Schedule360® Daily Management Guide

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Log In to Schedule360®:

Go to www.schedule360.com and click on the Login Box in the upper right corner.
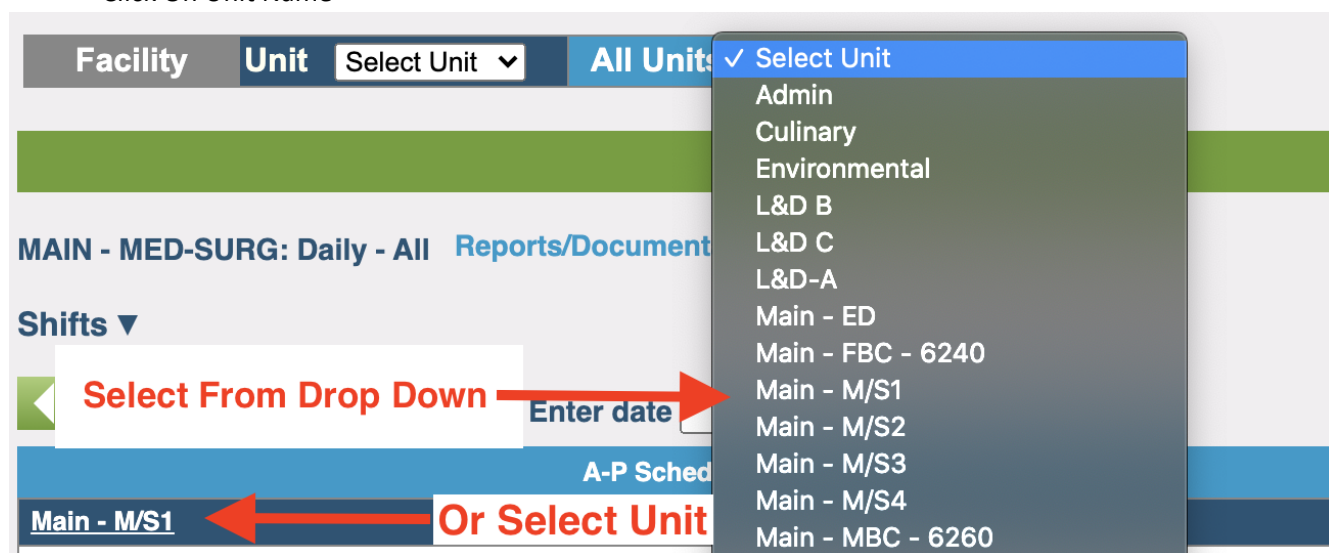
- ● Use the Administrative Username and Password provided.
- ● Questions?

Email Steve Ruddy at sruddy@schedule360.com.

Facility Levels

The Facility level includes Admins for Main ED. Once you are in the facility you need to schedule.
Select the unit by:

- ● Drop Down
- ● Click On Unit Name

Assign Staff to New Units:

To move scheduled employees to their Assigned Units for the shift.

- Click on the Red Triangle (Delta Button)

Delta

Use the Delta to see and move around your scheduled staff.

Main - ED
Wendy Worthen, R
Margie Wiggins, RI
Dolores Vallez, RN
Chyna Westfall, RN
America Sisneros,

To Float Staff Between Units

On the left side of the window, you will see the section called "Location Float."

- Click on the drop-down arrow next to each Employee
- Select the unit to where you wish to assign the employee.
- Click the Submit button.
- To exit - click Close or X

08/11/21 Wednesday Enter Date

Location Float	Staff Alpha Sort	Shift License Sort	Type Sort	Change Shift	De
Main - ED	Anaya, D	7A - 7P RN	Charge	<-Select New Shift->	Del
Main - ED	Armijo, G	7A - 7P RN	Charge	<-Select New Shift->	Del
Main - ED	**Open**	8A - 430P RN	Director/MGR	<-Select New Shift->	Del
Main - ED	Corral, L	7A	Select New Shift->	Del
Main - ED	**Open**	7A - 7P Tech	OnCall	<-Select New Shift->	Del
Main - ED	Harada, D	7A - 7P EMT	OnCall	<-Select New Shift->	Del
Main - ED	Baughman, T	7A - 7P RN	UnitStaff	<-Select New Shift->	Del
Main - ED	Brothers, J	7A - 7P RN	UnitStaff	<-Select New Shift->	Del
Main - ED	Buck, R	7A - 7P RN	UnitStaff	<-Select New Shift->	Del
Main - ED	Campbell, B	7A - 7P RN	UnitStaff	<-Select New Shift->	Del
Main - ED		7A - 7P RN	UnitStaff	< Select New Shift >	

Click the drop down

The Employees will disappear from this screen as they have been moved to their new "Assigned Unit."

View Daily Schedule Updates

- Click on the "Refresh" icon, in the upper right of the display.
- At the Facility Level the Staff will now display under their new Assigned Units.

The Float Staff note will appear at the bottom of the screen and the employees each have received a confirmation message to his/her message board for the new assignment.

