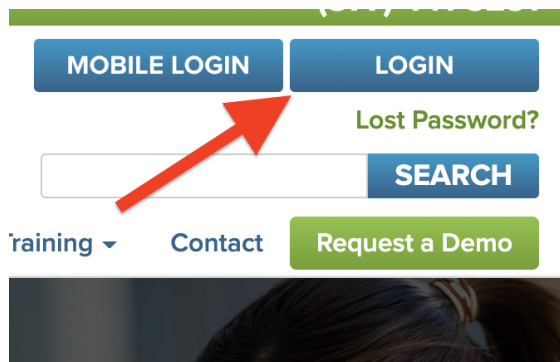


Schedule360® Daily Management Guide

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Log In to Schedule360®:

Go to www.schedule360.com and click on the Login Box in the upper right corner.

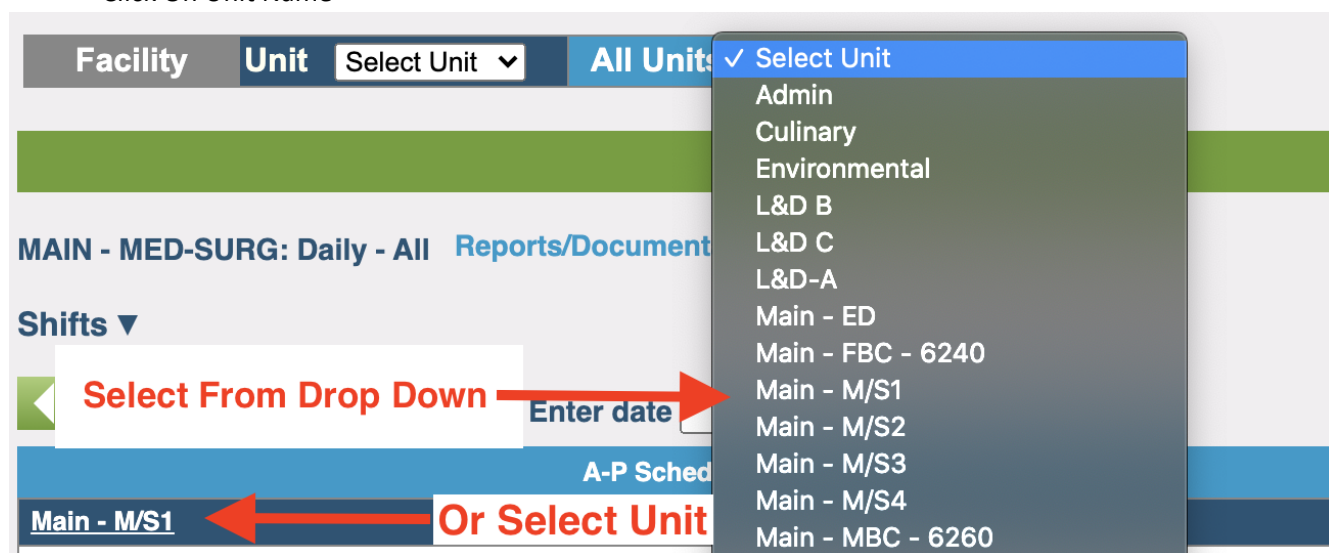
- Use the Administrative Username and Password provided.
- Questions?

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



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 Esquivel, RN, UnitStaff (MS1 - RN)	7A - 7P		
Anita Achay, RN, UnitStaff (MS1 - RN)	7A - 7P		
Natalie Fowler, RN, UnitStaff (MS1 - RN)	7A - 7P		
Sylvain Nana, RN, UnitStaff (MS1 - RN)	7A - 7P		
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 Alexander, RN, UnitStaff (MS2 - RN/LPN)	7A - 7P		
Diana Baeza, Tech, UnitStaff (MS1 - Tech)	7A - 7P		
Natalie Babermiltz, 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.

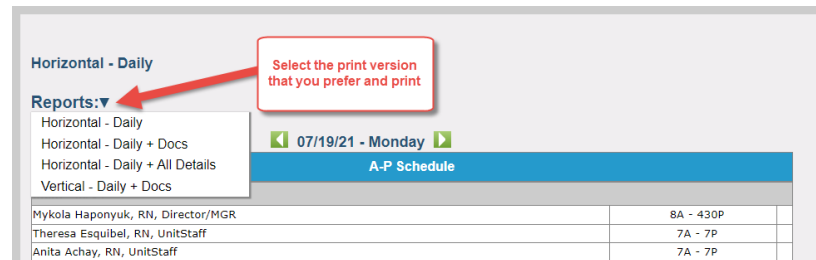
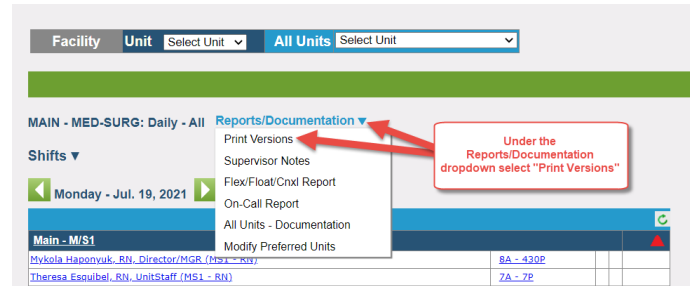
The Employees now display in their "Assigned" Units

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.

