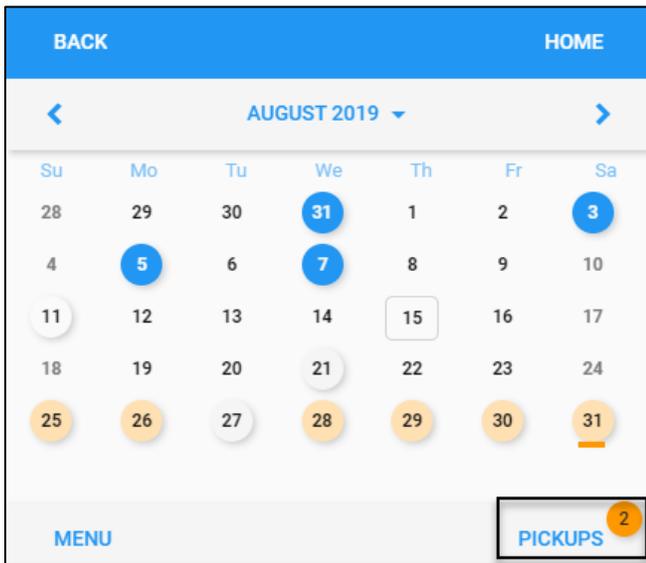


Open schedules are upcoming schedules that have not been assigned to employees. When open schedules are posted, qualified employees can pick up multiple open schedules at a time, or pick up all or part of an open schedule at a time. The supervisor can approve or reject the employee pickup open schedule request.

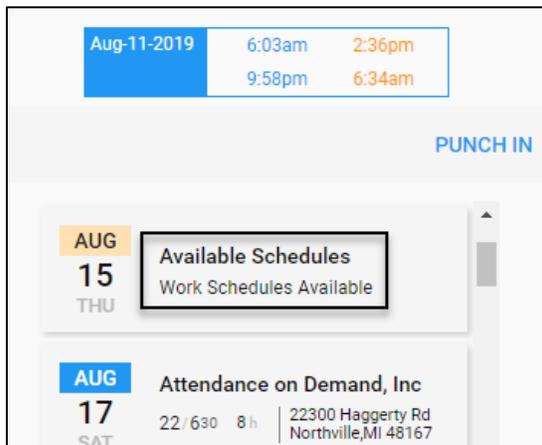
Pick Up Multiple Open Schedules

Employee can collect all open schedules they want to claim in the **PICKUPS** menu on the employee’s calendar, then submit a multiple open schedule pickup request to supervisor.

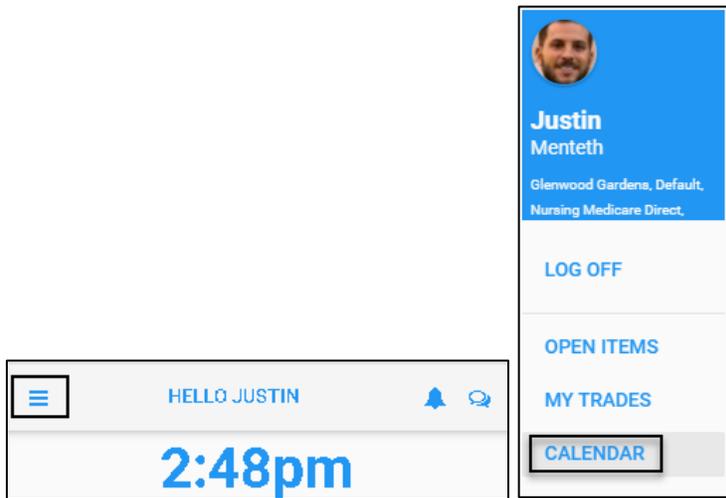


To pick up multiple open schedules:

