Zoho Corporation

Getting Started for Employees

Zoho Shifts is employee scheduling software that helps empower employees by giving them control over their schedules and fostering better communication within the organization.

The guide's objective is to help set up the Zoho Shifts accounts smoothly for employees.

- Join organization
- Access schedules
- Set availability
- Update profile
- Schedule notification

Join organization

An email invitation will be sent by your organization as a part of the onboarding process for new employees.

> 📄 **Note:** If you have not received an invitation, reach out to your employer or manager.

1. **Sign in** to your email account and access the invitation sent by the organization.

Invitation to join the organization!

Hi Sarah,

You have been invited by the admin of the **Zylker Group of Restaurants** to join their organization. Click below to either accept or reject the invitation.

View Invitation

This invitation will expire in 30 days.

If you have any trouble in accepting the invitation or if you think that you've received this email by mistake, please contact support@zohoaccounts.com.

Regards,
Zoho Team
www.zoho.com

Zoho Corporation. 4141 Hacienda Drive Pleasanton, CA 94588, USA. Toll free: +1-888-900-9646 Fax: +1-925-924-9600
This e-mail is generated from Zoho Accounts. If you think this is SPAM, please report to abuse@zohocorp.com for immediate action.

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2. Click **View Invitation**. The *Join Our Organization* window will appear.
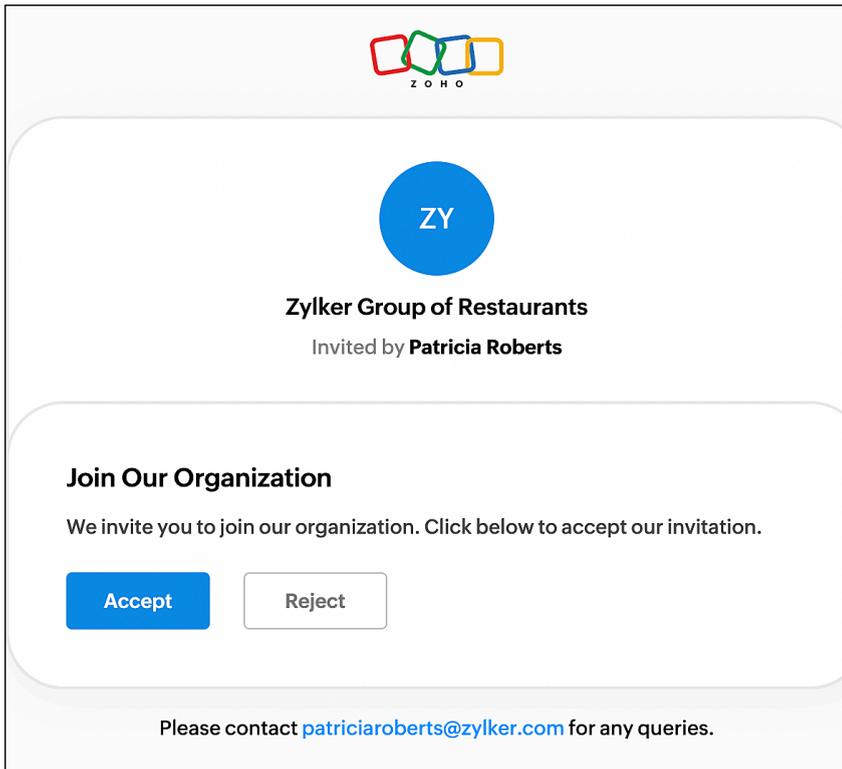
3. Select **Accept**. You've now joined your organization successfully.

After you join an organization, visit our official website, www.zoho.com/shifts and sign in using your registered email address.

Access schedules

Schedule Overview allows you to view schedules and helps you plan and organize tasks effectively.
To do this, navigate to the Schedule tab, filter, and view your schedules.

Set availability

Inform your availability across employers to let them know which times of the day or days of the week you prefer to work or not work.

1. Navigate to the **Schedule** tab.
2. Click **More Actions (+).**
3. Go to **Availabilty** and enter your preferences.
4. Click **Save Availability**.

Wed, 1 Nov   ✕

Time Off   **Availability**

Availability

⦿ Preferred   ◯ Unavailable

Duration   **Time**

⦿ All day   ◯ Partial day   [   ] to [   ]

Notes

[   ]

☐ Repeat

[Cancel]   [**Save Availability**]

Update profile

An updated profile helps ensure accurate details, facilitates better identification among colleagues, and fosters a more cohesive work environment within the organization.

1. Click on the **Profile** icon.
2. Choose **My Profile.**
3. Select **Personal**.
4. Enter the details, such as First Name, Last Name, Timezone, Kiosk PIN, languages, and other information.
5. Click **Save.**

Schedule notifications

Setting notifications will help set up the users with reminders and timely information so that you don't miss any important schedules.

1. Click on your **Profile icon** on the top right corner.
2. Select **Notification Settings**.
3. Mark the **Checkbox** according to the needs of your schedule.
4. Click **Save**.

Sarah Jackson

Personal **Notification Settings**

	EMAIL	TEXT	MOBILE
Schedule updates	☑	☐	☑
Open shifts available	☑	☐	☑
Shift swap/offer/drop requests	☑		☑
Time off requests	☑		☑
Time off requested	☑		☑
Shift swap/offer/drop requested	☑		☑
Open shifts picked	☑		☑
Send shift reminder [2] hours before shift	☐	☐	☐
Missed clock in/out	☑		☑

Save