ESS Mobile 3.0: Picking up Open Schedules

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.

			(3)
			Justin Menteth
			Glenwood Gardens, Default, Nursing Medicare Direct,
			LOG OFF
			OPEN ITEMS
≡	HELLO JUSTIN	🌲 🥺	MY TRADES
	2:48pm		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.

BAC	к				ŀ	IOME
<		SEPT	EMBER 20)19 👻		>
Su	Мо	Tu	We	Th	Fr	Sa
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	1	2	3	4	5
	ule lenwood G one B ursing Mer irect ertified Nu ssistant	ardens dicare rsing	Pic	k Up Sche	dule 💄	
MEN	IU				PIC	

5. 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.

Oops
The work schedule Sun Sep-01 19 10:00p/6:30a 8:00 overlaps one or more of your existing work schedules.
ок

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

BACK				HOME
		Open Sc	hedule	
	SEP	6:00a	Glenwood Gardens	
	3 TUE	to 2:30p 8h	Zone 6 Nursing Medicare Direct Certified Nursing Assistant	
		25.391	Viles	
	AUG	Open Sc	hedule	
	21 WED	9:00a to 4:30p 7h	Speech Therapy Certified Nursing Assistant	
CLEAR				SUBMIT

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.

BAC	к				÷	IOME
<		AUGUST 2019 👻				
Su	Мо	Tu	We	Th	Fr	Sa
28	29	30	31	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	31
MEN	IU				PIC	KUPS

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.

BAC	ж				н	OME
<		AUGUST 2019 👻				
Su	Мо	Tu	We	Th	Fr	Sa
28	29	30	31	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	31
MEN	٧U				PICK	• (UPS

2. Tap the open schedule.



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

BACK	¢			HOME
	AUG 27 TUE	Open Sc 6:00a to 2:30p 8h 25.39 M	hedule Glenwood Gardens Zone C Nursing Medicare Direct Certified Nursing Assistant	
	^+	PICKUP	SCHEDULE	

- 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.

ВАСК	HOME
Pickup an Open Work Schedule	
Tue Aug-27 19 6:00a/2:30p 8:00	
I can accomodate a partial pickup	
From	
<u>11:00a</u>	×
То	
2:30p	×
I would like to work this schedule.	
Request to work this schedule.	
	SAVE

• 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 accomodate a partial pickup	
From	
11:00a	
То	
2:30p	
I would like to work this schedule.	
	CAVE

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

Note: Overlapping work schedules cannot be picked up.

ВАСК	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 of your existing work schedules.	or more of
Request to work this schedule.	
	SAVE

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