A-P Schedule		
Main - M/S1		
Mykola Haponyuk, RN, Director/MGR (MS1 - RN)	8A - 430P	
Theresa Esquibel, RN, UnitStaff (MS1 - RN)	7A - 7P	
Anita Achay, RN, UnitStaff (MS1 - RN)		
Natalie Fowler, RN, UnitStaff (MS1 - RN)		
Sylvain Nana, RN, UnitStaff (MS1 - RN)		
Melissa Maxwell, RN, UnitStaff (MS1 - RN)	7A - 7P	
Lynda Martin, RN, UnitStaff (MS1 - RN)	7A - 7P	
Kathryn Lambert, RN, UnitStaff (MS1 - RN)	7A - 7P	
Jennifer Dirkman, RN, UnitStaff (MS1 - RN)	7A - 7P	
Wendy Haupt, RN, UnitStaff (MS1 - RN)	7A - 7P	
Hannah James, RN, UnitStaff (MS1 - RN)	7A - 7P	
Carleen Hustito, Tech, UnitStaff (MS1 - Tech)	7A - 7P	
Rubina Daniel, Tech, UnitStaff (MS1 - Tech)	7A - 7P	
Natalie Feeler, Tech, UnitStaff (MS1 - Tech)	7A - 7P	
Marie Lee, Secretary, UnitStaff (MS1 - Sec)	7A - 7P	
Julie Hanna, Secretary, UnitStaff (MS1 - Sec)	7A - 7P	
Census 0/Under 0/ $0.00	Variance Sch - Rec +16/-0 /-0	
Main - M/S2		
Open, RN - Core(MS2 - RN), Director/MGR	7A - 7P	
David Ada, RN, Charge (MS2 - RN)	7A - 7P	
Mary Albaugh, RN, UnitStaff (MS2 - RN/LPN)	7A - 7P	
Yonas Alexsander, RN, UnitStaff (MS2 - RN/LPN)	7A - 7P	
Diana Baeza, Tech, UnitStaff (MS1 - Tech)	7A - 7P	
Natalie Babernitz, Tech, UnitStaff (MS2 - Tech)		
Myralynn Arellano, Secretary, UnitStaff (MS2 - Sec)		
Census 0/Under 0/ $0.00		
Main - M/S3		
Matthew Bower, RN, Charge (MS3 - RN)	7A - 7P	
Christina Brinkley, RN, Charge (MS1 - RN)	7A - 7P	
Jenifer Fosshage, RN, UnitStaff (MS3 - RN)	7A - 7P	
Maureen Fair, RN, UnitStaff (MS3 - RN)	7A - 7P	

**Click the "Refresh" button after closing the Delta pop up window.**

The Employees now display in their "Assigned" Units

Main - M/S1
Elizabeth Varela, RN, Charge (M
Jessica Garduno, RN, UnitStaff (
...ren Pettiford, RN, UnitStaff (M
...anda Sorrow, RN, UnitStaff (
...sey VanBerschot, RN, UnitSta
Open, RN - Core(MS1 - RN), Uni
Open, RN - Core(MS1 - RN), Uni
Open, RN - Core(MS1 - RN), Uni
Laverne Chavez, Tech, UnitStaff
Vanessa Johnson, Tech, UnitStaf
Indrani Das, Tech, UnitStaff (MS
Beatrice Sanchez, Tech, UnitStaf
Zephyr Netz, Secretary, UnitStaf
Nicole Vigil, Secretary, UnitStaff
Census 0/Under 0/ $0.00
Main - M/S2
Mary Anangfac, RN, Charge (MS
Linda Conwell, RN, UnitStaff (MS
Open, RN - Core(MS2 - RN/LPN)
Gina Atencio, Secretary, UnitSta
Census 0/Under 0/ $0.00
Main - M/S3
Valerie Viles, RN, Charge (MS3 -
Cathy Martinez, RN, UnitStaff (M
Suzanne Oliver, RN, UnitStaff (M
Yaroslav Petko, RN, UnitStaff (M
Shirley Shull, Tech, UnitStaff (M:
Jessica Mora, Tech, UnitStaff (M!
Jamie Dow, Secretary, UnitStaff

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Print the Daily Schedule for the Facility:

You begin at the Facility Level with all units. Click on Print Versions. A pop-up window will appear from which you can choose from four options for printing.

- Horizontal Daily
- Horizontal - Daily + Docs
- Horizontal - Daily + All Details
- Vertical Daily + Docs

TIP: Make sure to back to Schedule360®and make the necessary revisions and any updates
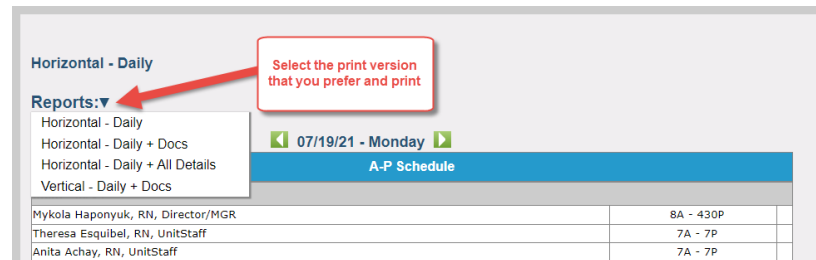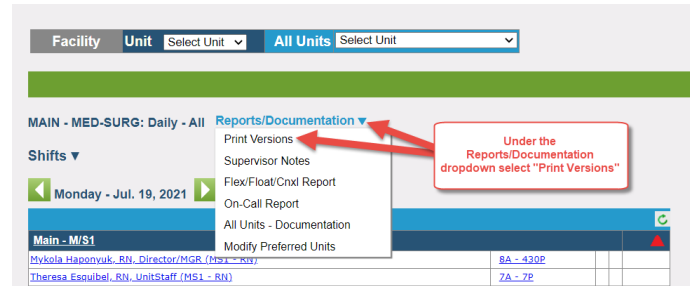
Schedule360 Tips
Save time and print a revised schedule before the end of your shift for the incoming charge/supervisor.

Shift Management Tasks

Call Off:

Step 1 - **Click on the specific shift to document.**

Community Care		
A Tucker, RN, Unit Staff (CCare - RN)	0830-1700	
S Orlando, RN, Unit Staff (CCare - RN)	0830-1700	
A Fletcher, RN, Unit Staff (CCare - RN)	0830-1700	

Step 2 – Select Call Off and "Submit" to remove the shift and document.