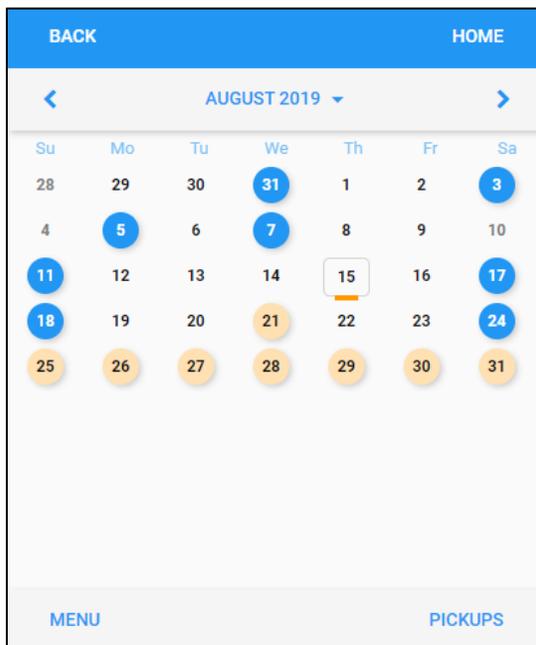
1. Tap **Available Schedules** on the Home screen. or access the employee calendar.



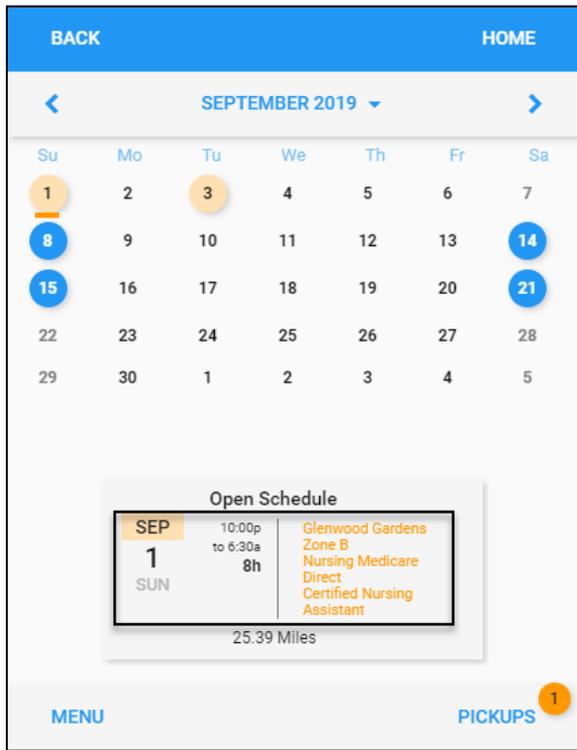
Or tap the Three Line menu (☰) in the upper-left corner of the screen. Then tap **Calendar** in the expanded panel to access the employee calendar.



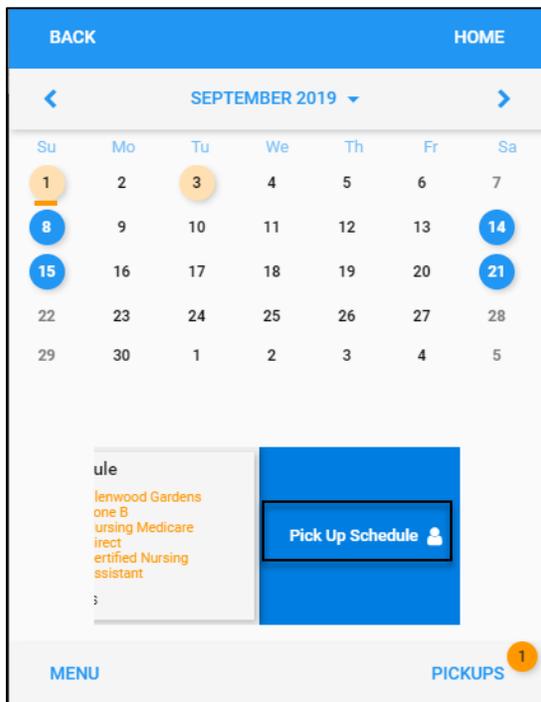
2. The dates in August having open schedules are highlighted with the light orange color. Tap a day with open schedules.



