



# WWW.RSISHIFTS.COM

**RSI Shift Solutions** is an employee website that was created for our restaurant. Think of it as your employee information and resource center. Everything you need as an employee of our restaurant is located in this website. **Here, you will be able to access your W-2s and pay stubs by going to the Payroll tab;** you will see your schedule in the Schedules tab; you will be able to access important HR Documents under the HR Documents tab; you will be able to see any Pre-Shift Notes that we, your management team, have created for you to see under the Pre-Shift tab; and you will also be able to see any test that we, your management team, have created and assigned to you to take under the Training tab. As an employee of our restaurant, you will be able to sign in today by using your Username and Password.

- **Your Username is your last name plus the last 4 digits of your Social Security Number. Your Password is YOUR USERNAME SPELLED WITH A CAPITAL FIRST LETTER.** Once you login for the first time, the website will immediately ask you to change your password. **Your password must meet these requirements: at least 8 characters, at least one Upper Case letter and at least one lower case letter.** Write this down so you do not forget it.
- Once you login, go to "My Profile" and make sure that your information is correct. If you do not have your email address, cell phone number and cell phone carrier entered under your profile already, write down that information and give it to me, your manager. I will then enter that information in for you.
- Once you have your email and cell phone information entered into your profile, then turn on your Cell Phone Notification and your Email Notification by checking those boxes in your profile.

We expect you to get familiar and comfortable with this website because it contains information that you need and information that we will expect you to be able to access and know.

The screenshot shows a web browser window with the address bar displaying 'www.rsishifts.com'. The page content is a login form titled 'Login'. The form includes a 'Status' dropdown menu, a 'Username' field containing 'Smith1234', and a 'Password' field containing '\*\*\*\*\*'. Below the password field is a 'Forgot Password?' link and a 'Login' button.

Login - RSI Shift Solu x

www.rsishifts.com/ChangePassword.aspx?ReturnUrl=%2fTraining%2fStats.aspx

**Change Password Required**


Status

New Password

Confirm

**Change**

www.rsishifts.com/Administration/MyProfile.aspx

 **RSI: Shift Solutions**

**JOHN SMITH** (My Profile)  
 15 // RSI TEST SITE  
 Logout

[Training](#)
[Schedules](#)
[Payroll](#)
[Pre-Shift \(0\)](#)
[Administration](#)

**My Profile**


Status

HR Documents

**My Profile**

|                                  |                                     |
|----------------------------------|-------------------------------------|
| First Name                       | JOHN                                |
| Last Name                        | SMITH                               |
| Password                         | *****                               |
| Confirm Password                 | *****                               |
| Cell Phone                       | 303-555-5555                        |
| Cell Carrier                     | AT&T                                |
| E-Mail                           | jsmith@gmail.com                    |
| Enable E-Mail Notification       | <input checked="" type="checkbox"/> |
| Enable Text Message Notification | <input checked="" type="checkbox"/> |
| <b>Save</b>                      |                                     |

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**Focus on Food, Not Finances™**

**JOHN SMITH** (My Profile)  
 15 // RSI TEST SITE  
 Logout

[Training](#)
[Schedules](#)
[Payroll](#)
[Pre-Shift \(0\)](#)
[Administration](#)
[Employee Documents](#)

**My Profile**

Status

**HR Documents**

**HR Documents**

|      |         |
|------|---------|
| Name | PDF     |
| I-9  | I-9.pdf |

|          |           |         |               |                |                    |
|----------|-----------|---------|---------------|----------------|--------------------|
| Training | Schedules | Payroll | Pre-Shift (0) | Administration | Employee Documents |
|----------|-----------|---------|---------------|----------------|--------------------|

W2s

Paychecks

W2s

Status

|                 |  |                       |
|-----------------|--|-----------------------|
| Employee ID     |  | Where do I find this? |
| SSN (No Dashes) |  |                       |

Find Me

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