



# Qwick

# PRO REMINDERS

**Keep these tips in mind as you prepare for future shifts:**

**Read all shift details.**

Important information like attire requirements, tools needed, parking instructions, and job details will be listed for each shift.

**Turn on push notifications and location settings.**

This will ensure you receive updates when you've been selected for shifts, as well as location-based reminders letting you know when to leave for your shifts or clock in/out.

**Use in-app messaging to talk to businesses.**

Feel free to ask shift-related questions directly to the business via the app. Just click on the speech bubble icon at the top of your app.

**Clock in on the app once you've checked in.**

Upon arrival to a shift, check in with the manager on duty and clock in on the app. Check out with them before the end of your shift, and clock out via the app as well.

**Note that payment times vary based on the shift type.**

For 1099 shifts, businesses have up to 48 hours to complete payment. W-2 shifts are paid out weekly via payroll, with a Monday–Sunday workweek and payments processed on Wednesdays.

**If you need to cancel, please do so as soon as possible.**

Any shifts cancelled by a pro less than 24 hours before the start time will result in a suspension and will negatively affect your rating and completion rate. If you need to cancel, [here's how to do so](#).



NEED HELP? TEXT US ANY TIME AT **79425**.