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

Scheduling Staff HR Admin Logout

Main - M/S1: Modify Shift

Shift Info	Modify Options
Monday - Jul. 19, 2021	<input type="radio"/> Replace/Swap Employee
Name AAchay RN	<input type="radio"/> Float Employee/Split Shift
Profile MS1 - RN	<input type="radio"/> Change to OnCall / Called In / Document OnCall
Type Day Shift	<input type="radio"/> Remove Employee/Reopen Job
Standard Skill	<input type="radio"/> Remove Employee/Delete Job
UnitStaff	<input type="radio"/> Flexed Off Remove shift
Date Monday Jul. 19, 2021	<input type="radio"/> Call Off
Shift Edit 7A-7P	<input type="radio"/> HR Incident
Shift Note	<input type="button" value="Submit"/>
Add Shift Note	
Return to Jul 19th Schedule	

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.

Achay Anita

[Back](#)

Call Off Incident	Share	Schedule doc	Not Shared with Employee
Personal Illness			
		<input type="button" value="Submit"/>	

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

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

Scheduling Staff HR Admin Logout

Main - M/S1: Modify Shift

Shift Info

Monday - Jul. 12, 2021

Name [T Esauibel, RN](#)

Profile MS1 - RN

UnitStaff

Type [Day Shift](#)

[Standard Skill](#)

UnitStaff

Date Monday Jul. 12, 2021

Shift [Edit 7A - 7P](#)

[Add Shift Note](#)

[Make Hot](#)

Shift Note

[Return to Jul.12th Schedule](#)

Modify Options

☐ Replace/Swap Employee

☐ Float Employee/ Split Shift

☐ Change to OnCall / Called In / Document OnCall

☐ Remove Employee/ Reopen Job

☐ Remove Employee/ Delete Job

☐ Flexed Off Remove shift

☐ Call Off

☐ HR Incident

Submit

Submit to document the HR Incident

Esquibel Theresa

[Back](#)

HR Incident

Tardiness

Schedule doc

Note - Not Shared with Employee

Submit

Select the reason and add a note if desired. Then click Submit.

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	
Name T Esquivel, RN	<input type="radio"/> Replace/Swap Employee
Profile MS1 - RN	<input type="radio"/> Float Employee/Split Shift
UnitStaff	<input type="radio"/> Change to OnCall / Called In / Document OnCall
Type Day Shift	<input type="radio"/> Remove Employee/Reopen Job
Standard Skill	<input type="radio"/> Remove Employee/Delete Job
Date Monday Jul. 12, 2021	<input type="radio"/> Flexed Off Remove shift
Shift Edit 7A - 7P	<input type="radio"/> Call Off
Add Shift Note	<input type="radio"/> IIR Incident
Make Hot	<input type="button" value="Submit"/>
Shift Note	<input type="button" value="Submit"/>
Return to Jul. 12th Schedule	

Step 3 – Select Yes to Float for Entire Shift

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

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	<input type="radio"/> Main - ED
Date Monday Jul. 12, 2021	MAIN - FCC
Shift 7A - 7P	<input type="radio"/> Main - Pediatrics
	MAIN - MED-SURG
	<input type="radio"/> Main - M/S1
	<input type="radio"/> Main - M/S2
	<input type="radio"/> Main - M/S3
	<input type="radio"/> 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			
RN- Float Staff into Unit				2 / 0
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.

The screenshot displays the Schedule360 interface for modifying a shift. The top section, titled 'Modify shift time and select FIRST area employee worked', shows the 'MAIN - EMERGENCY' unit. The shift is currently set to 7A - 7P. A red arrow points to the 'New Shift' dropdown menu, with a callout stating: 'Use the drop-down to identify partial shift. If the shift is not available, enter the start and end time in military format.' Another red arrow points to the 'Main - M/S2' radio button, with a callout stating: 'Select the unit to float the employee to for the defined portion of the shift.' The bottom section, titled 'Modify shift time and select SECOND area employee worked', shows the 'MAIN - MED-SURG' unit. The shift is currently set to 1000 - 1900. A red arrow points to the 'New Shift' dropdown menu, with a callout stating: 'Use the drop-down to identify partial shift. If the shift is not available, enter the start and end time in military format.' Another red arrow points to the 'Main - M/S1' radio button, with a callout stating: 'Select the unit to float the employee to for the defined portion of the shift. Then click submit at the bottom of the screen.'

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	<input type="radio"/> Replace/Swap Employee
Name H.James, RN	<input type="radio"/> Float Employee/Split Shift
Profile MS1 - RN	<input type="radio"/> Change to OnCall / Called In / Document OnCall
UnitStaff	<input type="radio"/> Remove Employee/Reopen Job
Type Day Shift	<input type="radio"/> Remove Employee/Delete Job
Standard Skill	<input type="radio"/> Flexed Off Remove shift
UnitStaff	<input type="radio"/> Call Off
Date Monday Jul. 12, 2021	<input type="radio"/> 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](#)

In our example, we will change the shift time from 7A-7P to 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	<input type="text"/>
Shift End 7P = 1900	<input type="text"/>
Display shift on	<-select-> ▼

Reason

Reason for shift modification:	half day request ▼
--	--------------------

Swap an Employee:

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

Balance/Shifts ▼

Enter date

A-P Schedule

RN-Director/MGR			
Mykola Haponvuk (MS1 - RN)	8A - 430P		
			1 / 0
RN-Charge			
Michelle Bustretsky (MS1 - RN)	7A - 7P		
			1 / 0
RN-UnitStaff			
Lawrence Johnson (MS1 - RN)	7A - 7P		
Lynda Martin (MS1 - RN)	7A - 7P		
Janice McCabe (MS1 - RN)	7A - 7P		
Melissa Maxwell (MS1 - RN)	7A - 7P		
Hannah James (MS1 - RN) (OT Approved Shift R)	7A - 7P	48.00 OT WK	
Janell Glenn (MS1 - RN)	7A - 7P		
Bonnie Henderson (MS1 - RN)	7A - 7P		
Julia Knight (MS1 - RN)	7A - 7P		
Kathryn Lambert (MS1 - RN)	7A - 7P		

Click on shift →

Step 2 – Click on “Replace/Swap Employee” and Submit

Main - M/S1: Modify Shift

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

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.

