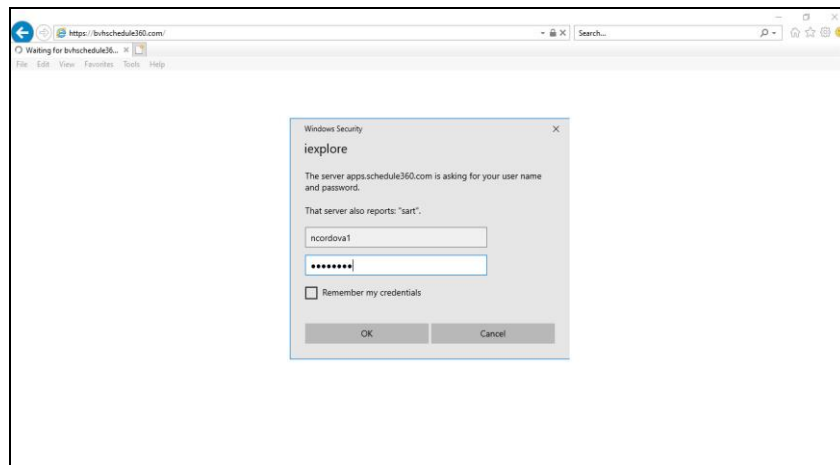
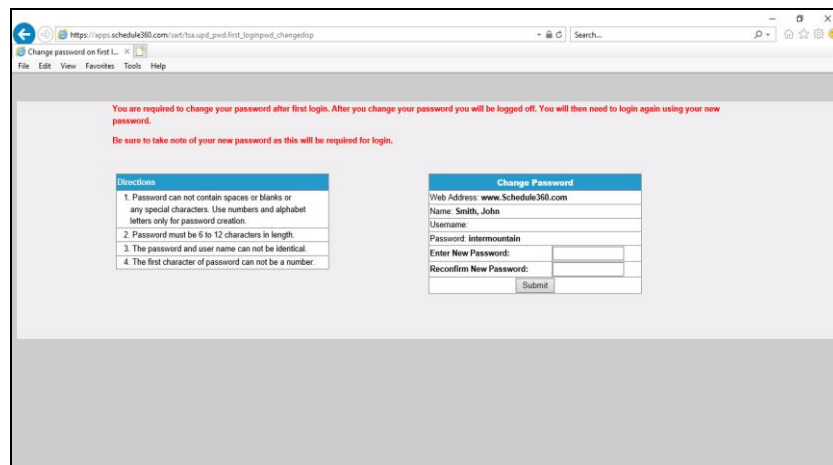


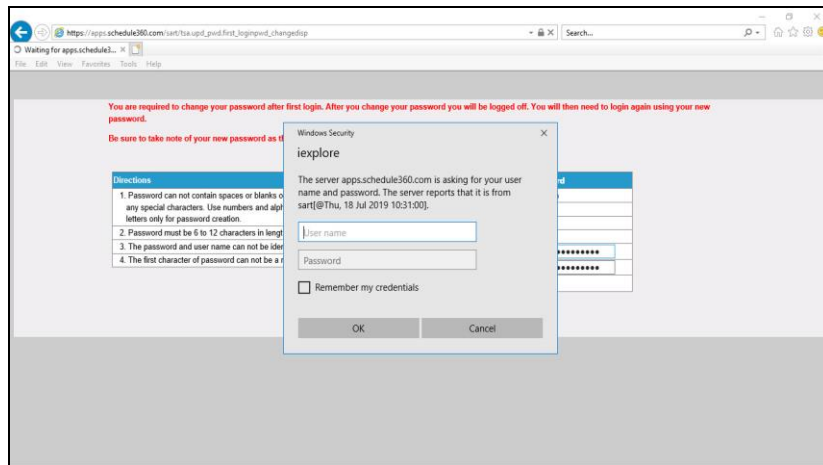
Using your browser address bar type in **www.Schedule360.com** and press enter.



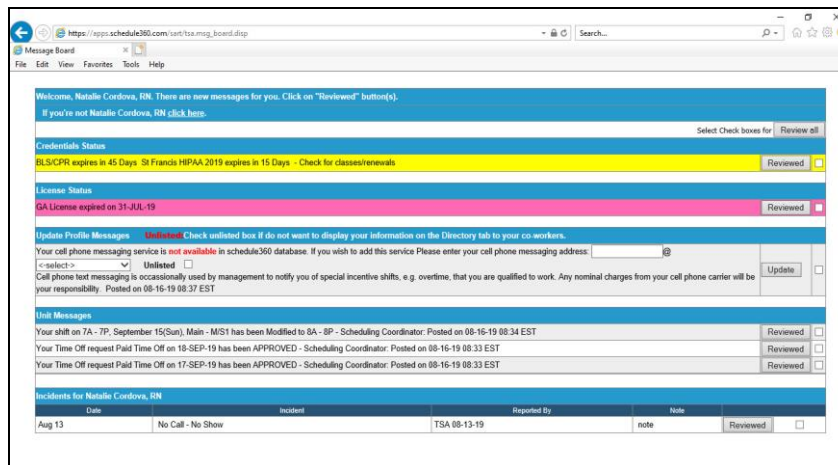
Enter your username and password.



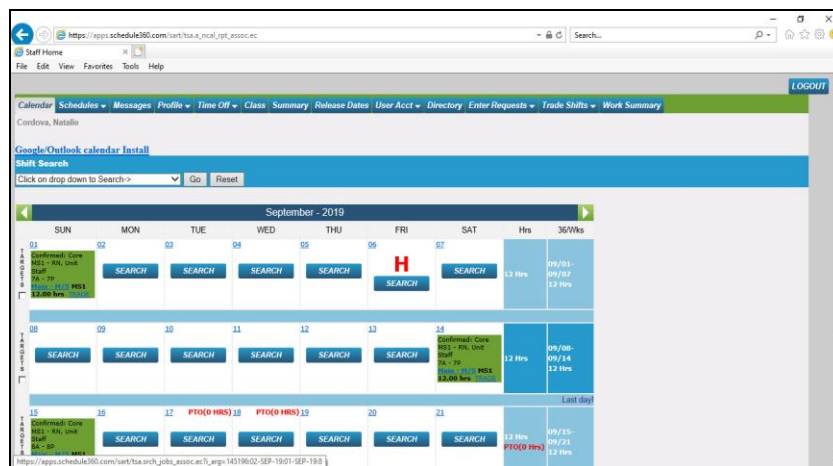
After you login for the first time you will be prompted to change your password.



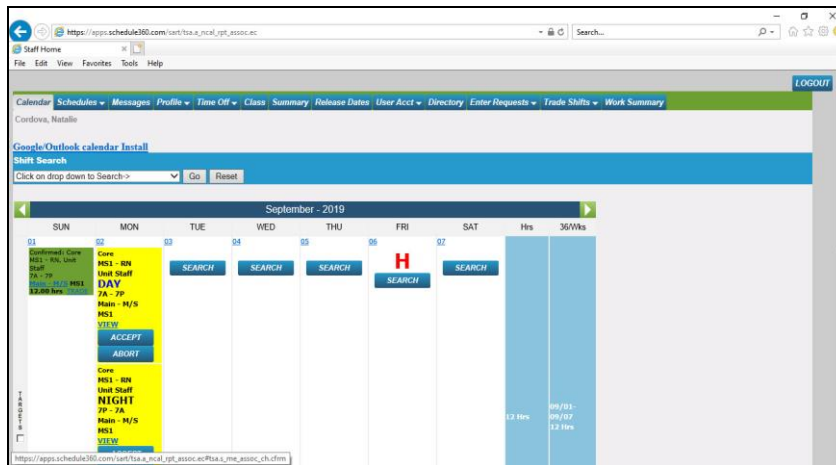
Re-enter your login information using your new password.



