


Time Clock

Martha's Gourmet Kitchen uses the Website/App  **When I Work** to track employee time, allow employees to request time off, and leave notes for Management.

To Sign Up for When I Work

Download the  **When I Work** on your phone either from the Apple App Store or Google Play.

MGK Office Staff will enter your contact and schedule information into WhenIWork, You will receive an email invitation from Martha through your personal email.


Open email with invitation from Martha and "Accept Your Invite"

Once you have accepted the invite a box will appear:


1. Make password for App
2. Check box "I agree to terms of service and privacy policy"
3. Click accept password
4. Profile is displayed
5. Click save at right hand corner

To Clock In

At the beginning of your shift, and after you have arrived at the school location, open the

 **When I Work** App and click CLOCK IN

To Clock Out

At the end of your shift as you are leaving the building, open the  **When I Work** App and click CLOCK OUT