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

Scheduling Staff HR Admin Logout

Main - M/S1: Swap Shift

Default Sort Option Setup ▼

Monday - Jul. 12, 2021
 Name H James
 Profile RN
 Type
 Date Monday Jul. 12, 2021
 Shift 7A - 7P
[View 3Day Report](#)

Assigned Staff Available Staff List ▼

Available Staff Targets Sort	Weekly Targets		Status	N/A Info	Action
	Actual	Required			
Achay, Anita	12.00	0/WKS			Swap
Acosta, Sarah	48.00	40/1WKS			Swap
Anaya, Yolanda	12.00	0/WKS			Swap
Bustretsky, Michelle	36.00	36/1WKS			Swap
Coca, Cassandra	24.00	24/1WKS			Swap
Dalley, Kathleen	0.00	24/1WKS			Swap

→

TARGETS	11	12	13	14	15	16	17
		Core 700-1900 MAIN - MED-SURG Main - M/S1 swap abort			Confirmed: Core 700-1900 MAIN - MED-SURG Main - M/S1 12.00 hrs		

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. K. 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	<input type="radio"/> Replace/Swap Employee
Name K Lambert, RN	<input type="radio"/> Float Employee/Split Shift
Profile MS1 - RN	<input type="radio"/> Change to OnCall / Called In / Document OnCall
UnitStaff	<input type="radio"/> Remove Employee/Reopen Job
Type Day Shift	<input type="radio"/> Remove Employee/Delete Job
Standard Skill	<input type="radio"/> Flexed Off Remove shift
UnitStaff	<input type="radio"/> Call Off
Date Monday Jul. 12, 2021	<input type="radio"/> HR Incident
Shift Edit 7A - 7P	
Add Shift Note	<input type="button" value="Submit"/>

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.

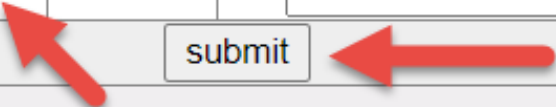
Select 'No' below if you want to document hours On-Call and the hours worked. i.e. Employee was On-Call and was called in to work the shift.

☒ ☐ Yes ☐ No

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

Lambert Kathryn [Back](#)

OnCall Documentation	Hours	Notes/Follow Up
<div>on call ▾</div>	<div>12 ▾</div>	<div>add note if desired</div>
<div>submit</div>		



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	<input type="radio"/> Replace/Swap Employee
Name K Lambert, RN	<input type="radio"/> Float Employee/Split Shift
Profile MS1 - RN	<input type="radio"/> Change to OnCall / Called In / Document OnCall
UnitStaff	<input type="radio"/> Remove Employee/Reopen Job
Type Day Shift	<input type="radio"/> Remove Employee/Delete Job
Standard Skill	<input type="radio"/> Flexed Off Remove shift
UnitStaff	<input type="radio"/> Call Off
Date Monday Jul. 12, 2021	<input type="radio"/> HR Incident
Shift Edit 7A - 7P	
Add Shift Note	<input type="button" value="Submit"/>

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.

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.

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

Shift Info
 Name K Lambert, RN
 Type MS1 - RN
 Date Monday Jul. 12, 2021
 Shift 7A - 11A

On-Call Shift Timings
 Select Unit Main - M/S1
 On-Call Shift <-select->
OR Enter Shift Times in Military Format
 Shift Start
 7A = 0700 0700
 Shift End
 7P = 1900 1100
 Display shift on A-P Schedule
 Submit

Called-In/Worked Shift Timings
 Select Unit Main - M/S1
 Worked Shift <-select->
OR Enter Shift Times in Military Format
 Shift Start
 7A = 0700 1100
 Shift End
 7P = 1900 1900
 Display shift on A-P Schedule

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.

Lambert Kathryn [Back](#)

OnCall Documentation	Hours	Notes/Follow Up
Call Back	4	Add note if desired
submit		

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

Sylvain Ivette (MS1 - RN)	10A - 7P		
Kathryn Lambert (MS1 - RN) Called In	11A - 7P		
Open - Core (MS1 - RN)	7A - 7P		
8 / 1			
Kathryn Lambert (MS1 - RN) OnCall	7A - 11A		

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.

P-A Schedule			
RN-Charge			
Vanessa Whitney (MS1 - RN)	7P - 7A		
			1 / 0
RN-UnitStaff			
Karen Pettiford (MS1 - RN)	7P - 7A		
Jessica Garduno (MS1 - RN)	7P - 7A		
Kelsey VanBerschot (MS1 - RN)	7P - 7A		
Amanda Sorrow (MS1 - RN)	7P - 7A		
Linda Baker (MS1 - RN)	7P - 7A		48.00 OT WK
Open - Core (MS1 - RN)	7P - 7A		

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).

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

Scheduling Staff HR Admin Logout

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

- Print Versions
- Supervisor Notes
- Flex/Float/Cxl Report
- On-Call Report
- Detail Daily
- Shift Details
- Add a Note to Multiple Shifts
- Modify Preferred Units

Monday - Jul. 12, 202

Mykola Haponiuk (MS1 - RN) 8A - 430P 1 / 0

Main - M/S1 Workday Flexed Off Report: 06/19/21 - 07/19/21

Pop up Report

Create report from to Submit

Enter From & To dates to view report for a specific period.

