

Printing Your Schedule

1. Click **Reports** section.
2. Open the **My Schedule** folder on the Scheduling - Staff Scheduling Reports card.
3. Fill in the fields you need for this report.
4. Click **Request Report**.
5. Click **Print** in the left pane after the report appears.



Follow the same process to print other reports.

Open Shift Notifications

(if available)

Employees must set up notifications in Staffing and Scheduling to receive them.

To set up notifications:

1. Select Preferences section > My Preferences card > Open Shift Notifications screen.
2. Select the notification methods that you would like to use.
3. As needed, enter phone numbers or an e-mail address in the appropriate fields.
4. Click Save.

Replying to Open Shift Notifications

- Only reply to shifts you wish to work.
- Shifts are awarded to the first employees to respond equal to the number of available shifts.
- You will receive a notification if the shift is no longer available.

Open Current Schedule



Your department has defined the days that employees may offer and trade shifts.

1. Select **Open Current Schedule** on the action pane.
2. Click on the shift for which details are desired.
3. You may be able to trade or offer a shift for trade depending on the system configuration.



Staffing and Scheduling Employee Quick Reference

Home Page Actions



The information that appears on the Home page is determined by your organization.

Section Icons

- Home: displays initial page
- Employee: contains your information and gives access to many schedule actions
- Actions: gives access to various system functions
- Reports: allows the display and optional printing of data
- Help: system assistance

Cards

- Announcements
- Messages
- Notifications
- Request status

Time Card Screen (TCS)



The information that appears on the TCS is customizable.

- Transactions: display of clockings and calendars for this pay period
- Requests: status of various requests
- Schedule: hours scheduled
- Pay Distributions: hours worked

Monthly View – General

1. Click on **Employee Sections > Monthly View**
2. Select individual days by clicking the date
3. Select consecutive days by depressing the **shift** key and clicking the first and last days
4. Select random days by depressing the **control** key and click each day

Monthly View – Adding a Calendar

1. Select the day or days for the Calendar request.
Enter non-consecutive days as separate requests unless all information is exactly the same.
2. Click on **Employee Actions > Add Calendar**
3. Enter required information.



The time and hours listed is your normal shift times. The Pay Code correlates to the Paid Time Off code.

4. Click **Save**.
Your supervisor will review your request

Monthly View - Adding an Unavailability

1. On the Monthly View, select the day or days for Unavailability request.



Enter non-consecutive days as separate requests unless all information is identical.

2. Navigate to **Employee Actions** and then click **Add Unavailability**.
You are able to select “Add Unavailability” without selecting the dates first and enter the dates into the appropriate fields.
3. Enter required information
 - a. Unavailability times may be entered as 00:00 to 23:59
 - b. Recurring Unavailability times may be entered as actual times.
Select the appropriate day of the week. Enter an expiration date
4. Click **Save**.

Your supervisor will review your request.

Monthly View – Adding Vacation Requests

1. Enter an **Unavailability** request to include weekends surrounding the vacation days.
2. Enter a **Calendar** request for the days for which you will receive vacation pay.

Self Scheduling (if available)

To access the General screen

1. Click on **Employee Actions > Open Self Schedule**
2. Select Pay Period via Employee Navigator
3. Select date ranges, coverage periods, and filters via Current Display options

To Self Schedule



The days employees may self schedule is defined by their department.

1. Open Self Scheduling screen
2. Look for Add row in upper scheduling pane
3. Select Activity Code via dropdown
4. Click **Self Scheduling Actions > Save**

Monthly View - Trades and Offers



The days employees may trade or offer shifts is defined by their department.

Follow department procedures for communicating trade requests

1. Navigate to the **Employee section > Monthly View screen**.
2. Click the schedule to be traded and then click **Trade Schedule**.
3. If trading, eligible shifts will be highlighted.
 - a. Select the shift to be traded
 - b. Click **Submit Trade**