

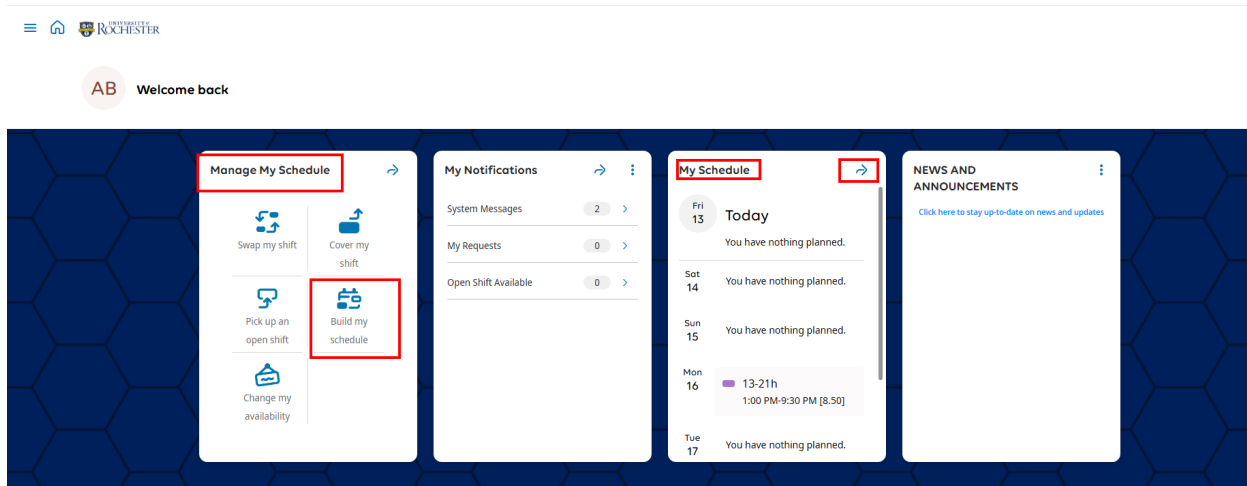
Self-Scheduling Using Shift Templates

For Departments that use shift templates in the self-scheduling process, employees can select their preferred shifts when building their own schedule.

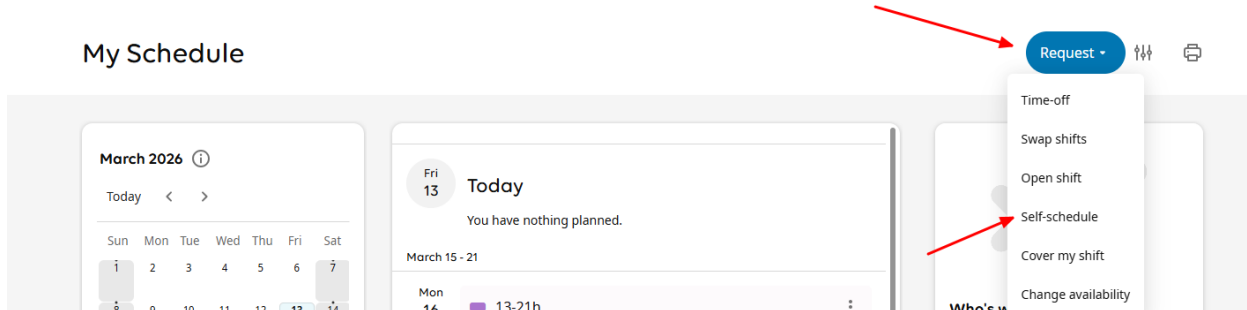
Navigation: Main Menu > My Information > My Schedule