Name	Date	Incident	Hours	Reported by	Note
Maxwell, Melissa	06/28/21	Cancelled		HURON	
Kathryn Lambert (MS1 - RN) Called In			11A - 7P		
Beatrice Sanchez (MS1 - Tech)			7P - 7A		

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)

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

Main - M/S1: Modify Shift

Shift Info	Modify Options
Monday - Jul. 12, 2021	<input type="radio"/> Replace/Swap Employee
Name L Baker, RN	<input type="radio"/> Float Employee/Split Shift
Profile MS1 - RN	<input type="radio"/> Change to OnCall / Called In / Document OnCall
UnitStaff	<input type="radio"/> Remove Employee/Reopen Job
Type Night Shift	<input type="radio"/> Remove Employee/Delete Job
Standard Skill	<input checked="" type="radio"/> Flexed Off Remove shift
UnitStaff	<input type="radio"/> Call Off
Date Monday Jul. 12, 2021	<input type="radio"/> HR Incident
Shift Edit 7P - 7A	
Add Shift Note	<input type="button" value="Submit"/>

Baker Linda [Back](#)

Cancellation Desc	Hours	Notes/Follow Up
Low Census	12	
<input type="button" value="submit"/>		

Do you want to Flex Off the entire shift?

Flexed Off Report

Name	Shift	Incident	Reported by	Cancelled on	Flexed Hours	Note	
Baker, Linda	7P - 7A	Low Census	TSA	07/19/21 10:24:00 am EST	12		Edit

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.

The screenshot shows the Schedule360 interface. At the top, there are tabs for Facility, Unit, Main - M/S1, and All Units. Below these, there is a navigation bar with links for Scheduling, Staff, HR, Admin, and Logout. On the left side, there is a sidebar with links for Main - M/S1: Daily - All, Balance/Shifts, and a calendar for Monday - Jul. 12, 2021. A dropdown menu is open under Reports/Documents, showing options like Print Versions, Supervisor Notes, Flex/Float/Cnxl Report, On-Call Report, Detail Daily, Shift Details (highlighted with a red arrow), Add a Note to Multiple Shifts, and Modify Preferred Units. The main area shows a P-A Schedule for Monday, Jul 12, 2021, with a table of shifts and employees.

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	tssa	05-16-21 05:55 EST
Jennifer Dirkman	7A - 7P	RN	UnitStaff	05-16-21 05:55 EST	TSA	tssa	05-16-21 05:55 EST
Rubina Daniel	7A - 7P	Tech	UnitStaff	05-16-21 05:55 EST	TSA	tssa	05-16-21 05:55 EST
Natalie Feeler	7A - 7P	Tech	UnitStaff	05-16-21 05:55 EST	TSA	tssa	05-16-21 05:55 EST
Theresa Esquibel	7A - 7P	RN	UnitStaff	05-16-21 05:55 EST	TSA	tssa	05-16-21 05:55 EST
Christina Brinkley	7A - 7P	RN	Charge	05-16-21 05:55 EST	TSA	tssa	05-16-21 05:55 EST
Julie Hanna	7A - 7P	Secretary	UnitStaff	05-16-21 05:55 EST	TSA	tssa	05-16-21 05:55 EST
Carleen Hustito	7A - 7P	Tech	UnitStaff	05-16-21 05:55 EST	TSA	tssa	05-16-21 05:55 EST
Wendy Haupt	7A - 7P	RN	UnitStaff	05-16-21 05:55 EST	TSA	tssa	05-16-21 05:55 EST
Mykola Haponyuk	8A - 430P	RN	Director/MGR	05-16-21 05:55 EST	TSA	tssa	05-16-21 05:55 EST
Kathryn Lambert	7A - 11A	RN	OnCall	05-16-21 05:55 EST	TSA	tssa	05-16-21 05:56 EST
Melissa Maxwell	7A - 7P	RN	UnitStaff	05-16-21 05:55 EST	TSA	tssa	05-16-21 05:56 EST
Marie Lee	7A - 7P	Secretary	UnitStaff	05-16-21 05:55 EST	TSA	tssa	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	tssa	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	tssa	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	tssa	05-16-21 05:55 EST
Theresa Colombani	7P - 7A	Tech	UnitStaff	05-16-21 05:55 EST	TSA	tssa	05-16-21 05:55 EST
Jessica Garduno	7P - 7A	RN	UnitStaff	05-16-21 05:55 EST	TSA	tssa	05-16-21 05:55 EST
Vanessa Johnson	7P - 7A	Tech	UnitStaff	05-16-21 05:55 EST	TSA	tssa	05-16-21 05:55 EST
Karen Pettiford	7P - 7A	RN	UnitStaff	05-16-21 05:55 EST	TSA	tssa	05-16-21 05:56 EST
Vanessa Whitney	7P - 7A	RN	Charge	05-16-21 05:55 EST	TSA	tssa	05-16-21 05:56 EST
Amanda Sorrow	7P - 7A	RN	UnitStaff	05-16-21 05:55 EST	TSA	tssa	05-16-21 05:56 EST
Beatrice Sanchez	7P - 7A	Tech	UnitStaff	05-16-21 05:55 EST	TSA	tssa	05-16-21 05:56 EST
Nicole Vigil	7P - 7A	Secretary	UnitStaff	05-16-21 05:55 EST	TSA	tssa	05-16-21 05:56 EST
Kelsey VanBershot	7P - 7A	RN	UnitStaff	05-16-21 05:55 EST	TSA	tssa	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.