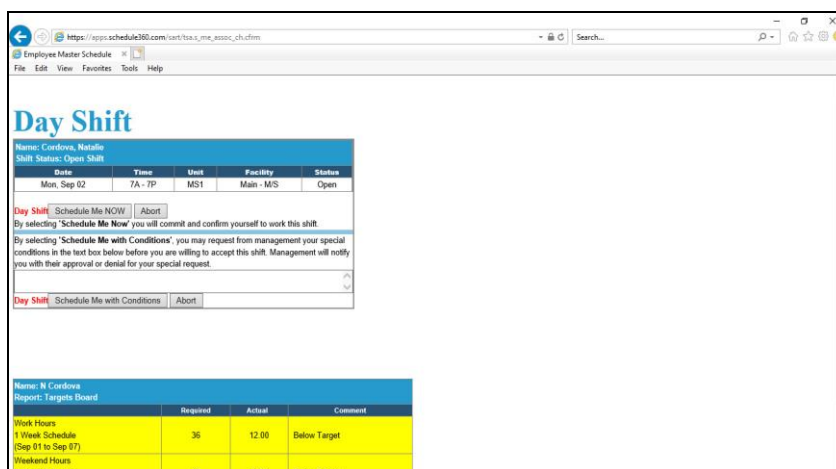
The Message Board will appear. The Message Board is a one-way communication tool used by the Scheduler to communicate to staff. After reviewing each message check each box to the right.



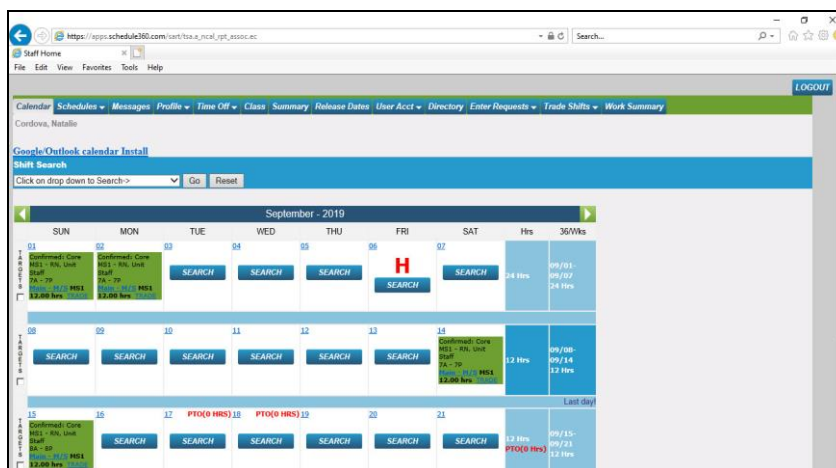
After reviewing your messages your Calendar will display the current month. The tab interface provides easy navigation inside Schedule360. Click the search button to search for available shifts on a specific day.



Click on Accept to continue.

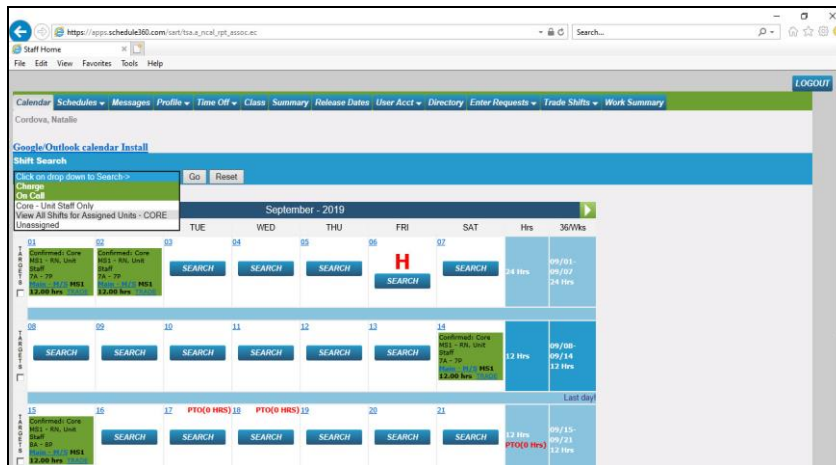


Click on the Schedule Me NOW button to confirm the shift.

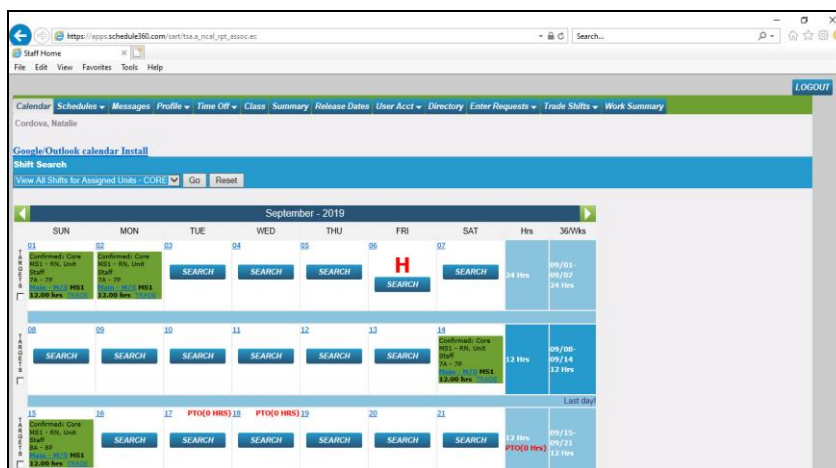


You are confirmed to work the shift.

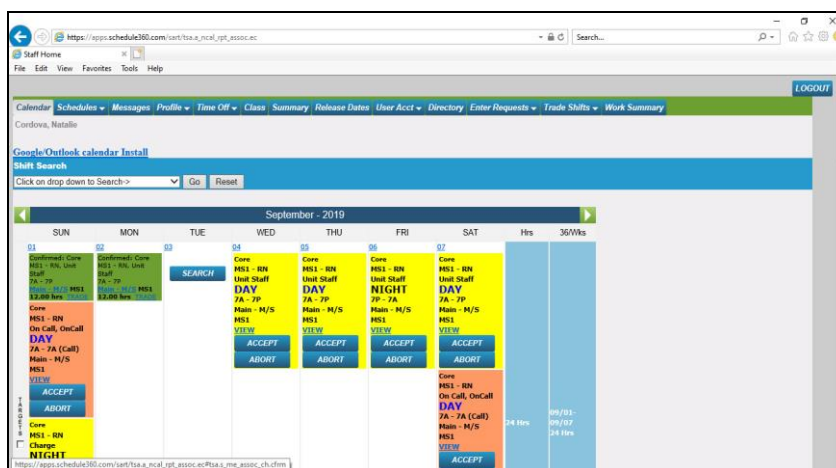
To search for available shifts across all days click on the Shift Search drop down.



The Shift Search drop down will display your available search option based on your individual profile specifications. To search for special shifts such as Charge select the Charge option. Click View All Shifts for Assigned Units - Core to search for available core shifts that you are qualified to work.



Click the Go button to perform the search.



Click on Accept to continue

The screenshot shows a web browser window with the URL https://apps.schedul360.com/user/tss_a_me_assoc_chudim. The browser's address bar and tabs are visible at the top. The main content area displays the 'Day Shift' page for 'Cordova, Natalie'. The page has a blue header with the title 'Day Shift'. Below the header, there is a section for 'Shift Status: Open Shift' with a table showing shift details. The table has columns: Date, Time, Unit, Facility, and Status. The data row shows 'Wed, Sep 04', '7A - 7P', 'MS1', 'Main - M/S', and 'Open'. Below the table, there are two buttons: 'Schedule Me NOW' and 'About'. A text block follows, stating: 'By selecting "Schedule Me NOW" you will commit and confirm yourself to work this shift.' Below this, another text block states: 'By selecting "Schedule Me with Conditions", you may request from management your special conditions in the text box below before you are willing to accept this shift. Management will notify you with their approval or denial for your special request.' There is a text input field and a 'Schedule Me with Conditions' button. Below this, there is another text block: 'By selecting "Schedule Me with Conditions", you may request from management your special conditions in the text box below before you are willing to accept this shift. Management will notify you with their approval or denial for your special request.' There is another text input field and a 'Schedule Me with Conditions' button. Below this, there is a section for 'Targets Board' with a table showing 'Required', 'Actual', and 'Comment' columns. The data row shows '36', '24.00', and 'Below Target'. The table has a yellow background. The browser's status bar at the bottom shows the page title 'Employee Master Schedule' and the URL.

Employee Master Schedule

File Edit View Favorites Tools Help

Day Shift

Name: Cordova, Natalie
Shift Status: Open Shift

Date	Time	Unit	Facility	Status
Wed, Sep 04	7A - 7P	MS1	Main - M/S	Open

Day Shift: [Schedule Me NOW](#) [About](#)

By selecting "Schedule Me NOW" you will commit and confirm yourself to work this shift.

