

SHIFT BILLBOARD

1. Click Shift Billboard
 - a. The Shift Billboard is a central location where open shifts can be posted to outside of self scheduling. If there are open shifts to still be filled, schedulers and supervisors can post the open shifts to the billboard to be picked up. Shift Billboard is not used for last minute call-offs, but for future shifts that need to be filled. The Shift Billboards works similar to Self Scheduling. You are brought to the current month's calendar. You can see your scheduled days in blue and your absent days as grey. Shifts posted to the billboard are indicated by a green number on the bottom middle of each day there is a billboard posting
2. Click a green number in the calendar

Shift Trade Request

Self Scheduler

Shift Billboard



September 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total Hours
1	2	3	4	5	6	7 5:00a-5:30p	0.00
12	12	12	12	12	6		
8 5:00a-5:30p	9	10	11	12	13	14	0.00
	12	12	12	12	12	12	

- a. You see a list of all shifts posted to the billboard for this day
3. To pick up a shift, select it
 - a. In the verification screen, you can review the details of the shift you are about to pick up

Claim Shift



Current Assignment

Date	Current Assignment	Shift	Start Time	End Time	Team	Job	Activity	Shift Type	Total Available	Comment
09/05/2019	Unassigned	5a-5:30p	05:00	17:30	14035	1000	WRK	ALL	6	
09/05/2019	Unassigned	5p-5:30a	17:00	05:30	14035	1000	WRK	ALL	6	

Cancel

4. Click Ok
 - a. The shift now appears on your schedule. You can continue picking up shifts from the billboard until you've reached your max hours without going into overtime