new request.	Select

- You'll then be asked a series of questions related to your worker request. Once you've completed each step, verify all information and click **submit**.
- Once you submit the worker request, a member of the PeopleReady team will review the details and contact you to confirm your order.

#### **INVITING WORKERS**

JobStack for Business invite feature gives you two ways to request your favorite workers back!

- To invite a worker to an existing request, navigate to the request on the Worker request page, click and select Invite Workers
- From here you'll see a list of workers to select from. If a worker doesn't appear in the list, you can search for them by name.
- Workers who are a best fit for the job out of a pool of available workers will have a ReadyMatch<sup>™</sup> badge <sup>™</sup>/<sub>2</sub>. No worries if your workers don't have a ReadyMatch badge for a specific shift, as all workers in your list already meet the core requirements of your job.
- Workers who are not available to work your request, will appear as 

   Unavailable
- After you've selected workers, you'll then choose what type of invite to send — priority or exclusive.

C Search workers	
Select all available (3)	0 selected workers
Gonzalo Battiato	<ul><li>Ø Sent</li></ul>
APII Dev-Tester	Available
Shawn Dillenbeck	Sent
Violet Gray	Available
Terry Jeffords	Sent
Stan Marsh	Available



• Once you select the invite type and click **Submit** you can track the status of the invite from the worker request page.



## **EXTENDING A WORKER REQUEST**

If you have an active request and need to add additional days or edit the number of workers needed, you can easily update your request in a few quick steps.

- To extend an active request, navigate to the request on the Worker request page, click and select Edit or extend request
- From here, you'll choose the days you'd like to add to your request from the calendar.





- After you've selected your additional days, click Next. You will be prompted to invite workers. If you do
  not wish to invite workers, click Skip.
- Please note: You cannot change the start and end time, or the number of workers needed on a request if the first shift has already passed. If you would like to change these details, please create a duplicate request.

## **DUPLICATING A WORKER REQUEST**

There are three ways to review and approve time in JobStack for Business.

• If you need the same type of workers for different shifts, you don't need to create a new worker request from scratch! Instead, you can use JobStack for Business's order again feature.

This feature allows you to duplicate existing requests and set the new days you need workers, the shift time and the number of workers needed without creating an entirely new request.

- To duplicate a request in JobStack for Business, click (+) Create worker request on web or (+) in the mobile app.
- · You'll select the request you'd like to duplicate from a Previous worker request.

Construction Roofing • Roofing Installation	
Giordano's - 130 E RANDOLPH ST, CHICAGO, 60601	Select
0 requirements / Bill rate: \$44	
Effective: January 01, 2024 / Expiration: December 31, 2024	
Manufacturing & Production	
Groundskeeping • Snow Removal	
Chicago Downtown - 540 N MICHIGAN AVE, CHICAGO, 60611	( Select )
D requirements / Bill rate: \$44	
Effective: January 01, 2024 / Expiration: December 31, 2024	
Office & Administrative Support	
Administration • Office Clerk	
Lure Fishbar - 616 N RUSH ST, CHICAGO, 60611	(Select)
) requirements / Bill rate: \$44	
Effective: January 01, 2024 / Expiration: December 31, 2024	

• Once you've selected the request you'd like to duplicate, you'll be prompted to add your shift dates, start and end times and the number of workers needed for each shift.



## **APPROVING WORKERS' TIME**

JobStack for Business' time entry feature was designed to save you time. Instead of logging worker's hours yourself, workers will enter their own hours at the end of their shift all you'll need to do is approve them.

- Worker request tab:
  - 1. On the **Worker request** view select the request the worker was assigned to.