Step 3 – Select the type of Call Off from the drop-down menu. You can
- Add a note to the shift if desired.
- Click Submit to complete the process

This will show both on the Daily Schedule, as well as on the HR Report that can be queried by Management.

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Step 4 – The shift is now removed from the Daily and remains as an open Core shift. You can go out to the Facility Level to view the house and find someone to float or you can click on the open shift and see a list of employees who are both qualified to work the shift and are unscheduled.

RN-UnitStaff			
Kathryn Lambert (MS1 - RN)	7A - 7P		
Lynda Martin (MS1 - RN)	7A - 7P		
Melissa Maxwell (MS1 - RN)	7A - 7P		
Hannah James (MS1 - RN)	7A - 7P		
Wendy Haupt (MS1 - RN)	7A - 7P		
Jennifer Dirkman (MS1 - RN)	7A - 7P		
Sylvain Nana (MS1 - RN)	7A - 7P		
Theresa Esquibel (MS1 - RN)	7A - 7P		
Natalie Cordova (MS1 - RN)	7A - 7P		
Open - Core (MS1 - RN)	7A - 7P		
			9 /1

HR Incident:

An HR incident allows you to document an HR occurrence for a scheduled employee. The scheduled employee will REMAIN on the unit daily schedule and the HR incident will be documented at the bottom of the schedule. Examples for an HR Incident might be "Tardiness", "Medication Error", "Patient Complaint", etc.

The shift and the scheduled employee will remain on the schedule and the incident will be documented in the notes section below the unit daily schedule. The employee receives a message on their message board documenting the incident. The Incident is also tracked at the aggregate level under the HR Tab at both the Unit and Facility levels. (See Illustration below)

From the unit daily schedule, click on the shift time, e.g. 0645 – 1915, for the employee you wish to document an HR incident.

- Select HR incident, then, click Submit.
- A drop down box lists the common HR incidents.
- Click the drop down box and select the reason.
- You may enter additional documentation in the Optional field to the right of the drop down box.

ICU		
S Ruddy, RN, Director (RN - ICU)	0800-1630	
K Dietz, RN, Charge Nurse (RN - ICU)	0645-1915	
J Welch, RN, Unit Staff (RN - ICU)	0645-1915	
D Hein, RN, Unit Staff (RN - ICU)	0645-1915	87.50 OT WK
D Tice, RN, Unit Staff (RN - ICU)	0645-1915	
Open, RN - Core(RN - ICU), Unit Staff	0645-1915	
A Harris, Secretary -Clin, Unit Staff (Secretary)	0645-1515	
Census 0/Under 0/ $0.00	Variance Sch - Rec +6/-1 /-0	

Float Employee to another Unit for Entire Shift (No Split):

Step 1 - **Click on the time of the shift to document.**

ICU		
M Francis, RN, Unit Staff (ICU - RN)	0700-1900	
K Boughner, RN, Unit Staff (ICU - RN)	0700-1900	
Census 0/Under 0/ $0.00	Variance Sch - Rec +2/-0 /-0	

Step 2 – Select Float Employee/Split Shift and "Submit" to manage

Facility | **Unit** Main - M/S1 ⌄ | **All Units** Main - M/S1 ⌄

Scheduling ⌄ | Staff ⌄ | HR ⌄ | Admin ⌄ | Logout

Main - M/S1: Modify Shift — Select "Float Employee/Split Shift"

Shift Info	Modify Options
Monday - Jul. 12, 2021	○ Replace/Swap Employee
Name T Esquibel, RN	○ Float Employee/Split Shift
Profile MS1 - RN	○ Change to OnCall / Called In / Document OnCall
UnitStaff	○ Remove Employee/Reopen Job
Type Day Shift	○ Remove Employee/Delete Job
Standard Skill	○ Flexed Off Remove shift
UnitStaff	○ Call Off
Date Monday Jul. 12, 2021	○ HR Incident
Shift Edit 7A - 7P	Submit
Add Shift Note	
Make Hot	
Shift Note	
Return to Jul 12th Schedule	

Submit

Step 3 – Select Yes to Float for Entire Shift

Do you want to float the employee for the entire shift?
Yes   No

Step 4 – Select the Unit to which you will send the employee

Facility | **Unit** Main - M/S1 ⌄ | **All Units** Main - M/S1 ⌄

Scheduling ⌄ | Staff ⌄ | HR ⌄ | Admin ⌄ | Logout

Main - M/S1: Float Shift   Note: You may want to remove a open shift on the unit the employee is floating to.The float will add this shift to the schedule.

Shift Info	Select the unit you would like to float the employee and shift to:
Name Martin, Lynda	**MAIN - EMERGENCY**
Type RN	○ Main - ED
Date Monday Jul. 12, 2021	**MAIN - FCC**
Shift 7A - 7P	○ Main - Pediatrics
	MAIN - MED-SURG
	○ Main - M/S1
	○ Main - M/S2
	○ Main - M/S3
	○ Main - M/S4
	MAIN - NICU

Select the unit and click submit at the bottom of the screen

Step 5 – The Employee has been floated.

The shift is now gone from the original unit and displays under the floated unit as "Float Staff Into Unit." You may want to delete the open shift you were floating to fill as Schedule360™ adds the extra shift. (First Screen shot below). There is also a note at the bottom of the original unit and the floated unit documenting the Float. Additionally, the employee received a message to her message board documenting the float.

