ESS Mobile 3.0: Dropping Work Schedules

Job Aid

Employees who are assigned a work schedule can send a drop schedule request to supervisor or drop their work schedules automatically during the determined time frame based on your company policy. Compared to the **CALL OFF** operation used for short notice leave, the **DROP SCHEDULE** operation is used for long notice leave, for example, a few days or a month notice before the employee's work schedule.

BACK			HOME
	۷	VORK SCHEDULE DETAILS	
	MAR 19 FRI	3 Days from now	
	\odot	On Premise Times 10:30p Michicare- to 7:50a Nursing- 8h Registered Nurse- Definit Core-DNU1 - Floor1	
	٢٥٩ ٢٥٦	RNs RNs	
	ß	CALL OFF	
	\downarrow^-	DROP SCHEDULE	

To drop a work schedule:

1. Tap the **Work Schedule** tile of a schedule on the home screen.

≡	HELLO KIMBERLY	<u>ل</u> ا ي
	12:23p March-16, 202	m
	Mar-16-2021 3:07pm	
🕓 TRA	NSFER	PUNCH OUT
	Work Schedule	^
	MAR 10:30p to 7:00a 19 8h FRI DNU1 - Flor 10	Nurse e or1

2. If you are allowed to drop this work schedule based on your company policy, the **DROP SCHEDULE** button is available. Tap **DROP SCHEDULE**. The **Drop Work Schedule Request** screen is displayed.

BACK		номе
	WORK SCHEDULE DETAILS	
	MAR 19 FRI 3 Days from now	
	On Premise Times 1030p to 7:00a Sh Hichicare- Nursing- Registered Nurse- Derroit Care-DNU1 - Floor1	
	RNs RNs	
	↓ DROP SCHEDULE	

3. If needed, specify the reason for dropping work schedule. Tap **Save**.

BACK	HOME
Drop Work Schedule Request I would like to drop this work schedule.	
Request to drop this schedule.	
	SAVE

4. The **DROP SCHEDULE** button is unavailable. The work schedule is dropped automatically or the drop

schedule request is sent to Supervisor for review.

BACK		HOME
	WORK SCHEDULE DETAILS	
	MAR 19 FRI 3 Days from now	
	On Premise Times Nursing- to 7:003 8h Michicare- Nursing- Registered Nurse- Deron Care-DNU1 - Floor1	
	RNs RNs	

On the Home screen, the dropped work schedule is displayed on the **Work Schedule** tile with **Work Schedule** titled in purple..

III	HELLO KIMBERLY	A Q				
12:28pm March-16, 2021						
	Mar-16-2021 3:07pm					
O TR/	ANSFER	PUNCH OUT				
	Work Schedule MAR 10:30p to 7:00a Michicare Nursing Registered Nurse Detroit Care DNU1 - Floor1 10					

Drop Work Schedules in Calendar

Employees can also drop their work schedules in their calendar.

1. Tap the Three Line menu () in the upper-left corner of the screen.



2. Tap **Calendar** in the expanded panel to access the employee calendar.



3. The dates in the current month having work schedules are highlighted in blue circle. Tap a day with work schedule.

BACK						номе
*		MA	RCH 202	1 🔻		>
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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	1	2	3
		Work	Schedul	e		
	MAR 21 SUN	2.34 to 11.00 {	0p Mich 0p Nursi 3h Detro DNU 10 1	icare ing tered Nurse it Care I-Floor1		
MENU		RI	EFRESH		PK	CKUPS

Note: If there is no work schedule displayed, see *Enable Work Schedule in Calendar* on page 8 on how to view work schedules in your calendar.

4. Work schedules of the selected date are displayed on the Work Schedule tile with detailed information, including schedule starting time, ending time, total hours and workgroup set. Tap the **Work Schedule** tile.



5. Tap DROP SCHEDULE. The Drop Work Schedule Request screen is displayed.

BACK			HOME
	۷	VORK SCHEDULE DETAILS	
	MAR 21 SUN	5 Days from now	
	\odot	On Premise Times 2:30p to 11:00p 8h Registered Nurse- Detroit Care-DNU1 - Flaar1	
	ŝ	RNs RNs	
	\downarrow^{-}	DROP SCHEDULE	

6. If needed, specify the reason for dropping work schedule. Tap **SAVE**.

BACK	HOME
Drop Work Schedule Request I would like to drop this work schedule.	
Request to drop this schedule.	
	SAVE

7. The **DROP SCHEDULE** button is unavailable. The work schedule is dropped automatically or the drop schedule request is sent to Supervisor for review.

васк			номе
	W	ORK SCHEDULE DETAILS	
	MAR 21 SUN	5 Days from now	
	\odot	On Premise Times 230p Michicare- to 11.00p Registered Nurse- Bh Detroit Care-DNU1 - Floor1	
	٢ <u>٢</u>	RNs RNs	

On the Home screen, the dropped work schedule is displayed on the **Work Schedule** tile with **Work**

HELLO KIMBERLY ≡ . 9 12:5 Zμ March-16, 2021 3:07pm **U** TRANSFER PUNCH OUT Work Schedule Michicare Nursing Registered Nurse Detroit Care DNU1 - Floor1 10 1 2:30p MAR to 11:00p 21 8ĥ SUN

Schedule titled in purple.

Enable Work Schedule in Calendar

1. If work schedules are not displayed in your calendar, tap **MENU**.

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Su	Мо	Tu	We	Th	Fr	Sa
28	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	1	2	3
	MAR 16	Pay F	Period Be	egins		
ME	TUE	R	EFRESH		PIC	CUPS

2. Tap **PRESENTATION**.



3. Tap My Assigned Work Schedules to enable this option. Tap SAVE.



4. Dates with work schedules are highlighted with blue circle.



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