1. From the **My Schedule** page, select **Request > Self-Schedule**.

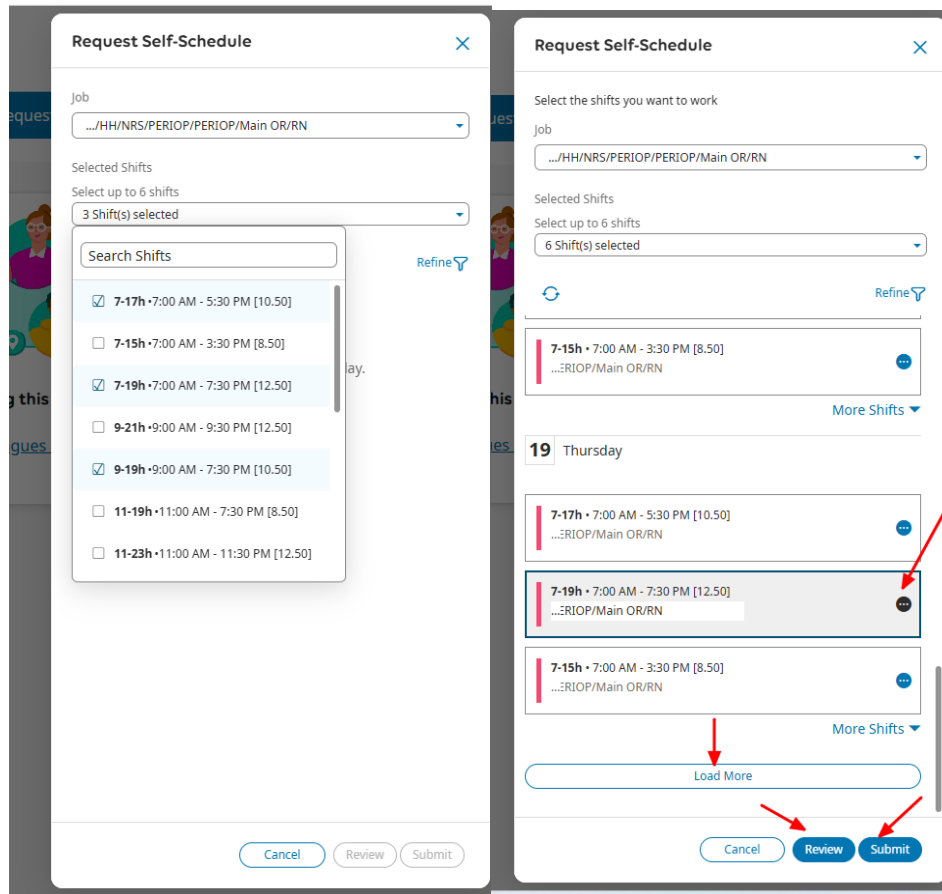
Note: If you are using the **Manage My Schedule** tile on the desktop home page or mobile device, select **Build My Schedule**.



My Schedule

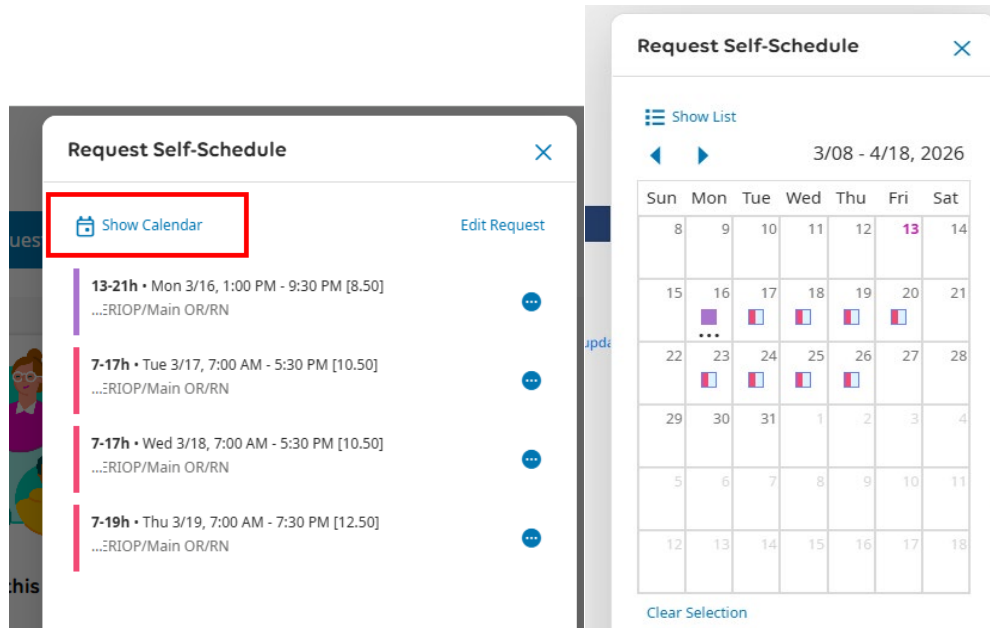


2. In the **Request Self-Schedule** slider, select the Job (if applicable) and **Shift Templates** for the shifts you prefer to work.