RN-UnitStaff			
Mary Albaugh (MS2 - RN/LPN)	7A - 7P		
Yonas Alexsander (MS2 - RN/LPN)	7A - 7P		
			2 /0
RN- Float Staff into Unit			
Lynda Martin (MS1 - RN)	7A - 7P		

Float Employee/Split Shift Report

Employee	Floated by	Floated on	Note
Martin, Lynda	TSA	07/13/21 09:53:14 am EST	Floated - Martin, Lynda from Main - M/S1 7A - 7P

Float Employee to another Unit – Split Shift:

Steps 1-3 - The only difference with this process starts at Step 3. Select "No" to not float the Employee for the entire shift. You can keep the employee for part of the shift and float for the remainder.

Do you want to float the employee for the entire shift?

Yes   No

Step 4 – Begin by selecting the time that will be worked in the first area. Always check the drop-down to see if the partial shift time is available as an option. If not, you can enter any custom shift time in the Shift Start-Shift End boxes, then select which schedule (e.g. A-P) that you want the shift to display.

The next step is to select the Unit on which the employee will work first. In this example we will keep the employee on the ED for 3 hours (10A – 1P) and will float her to Med-Surg for the remaining 9 hours (1P-10P).

The shift is split, the times are changed, the employee receives a message to her message board, and each unit receives a note on the Daily Schedule detailing the Float and Shift Time modification.

Step 5 – The Employee has been floated.

The shift is split, the times are changed, the employee receives a message to her message board, and each unit receives a note on the Daily Schedule detailing the Float and Shift Time modification.

RN- Float Staff into Unit			
Sylvain Nana (MS1 - RN)	7A - 10A		
Lynda Martin (MS1 - RN)	7A - 7P		

Employee	Floated by	Floated on	Note
Nana, Sylvain	TSA	07/13/21 10:03:14 am EST	Floated - Nana, Sylvain to Main - M/S2 7A - 10A
Nana, Sylvain	TSA	07/13/21 10:03:14 am EST	Split Shift - Shift split from 7A - 7P to 10A - 7P

Change a Shift Time:

Step 1 – From the Daily, click on the time of the shift to manage

Facility	Unit	Main - M/S1 ▾	All Units	Main - M/S1 ▾

Main - M/S1: Daily - All   Reports/Documents ▾

Balance/Shifts ▾

◀ Monday - Jul. 12, 2021 ▶   Enter date [ ]

A-P Schedule			
RN-Director/MGR			
Mykola Haponyuk (MS1 - RN)	8A - 430P		
			1 /0
RN-Charge			
Christina Brinkley (MS1 - RN)	7A - 7P		
			1 /0
RN-UnitStaff			
Hannah James (MS1 - RN)	7A - 7P		

Step 2 – Click on the Edit link to make changes

Shift Info	Modify Options
Monday - Jul. 12, 2021	○ Replace/Swap Employee
Name H James, RN	○ Float Employee/Split Shift
Profile MS1 - RN	○ Change to OnCall / Called In / Document OnCall
UnitStaff	○ Remove Employee/Reopen Job
Type Day Shift	○ Remove Employee/Delete Job
Standard Skill	○ Flexed Off Remove shift
UnitStaff	○ Call Off
Date Monday Jul. 12, 2021	○ HR Incident
Shift Edit 7A - 7P	

Step 3 – Modify the shift time. If the new shift is available in the drop-down box select and submit, if the shift is not available, manually enter the shift in the Start and End boxes. If you need to create an open shift on the front or back end of the new shift, click on "Submit and Create New Shift."

[Submit & Create New Shift]

If you do not wish to create a new shift, click on "Submit and Return to Schedule"

[Submit & Return to Schedule]

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In our example, we will the shift time from 7A-7P o 7A-3P from the drop-down and select "Half Day Request" as the reason. We will "Submit and Return" as we do not want to create an open shift.

Modify Shift Timings

Shift	7A - 7P
New Shift	7A - 3P ▾

OR Enter New Shift Times in Military Format

Shift Start 7A = 0700	
Shift End 7P = 1900	
Display shift on	<-select-> ▾

Reason

Reason for shift modification:	half day request ▾

Submit & Create New Shift | Submit & Return to Schedule

Swap an Employee:

Step 1 – From the Daily, click on the time of the shift to manage

Step 2 – Click on "Replace/Swap Employee" and Submit

Step 3 – Select the Employee, Click the "Swap" button and Submit at bottom of the screen. Click Swap again on the next screen (employee calendar) to complete the process.

Step 4 – Employee has been swapped and shows on Daily Calendar. Both employees receive messages to their respective message boards notifying of the swap.

Monday - Jul. 12, 2021	Enter date			
A-P Schedule			▲	↻
RN-Director/MGR				
Mykola Haponyuk (MS1 - RN)		8A - 430P		
				1 /0
RN-Charge				
Christina Brinkley (MS1 - RN)		7A - 7P		
				1 /0
RN-UnitStaff				
Anita Achay (MS1 - RN)		7A - 7P		
Kathryn Lambert (MS1 - RN)		7A - 7P		
Melissa Maxwell (MS1 - RN)		7A - 7P		

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Place an Employee On Call:

Step 1 - **Click on the specific shift to document.**

RN-UnitStaff			
Anita Achay (MS1 - RN)	7A - 7P		
Kathryn Lambert (MS1 - RN)	7A - 7P		
M... M... (MS1 - RN)	7A - 7P		

Step 2 – Click on "Replace/Swap Employee" and Submit

Main - M/S1: Modify Shift

Shift Info	Modify Options
Monday - Jul. 12, 2021	○ Replace/Swap Employee
Name K Lambert, RN	○ Float Employee/Split Shift
Profile MS1 - RN	○ Change to OnCall / Called In / Document OnCall
UnitStaff	○ Remove Employee/Reopen Job
Type Day Shift	○ Remove Employee/Delete Job
Standard Skill	○ Flexed Off Remove shift
UnitStaff	○ Call Off
Date Monday Jul. 12, 2021	○ HR Incident
Shift Edit 7A - 7P	Submit
Add Shift Note	

Step 3 – See below instructions. Selecting "Yes" will make the entire shift an On-Call shift.