By selecting "Schedule Me with Conditions", you may request from management your special conditions in the text box below before you are willing to accept this shift. Management will notify you with their approval or denial for your special request.

Day Shift: [Schedule Me with Conditions](#) [About](#)

Name: N Cordova
Report: Targets Board

	Required	Actual	Comment
Work Hours			
1 Week Schedule (Sep 01 to Sep 07)	36	24.00	Below Target
Weekend Hours			

Click on the Schedule Me NOW button to confirm the shift.

The screenshot displays a web browser window with the address bar showing a URL from 'https://apps.schedu4260.com'. The browser's address bar and navigation buttons are visible at the top. Below the browser window, the Google Calendar interface is shown for a user named 'Cordova, Natalie'. The calendar is set to September 2019. The interface includes a navigation bar with tabs such as 'Calendar', 'Schedules', 'Messages', 'Profile', 'Time Off', 'Class', 'Summary', 'Release Dates', 'User Acct', 'Directory', 'Enter Requests', 'Trade Shifts', and 'Work Summary'. The main content area shows a weekly view for September 2019, with days of the week as columns and dates as rows. The calendar shows various shifts and events, including 'NO CALL', 'Core', 'HRS - RN', 'On Call, OnCall', 'DAY', 'NIGHT', 'Main - H/S', 'HRS', 'VIEW', 'ACCEPT', and 'ABORT'. The right side of the calendar shows a summary of hours and weeks.

You are confirmed to work the shift.
Click on Accept to continue.

The screenshot shows a web browser window with the address bar displaying "https://apps.schedule360.com/sart/bas_a_me_assoc_chd.htm". The browser's address bar also shows "Employee Master Schedule" and a search bar. The browser's menu bar includes "File", "Edit", "View", "Favorites", "Tools", and "Help".

The main content area displays the "Day Shift" scheduling interface for "Cordova, Natalie". The "Shift Status" is "Open Shift".

The interface includes a table with the following columns: "Date", "Time", "Unit", "Facility", and "Status". The table shows a single shift for "Thu, Sep 05" from "7A - 7P" in "Unit MS1" at "Main - MTS", with a status of "Open".

Below the table, there are two sections for scheduling options:

- Day Shift Schedule Me NOW**: A button labeled "Abort".
- Day Shift Schedule Me with Conditions**: A button labeled "Abort".

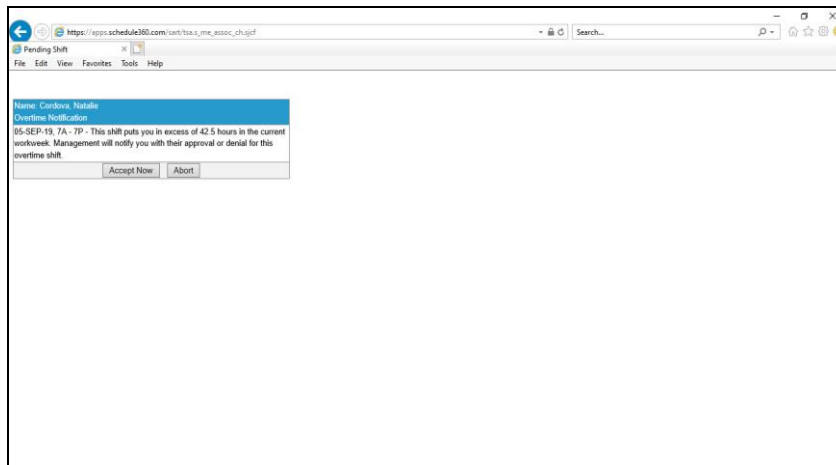
Text instructions are provided for each section:

- By selecting "Schedule Me NOW" you will commit and confirm yourself to work this shift.
- By selecting "Schedule Me with Conditions", you may request from management your special conditions in the text box below before you are willing to accept this shift. Management will notify you with their approval or denial for your special request.

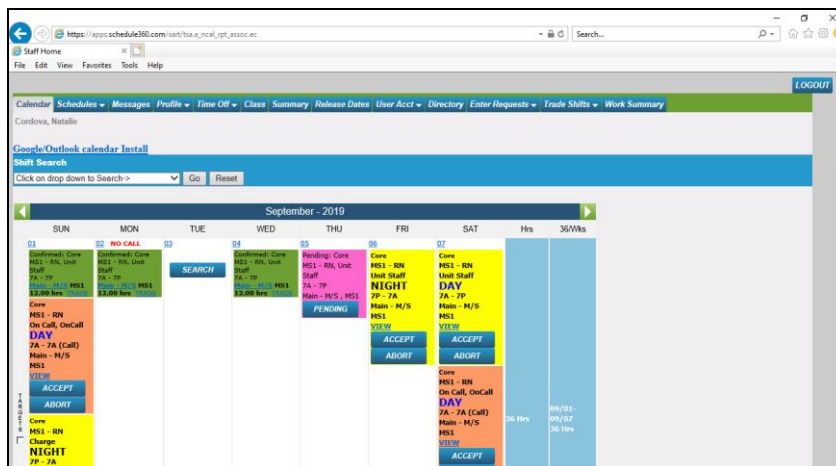
Below the scheduling options, there is a table for "Targets Board" with the following columns: "Required", "Actual", and "Comment". The table shows the following data:

	Required	Actual	Comment
Work Hours			
1 Week Schedule (Sep 01 to Sep 07)	36	36.00	Target Achieved
Weekend Hours			

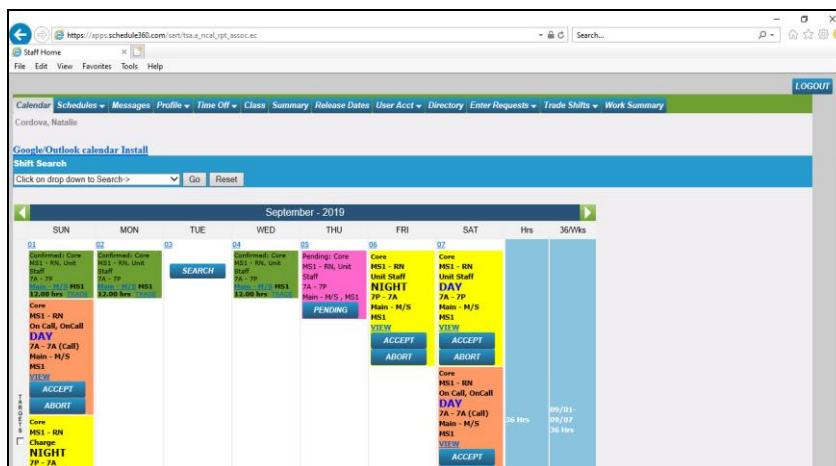
Click on the Schedule Me NOW button.



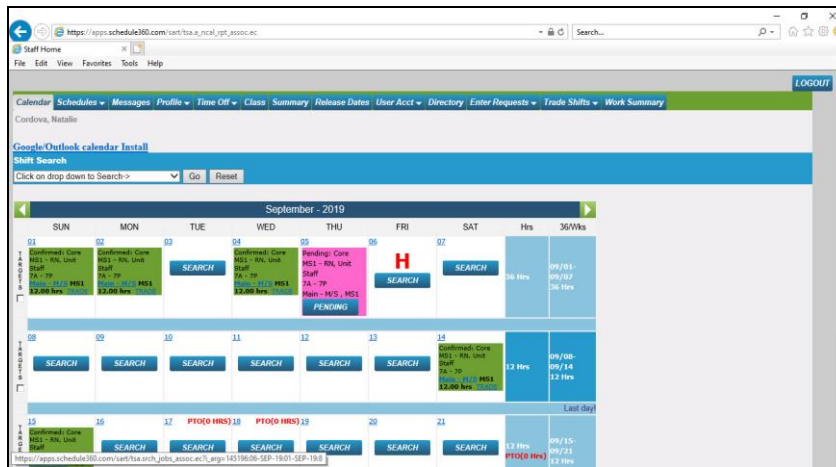
Shifts resulting in overtime require admin approval. Click Accept Now to continue.