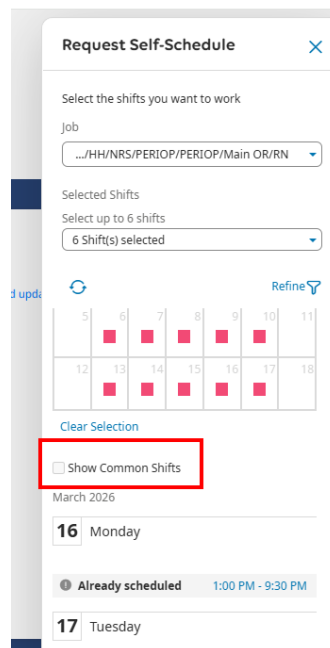
Note: If you have multiple assignments, you are prompted to choose the assignment for which you want to self-schedule first. You can only self-schedule for one assignment at a time. However, you can view your total hours and selected shifts across all your assignments as you build your schedule. Note that each of your assignments may have different shift templates associated with it.

3. Select **Show Calendar** to view a monthly calendar to help you navigate the self-scheduling period.
 - The calendar shows the days with available shifts that meet your criteria for the open self-schedule period (up to 6 weeks).
 - Calendar dates with red squares indicate available shifts.
 - Purple squares indicate already assigned regular shifts.
 - Blue squares indicate already assigned transfer shifts.
 - Green squares indicate approved time off.
 - Dates with an ellipsis indicate multiple schedule items.
 - If the open request period exceeds 6 weeks, use the navigation arrows to move forward and backward in the calendar.



4. Select one or more days on the calendar for which you want to choose your schedule. To remove a day from the selection, select it a second time. A list of available shifts for the selected days appears, including the shift template name, start and end times, duration, location, and job.

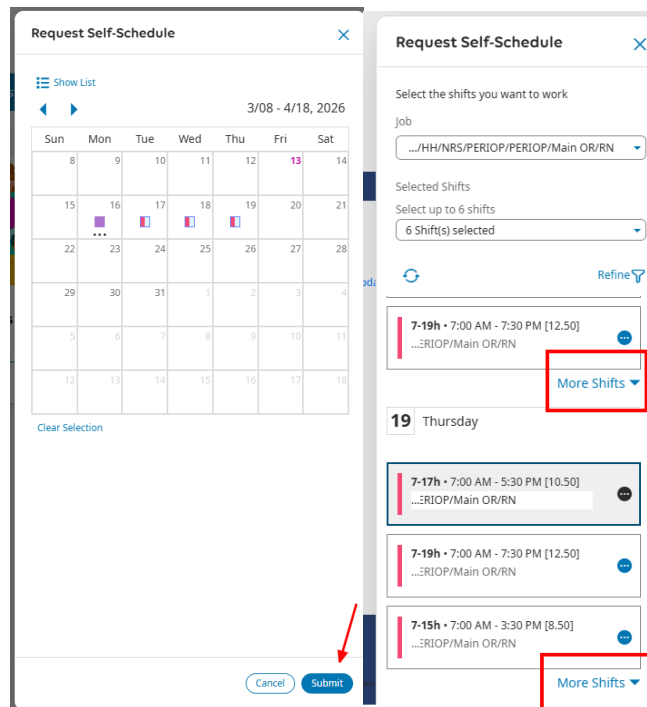
***Tip:** Select **Show Common Shifts** to filter the list of available shifts to show only shifts that use the same shift template on the selected days (for example, if you select Tuesday, Wednesday, and Thursday in a week and want to select only Day shifts on those three days).