Modify Shift

Select 'Yes' below if you want to change the entire shift to an On-Call Shift.
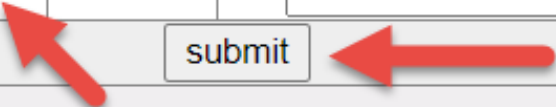
Select 'No' below if you want to document hours On-Call and the hours worked. i.e. Employee was On-Call and was called in to work the shift.

Yes   No

Step 4 – Select OnCall from Drop-Down, Add Note if desired, and Click Submit

Step 5 – The shift has been changed to On Call. It has been documented on the Daily Calendar as well as in the On-Call report. The Employee receives a message top her message board as well regarding the shift change.

RN-OnCall		
Kathryn Lambert (MS1 - RN) OnCall	7A - 7P	
		1 /0

Call Back Employee after Place On Call:

Step 1 – From the Daily, click on the time of the On Call shift to manage

RN-OnCall			
Kathryn Lambert (MS1 - RN) OnCall		7A - 7P	
			1 /0

Step 2 – Click Change to OnCall/Called In…to Document the Callback

| Facility | **Unit** | Main - M/S1 ⌄ | **All Units** | Main - M/S1 ⌄ |

Main - M/S1: Modify Shift

Shift Info		Modify Options	
Monday - Jul. 12, 2021		○ Replace/Swap Employee	
Name	K Lambert, RN	○ Float Employee/Split Shift	
Profile	MS1 - RN	○ Change to OnCall / Called In / Document OnCall	
UnitStaff		○ Remove Employee/Reopen Job	
Type	Day Shift	○ Remove Employee/Delete Job	
	Standard Skill	○ Flexed Off Remove shift	
	UnitStaff	○ Call Off	
Date	Monday Jul. 12, 2021	○ HR Incident	
Shift	Edit 7A - 7P	Submit	
	Add Shift Note		

Step 3 – Click "No" and Document the hours On Call and the hours worked for Call In

Modify Shift

Select 'Yes' below if you want to change the entire shift to an On-Call Shift.

Select 'No' below if you want to document hours On-Call and the hours worked. i.e. Employee was On-Call and was called in to work the shift.

Yes   No

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Step 4 – Document the Hours On-Call and the hours worked. You can select the Unit or Units worked as well as select hours that have been pre-loaded from the drop-down boxes.

If you can't find the hours, go ahead and enter manually in the shift Start and End time boxes. In this example, the employee was placed On-Call from 7A-11A and was called in to work from 11A-7P all on Med-Surg.

Step 5 – Select the reason for the shift modification.
In this example, select "Call Back" since the employee was called in from the On Call shift. You can add a note to the notes section if you wish. Click Submit.

Step 6 – The Shift has been modified and shows on the Daily Schedule with documented On Call and Called In hours.

Flex Off and Employee – Flex/Float/Cxl Report:

If desired, the Supervisor can flex, float, or cancel employees not needed based on Patient Volume.

> ## Schedule360 Tip
> ## Find employees who are in Overtime for the week and flex them first.

The overtime number shows on the right column of the schedule sheet, if an employee is in overtime. (See shot below). In this example, Rathgeber is in Overtime for the week so this employee would be a good choice to Flex Off, Float to another unit (if needed), place On Call or Cancel.

If no employees are in Overtime, the Supervisor can use the Flex/Float/Cancel report to determine which employees were Flexed/Floated/Cancelled last to provide fairness.

If run at the Facility level, the report will show all employees who have been Flexed, Floated Cancelled during the last 30 days.

The Supervisor can select from the open "From" and "To" boxes to create a report for a larger period. The pop-up nature of this report allows the Supervisor to show the report alongside the Daily Schedule to view scheduled employees, compare to report and make decision. (See Shot below).

Flex the Employee and Refresh Productivity Link:

Same process as outlined above, follow the steps for Flexing the employee and documenting the reason for the Flex.

The Daily Schedule will show one-less employee with the documentation.

Once you have completed the Flex, click on the Productivity link again and simply refresh the Census. Close this screen and return to the Daily. Refresh this screen and your new Census-Based costs will be displayed as well as the revised Productivity number. (See below)

Shift Details:

At the Unit level, the Shift Details link allows the Supervisor to see the details of each shift on the Daily Schedule. Specifically, when the Shift(s) was created and who booked the shift.

- Employees who are on "Set" (recurring) schedules will display as Set Schedule.
- Employees, who self-schedule will show with the employees Username.
- Finally, shifts that have been booked for an employee by an Admin user will display as scheduled by that user with the Admin's username.

(See below)

Step 1 - Click On Shift Details link from the Reports/Documentation drop down.

Step 2 - A Pop-Up Report is Displayed Showing the Details for Each Shift Scheduled on the Unit Daily