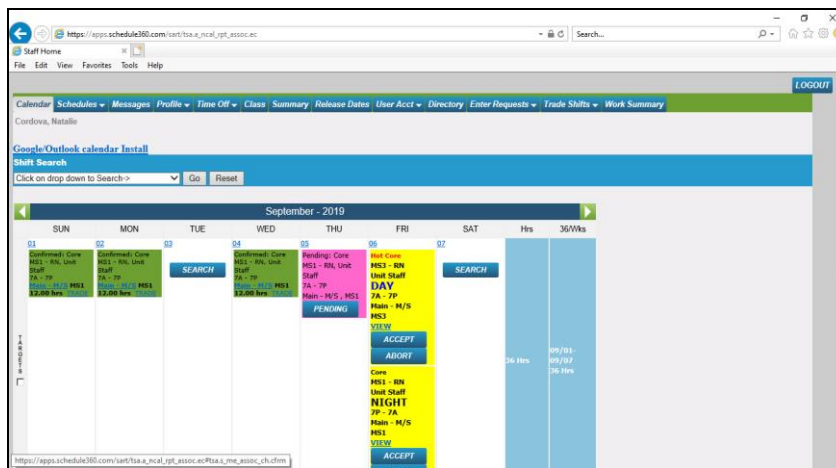
The shift is now pending approval



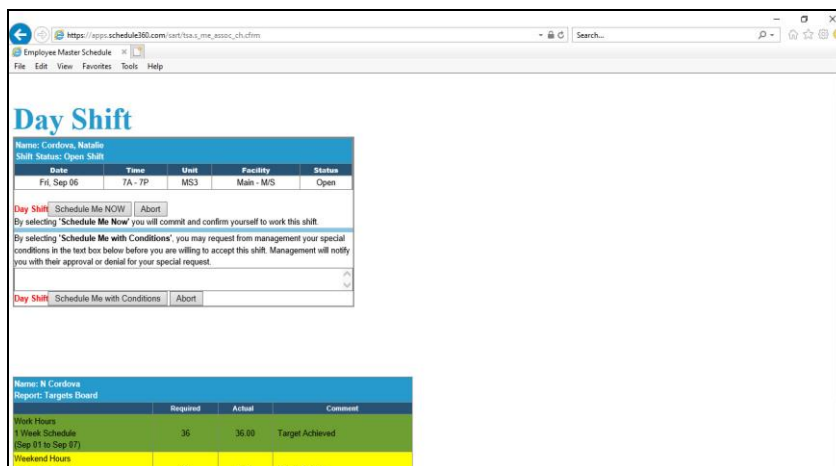
Click the Reset button to hide the open shift details



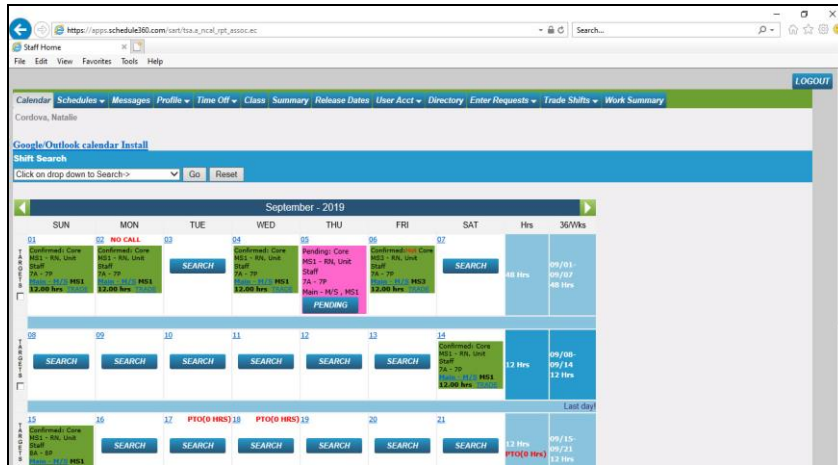
Shifts that are preapproved for overtime are denoted as HOT shifts in Schedule360. HOT shifts can be viewed and self scheduled by clicking the Search button on days that have a red H. Click Search.



Click on Accept to continue

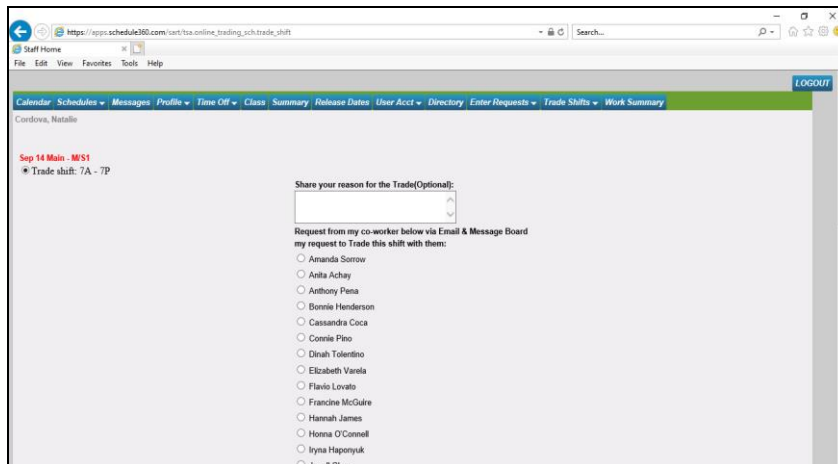


Click on the Schedule Me NOW button.

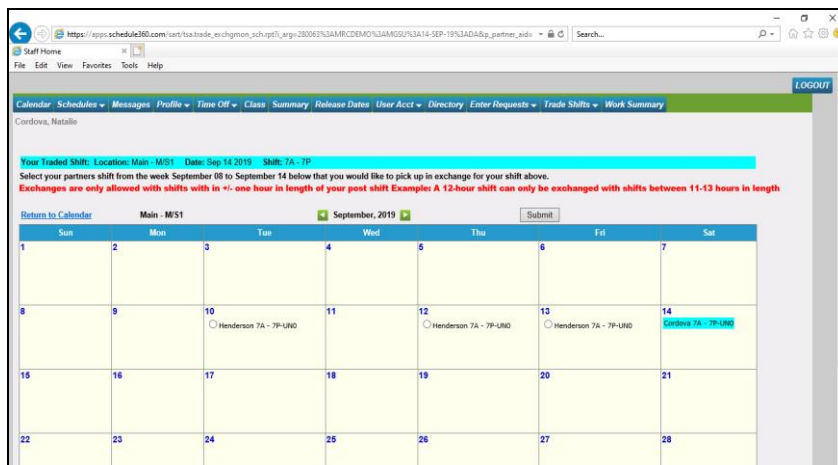


You are confirmed to work the shift.

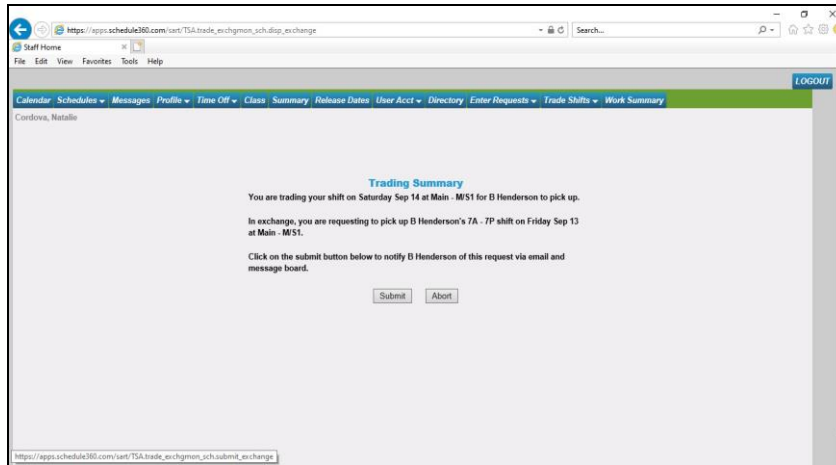
Click the Trade link to request a shift trade.



