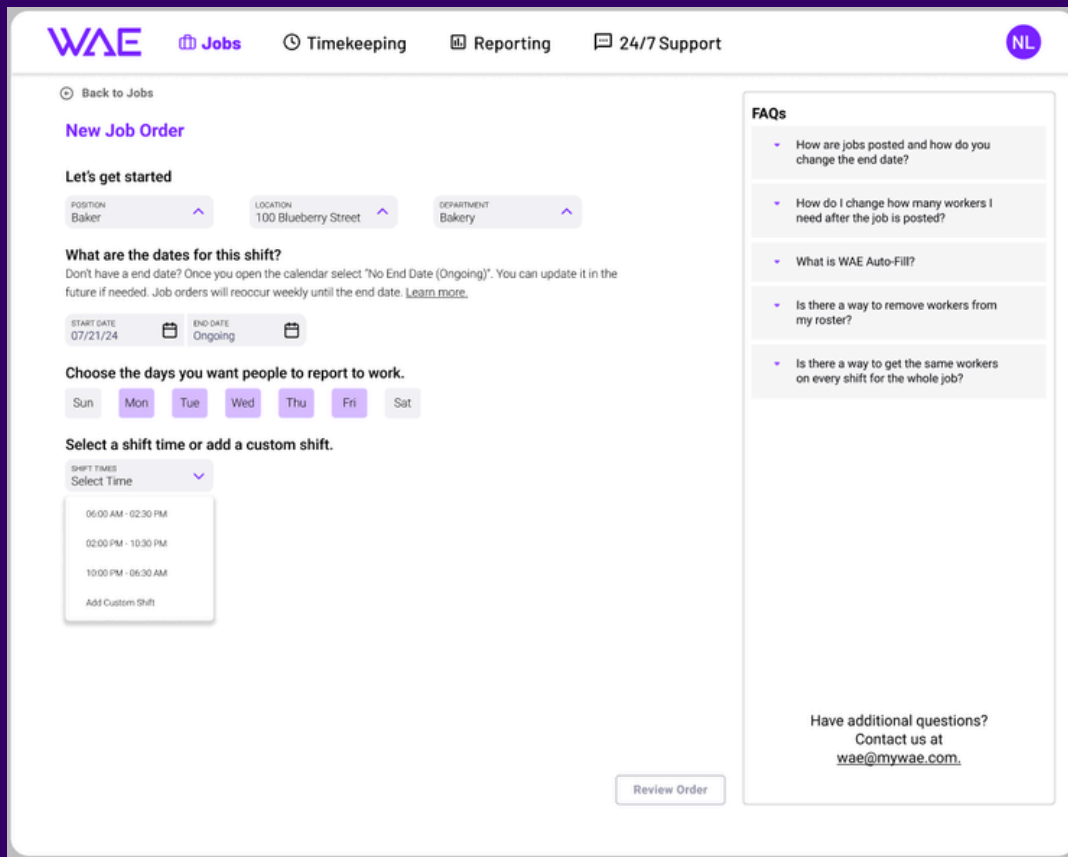


Simplified Order Entry



WAE Jobs Timekeeping Reporting 24/7 Support NL

[Back to Jobs](#)

New Job Order

Let's get started

POSITION: Baker LOCATION: 100 Blueberry Street DEPARTMENT: Bakery

What are the dates for this shift?
Don't have an end date? Once you open the calendar select "No End Date (Ongoing)". You can update it in the future if needed. Job orders will reoccur weekly until the end date. [Learn more.](#)

START DATE: 07/21/24 END DATE: Ongoing

Choose the days you want people to report to work.

Sun Mon Tue Wed Thu Fri Sat

Select a shift time or add a custom shift.

SHIFT TIMES: Select Time

- 06:00 AM - 02:30 PM
- 02:00 PM - 10:30 PM
- 10:00 PM - 06:30 AM
- Add Custom Shift

[Review Order](#)

FAQs

- How are jobs posted and how do you change the end date?
- How do I change how many workers I need after the job is posted?
- What is WAE Auto-Fill?
- Is there a way to remove workers from my roster?
- Is there a way to get the same workers on every shift for the whole job?

Have additional questions?
Contact us at wae@mywae.com

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[Back to Jobs](#)

How many workers do you need?
This can be changed after the shift is posted.

7

Require Employer Approval

☐ Let any employees join job roster

☒ Employees must be approved by employer before joining job roster

If the same workers are not available

☒ Fill the shift and allow other qualified workers to work the shift

☐ Let the shifts go unfilled

Choose how you would like to fill your shift
Not sure which one to pick? [Learn more about Auto-Fill](#)

☐ WAE Auto-Fill
Let us do the work. Our technology will automatically fill your roster with the most reliable workers.

Review and Confirm

Position Details

POSITION: Baker LOCATION: 100 Blueberry Street DEPARTMENT: Bakery

Dates

START DATE: 07/22/24 END DATE: Ongoing

Times

START TIME: 06:00 AM END TIME: 02:30 PM

Openings

7 openings
Mon, Tues, Wed, Thurs, Fri

Requires Employer Approval

Employees must be approved by employer before joining job roster

Invited Employees

Ben Bell
Dan Dean
Tracy Beck

[Post Jobs](#)

[Review Order](#)

FAQs

- How are jobs posted and how do you change the end date?
- How do I change how many workers I need after the job is posted?
- What is WAE Auto-Fill?
- Is there a way to remove workers from my roster?
- Is there a way to get the same workers on every shift for the whole job?

Have additional questions?
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Confirm Your Job Orders and
Publish Them For Fulfillment