

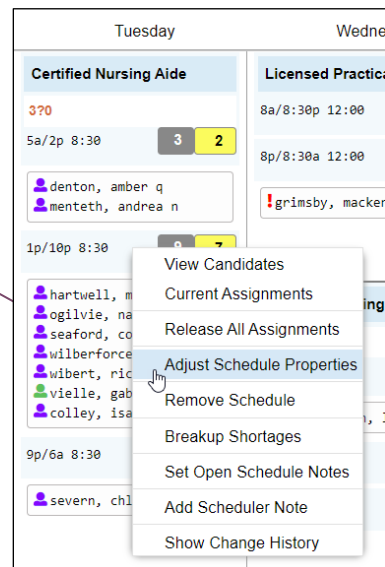


Managing Work Schedule Confirmations

Schedule confirmation requires employees to respond to a notification requesting confirmation of the date and time of their work schedules. Schedule confirmation can be added to a coverage schedule's properties in the Visual Scheduling template. Employees who are assigned to the coverage schedule and required to confirm their schedules based on their ESS profile will receive the confirmation notification via email, the ESS Mobile App and/or a text message. Schedule confirmation can also be required for employees who have schedules created using a schedule pattern if their ESS profile has participation in schedule pattern confirmation added.

To add schedule confirmation to a coverage schedule:

1. Click the coverage schedule in the template and select Adjust Schedule Properties.



2. Enable the Requires Employee Confirmation check box in the *Coverage Schedule Properties* window.

A screenshot of the 'Coverage Schedule Properties' window. The window is divided into two main sections: 'Properties' on the left and 'Workgroup' on the right. In the 'Properties' section, the 'Requires Employee Confirmation' checkbox is highlighted with a red box and a red arrow. The 'Workgroup' section contains various dropdown menus for Division, Facility, Wing, Department, Position, and two weightage fields (WG 6 and WG 7). At the bottom right, there are 'Ok' and 'Cancel' buttons. A red arrow points from the 'Adjust Schedule Properties' option in the previous image to this window.

3. Click the **OK** button.

A coverage schedule with confirmation enabled will display red check marks for the work position, coverage schedule and participating employees assigned to the coverage schedule in the schedule template.

Tuesday

Certified Nursing Aide ✓

3?0

5a/2p 8:30

32

denton, amber q

menteth, andrea n

9p/6a 8:30

21

severn, chloe r

Skilled Nursing - East

1p/10p 8:30

✓97

✓hartwell, morgan j

✓ogilvie, nathaniel l

✓seaford, connor a

✓wilberforce, courtne..

✓wibert, richard c

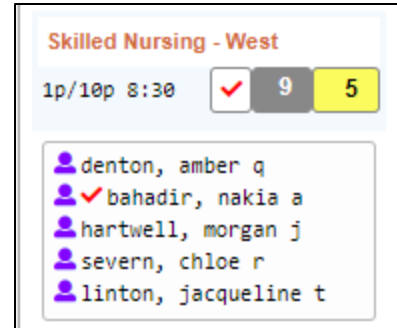
✓vielle, gabriel d

✓colley, isaac e

The employee’s work schedules requiring confirmation are also displayed on the employee’s Schedules page with a red check mark.

Schedules ▾		October 2018 (This Month) ▾		Assign to a Pattern					
Last Name	First Name	MI	ID	Badge	Pay Class	Division	Facility		
Vielle	Gabriel	D	5516	5516	HRL	Michicare	Detroit Care		
◀									
Sunday		Monday		Tuesday		Wednesday		Thursday	
7 October		8 October		9 October		10 October		11 October	
+		<div>OPEN5a/9a4 h</div> <div>OPEN9p/6a8½ h</div> <div> Detroit Nursing Master1p/10p8 h</div> <div>+</div>		<div>1p/10p8½ h</div> <div>OPEN1p/10p8½ h</div> <div>OPEN6p/9p3 h</div> <div>OPEN9p/6a8½ h</div>		<div>OPEN5a/2p8½ h</div> <div>OPEN1p/10p8½ h</div> <div>OPEN9p/6a8½ h</div> <div>+</div>		<div>✓1p/10p8½ h</div> <div>+</div>	
14 October		15 October		16 October		17 October		18 October	
<div>OPEN5a/2p8½ h</div> <div>OPEN1p/10p8½ h</div> <div>OPEN9p/6a8½ h</div> <div>+</div>		<div>1p/10p8½ h</div> <div>OPEN1p/10p8½ h</div> <div>OPEN9p/6a8½ h</div>		<div>✓1p/10p8½ h</div> <div>OPEN5a/2p8½ h</div> <div>OPEN1p/10p8½ h</div>		<div>OPEN5a/2p8½ h</div> <div>OPEN1p/10p8½ h</div> <div>OPEN9p/6a8½ h</div> <div>+</div>		<div>OPEN5a/2p8½ h</div> <div>OPEN1p/10p8½ h</div> <div>OPEN9p/6a8½ h</div> <div>+</div>	

Employees assigned to the coverage schedule who do not have their ESS profile enabled for schedule confirmation will not be required to confirm their schedule. Those employees will not have a red check mark next to their name in the schedule template.

