

Welcome!

All employees must use the [PDW scheduling website](#) to modify their emergency contact information.

Additionally, employees working at the [Henderson, CO](#), [Allen Park, MI](#), [Auburn Hills, MI](#), [Warren, MI](#), [Bemidji, MN](#), [Hibbing, MN](#) and [Las Vegas, NV](#) locations will use the website to view their schedule and request days off.

Employees in [Livonia, MI](#) will use the website to update their availability, but obtain their schedule from Roush.

Evaluators working in [other locations](#) will work with Roush for shift schedule and changes.

Please log into the PDW site as soon as possible to edit your emergency contact information, update your availability and/or advise us of any schedule issues.

Logging In

Click on the Scheduling Login link in the upper right hand corner of the www.pdworkforce.com home page to access the scheduling system.



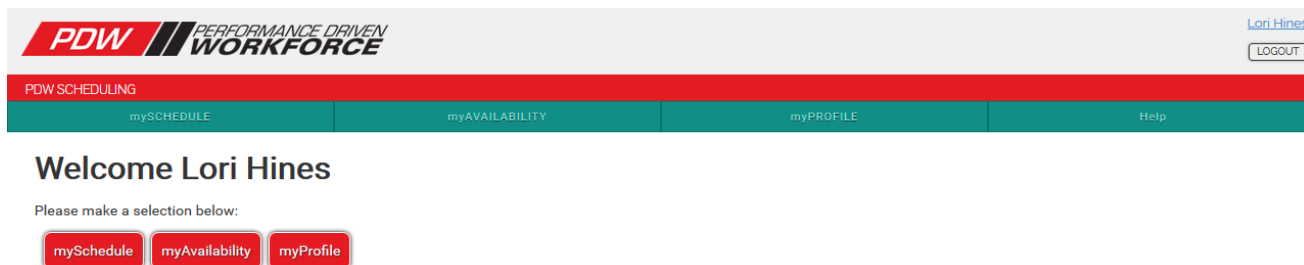
To log into the scheduling system for the first time please use your email address. (Hint: It's probably the email address we sent this message to.) Use the last five digits of your PDW Employee ID number without the "LC" as your password (i.e. 60001). Once you login in for the first time, you will be requested to change your password.



Login

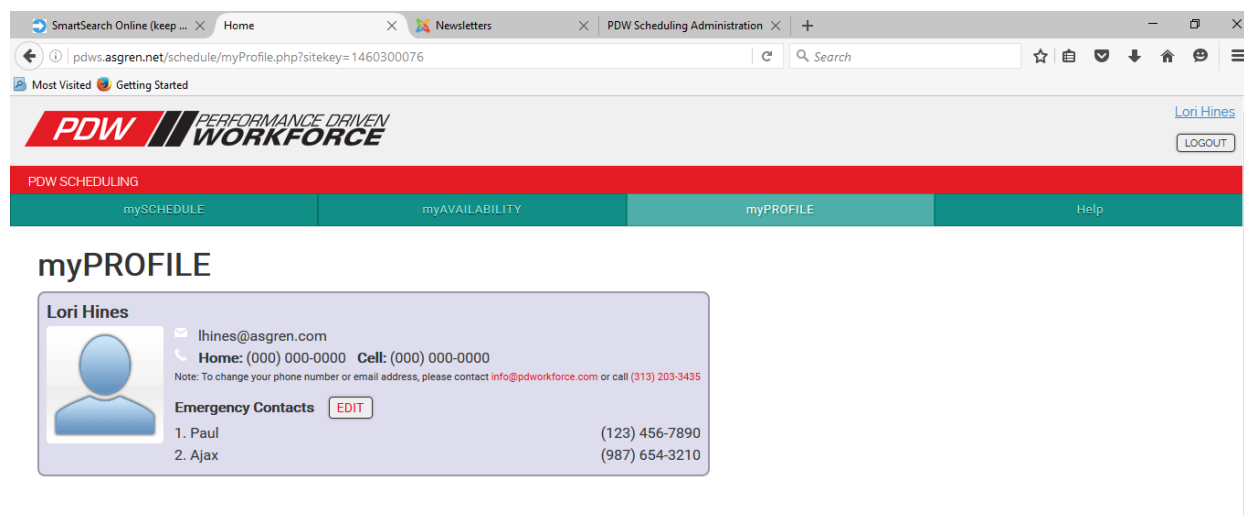
Email Address	
Password	
Forgot Password?	<input type="button" value="SUBMIT"/>

Once you are logged in, you will have three options to select from: mySchedule, myAvailability and myProfile.



myProfile

Click on “myProfile” to view your contact and emergency contact information. You may edit your emergency contacts at any time by clicking on the EDIT button. For your email or phone number changes, please contact PDW at info@pdworkforce.com or 313-203-3435.