The screenshot shows the top navigation bar with 'Facility' and 'Unit' dropdowns set to 'Main - M/S1'. Below this, a 'Reports/Documents' dropdown menu is open, showing options like 'Print Versions', 'Supervisor Notes', 'Flex/Float/Cnxl Report', 'On-Call Report', 'Detail Daily Shift Details', 'Add a Note to Multiple Shifts' (highlighted with a red arrow), and 'Modify Preferred Units'. The main area displays a schedule for 'Monday - Jul. 12, 2021' with two columns: 'Main - M/S1: Daily - All' and 'P-A Schedule'. The 'Main - M/S1: Daily - All' column shows a shift for 'Mykola Haponyuk (MS1 - RN)' from 8A - 430P. The 'P-A Schedule' column shows a shift for 'Vanessa Whitney (MS1 - RN)' from 7P - 7A.

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

The screenshot shows the 'Add a Note to Multiple Shifts' form. At the top, there are buttons for 'Submit', 'Submit & Back to Daily', 'Submit & Next Day Notes', and a link 'Back to Daily'. Below these buttons is a table with columns: 'Employee Name', 'Shift', 'Shift Details', 'Notes', 'Add note(s) and click Submit', and 'Display Note on Employee Calendar'. The table contains five rows of employee data. The first row for 'Christina Brinkley, RN' has a note 'Requested first call if necessary' entered in the 'Notes' column. The 'Display Note on Employee Calendar' column has a 'YES' dropdown selected for each row.

Employee Name	Shift	Shift Details	Notes	Add note(s) and click Submit	Display Note on Employee Calendar
Christina Brinkley, RN	7A - 7P	Core -MS1 - RN, Charge	Requested first call if necessary		YES
Mykola Haponyuk, RN	8A - 430P	Core -MS1 - RN, Director/MGR			YES
Kathryn Lambert, RN	7A - 11A	Core -MS1 - RN, OnCall			YES
Anita Achay, RN	7A - 7P	Core -MS1 - RN, UnitStaff			YES
Natalie Cordova, RN	7A - 7P	Core -MS1 - RN, UnitStaff			YES

Step 3 - The Note Displays on Daily Schedule

The screenshot shows the daily schedule for 'Monday Jul 12, 2021'. The first row shows 'Christina Brinkley (MS1 - RN)' with a red note '(Requested first call if necessary)' next to her name. The shift is '7A - 7P'.

Employee Name	Shift	Note
Christina Brinkley (MS1 - RN)	7A - 7P	(Requested first call if necessary)

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.”

Melissa Maxwell (MS1 - RN)	7A - 7P		
Sylvain Nana (MS1 - RN)	10A - 7P		
Kathryn Lambert (MS1 - RN) Called In	11A - 7P		
Open - Core (MS1 - RN)	7A - 7P		

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

Scheduling Staff HR Admin Logout

Main - M/S1: Schedule Shift

Default Sort Option Setup

Shift Info

Mon, July 12, 2021

MS1 - RN

Standard Skill

Unit Staff

7A - 7P

Modify Shift Timings

Add Shift Note

View 3Day Report

[Make Hot Job](#)

[Make Premium Shift](#)

[Cancel Job](#)

[Change to OnCall](#)

[Schedule Agency](#)

[Change Skill Level](#)

[Change Scheduling Type](#)

[Bid Shift](#)

Assigned Staff Dispatch/Available Staff

***Employees were already confirmed to working on 07/12/21

Available Staff	Weekly Targets	Status on 07/12/21	Week Status	Action
Target Sort	Actual	Required		
Category Alpha Sort				
Category Target Sort				
Acosta Sarah, RN	48.00	40/1WKS		Schedule
Anaya Yolanda, RN	12.00	/0WKS		Schedule
Baker Linda, RN	36.00	36/1WKS		Schedule
Bustretsky Michelle, RN	36.00	36/1WKS		Schedule
Coca Cassandra, RN	24.00	24/1WKS		Schedule
Dalley Kathleen, RN	0.00	24/1WKS		Schedule

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.

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

Scheduling Staff HR Admin Logout

Main - M/S1: Schedule Shift

Default Sort Option Setup

Shift Info

Mon, July 12, 2021

MS1 - RN
Standard Skill
Unit Staff
7A - 7P
Modify Shift Timings
Add Shift Note
View 3Day Report

Make Hot Job
Make Premium Shift
Cancel Job
Change to OnCall
Schedule Agency
Change Skill Level
Change Scheduling Type
Bid Shift

Assigned Staff Dispatch/Available Staff

***Employees were already confirmed to working on 07/12/21

Available Staff Target Sort Category Alpha Sort Category Target Sort	Weekly Targets Actual Required	Status on 07/12/21	Week Status	Action
Acosta Sarah, RN	48.00 40/1WKS			Schedule
Anaya Yolanda, RN	12.00 /0WKS			Schedule
Baker Linda, RN	36.00 36/1WKS			Schedule
Bustretsky Michelle, RN	36.00 36/1WKS			Schedule
Coca Cassandra, RN	24.00 24/1WKS			Schedule
Dalley Kathleen, RN	0.00 24/1WKS			Schedule

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Tech-UnitStaff			
Anthony Aguino (MS1 - Tech)	7A - 7P		
Natalie Feeler (MS1 - Tech)	7A - 7P		
Rosalinda Jaramillo (MS1 - Tech)	7A - 7P		
Open - Core Prem (MS1 - Tech)	7A - 7P		

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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 OPEN e.g. Open-Core. To view qualified employees for an Open shift or to SCHEDULE an employee into an Open shift, click on the underline words Open-Core.

All qualified employees will display in the table.