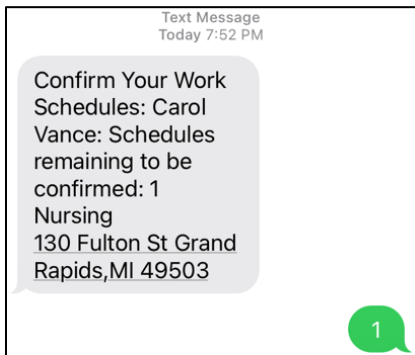


In addition, employees with schedule patterns who are assigned to a coverage schedule with schedule confirmation enabled, will not be required to confirm their schedules if their ESS profile is not enabled for schedule patterns participating in the schedule confirmation process.

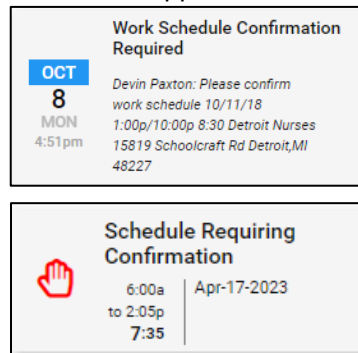
Employee Notifications

Employees required to confirm a schedule will receive the schedule confirmation notification via email, text and/or ESS Mobile app.

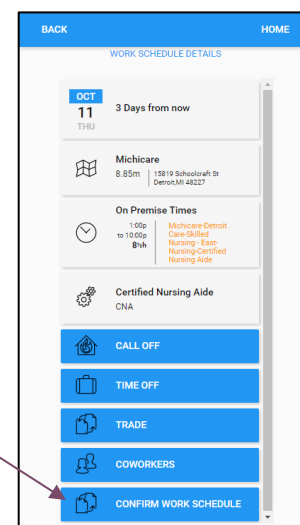
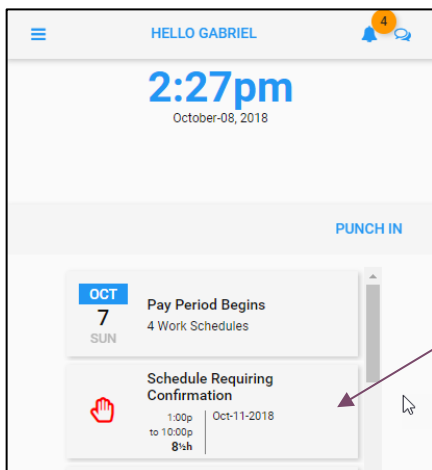
Text Notification



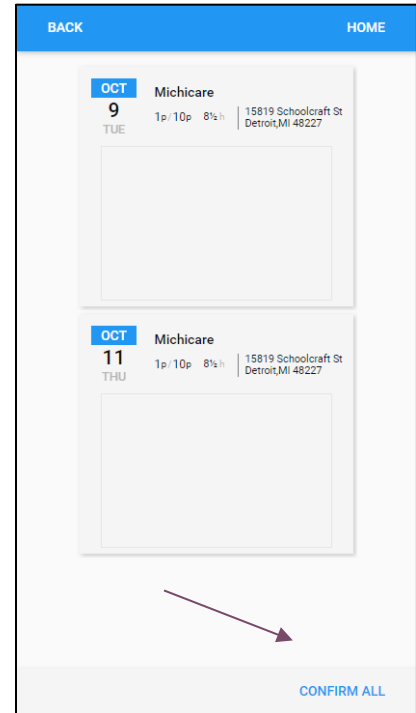
ESS Mobile App Notification



The schedule confirmation notification in the ESS Mobile app will be displayed in the home screen. Click the notification to view the Work Schedule Details screen with the **Confirm Work Schedule** button. Click the button to confirm the schedule.