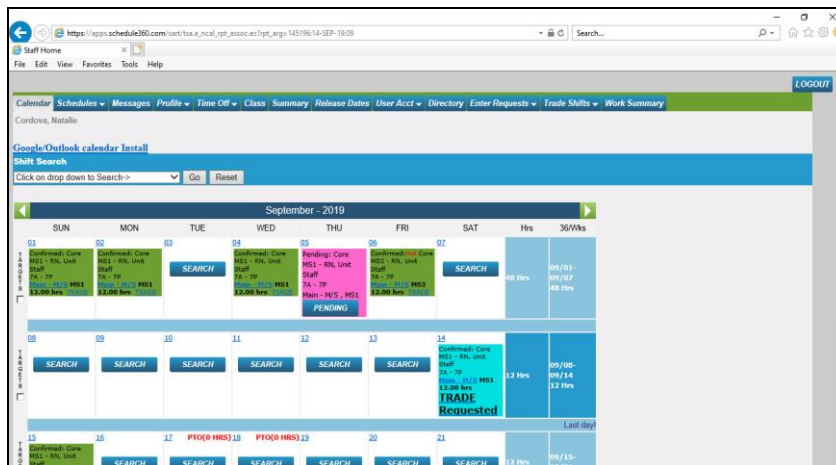
The available staff that are qualified to work your shift will display. Select the person you would like to trade with and click submit.



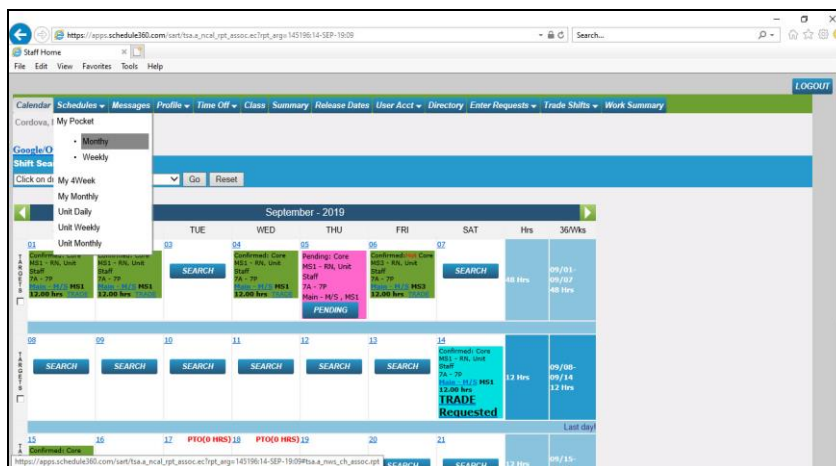
Select the exchange shift and click submit.



Review the trade summary and click submit.



Your trade request has been submitted. You are still confirmed to work the shift until your partner accepts the trade.



To view the tab options hover over tabs with dropdown arrows. Click on the Monthly link.

Work Schedule

Scheduled Hours	Date	Day	Time	Profile	Type	Location	Unit	Note
12.00	Aug/03	Sat	7A - 7P	MS1 - RN	Unit Staff	Main - N/S	Main - N/S1	
12.00	Aug/04	Sun	7A - 7P	MS1 - RN	Unit Staff	Main - N/S	Main - N/S1	
12.00	Aug/12	Mon	7A - 7P	MS1 - RN	Unit Staff	Main - N/S	Main - N/S1	
12.00	Aug/15	Thu	7P - 7A	MS1 - RN	Unit Staff	Main - N/S	Main - N/S1	
12.00	Aug/17	Sat	7A - 7P	MS1 - RN	Unit Staff	Main - N/S	Main - N/S1	
12.00	Aug/18	Sun	7A - 7P	MS1 - RN	Unit Staff	Main - N/S	Main - N/S1	
12.00	Aug/21	Wed	7A - 7P	MS1 - RN	Unit Staff	Main - N/S	Main - N/S1	
11.07	Aug/21	Wed	7P-7A (CALL)	MS1 - RN	On Call	Main - N/S	Main - N/S1	
12.00	Aug/22	Thu	7A - 7P	MS1 - RN	Unit Staff	Main - N/S	Main - N/S1	
24.00	Aug/24	Sat	7A - 7A (Call)	MS1 - RN	On Call	Main - N/S	Main - N/S1	
12.00	Aug/21	Sat	7A - 7P	MS1 - RN	Unit Staff	Main - N/S	Main - N/S1	
Total 143.97								

Cordova - TimeOff & Training Schedule

Date	Day	Request	Approved Paid Hours	Requested Paid Hours	Note	Approved on
01/06/19	SUN	Paid Time Off	12	0		01/17/19 10:21 am EST
01/07/19	MON	Paid Time Off	12	0		01/17/19 10:21 am EST
01/08/19	TUE	Paid Time Off	0	0		01/17/19 10:21 am EST
01/09/19	WED	Paid Time Off	0	0		01/17/19 10:21 am EST
01/10/19	THU	Paid Time Off	0	0		01/17/19 10:21 am EST

The Monthly Link:
A Monthly Pocket view of your scheduled shifts is shown.

Work Schedule

Scheduled Hours	Date	Day	Time	Profile	Type	Location	Unit	Note
12.00	Aug/12	Mon	7A - 7P	MS1 - RN	Unit Staff	Main - N/S	Main - N/S1	
12.00	Aug/15	Thu	7P - 7A	MS1 - RN	Unit Staff	Main - N/S	Main - N/S1	
12.00	Aug/17	Sat	7A - 7P	MS1 - RN	Unit Staff	Main - N/S	Main - N/S1	
Total 36.00								

Cordova - TimeOff & Training Schedule

Date	Day	Request	Approved Paid Hours	Requested Paid Hours	Note	Approved on
01/06/19	SUN	Paid Time Off	12	0		01/17/19 10:21 am EST
01/07/19	MON	Paid Time Off	12	0		01/17/19 10:21 am EST
01/08/19	TUE	Paid Time Off	0	0		01/17/19 10:21 am EST
01/09/19	WED	Paid Time Off	0	0		01/17/19 10:21 am EST
01/10/19	THU	Paid Time Off	0	0		01/17/19 10:21 am EST
01/11/19	FRI	Paid Time Off	0	0		01/17/19 10:21 am EST
01/12/19	SAT	Paid Time Off	12	0		01/17/19 10:21 am EST
08/12/19	TUE	Paid Time Off	0	0		08/16/19 08:33 am EST
08/13/19	WED	Paid Time Off	0	0		08/16/19 08:33 am EST
11/15/19	FRI	Paid Time Off	0	0		08/08/19 10:49 am EST
11/16/19	SAT	Paid Time Off	0	0		08/08/19 10:49 am EST

The Weekly Link:
A Weekly Pocket view of your scheduled shifts is shown

https://apps.schedule360.com/sant/bsa_nurs_jetschd_accpt

Staff Home

Calendar

Schedules

Messages

Profile

Time Off

Class

Summary

Release Dates

User Acct

Directory

Enter Requests

Trade Shifts

Work Summary

Cordeiro, Natalie

2019 | 2019

X = Scheduled to Work

T/O = TimeOff

T = Training

Jun 30 - Jul 27, 2019														Jul 28 - Aug 24, 2019														Aug 25 - Sep 21, 2019													
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S																					
30	X	01	02	03	04	05	06	X	28	29	30	31	01	02	03	X	25	26	27	28	29	30	31	X																	
07	X	08	09	10	11	12	13	04	X	05	06	07	08	09	10	11	01	02	03	04	05	06	07	X																	
14	X	15	16	17	18	19	20	11	X	12	13	14	15	16	17	X	08	09	10	11	12	13	14	X																	
21	X	22	23	24	25	26	27	18	X	19	20	21	22	23	24	15	16	17	18	19	20	21	22	X																	

Sep 22 - Oct 19, 2019														Oct 20 - Nov 16, 2019														Nov 17 - Dec 14, 2019													
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S																					
22	X	23	24	25	26	27	28	X	20	21	22	23	24	25	26	X	17	18	19	20	21	22	23	X																	
29	X	30	01	02	03	04	05	12	X	28	29	30	31	01	02	24	X	25	26	27	28	29	30	X																	
06	07	08	09	10	11	12	13	03	04	05	06	07	08	09	10	01	02	03	04	05	06	07	08	X																	
13	X	14	15	16	17	18	19	10	X	11	12	13	14	15	16	09	X	10	11	12	13	14	15	X																	