Drivers in Henderson, CO, Allen Park, MI, Auburn Hills, MI, Warren, MI, Bemidji, MN, Hibbing, MN and Las Vegas, NV can then go to “mySchedule” to view this week’s schedule.

MySchedule

In the PDW Scheduling system, you have the ability to view your schedule including location you are scheduled to work. Click on the “mySchedule” button to view your current schedule. The schedule for the upcoming week will be viewable when a new schedule is posted on Friday.

If you cannot work a shift that you are scheduled to work and are located in Colorado, Michigan (except Livonia), Minnesota, or Nevada please call our attendance line at (844) 344-0211 or (248) 369-6088 as soon as possible.

mySCHEDULE

I'm scheduled for these shifts this week: May 11, 2015 to May 17, 2015

	Monday May 11, 2015		Tuesday May 12, 2015		Wednesday May 13, 2015		Thursday May 14, 2015		Friday May 15, 2015		Saturday May 16, 2015		Sunday May 17, 2015	
	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM
Livonia			✓											
Warren	✓						✓		✓					

I'm scheduled for these shifts this week: May 18, 2015 to May 24, 2015

	Monday May 18, 2015		Tuesday May 19, 2015		Wednesday May 20, 2015		Thursday May 21, 2015		Friday May 22, 2015		Saturday May 23, 2015		Sunday May 24, 2015	
	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM
Livonia				✓										
Auburn Hills	✓						✓							

MyAvailability

Drivers in Henderson, CO, Allen Park, MI, Auburn Hills, MI, Warren, MI, Livonia, MI, Bemidji, MN, Hibbing, MN and Las Vegas, NV can go to “myAvailability” to add available days or request days off.

To view or make changes to your work availability, click on “myAvailability.” At the top of your myAvailability page, you will see the shifts for which you are normally available to work. This availability is based on the information you provided when you were hired into PDW. If you need to change your normal or ‘base’ availability, please contact us at scheduler@pdworkforce.com or 313-203-3435.

myAVAILABILITY

Normally I'm Available for the Following Shifts:

Monday		Tuesday		Wednesday		Thursday		Friday		Saturday		Sunday	
AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM
✓		✓		✓		✓		✓					

If you need to make a change to your availability or request a day off for any day during the next four weeks, please use the check boxes for the weekly availability schedule to indicate when you can or cannot work. The weekly availability schedule should be used to indicate a shift or day you need off (for example, if you have a doctor’s appointment or plan to be out of town), so we know not to put you on the schedule for that day.

Please remember to click the “SUBMIT” button at the bottom of the screen so that your changes are saved.

I'm available for these shifts: Apr 18, 2016 to Apr 24, 2016

Monday Apr 18, 2016	Tuesday Apr 19, 2016	Wednesday Apr 20, 2016	Thursday Apr 21, 2016	Friday Apr 22, 2016	Saturday Apr 23, 2016	Sunday Apr 24, 2016
AM	AM	AM	AM	AM	AM	AM
PM	PM	PM	PM	PM	PM	PM

Note: Training hours may be different and will be communicated by Roush.

I'm available for these shifts: Apr 25, 2016 to May 1, 2016

Monday Apr 25, 2016	Tuesday Apr 26, 2016	Wednesday Apr 27, 2016	Thursday Apr 28, 2016	Friday Apr 29, 2016	Saturday Apr 30, 2016	Sunday May 1, 2016
AM	AM	AM	AM	AM	AM	AM
PM	PM	PM	PM	PM	PM	PM

Note: Training hours may be different and will be communicated by Roush.

I'm available for these shifts: May 2, 2016 to May 8, 2016

Monday May 2, 2016	Tuesday May 3, 2016	Wednesday May 4, 2016	Thursday May 5, 2016	Friday May 6, 2016	Saturday May 7, 2016	Sunday May 8, 2016
AM	AM	AM	AM	AM	AM	AM
PM	PM	PM	PM	PM	PM	PM

Note: Training hours may be different and will be communicated by Roush.

I'm available for these shifts: May 9, 2016 to May 15, 2016

Monday May 9, 2016	Tuesday May 10, 2016	Wednesday May 11, 2016	Thursday May 12, 2016	Friday May 13, 2016	Saturday May 14, 2016	Sunday May 15, 2016
AM	AM	AM	AM	AM	AM	AM
PM	PM	PM	PM	PM	PM	PM

Note: Training hours may be different and will be communicated by Roush.

SUBMIT

Please note that you will not have the ability to change your schedule for the upcoming week after 11:59 p.m. EST on Wednesdays. If you need to make a changes after that time or require updates to your ‘normal’ availability and are located in Colorado, Michigan (except Livonia), Minnesota, or Nevada please send an email to scheduler@pdworkforce.com requesting a change to your availability schedule.

If you have any questions at all, please email us at scheduler@pdworkforce.com or call us at (313) 203-3440.

Thank you!

The Performance Driven Workforce (PDW) Team