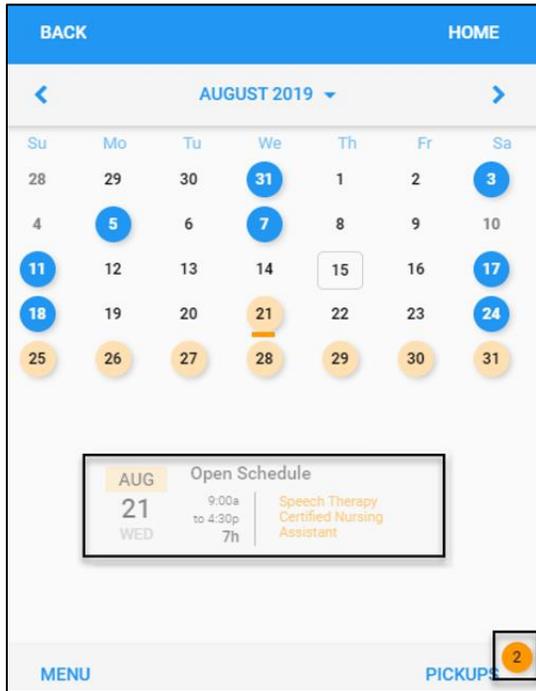
3. Detailed information about this open schedule is displayed on the panel below the calendar.



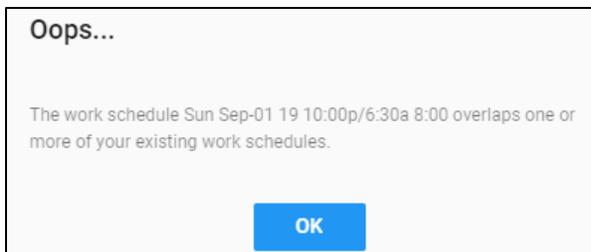
4. Swipe the open schedule to the left on your mobile device.



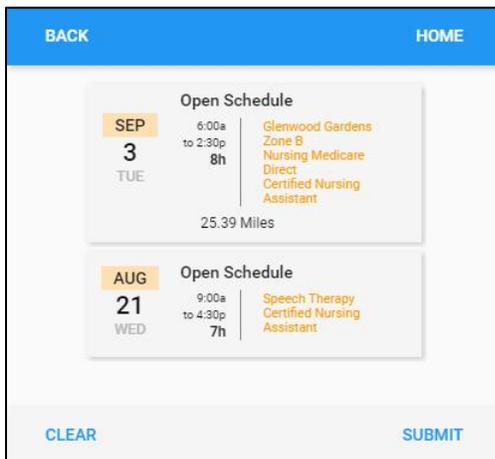
- The open schedule is greyed out and added to the **PICKUP** menu and the total number in the **PICKUP** menu increases by one. Tap **PICKUPS**.



Note: The open schedule may not be picked up because it overlaps one or more existing work schedules.

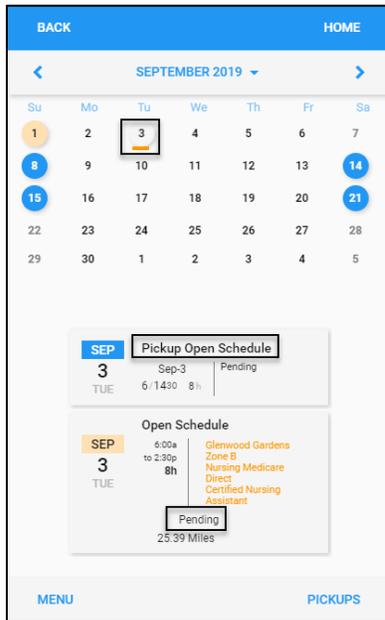


- All open schedules that you selected to pick up are displayed.