Main - M/S1 : A-P Schedule — Monday Jul 12, 2021

Employee Name	Shift	License	Type	Shift Created On	Shift Created by	Scheduled By	Scheduled On
Diana Baeza	7A - 7P	Tech	UnitStaff	05-16-21 05:55 EST	TSA	tsa	05-16-21 05:55 EST
Jennifer Dirkman	7A - 7P	RN	UnitStaff	05-16-21 05:55 EST	TSA	tsa	05-16-21 05:55 EST
Rubina Daniel	7A - 7P	Tech	UnitStaff	05-16-21 05:55 EST	TSA	tsa	05-16-21 05:55 EST
Natalie Feeler	7A - 7P	Tech	UnitStaff	05-16-21 05:55 EST	TSA	tsa	05-16-21 05:55 EST
Theresa Esquibel	7A - 7P	RN	UnitStaff	05-16-21 05:55 EST	TSA	tsa	05-16-21 05:55 EST
Christina Brinkley	7A - 7P	RN	Charge	05-16-21 05:55 EST	TSA	tsa	05-16-21 05:55 EST
Julie Hanna	7A - 7P	Secretary	UnitStaff	05-16-21 05:55 EST	TSA	tsa	05-16-21 05:55 EST
Carleen Hustito	7A - 7P	Tech	UnitStaff	05-16-21 05:55 EST	TSA	tsa	05-16-21 05:55 EST
Wendy Haupt	7A - 7P	RN	UnitStaff	05-16-21 05:55 EST	TSA	tsa	05-16-21 05:55 EST
Mykola Haponyuk	8A - 430P	RN	Director/MGR	05-16-21 05:55 EST	TSA	tsa	05-16-21 05:55 EST
Kathryn Lambert	7A - 11A	RN	OnCall	05-16-21 05:55 EST	TSA	tsa	05-16-21 05:56 EST
Melissa Maxwell	7A - 7P	RN	UnitStaff	05-16-21 05:55 EST	TSA	tsa	05-16-21 05:56 EST
Marie Lee	7A - 7P	Secretary	UnitStaff	05-16-21 05:55 EST	TSA	tsa	05-16-21 05:56 EST
Open	7A - 7P	RN	UnitStaff	05-16-21 05:55 EST	TSA		
Natalie Cordova	7A - 7P	RN	UnitStaff	05-16-21 05:55 EST	TSA	TSA	07-07-21 11:51 EST
Sylvain Nana	10A - 7P	RN	UnitStaff	07-19-21 10:03 EST	TSA	tsa	07-19-21 10:03 EST
Anita Achay	7A - 7P	RN	UnitStaff	05-16-21 05:55 EST	TSA	TSA	07-19-21 10:08 EST
Kathryn Lambert	11A - 7P	RN	UnitStaff	07-19-21 10:15 EST	TSA	tsa	07-19-21 10:15 EST

Main - M/S1 : P-A Schedule — Monday Jul 12, 2021

Employee Name	Shift	License	Type	Shift Created On	Shift Created by	Scheduled By	Scheduled On
Michelle Aragon	7P - 7A	Tech	UnitStaff	05-16-21 05:55 EST	TSA	tsa	05-16-21 05:55 EST
Theresa Colombani	7P - 7A	Tech	UnitStaff	05-16-21 05:55 EST	TSA	tsa	05-16-21 05:55 EST
Jessica Garduno	7P - 7A	RN	UnitStaff	05-16-21 05:55 EST	TSA	tsa	05-16-21 05:55 EST
Vanessa Johnson	7P - 7A	Tech	UnitStaff	05-16-21 05:55 EST	TSA	tsa	05-16-21 05:55 EST
Karen Pettiford	7P - 7A	RN	UnitStaff	05-16-21 05:55 EST	TSA	tsa	05-16-21 05:56 EST
Vanessa Whitney	7P - 7A	RN	Charge	05-16-21 05:55 EST	TSA	tsa	05-16-21 05:56 EST
Amanda Sorrow	7P - 7A	RN	UnitStaff	05-16-21 05:55 EST	TSA	tsa	05-16-21 05:56 EST
Beatrice Sanchez	7P - 7A	Tech	UnitStaff	05-16-21 05:55 EST	TSA	tsa	05-16-21 05:56 EST
Nicole Vigil	7P - 7A	Secretary	UnitStaff	05-16-21 05:55 EST	TSA	tsa	05-16-21 05:56 EST
Kelsey VanBerschot	7P - 7A	RN	UnitStaff	05-16-21 05:55 EST	TSA	tsa	05-16-21 05:56 EST

Add a Note to Multiple Shifts:

At the Unit level, the Add a Note to Multiple Shifts link allows the Supervisor to add a free text note next to an Employee. This note will display on the Daily Schedule, can be selected to display on the Employee's calendar and will display on the Print Versions for the Daily Schedule at the Unit and Facility levels. (See below)

Step 1 - Click on "Add a Note" Link from the Reports/Documents drop down.

Step 2 - Type the note for the Employee, Select Display on Employee Calendar (if desired) and Click Submit

Step 3 - The Note Displays on Daily Schedule

HOT Shifts – How to Create:

Critical Open shifts can be designated as "HOT", "Premium" or "HOT & Premium.
"HOT" shifts are those that have been pre-approved for Overtime pay, assuming that the employee is at the threshold for overtime hours during the given work week.

A shift that is designated as "HOT" will show on an employee's calendar as an **H** and will allow an employee in overtime to self-schedule the open shift immediately without the shift going to a Pending Status for Manager approval.

By clicking "HOT" the Supervisor has pre-approved the shift for overtime.

Schedule360 Tip
An employee who is not in overtime will not be paid overtime for the shift as Schedule360™ tracks scheduled hours.

The shots below illustrate how to make a shift "HOT."

Premium Shifts – How to Create:

What is the definition of a PREMIUM shift?

Schedule360™ does not define Premium. **Premium** is defined by you or within your pay and policy definitions.

Schedule360 Tip
An example for Premium Shift could be a "Differential."

When a unit or facility uses a Premium type shift, this feature allows you to label the shift as Premium to the employees. Employees will see the acronym PREM on the calendar date for the Premium shift.

The functionality of this feature is limited to labeling the shift as Premium. Commonly, a Premium shift is also made into a Hot shift allowing the shift to be pre-approved for OT as well as a Premium pay.

Pay policies need to be defined outside of Schedule360 for Premium Shifts.