Step 1 Click on the Open- Core Shift

A-P Schedule			
RN-Director/MGR			
Mykola Haponyuk (MS1 - RN)	8A - 430P		
			1 / 0
RN-Charge			
Christina Brinkley (MS1 - RN) (Requested first call if necessary)	7A - 7P		
			1 / 0
RN-UnitStaff			
Anita Achay (MS1 - RN)	7A - 7P		
Wendy Haupt (MS1 - RN)	7A - 7P		
Jennifer Dirkman (MS1 - RN)	7A - 7P		
Theresa Esquibel (MS1 - RN)	7A - 7P		
Natalie Cordova (MS1 - RN)	7A - 7P		
Melissa Maxwell (MS1 - RN)	7A - 7P		
Sylvain Nana (MS1 - RN)	10A - 7P		
Kathryn Lambert (MS1 - RN) Called In	11A - 7P		
Open - Core (MS1 - RN)	7A - 7P		
			8 / 1

Click here to see list of available employees

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.

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

Scheduling Staff HR Admin Logout

Main - M/S1: Schedule Shift

Default Sort Option Setup

Shift Info

Mon, July 12, 2021

MS1 - RN

Standard Skill

UnitStaff

7A - 7P

Make Hot Job

Make Premium Shift

Cancel Job

Change to OnCall

Schedule Assign

Assigned Staff

Dispatch/Available Staff

Assigned Available Staff

PRN Available Staff

Unassigned Available Staff

DISPATCH: Assigned Staff

Day Targets

Acosta Sarah, RN

Anaya Yolanda, RN

12.00

/0WKS

Schedule

confirmed to working on 07/12/21

Status

07/12/21

Click on the DISPATCH: Assigned Staff to send the shift details via email and text message to all available staff.

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 only to preferred selections

Target Sort Alpha Sort Seniority Sort Name	Seniority	Weekly Targets		Primary	Secondary	E-Mail	Cell Text	Secondary Email	Status on 07/12/21	Week Status
		Actual	Required							
Dalley, 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					

Each employee will receive the message based on your selections.

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	E-Mail	Cell Text	Secondary Email	Status on 07/12/21	Week Status
		Actual	Required							
Dalley, 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 on the Delta next to the employee’s name.
Select Assignment

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	Staff Totals		
Name					FTE	AUG	SEP	OCT	Primary Phone	Secondary Phone	Pending															Rotation		
UnitStaff																												
Achay, Anita RN					▼	.0	Aug	Sep	Oct	404-867-8400	404-867-8400	Messages 5	Summary	No Group														
Acosta, Sarah RN					Anita Achay				Oct	404-867-8400	404-867-8400	Messages 0	Summary	No Group														
Aguino, Anthony Tech					Profile				Oct	404-867-8400	404-867-8400	Messages 0	Summary	No Group														
Anaya, Yolanda RN					Contact				Oct	419-466-1818	419-466-1818	Messages 20	Summary	No Group														
Baeza, Diana Tech					Profile				Oct	404-867-8400	404-867-8400	Messages 29	Summary	No Group														
Baker, Linda RN					Assignment				Oct	419-466-1818	419-466-1818	Messages 4	Summary	GroupB 15-19														
Bustretsky, Michelle RN					Summary				Oct	404-867-8400	404-867-8400	Messages 27	Summary	No Group														
Cabesuela, Patricia Tech					User Acct				Oct	404-867-8400	404-867-8400	Messages 21	Summary	No Group														
Coca, Cassandra RN					Scheduling/Time Off				Oct	404-867-8400	404-867-8400	Messages 26	Summary	No Group														
Cordova, Natalie RN					Calendar				Oct	404-867-8400	419-466-1818	Messages 4	Summary	GroupA 20+														
Creamer, Amy Secretary					Schedules				Oct	404-867-8400	404-867-8400	Messages 19	Summary	No Group														
Daniel, Rubina Tech					Set Schedules				Oct	404-867-8400	404-867-8400	Messages 18	Summary	No Group														
Dirkman, Jennifer RN					Time Off				Oct	404-867-8400	404-867-8400	Messages 25	Summary	No Group														
Esquibel, Theresa RN					Enter Requests				Oct	419-466-1818	419-466-1818	Messages 20	Summary	No Group														
Feeler, Natalie Tech					Remove Filled Shifts				Oct	419-466-1818	419-466-1818	Messages 18	Summary	No Group														
Fowler, Natalie RN					Add a Note to Shifts				Oct	--	--	Messages 26	Summary	No Group														
Glenn, Janell RN					Reports				Oct	419-466-1818	419-466-1818	Messages 24	Summary	No Group														
Hanna, Julie Secretary					Class				Oct	419-466-1818	419-466-1818	Messages 18	Summary	No Group														
Haponyuk, Iryna RN					Messages				Oct	404-867-8400	404-867-8400	Messages 24	Summary	No Group														
Haponyuk, Mykola RN					Schedule Summary				Oct	419-466-1818	419-466-1818	Messages 34	Summary	No Group														
Henderson, Bonnie RN					Adhoc				Oct	404-867-8400	404-867-8400	Messages 4	Summary	No Group														
Hendle, Lisa RN					▼	.9	Aug	Sep	Oct	419-466-1818	419-466-1818	Messages 21	Summary	No Group														
Holman, Ernestine Tech					▼	.9	Aug	Sep	Oct	404-867-8400	404-867-8400	Messages 19	Summary	No Group														