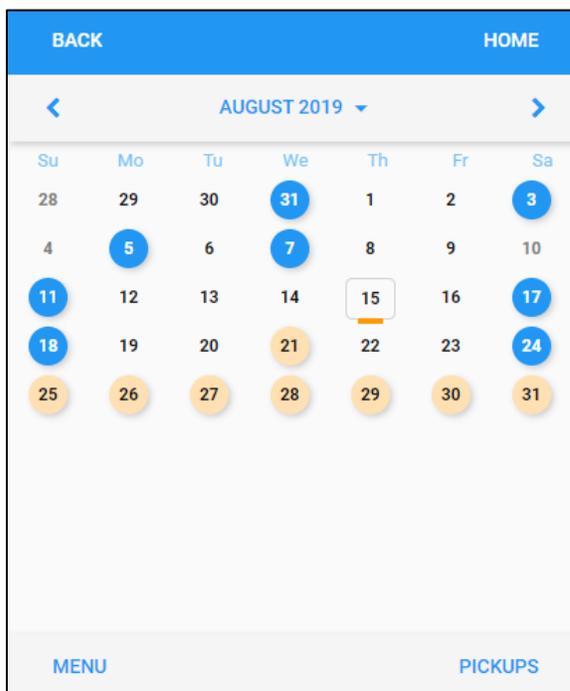


You can:

- Tap **SUBMIT**. The pickup request is sent to a supervisor for review. Refresh the calendar screen. The open schedule is identified as **Pickup Open Schedule** and its status is **Pending** for supervisor review.



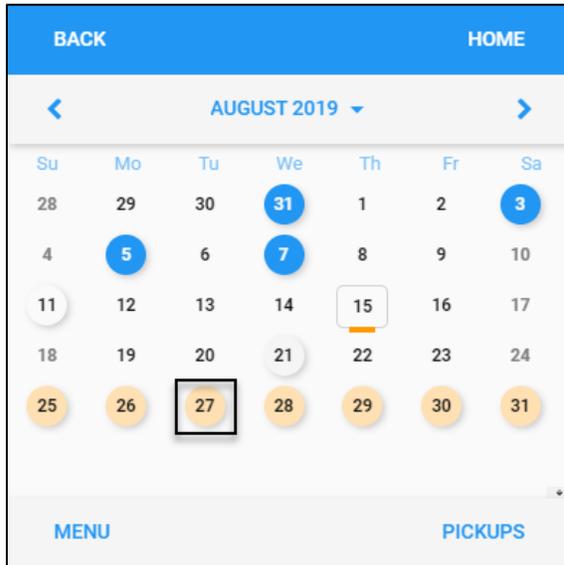
- Tap **CLEAR**, then refresh the calendar screen. The days with pickups cleared are displayed with the tannish color on the calendar.



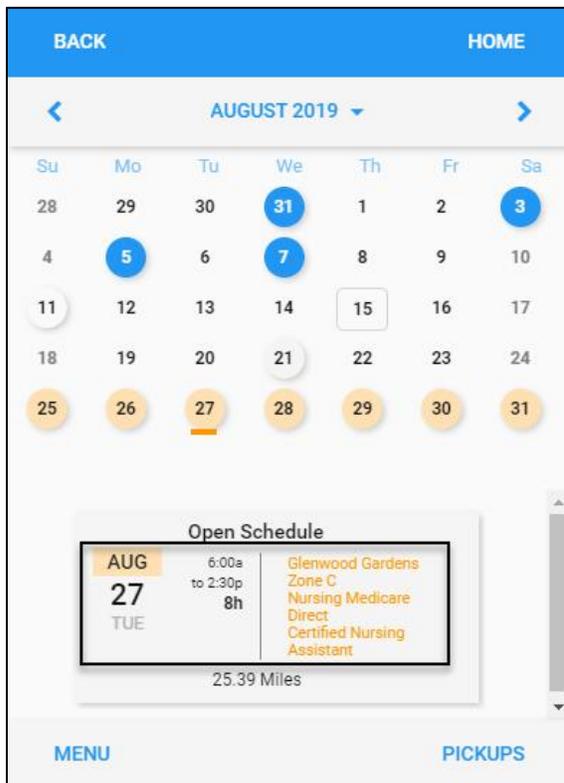
Pick up a Whole Shift or Partial Shift of an Open Schedule