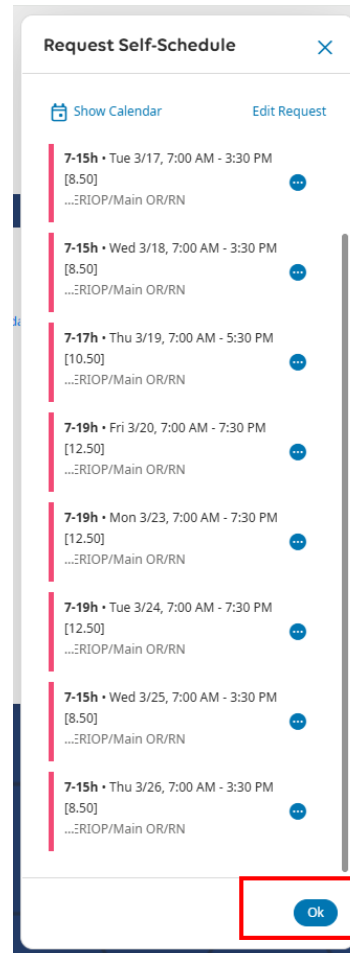


5. Select a shift to add it to your schedule.

- o Available shifts for the first three shift templates appear for each date that you selected. To view additional shift templates, select **More Shifts**.
- o As you build your schedule, the calendar shows self-scheduled days with red and blue squares. In addition, the Weekly and Total Hours values are updated at the bottom of the request slider.



6. (Optional) When you are finished building your schedule, select **Review** to review your selections. **Note:** Select **Edit Request** to make a change to your schedule before submitting the request.
7. Select **Submit** when you are ready to send your schedule to your manager. ***Warning:** The system validates your request at submission. If your selected schedule contains schedule rule violations, or shifts are no longer available, an error message appears. Edit your schedule to address these issues, and then resubmit the request.
8. Select the **OK** to close the request slider. Your calendar is updated to show your requested schedule.

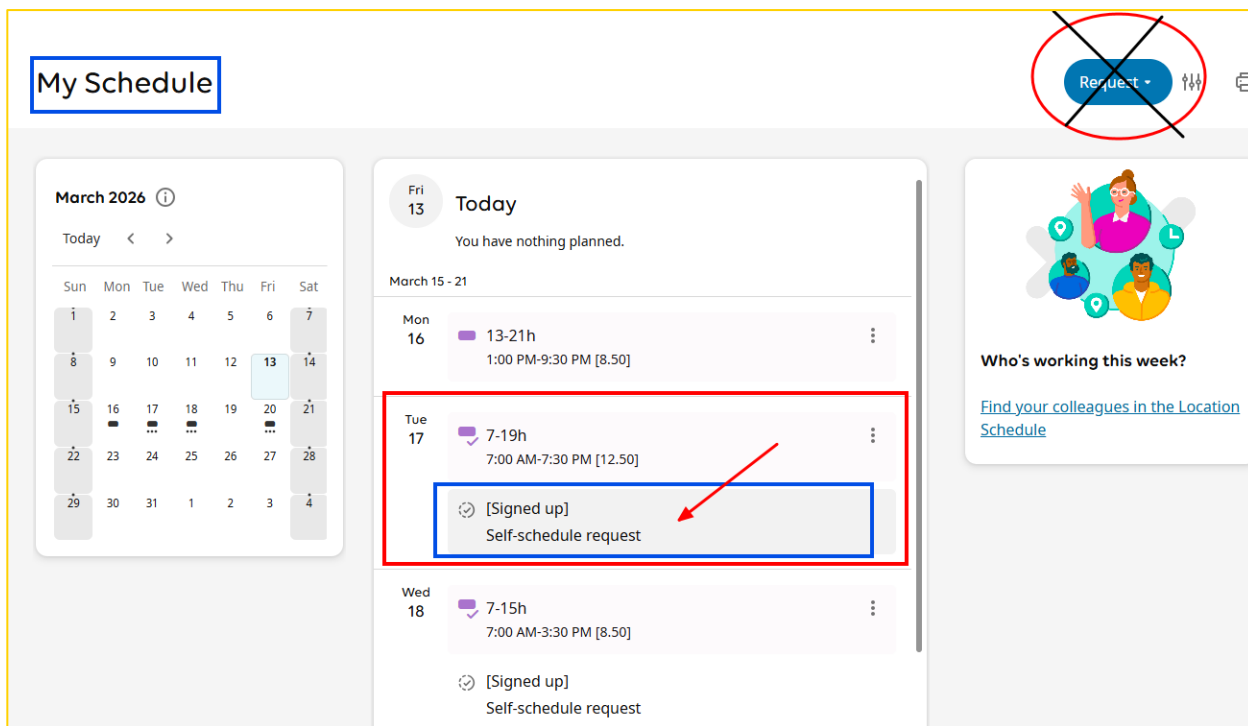
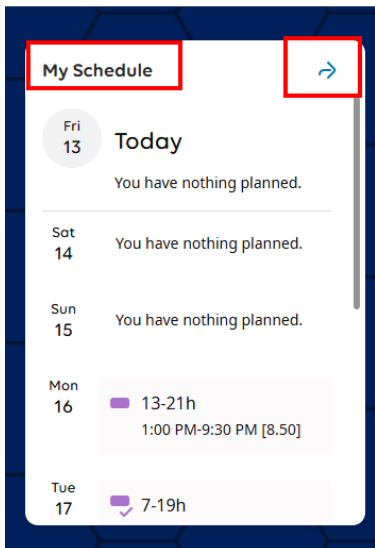