Dispatching an Open Shift to Available Employees:

When trying to fill an open shift, the Supervisor has the option to Dispatch a message out to all available Employees who are qualified to work the shift. On the Unit Daily Schedule any unfilled shift will display with the word <u>OPEN</u> e.g. <u>Open-Core</u>. To view qualified employees for an Open shift or to SCHEDULE an employee into an Open shift, click on the underline words <u>Open-Core</u>.

All qualified employees will display in the table.

Step 1 Click on the Open- Core Shift

Step 2: Click on the sub-link, DISPATCH found towards the top of the screen.

The available employees will appear with their phone listed and check boxes are available for their email, cell phone, and pager. To the left, the pertinent information related to the open shift is displayed. You may Select All next to the email, cell phone, and pager to dispatch to all employees OR you may select only those employees from the list. A record of the dispatch will appear after completion.

Step 3: Type a message if desired in the Message Box and Click Dispatch

| | | | | | Facility | Unit | Main - M/S1 ⌄ | All Units | Main - M/S1 ⌄ | | | | Scheduling ⌄ | Staff ⌄ | HR ⌄ | Admin ⌄ | Logout |

Main - M/S1: Assigned Staff Dispatch

Your Email Address: [_____] Add/Edit

Monday - Jul. 12, 2021: Available Staff

Message (500 Character limit)

Open Core(MS1 - RN)   Monday   - Jul 12, 2021, 7A - 7P at Main - M/S1. Login now or call central staffing to accept.

Click the "Dispatch Message" to send the message

[Dispatch Message]

Dispatch Hx

Each employee will receive the message based on your selections.

Target Sort / Alpha Sort / Seniority Sort / Name	Seniority	Weekly Targets		Primary	Secondary	EMail ☐	Cell Text ☐	Secondary Email ☐	Status on 07/12/21	Week Status
		Actual	Required							
Dailey, Kathleen		0.00	24/1WKS	419-466-1818	419-466-1818	☐	☐	☐		
Fowler, Natalie		0.00	36/1WKS	--	--					
Sandoval, Marisa		0.00	36/1WKS	404-867-8400	404-867-8400	☐		☐		
Lovato, Flavio		0.00	36/1WKS	404-867-8400	404-867-8400	☐	☐	☐		
Wuam, Patience		0.00	24/1WKS	404-867-8400	404-867-8400	☐	☐	☐		

Step 4: The Message has been sent to All Qualified/Available Employees.

| | | | | | Facility | Unit | Main - M/S1 ⌄ | All Units | Main - M/S1 ⌄ | | | | Scheduling ⌄ | Staff ⌄ | HR ⌄ | Admin ⌄ | Logout |

Main - M/S1: Assigned Staff Dispatch

Your Email Address: [_____] Add/Edit

Monday - Jul. 12, 2021: Available Staff

Message (500 Character limit)

Open Core(MS1 - RN)   Monday   - Jul 12, 2021, 7A - 7P at Main - M/S1. Login now or call central staffing to accept.

[Dispatch Message]

Dispatch-Hx

1. Open Core(MS1 - RN) Monday - Jul 12, 2021, 7A - 7P at   07/19/21 10:37 EST
Main - M/S1. Login now or call central staffing to accept.

Dispatch List ⌄

☐ Dispatch only to preferred selections

Target Sort / Alpha Sort / Seniority Sort / Name	Seniority	Weekly Targets		Primary	Secondary	EMail ☐	Cell Text	Secondary Email	Status on 07/12/21	Week Status
		Actual	Required							
Dailey, Kathleen		0.00	24/1WKS	419-466-1818	419-466-1818	☐	☐			
Fowler, Natalie		0.00	36/1WKS	--	--					
Sandoval, Marisa		0.00	36/1WKS	404-867-8400	404-867-8400	☐		☐		
Lovato, Flavio		0.00	36/1WKS	404-867-8400	404-867-8400	☐	☐	☐		
Wuam, Patience		0.00	24/1WKS	404-867-8400	404-867-8400	☐	☐	☐		
McGuire, Francine		0.00	36/1WKS	419-466-1818	419-466-1818	☐	☐	☐		
Pena, Anthony		0.00	18/1WKS	404-867-8400	404-867-8400	☐	☐	☐		
Pino, Connie		0.00	24/1WKS	419-466-1818	419-466-1818	☐		☐		

Unassigned Employees:

Who does "Un-Assigned" refer to on Open Shifts?

Un-Assigned are employees qualified for an opening who are assigned to another unit or facility. For example, if an ED employee Profile has the Clinical Qualifications for ED Peds the ED-assigned employee is considered un-assigned to ED Peds but qualified.

To review an employee's assigned unit and their corresponding clinical qualifications, go the Staff Tab.

Click Staff

Click on the Delta next to the employee's name.
Select Assignment

Click Assignment

Schedule360 Tip
An employee must be clinically qualified to match to shift openings in each respective department.

We *Know* Scheduling

Below the clinical qualifications the Assigned Areas are found. Most employees will on be assigned to one unit, i.e. Home Unit, but may have clinical qualifications not only on their home unit but other units. Example, an ICU nurse would be clinically qualified in ICU and assigned to ICU. Additionally, he/she may possess skills in the emergency department; clinically qualified to both ICU and ED but only assigned to the ICU.