Dec 15 - Jan 11, 2020														Jan 12 - Feb 08, 2020														Feb 09 - Mar 07, 2020													
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S																					
15	X	16	17	18	19	20	21	X	19	20	21	22	23	24	25	X	17	18	19	20	21	22	23	X																	
22	X	23	24	25	26	27	28	X	26	27	28	29	30	31	01	02	24	X	25	26	27	28	29	X																	
29	X	30	01	02	03	04	05	12	X	28	29	30	31	01	02	24	X	25	26	27	28	29	30	X																	
06	07	08	09	10	11	12	13	03	04	05	06	07	08	09	10	01	02	03	04	05	06	07	08	X																	
13	X	14	15	16	17	18	19	10	X	11	12	13	14	15	16	09	X	10	11	12	13	14	15	X																	

The 4 Week Link: The My 4 Week tab displays an overview of your scheduled shifts and approved Time Off

Unit: Main - M/S1

08/16/19 Enter date

Position	Shift
RN-Director/MGR	
Mykita Haponiuk	BA - 430P
RN-Charge	
Christina Brinkley	7A - 7P
RN-Unit Staff	
Lawrence Johnson	7A - 7P
Bonnie Henderson	7A - 7P
Jeanette Martinez	7A - 7P
Lynn Lamando	7A - 7P
Sylvain Nana	7A - 7P
Lisa Hendie	7A - 7P
Janel Glenn	7A - 7P
Iryna Haponiuk	7A - 7P
Open - Core	7A - 7P
Tech-Unit Staff	
Diana Racz	7A - 7P
Patricia Cabesula	7A - 7P
Rosalinda Jaramillo	7A - 7P
Ernestine Holman	7A - 7P
Secretary-Unit Staff	
Tia Kellgren	7A - 7P

Position	Shift
RN-Charge	
Vanessa Whitner	7P - 7A
RN-Unit Staff	
Olivia Lopez-Barlow	7P - 7A
Jessica Garduno	7P - 7A
Jill Rame	7P - 7A
Vanessa Suterovich	7P - 7A
Linda Baker	7P - 7A
Open - Core	7P - 7A
Tech-Unit Staff	
Lyn Williams	7P - 7A
Katherine Kwanuka	7P - 7A
Carlos Castillo	7P - 7A
Andrew Das	7P - 7A
Secretary-Unit Staff	
Wynona Pufahl	7P - 7A
Nicole Vigil	7P - 7A

The Daily Link: The Unit Daily is shown. You can also view the unit schedule in a weekly and monthly format.

Posted	Message	Reviewed On	Reviewed By
08-16-19 08:33 am EST	Your Time Off request Paid Time Off on 17-SEP-19 has been APPROVED - Scheduling Coordinator	08/16/19 08:46 am EST	NCORDOVA1
08-16-19 08:33 am EST	Your Time Off request Paid Time Off on 18-SEP-19 has been APPROVED - Scheduling Coordinator	08/16/19 08:46 am EST	NCORDOVA1
08-16-19 08:34 am EST	Your shift on 7A - 7P, September 13(Sun), Main - M/S1 has been Modified to BA - BP - Scheduling Coordinator	08/16/19 08:46 am EST	NCORDOVA1
08-16-19 08:37 am EST	CELL_MSG	08/16/19 08:46 am EST	NCORDOVA1
	BLS/CPR expires in 45 Days St Francis HPA 2019 expires in 15 Days	08/16/19 08:46 am EST	NCORDOVA1
	GA License expired on 31-JUL-19	08/16/19 08:46 am EST	NCORDOVA1
08-13-19 01:49 pm EST	Please note staff meetings for 8/19- Plan to attend as we will be discussing new HPA guidelines	08/13/19 02:18 pm EST	NCORDOVA1
08-13-19 01:45 pm EST	You have been scheduled for an On Call Shift on 7A - 7A (Call), August 24(Sat), Main - M/S1, Main - M/S - Scheduling Coordinator	08/13/19 02:18 pm EST	NCORDOVA1
08-13-19 01:47 pm EST	CELL_MSG	08/13/19 02:17 pm EST	NCORDOVA1
	BLS/CPR expires in 48 Days St Francis HPA 2019 expires in 18 Days	08/13/19 02:17 pm EST	NCORDOVA1
	GA License expired on 31-JUL-19	08/13/19 02:17 pm EST	NCORDOVA1
08-13-19 01:26 pm EST	You have been SCHEDULED to work by your management on 7A - 7P, August 13(Tue), Main - M/S1, Main - M/S - Scheduling Coordinator	08/13/19 01:48 pm EST	TSA (Auto Reviewed)
08-13-19 01:41 pm EST	You have been SCHEDULED to work on 7A - 7P, August 13(Tue), Main - M/S1, Main - M/S - Scheduling Coordinator	08/13/19 01:48 pm EST	TSA (Auto Reviewed)
08-13-19 01:42 pm EST	You have been SCHEDULED to work on 7A - 7P, August 21(Wed), Main - M/S1, Main - M/S - Scheduling Coordinator	08/13/19 01:48 pm EST	TSA (Auto Reviewed)
08-13-19 01:45 pm EST	You have been scheduled for an On Call Shift on 7P-7A (CALL), August 21(Wed), Main - M/S1, Main - M/S - Scheduling Coordinator	08/13/19 01:48 pm EST	TSA (Auto Reviewed)
08-13-19 01:27 pm EST	Your shift has been CANCELLED on 7A - 7P, August 11(Sun), Main - M/S1, Main - M/S - Scheduling Coordinator	08/13/19 01:48 pm EST	TSA (Auto Reviewed)
08-13-19 01:30 pm EST	Your shift has been CANCELLED on 7A - 7P, August 15(Thu), Main - M/S1, Main - M/S - Scheduling Coordinator	08/13/19 01:48 pm EST	TSA (Auto Reviewed)
07-16-19 08:44 am EST	You have been Paced Off and Removed from the shift on 7A - 7P, July 17(Wed), Main - M/S1, Main - M/S - Scheduling Coordinator	08/08/19 02:23 pm EST	NCORDOVA1

The messages tab provides an archive of your reviewed messages.

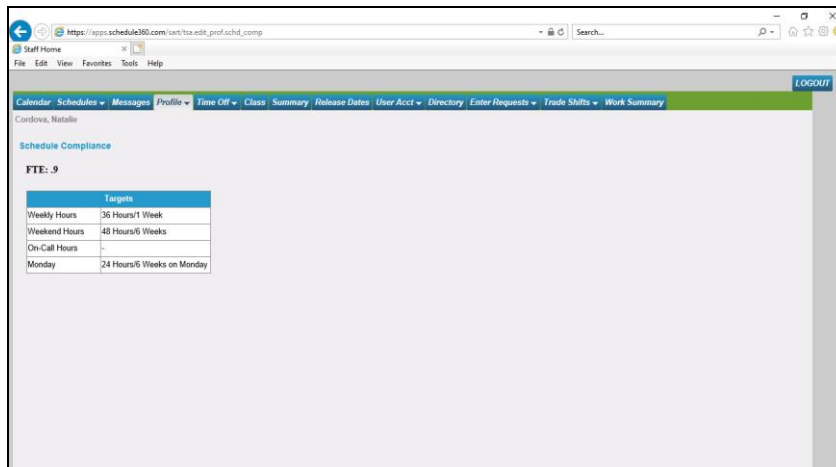
Profile

Primary Phone : 419-460-1818
Secondary Phone : 419-460-1818
Email : snuffy@schedule360.com
Email 2 : ttoni@schedule360.com

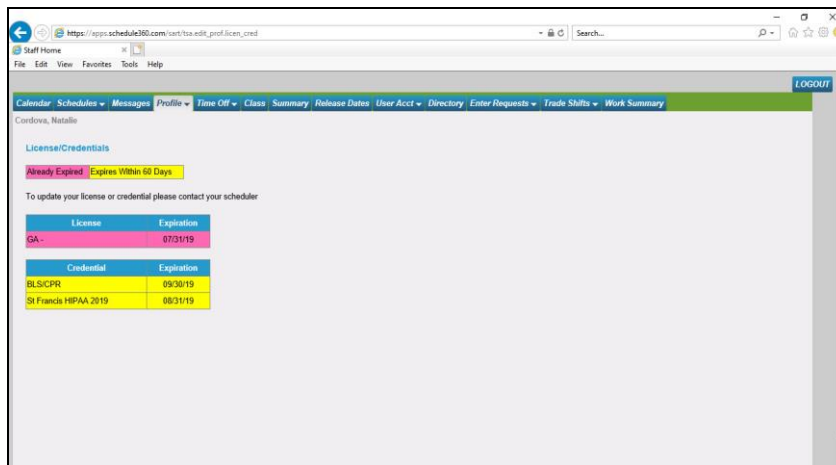
License: RN
Scheduling Type: Unit Staff
Shifts: All Shifts(Day & Night)
Job Type: Core Only
Special Scheduling: Charge
Skill Level: Highly Skilled
On Call

