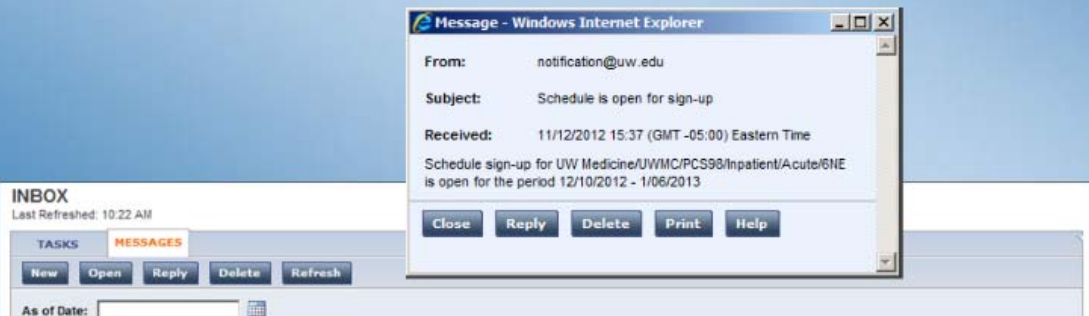
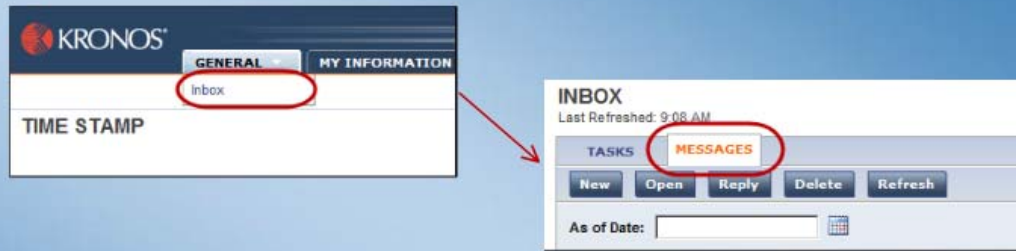


# Self-Scheduling Job Aid

## Knowing When You Can Sign Up



You will receive a notification in your Kronos-Advanced Scheduler Inbox when the next schedule period has been opened for sign-up. To view any notifications, select Inbox from the General tab and then select the Messages tab in your Inbox.

## Using the Scheduling Page

### Introduction



If you've been notified that you can begin signing up for shifts in the next scheduled period, you'll start by selecting **Scheduling** from the **My Information** tab.


*Click the numbers below to learn more about using the Scheduling page.*

*Click the magnifying glass to enlarge the view of the screenshot.*

If you've been notified that you can begin signing up for shifts in the next scheduled period, you'll start by selecting Scheduling from the My Information tab.

# Dynamic Self-Scheduling

**SCHEDULING**

 This schedule has been saved.

Job: UW Medicine/UWMC/PCS98/Inpatient/Acute/6NE  
Time Period: 1/0

**LOCATION SCHEDULE** Name & Id: Farmer, Donna 813098

Location:   Shift Labels  Shift Times

Time Period: 12/10/2012 - 1/06/2013

Move the mouse pointer over job transfers (x) for details.

| Name          | Job   | Mon 12/10 | Tue 12/11 | Wed 12/12 | Thu 12/13 | Fri 12/14 | Sat 12/15 | Sun 12/16 | Mon 12/17 | Tue 12/18 |
|---------------|-------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|
| Farmer, Donna | RN2 u |           | 7-19h     |           | 7-19h     |           | 15-19h    |           |           |           |

| Name           | Job   | Mon 12/10 | Tue 12/11 | Wed 12/12 | Thu 12/13 | Fri 12/14 | Sat 12/15 | Sun 12/16 | Mon 12/17 | Tue 12/18 |
|----------------|-------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|
| Flowers, Joyce | RN2 u | 19-7h     |           | 19-7h     |           |           |           |           |           | 19-7h     |
| Fox, Carrie    | RN2 u |           | 19-7h     |           | 19-7h     |           | 19-7h     |           |           |           |

Until the schedule sign-up period is closed, or until you mark your schedule as complete, you can continue to update your schedule dynamically. For example, you can return to the Scheduling page to view the location for your unit, and then update your selections accordingly.

# Knowing When the Sign-Up Period is Closed

**INBOX**  
Last Refreshed: 10:22 AM

TASKS **MESSAGES**

As of Date:

| From                | Subject                        | Received                                   |
|---------------------|--------------------------------|--------------------------------------------|
| notification@uw.edu | Schedule is closed for sign-up | 12/19/2012 13:59 (GMT -05:00) Eastern Time |

You will receive a notification in your Kronos-Advanced Scheduler Inbox when the self-scheduling period is closed.

# Requesting Open Shifts

**Requests**

- My Current Requests
- Non Sched Day
- 1** → Open Shift Request
- Pref Hol Off
- Shift Swap Request
- Time Off by Days
- Time Off by Hours

**Open Shift Request**

**Open shifts**

| Select                   | Label | Start Date / | Start Time | End Time | Duration | Location                                   |
|--------------------------|-------|--------------|------------|----------|----------|--------------------------------------------|
| <input type="checkbox"/> | 19-7h | 12/19/2012   | 19:00      | 7:30     | 12.5     | UW Medicine/UWMC/PCS98/Inpatient/Acute/6NE |
| <input type="checkbox"/> | 7-19h | 12/23/2012   | 7:00       | 19:30    | 12.5     | UW Medicine/UWMC/PCS98/Inpatient/Acute/6NE |

**Notes**

**3**

If you've been notified that you can request open shifts in the next schedule period, you can submit those requests on the My Requests page. After specifying a time period to display, there are three steps required to submit a request for an open shift. First, select Open Shift Request in the Requests section. Second, once the open shifts are displayed, select the checkbox for your desired shift. Then third, click Submit.