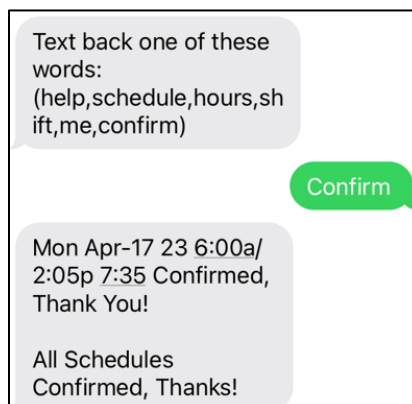
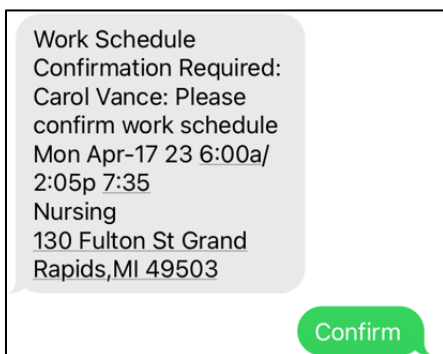


If more than one schedule requires confirmation, all schedules can be confirmed simultaneously by clicking **CONFIRM ALL**. To confirm work schedules individually, click a work schedule to view the Work Schedule Details screen and click the **Confirm Work Schedule** button.



Employees can confirm a work schedule by texting back any of the following words:

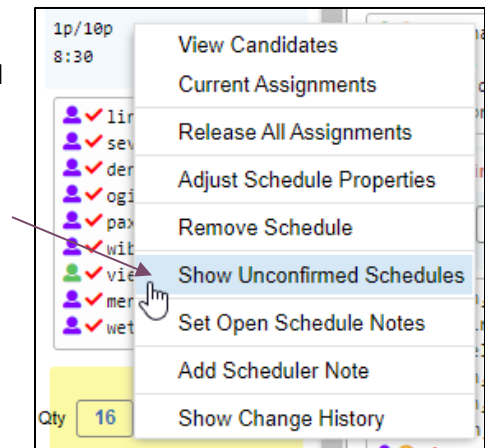
- confirm
- help
- schedule
- hours
- shift
- me



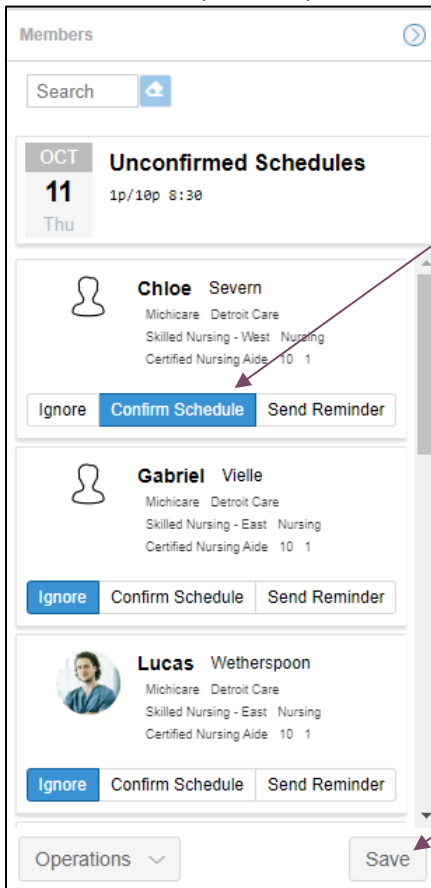
Confirming Work Schedules in MSS

Schedulers who have operator access to the schedule template have the authority to confirm employee schedules on behalf of the employee.

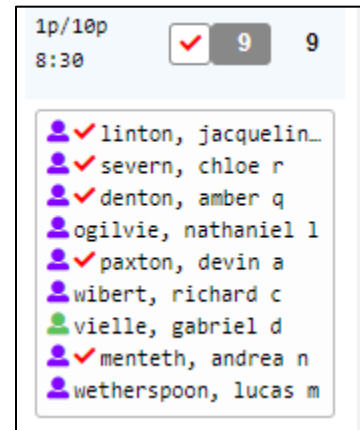
To confirm an employee’s work schedule, click a coverage schedule and select the Show Unconfirmed Schedules menu item.