Preferred Unit: Main - M/S1	Qualified Units	Assigned Units
Main - M/S1		
Main - M/S2		Main - M/S1
Main - M/S3		

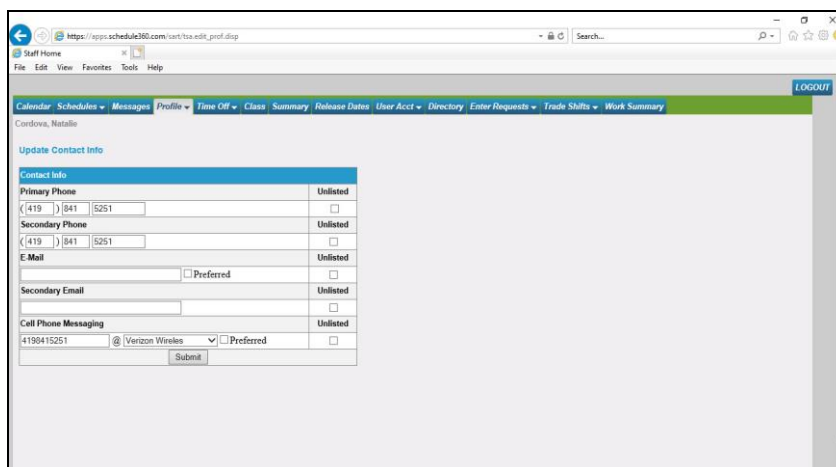
The Profile link will show an overview of your profile



The Schedule Compliance link will show your scheduling requirements



The License/Credentials link shows your credentials expiration dates.



After updating your contact info click Submit

On the Time Off tab click on Make a Request.

Dates that have been restricted by your administrator will display with a red X. Requests cannot be made on these dates. To make a request select the date you would like to request.

then click submit

Date	Type of Request	Optional Note Add a note here for request to consider when reviewing your request	Action
Sun, Oct 06	-Select-		delete
Mon, Oct 07	-Select-		delete

Click the drop down to select the type of request and click Master Submit to populate the records.

Time Off Approvals: History | Time Off Pending & Denials | Link TO Report

2019 Time Off Hours: 120 2019 Time Off Hours Approved YTD: 36
 2019 Time Off Hours Pending For Approval: 0 2019 Time Off Hours Remaining: 84

Master select Type of Request and Hours for all below requests

Paid Time Off Master Submit

Date	Type of Request	Optional Note Add a note here for input to consider when reviewing your request	Action
Sun, Oct 06	Paid Time Off		delete
Mon, Oct 07	Paid Time Off		delete

Submit

Then click submit

Calendar | Schedules | Messages | Profile | Time Off | Class | Summary | Release Dates | User Acc | Directory | Enter Requests | Trade Shifts | Work Summary

Cordova, Natalie

✖ = Restricted Date - See your scheduler for Time Off requests on these dates.

Approved Time Offs
 Pending Time Offs
 Denied Time Offs
 Reviewed Time Offs
 High Demand Days

2019 Time Off Hours: 120 2019 Time Off Hours Approved YTD: 36
 2019 Time Off Hours Pending For Approval: 0 2019 Time Off Hours Remaining: 84

Click on the date(s) and Click on submit button.

Submit

August - 2019 Select All September - 2019 Select All October - 2019 Select All

S	M	T	W	T	F	S
					1	2
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

S	M	T	W	T	F	S
					1	2
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

The dates are now pending admin approval. Once your requests have been approved or denied you will be notified via email and your message board.

Calendar | Schedules | Messages | Profile | Time Off | Class | Summary | Release Dates | User Acc | Directory | Enter Requests | Trade Shifts | Work Summary

Cordova, Natalie

September Class Schedules - 2019

Class Description	Date	Unit	Start Time	End Time	Class Location	Eligibility	Notes	Submit Request
BLS/CPR RECERT	09/04/19	Main - M/S1	800	1200	Classroom B	All	Coffee Donuts Served	submit request
ACLS RECERT	09/13/19	Main - M/S1	800	1200	Classroom B	All	Please read class material prior to attending. This will move quickly	submit request

The class tab will display available classes that you are qualified to request to attend. Click Submit Request to request to attend the class.

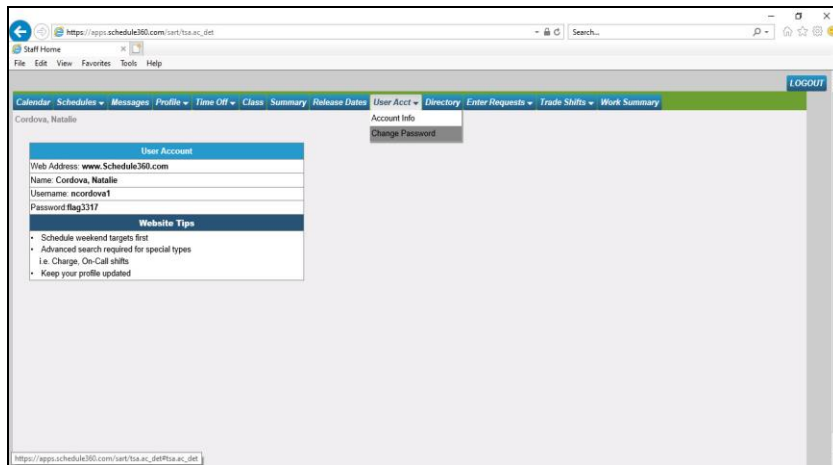
Type	Current Week 08/11/19 - 08/17/19	Current 4Week Period 07/28/19 - 08/24/19	Custom Period 08/16/19 - 08/16/19
Scheduled Hours	36	131.97	1440
Scheduled Shifts	3	10	120
Shifts worked on assigned unit(s) Main - M/S1	3	9	111
Shifts worked on unassigned unit(s) Main - M/S3 Main - M/S2	0	1	9
Hot Shifts	1	1	10
Premium Shifts	0	0	0
OT Hours	0	31.97	104
Time Offs	0	0	10
Future Time Offs			4 After 08/16/19
Scheduled Trainings	0	0	0
Future Scheduled Trainings			0 After 08/16/19
Shift Cancellations	2	2	60
Incidents	2	3	25

The Summary page appears showing all labor-related information for the employee. Custom reports can be created by selecting dates from the date fields. Information is shown by Current Week, Current 4-Week, and by a Custom Period that can be queried by the Employee. Click the Release Dates tab