Jobs (3)	Dates and time	Location	Fill rate	Bill rate	Status
DSS NC0-00405 Administration • Office Clerk	Oct 07 • Dec 26 7-30 AM (CT)	670 N RUSH ST, Chicago, IL 60611	6%	\$44.0¥hr	Active

2. On the **Request details** view, you will see the workers for each shift.

← Worker requests KSB front desk Administration • Office Clerk					Worker request #: 116786
10 of 11 staff				A Invite Workers	Z Edit or extend request
Workers (1) Invited (1)					
		8:00 AM - 2:3 Nov 19 101 101 101 101 0	Nov     Nov     Nov       22     23     24       1of1     1of1       Today		$\overline{\ominus}$
Workers (1)	Arrival status	Total hours	Time entered		Fime approval

3. Select the date of the shift you'd like to review

	0.00	AIVI - 4.00	J PIVI   13 S	mits	
Jul	Feb	Mar	Mar	Mar	Aug
17	28	04	05	06	15
0 of 5	0 of 2	1 of 2	1 of 2	1 of 2	0 of 5

- 4. Review total hours and hours worked and approve or adjust them using the 🛛 😒 😣
  - For mobile select review to see the worker enter hours to approve or adjust.

#### Manage workers tab:

- 1. Navigate to the **Workers** tab on mobile or the **Manage workers** tab on web.
- 2. Find the worker whose time you wish to review.



- 3. Review total hours and hours worked and approve or adjust them using the
- Notification center:
  - 1. Tap the  $\underbrace{\overset{\bullet\bullet\bullet}{\overset{\bullet\bullet\bullet}{\overset{\bullet}}}}_{\overset{\bullet\bullet}{\overset{\bullet}}}$  in the top right corner of the app
  - 2. Navigate to the shift completion notification or time entry notification and tap View.

Pat Kane has submitted time.	• ×
Please approve time submitted by Pat Kane for your Roofing   Roofing Installation staff request on March 4.	
Apr 5	View

- 3. Tap **Review** next to the worker's name you wish to review.
- 4. Here you can review submitted hours and either approve or adjust them.

#### Adjusting hours:

If you believe that the submitted time is incorrect, you have the opportunity to update the worker's hours.

- After you click the 😣, a pop-up will instruct you to adjust the submitted time.
  - On the mobile app, click review and a pop-up will ask you if you want to approve or adjust hours.
- Select a reason for your changes and add additional comments.
- Once you've submitted the new time, the PeopleReady team will promptly review the changes and contact the worker to confirm.

Present effects of the reason for change     Updated time       Monter hours entered     Reason for change     Updated time       200 AM - 500 PM     In show     No show       200 AM - 500 PM     In was worked     No show       200 PM - 12:30 PM     Meal break(s)     No show       200 PM - 12:30 PM     Meal break(s)     No show       200 PM - 12:30 PM     Meal break(s)     No show       205 hrs     Worker never showed     No show	Diance coloci	Aujust time	input the correct time		
Worker hours entered     Reason for change     Updated time       Time indenticative worker <ul> <li>No show</li> <li>No show<th>Fiedse select</th><th>the reason for your change and</th><th>input the correct time</th><th></th></li></ul>	Fiedse select	the reason for your change and	input the correct time		
Time submitted by worker     P     No show     No show     No show       Boot AM - Soo PM     Hours worked     No show     No show     No show       Boot Ame     Meal break(s)     Ad comment (optional)     No show     No show       Total hours worked     Worker rinver showed     No show     No show     No show       Total hours worked     Worker rinver showed     No hours worked     No hours worked	Worker hours entered	Reason for change	Updated time		
BOD AM - SOD FM     Hours worked     Hours worked       Brack time     Meal break (s)     Start meal break     End meal break       12:00 FM - 12:30 FM     Add comment (optional)     No show     No show       Total hours worked     Up:     No thours worked     No show	Time submitted by worker	No show	Start time	End time	
Break time I 200 PM - 12:30 PM Ad comment (optional) Mother inever showed Up. Subtract hours worked Up. Subtract hours worked	9:00 AM - 5:00 PM	Hours worked	No show	No show	
12:00 PM - 12:30 PM     Add comment lopitional)     No show     No show     No show       Total hours worked     Worker never showed up.     Adjusted hours worked     No hours worked	Break time	Meal break(s)	Start meal break	End meal break	
Total hours worked Up: Adjusted hours worked Up: No hours worked No hours worked	12:00 PM - 12:30 PM	Add comment (optional)	No show	No show	
705 hrs No hours worked	Total hours worked	Worker never showed up.	Adjusted hours worked 🕕		
Submit	7.05 hrs	op.	No hours we	ked	
		Submit			
		0			