Schedule360 Tip

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

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)			
<input type="checkbox"/> Float - All Campuses	<input type="checkbox"/> Main - Admin - Care Coordination	<input type="checkbox"/> Main - Admin - Nursing Supervisors	<input type="checkbox"/> Main - Admin - Patient Care Access
<input type="checkbox"/> Main - Admin - Transport	<input type="checkbox"/> Main - ED	<input checked="" type="checkbox"/> Main - M/S1	<input checked="" type="checkbox"/> Main - M/S2
<input type="checkbox"/> Main - M/S3	<input type="checkbox"/> Main - M/S4	<input type="checkbox"/> Main - NICU	<input type="checkbox"/> Main - OR
<input type="checkbox"/> Main - PACU	<input type="checkbox"/> Main - PICU	<input type="checkbox"/> Main - PICU/PCU Sec	<input type="checkbox"/> Main - Pediatrics
<input type="checkbox"/> Main - Pediatrics - Urgent Care	<input type="checkbox"/> Main - PreOp	<input type="checkbox"/> Main - Psych - Adult	<input type="checkbox"/> Main - Psych - Child/Adol
<input type="checkbox"/> Main - Pysch Assess/Ref	<input type="checkbox"/> Main - WS - FBC - 6240	<input type="checkbox"/> Main - WS - MBC - 6260	<input type="checkbox"/> Main - WS - MSC - 6250
<input type="checkbox"/> Main - WS - WCU - 6200	<input type="checkbox"/> NSA-FCC Admission Team	<input type="checkbox"/> NSA-FCC On Call	<input type="checkbox"/> North - BHS - AU
<input type="checkbox"/> North - BHS - Clinical	<input type="checkbox"/> North - BHS - Outpatient	<input type="checkbox"/> North - CC - CPU	<input type="checkbox"/> North - CC - ICU
<input type="checkbox"/> North - CC - PCU	<input type="checkbox"/> North - Emergency	<input type="checkbox"/> North - L&D	<input type="checkbox"/> North - M/S 2E
<input type="checkbox"/> North - M/S 4E	<input type="checkbox"/> North - M/S 5W	<input type="checkbox"/> North - M/S ARU	<input type="checkbox"/> North - Nursery
<input type="checkbox"/> North - PP/PEDS/GYN	<input type="checkbox"/> North - Supervisors	<input type="checkbox"/> SNS-ADMIN	
Assigned Units			Scheduling Group
MAIN - EMERGENCY			
Main - ED			<input type="checkbox"/> No Group ▼
MAIN - FCC			
Main - Pediatrics			<input type="checkbox"/> No Group ▼
MAIN - MED-SURG			
Main - M/S1			<input checked="" type="checkbox"/> GroupA 20+ ▼
Main - M/S2			<input type="checkbox"/> 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

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

Scheduling Staff HR Admin Logout

Main - M/S1: Schedule Shift

Default Sort Option Setup ▼

Shift Info

Mon, July 12, 2021

MS1 - RN
Standard Skill
Unit Staff

[Make Hot Job](#)
[Make Premium Shift](#)
[Cancel Job](#)
[Change to OnCall](#)

Assigned Staff Dispatch/Available Staff ▼

Assigned Available Staff
PRN Available Staff
Unassigned Available Staff
DISPATCH: Assigned Staff
Day Targets

Acosta Sarah, RN
Anaya Yolanda, RN

12.00 /0WKS

confirmed to working on 07/12/21

is on 07/12/21

Week Status Action

Schedule Schedule

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

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

Dispatch Message

Dispatch-Hx

Dispatch List ▼

DISPATCH: Assigned Staff
DISPATCH: PRN Staff
DISPATCH: Unassigned Staff

Target Sort	Seniority	Weekly Targets	Primary	Secondary	Text	Email	Status on 07/12/21	Week Status
Alpha Sort		Actual Required						
Seniority Sort								
Name								
Dalley, Kathleen	0.00	24/1WKS	419-466-1818	419-466-1818	<input type="checkbox"/>	<input type="checkbox"/>		
Fowler, Natalie	0.00	36/1WKS	--	--	<input type="checkbox"/>	<input type="checkbox"/>		
Sandoval, Marisa	0.00	36/1WKS	404-867-8400	404-867-8400	<input type="checkbox"/>	<input type="checkbox"/>		
Lovato, Flavio	0.00	36/1WKS	404-867-8400	404-867-8400	<input type="checkbox"/>	<input type="checkbox"/>		
Wuam, Patience	0.00	24/1WKS	404-867-8400	404-867-8400	<input type="checkbox"/>	<input type="checkbox"/>		
McGuire, Francine	0.00	36/1WKS	419-466-1818	419-466-1818	<input type="checkbox"/>	<input type="checkbox"/>		

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.

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.

The Delta icon is a RED triangle that allows the user to quickly make changes to the daily schedule for Day or Night shifts.

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

Scheduling Staff HR Admin Logout

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

Balance/Shifts

Monday - Jul. 12, 2021 Enter date

A-P Schedule

RN-Director/MGR		
Mykola Haponvuk (MS1 - RN)	8A - 430P	1 / 0
RN-Charge		
Christina Brinkley (MS1 - RN) (Requested first call if necessary)	7A - 7P	1 / 0
RN-UnitStaff		

P-A Schedule

RN-Charge		
Vanessa Whitney (MS1 - RN)	7P - 7A	1 / 0
RN-UnitStaff		
Jessica Garduno (MS1 - RN)	7P - 7A	
Karen Pettiford (MS1 - RN)	7P - 7A	
Kelsey VanBerschoot (MS1 - RN)	7P - 7A	