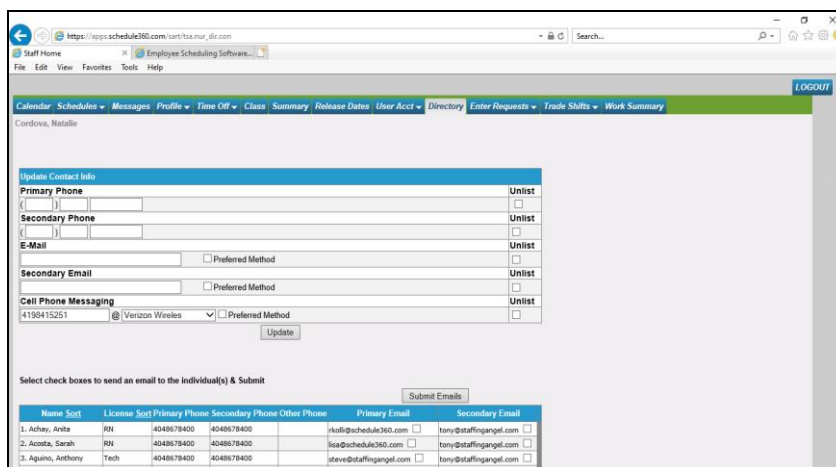
Schedule Period	Unit Based First Scheduling Day (Unit Based + Clinically Qualified + Assigned Unit)	PBN First Scheduling Day (PBN + Clinically Qualified + Assigned Unit)	Unassigned First Scheduling Day (Clinically Qualified Only)	Release Link Period
Sun, 07/28/19 - Sat, 08/24/19	Sun, 06/16/19 6:00 am EST	Sun, 06/16/19 12:00 am EST	Sun, 07/14/19 12:00 am EST	Sun, 06/16/19 - Sat, 07/06/19
Sun, 08/25/19 - Sat, 09/21/19	Sun, 07/14/19 6:00 am EST	Sun, 07/14/19 12:00 am EST	Sun, 08/11/19 12:00 am EST	Sun, 07/14/19 - Sat, 08/03/19
Sun, 09/22/19 - Sat, 10/19/19	Sun, 08/11/19 6:00 am EST	Sun, 08/11/19 12:00 am EST	Sun, 09/08/19 12:00 am EST	Sun, 08/11/19 - Sat, 08/31/19
Sun, 10/20/19 - Sat, 11/16/19	Sun, 09/08/19 6:00 am EST	Sun, 09/08/19 12:00 am EST	Sun, 10/05/19 12:00 am EST	Sun, 09/08/19 - Sat, 09/28/19
Sun, 11/17/19 - Sat, 12/14/19	Sun, 10/06/19 6:00 am EST	Sun, 10/06/19 12:00 am EST	Sun, 11/03/19 12:00 am EST	Sun, 10/06/19 - Sat, 10/26/19
Sun, 12/15/19 - Sat, 01/11/20	Sun, 11/03/19 6:00 am EST	Sun, 11/03/19 12:00 am EST	Sun, 12/01/19 12:00 am EST	Sun, 11/03/19 - Sat, 11/23/19
Sun, 01/12/20 - Sat, 02/08/20	Sun, 12/01/19 6:00 am EST	Sun, 12/01/19 12:00 am EST	Sun, 12/29/19 12:00 am EST	Sun, 12/01/19 - Sat, 12/21/19
Sun, 02/09/20 - Sat, 03/07/20	Sun, 12/29/19 6:00 am EST	Sun, 12/29/19 12:00 am EST	Sun, 01/26/20 12:00 am EST	Sun, 12/29/19 - Sat, 01/18/20
Sun, 03/08/20 - Sat, 04/04/20	Sun, 01/26/20 6:00 am EST	Sun, 01/26/20 12:00 am EST	Sun, 02/23/20 12:00 am EST	Sun, 01/26/20 - Sat, 02/15/20
Sun, 04/05/20 - Sat, 05/02/20	Sun, 02/23/20 6:00 am EST	Sun, 02/23/20 12:00 am EST	Sun, 03/22/20 12:00 am EST	Sun, 02/23/20 - Sat, 03/14/20
Sun, 05/03/20 - Sat, 05/30/20	Sun, 03/22/20 6:00 am EST	Sun, 03/22/20 12:00 am EST	Sun, 04/19/20 12:00 am EST	Sun, 03/22/20 - Sat, 04/11/20
Sun, 05/31/20 - Sat, 06/27/20	Sun, 04/19/20 6:00 am EST	Sun, 04/19/20 12:00 am EST	Sun, 05/17/20 12:00 am EST	Sun, 04/19/20 - Sat, 05/09/20
Sun, 06/28/20 - Sat, 07/25/20	Sun, 05/17/20 6:00 am EST	Sun, 05/17/20 12:00 am EST	Sun, 06/14/20 12:00 am EST	Sun, 05/17/20 - Sat, 06/06/20
Sun, 07/26/20 - Sat, 08/22/20	Sun, 06/14/20 6:00 am EST	Sun, 06/14/20 12:00 am EST	Sun, 07/12/20 12:00 am EST	Sun, 06/14/20 - Sat, 07/04/20
Sun, 08/23/20 - Sat, 09/19/20	Sun, 07/12/20 6:00 am EST	Sun, 07/12/20 12:00 am EST	Sun, 08/09/20 12:00 am EST	Sun, 07/12/20 - Sat, 08/01/20
Sun, 09/20/20 - Sat, 10/17/20	Sun, 08/09/20 6:00 am EST	Sun, 08/09/20 12:00 am EST	Sun, 09/06/20 12:00 am EST	Sun, 08/09/20 - Sat, 08/29/20
Sun, 10/18/20 - Sat, 11/14/20	Sun, 09/06/20 6:00 am EST	Sun, 09/06/20 12:00 am EST	Sun, 10/04/20 12:00 am EST	Sun, 09/06/20 - Sat, 09/26/20
Sun, 11/15/20 - Sat, 12/12/20	Sun, 10/04/20 6:00 am EST	Sun, 10/04/20 12:00 am EST	Sun, 11/01/20 12:00 am EST	Sun, 10/04/20 - Sat, 10/24/20
Sun, 12/13/20 - Sat, 01/09/21	Sun, 11/01/20 6:00 am EST	Sun, 11/01/20 12:00 am EST	Sun, 11/29/20 12:00 am EST	Sun, 11/01/20 - Sat, 11/21/20

The release dates will tell you when you will be able to begin self scheduling for each scheduling period based on your scheduling type and group.

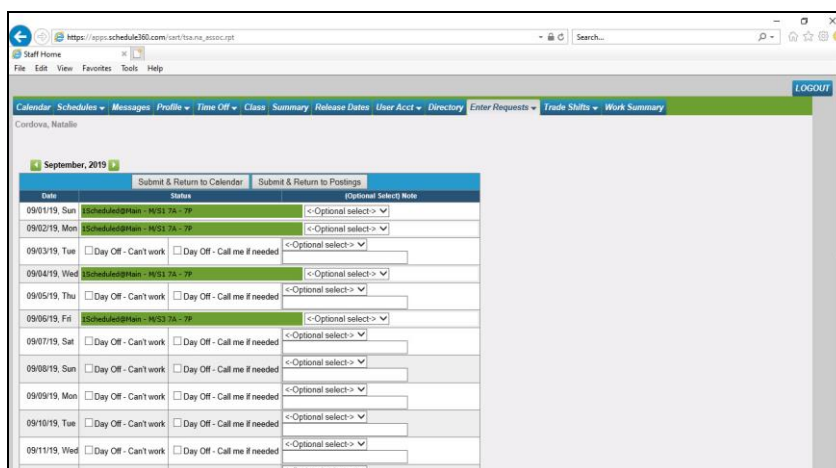
The release link period shows the amount of time you will be able to release yourself from self scheduled shifts. During this period if you make a mistake you can release the shift and find another shift to meet your scheduling requirements.



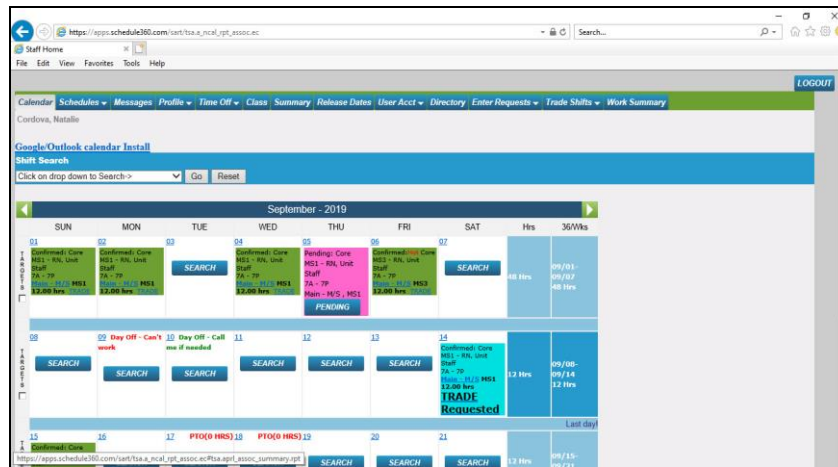
The User Acct tab will display your login info and allow you to change your password.



The Directory tab allows you to communicate with co-workers via email.



The Enter Requests tab allows you to post availability for days you are not currently scheduled to work. Check the box for Day Off - Can't Work to mark yourself as unavailable. Check the box for Day Off - Call me if needed to mark yourself as available. Then click Submit & Return to Calendar.



Your posted availability will display on your monthly calendar.