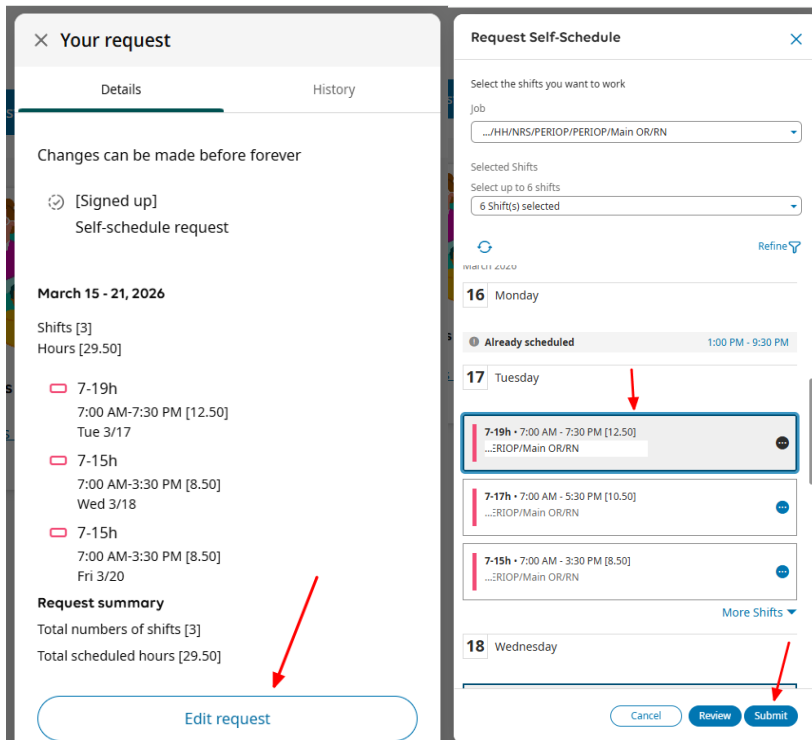
Edit a Self-Schedule Request

Employees can edit existing self-schedule requests during the open self-schedule period.

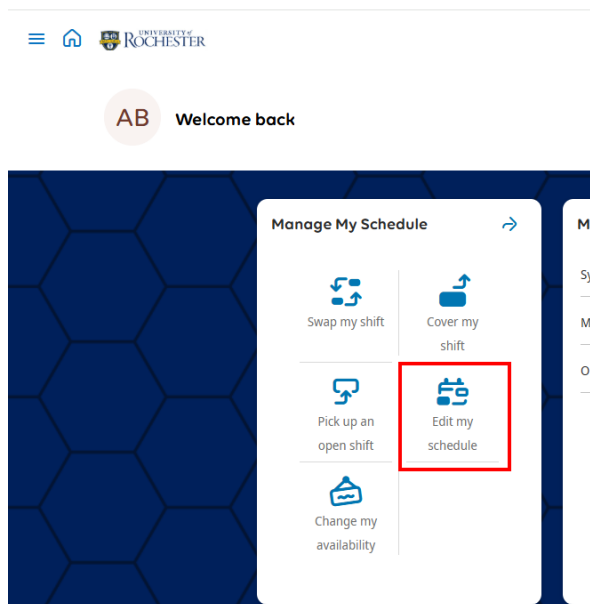
Navigation: Main Menu > My Information > My Schedule

1. From the My Schedule page, select your **self-scheduling request**.





Note: If your organization uses the **Manage My Schedule** tile on the desktop home page or mobile device, select **Edit My Schedule**.



2. In the **Your Request** slider, select **Edit Request**.
3. Edit the self-schedule request, as needed. (Note: to remove a requested shift, deselect it)
4. Select **Submit**.
5. Select **OK** or the **Close** icon to close the slider.