Unit: Main - M/S1 Schedule: AP Delta Adjustments

07/12/21 Monday Enter Date Submit Close

Location Float	Staff Alpha Sort	Shift License Sort	Type Sort	Change Shift	Delete Shift	Reopen Shift	Assignment Notes	Add Shift Note	Create Duplicate Shift
	Achay, A	7A - 7P RN	UnitStaff	<Select New Shift>	Delete Shift	Reopen Shift	<select>		Duplicate
	Baeza, D	7A - 7P Tech	UnitStaff	<Select New Shift>	Delete Shift	Reopen Shift	<select>		Duplicate
	Brinkley, C	7A - 7P RN	UnitStaff	Change the shift	Delete Shift	Reopen Shift	<select>	Requested first call if necessary	Duplicate
Main - M/S1	Cordova, N	7A - 7P RN	UnitStaff	<Select New Shift>	Delete Shift	Reopen Shift	<select>		Duplicate
Main - M/S1	Daniel, B	7A - 7P Tech	UnitStaff	<Select New Shift>	Delete Shift	Reopen Shift	<select>		Duplicate
Main - M/S1	Dirkman, J	7A - 7P RN	UnitStaff	<Select New Shift>	Delete Shift	Reopen Shift	<select>		Duplicate
Main - M/S1	Esquivel, T	7A - 7P RN	UnitStaff	<Select New Shift>	Delete Shift	Reopen Shift	<select>		Duplicate
Main - M/S1	Feeler, M	7A - 7P Tech	UnitStaff	<Select New Shift>	Delete Shift	Reopen Shift	<select>		Duplicate
Main - M/S1	Hanna, J	7A - 7P Secretary	UnitStaff	<Select New Shift>	Delete Shift	Reopen Shift	<select>		Duplicate
Main - M/S1	Haponvuk, M	8A - 430P RN	Director/MGR	<Select New Shift>	Delete Shift	Reopen Shift	<select>		Duplicate
Main - M/S1	Haut, W	7A - 7P RN	UnitStaff	<Select New Shift>	Delete Shift	Reopen Shift	<select>		Duplicate
Main - M/S1	Hustito, C	7A - 7P Tech	UnitStaff	<Select New Shift>	Delete Shift	Reopen Shift	<select>		Duplicate
Main - M/S1	Lambert, K	7A - 11A RN	OnCall	<Select New Shift>	Delete Shift	Reopen Shift	<select>		Duplicate
Main - M/S1	Lambert, K	11A - 7P RN	UnitStaff	<Select New Shift>	Delete Shift	Reopen Shift	<select>		Duplicate
Main - M/S1	Lee, M	7A - 7P Secretary	UnitStaff	<Select New Shift>	Delete Shift	Reopen Shift	<select>		Duplicate
Main - M/S1	Maxwell, M	7A - 7P RN	UnitStaff	<Select New Shift>	Delete Shift	Reopen Shift	<select>		Duplicate
Main - M/S1	Nana, S	10A - 7P RN	UnitStaff	<Select New Shift>	Delete Shift	Reopen Shift	<select>		Duplicate
Main - M/S1	Open	7A - 7P RN	UnitStaff	<Select New Shift>	Delete Shift	Reopen Shift	<select>		Duplicate

Submit Close After you close, be sure to refresh your Schedule screen to display these changes

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

Scheduling Staff HR Admin Logout

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

Balance/Shifts

Monday - Jul. 12, 2021 Enter date

A-P Schedule

RN-Director/MGR		
Mykola Haponvuk (MS1 - RN)	8A - 430P	1 / 0
RN-Charge		
Christina Brinkley (MS1 - RN) (Requested first call if necessary)	7A - 7P	1 / 0
RN-UnitStaff		

P-A Schedule

RN-Charge		
Vanessa Whitney (MS1 - RN)	7P - 7A	1 / 0
RN-UnitStaff		
Jessica Garduno (MS1 - RN)	7P - 7A	
Karen Pettiford (MS1 - RN)	7P - 7A	
Kelsey VanBerschoot (MS1 - RN)	7P - 7A	

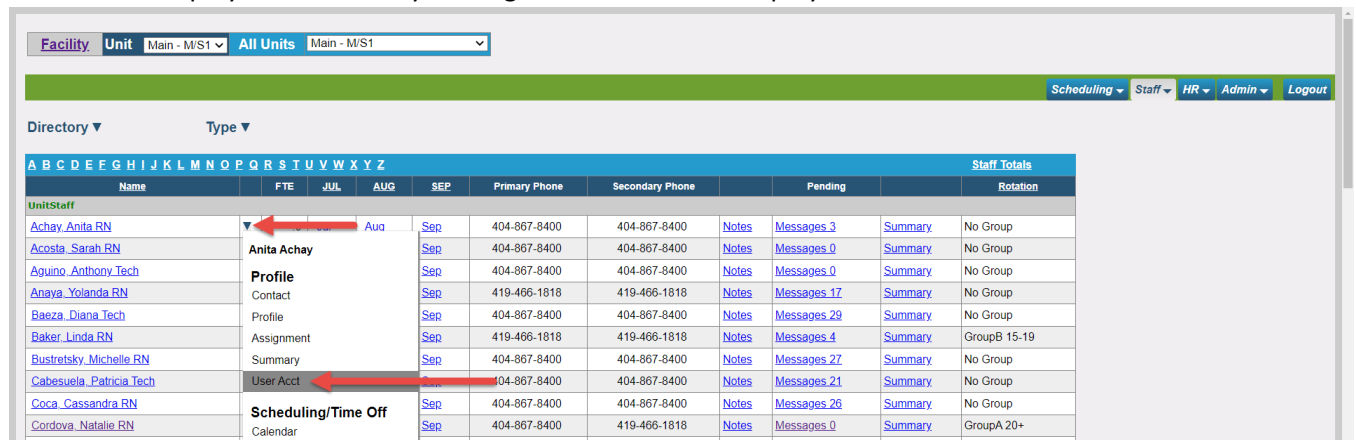
NOTE: Once changes are made on pop-up, close the screen and you will be taken back to the Daily Schedule. Be sure to click on the circular arrow (next to the Red Triangle) to refresh the screen and display the changes on the Daily Schedule.

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.



User Account

Web Address: **www.Schedule360.com**

Name: **Achay, Anita**

Username: **aachay3**

Password: *********

Original Creation Date: **10/08/12**

Created By: **DATALOADINT**

Website Tips

- Schedule weekend targets first
- Advanced search required for special types
i.e. Charge, On-Call shifts
- Keep your profile updated