To pick up one open schedule at a time:

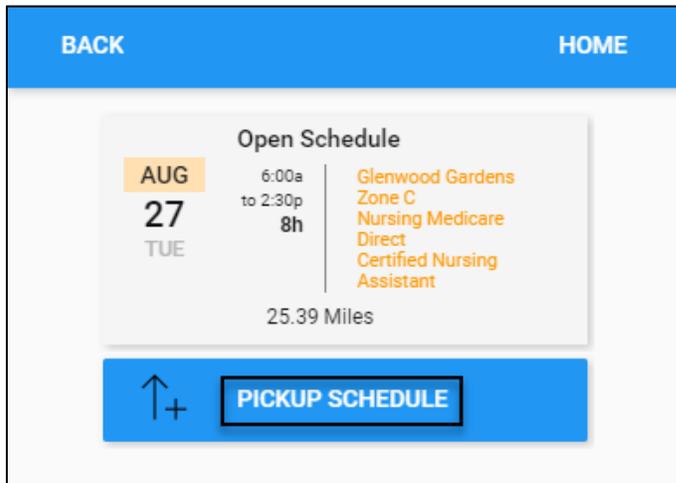
1. Tap a day with open schedules. Detailed properties of the open schedule are displayed on the panel below the calendar.



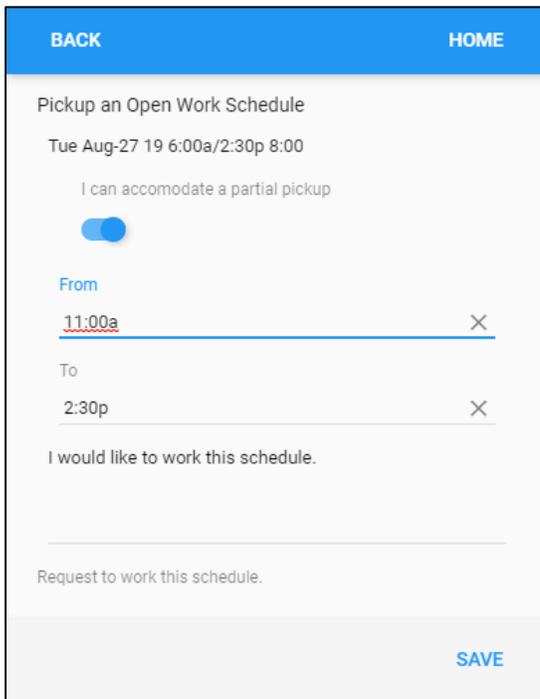
2. Tap the open schedule.



3. Tap **PICKUP SCHEDULE**. The **Pickup an Open Work Schedule** screen is displayed.



4. Employee can pick up the whole shift or partial shift of an open schedule. Then tap **Save**.
- To pick up a partial shift, move the **I can accommodate a partial pickup** slider to the right and specify the start time and end time in the **From** and **To** fields.



- To pick up a whole shift, just enter notes for this pickup.

BACK HOME

Pickup an Open Work Schedule

Tue Aug-27 19 6:00a/2:30p 8:00

I can accommodate a partial pickup

From

11:00a

To

2:30p

I would like to work this schedule.

Request to work this schedule.

SAVE

5. The pickup request is sent to supervisor for review.

Note: Overlapping work schedules cannot be picked up.

BACK HOME

Pickup an Open Work Schedule



Overlapping Work Schedules

Unable to Pickup Work Schedule

The work schedule 08/08/17 8:00/17:00 8:30 overlaps one or more of your existing work schedules.

Request to work this schedule.

SAVE

©2021 Attendance on Demand, Inc. All rights reserved. Attendance on Demand is a registered trademark of Attendance on Demand, Inc. (AOD). Nothing contained here supersedes your obligations under applicable contracts or federal, state and local laws in using AOD's services. All content is provided for illustration purposes only.