Clinical Areas Qualified To Work (check all that apply)			
☐ Float - All Campuses	☐ Main - Admin - Care Coordination	☐ Main - Admin - Nursing Supervisors	☐ Main - Admin - Patient Care Access
☐ Main - Admin - Transport	☐ Main - ED	☑ Main - M/S1	☑ Main - M/S2
☐ Main - M/S3	☐ Main - M/S4	☐ Main - NICU	☐ Main - OR
☐ Main - PACU	☐ Main - PICU	☐ Main - PICU/PCU Sec	☐ Main - Pediatrics
☐ Main - Pedicatrics - Urgent Care	☐ Main - PreOp	☐ Main - Psych - Adult	☐ Main - Psych - Child/Adol
☐ Main - Pysch Assess/Ref	☐ Main - WS - FBC - 6240	☐ Main - WS - MBC - 6260	☐ Main - WS - MSC - 6250
☐ Main - WS - WCU - 6200	☐ NSA-FCC Admission Team	☐ NSA-FCC On Call	☐ North - BHS - AU
☐ North - BHS - Clinical	☐ North - BHS - Outpatient	☐ North - CC - CPU	☐ North - CC - ICU
☐ North - CC - PCU	☐ North - Emergency	☐ North - L&D	☐ North - M/S 2E
☐ North - M/S 4E	☐ North - M/S 5W	☐ North - M/S ARU	☐ North - Nursery
☐ North - PP/PEDS/GYN	☐ North - Supervisors	☐ SNS-ADMIN	

Assigned Units			Scheduling Group
MAIN - EMERGENCY			
Main - ED		☐	No Group ⌄
MAIN - FCC			
Main - Pediatrics		☐	No Group ⌄
MAIN - MED-SURG			
Main - M/S1		☑	GroupA 20+ ⌄
Main - M/S2		☐	No Group ⌄

This employee is considered Assigned to the Main – M/S 1 and Unassigned to the Main – M/S2.

Using Un-Assigned – finding employees outside your unit who are qualified

The Un-Assigned link is found by clicking on an Open shift, e.g. Open-Core, on the unit daily schedule. The Un-Assigned link is located at the top of the table listing qualified employees. Click on the Un-Assigned link to view qualified employees not assigned to the unit. (Illustrated below)

Step 1: Click on the Open Shift

Med-Surg		
C Rice-Lavery, RN, Unit Staff (M/S - RN/LPN)	1900-0700	48.00 OT WK
P Alexander, RN, Unit Staff (M/S - RN/LPN)	1900-0700	
J Slief, RN, Unit Staff (M/S - RN/LPN)	1900-0700	
M Gimpel, RN, Unit Staff (M/S - RN/LPN)	1900-0700	
Open, RN - Core(M/S - RN/LPN), Unit Staff	1900-0700	

Step 2: Click on the Unassigned Link

Step 3: A list of Unassigned, Clinically Qualified Staff is shown

Note: The unassigned employee names are underlined. Clicking on their name allows you to see their assigned unit and the employee's contact information. Schedule360™ displays this information to allow you to contact an employee who is outside of your supervision.

If desired, the Supervisor can Dispatch a Text, Pager, or E-mail message to Unassigned Employees notifying of an open shift.

Schedule360
We Know Scheduling

Delta/Adjustments Icon on Daily:

The Adjustments Icon on the Daily Schedule is a Red Triangle that allows the Manager to quickly make changes to the Schedule. Float employees (entire shift only), Change shift time for one or multiple shifts, Delete Shift and Employee from Shift; Reopen Shift and remove employee from Shift; Add a shift note to one or multiple shifts; Create Duplicate Open shift of same shift time.
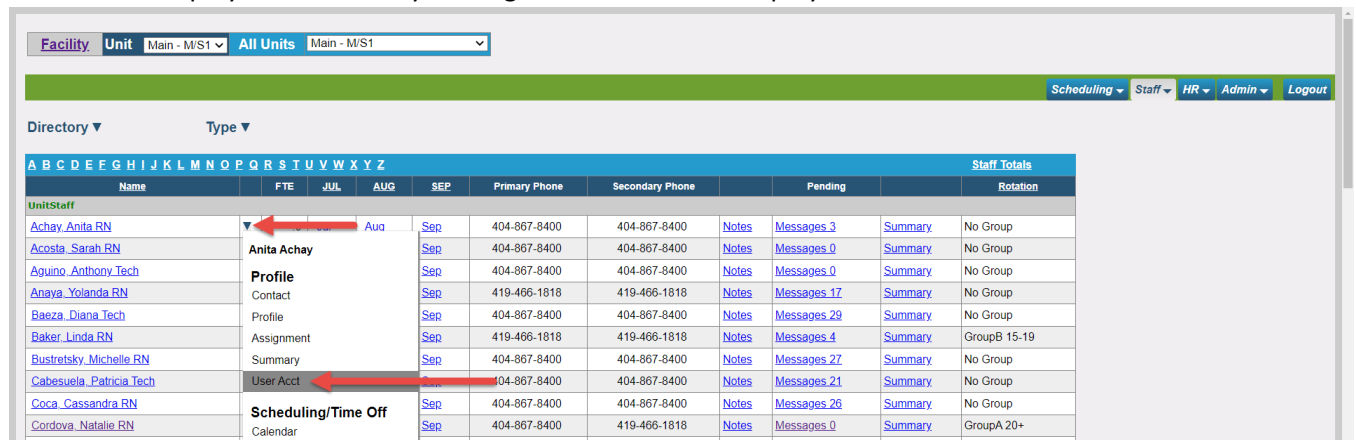

NOTE: Once changes are made on pop-up, close the screen and you will be taken back to the Daily Schedule. Be sure to click on the circular arrow (next to the Red Triangle) to refresh the screen and display the changes on the Daily Schedule.

Employee Lost Password:

The system allows employees to retrieve a lost password by going to the website at www.Schedule360.com and clicking on the Lost Password link at the top right of the page. Employees should be directed to this link. They will be asked to provide his/her e-mail address and the password will be sent to that e-mail.

In the event an employee has not entered his/her email in the system, an Admin User can retrieve the Employee Password by clicking on the Staff Tab - Employee Calendar - User Acct.