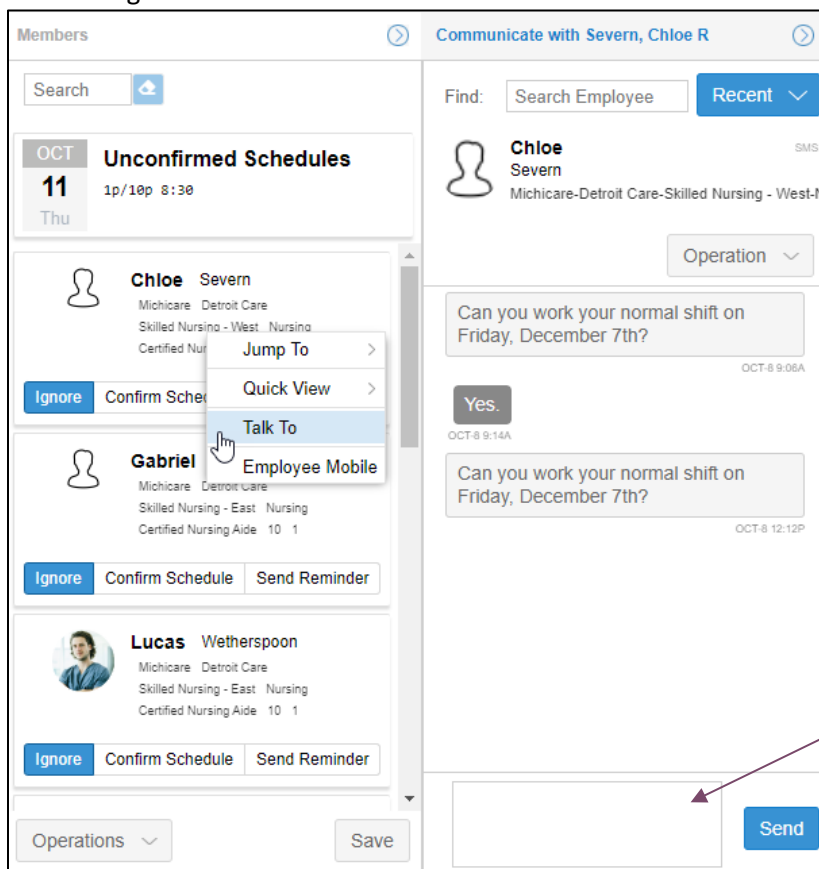
In the Members panel, tap the **Confirm Schedule** button in the employee’s tile and click the **Save** button.



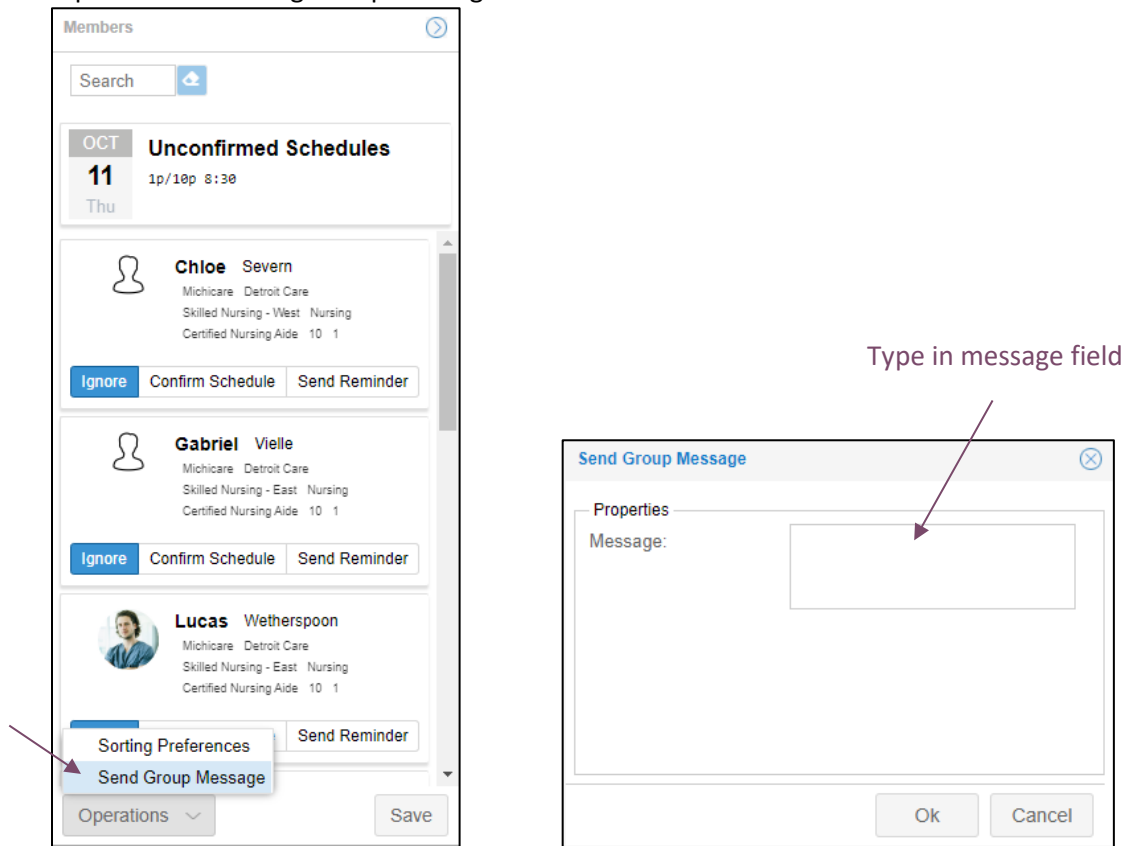
Employees who have confirmed their schedule or who have had their schedules confirmed by a supervisor will no longer have a red check mark next to their name in the schedule template.



If you would like to check with an employee before confirming the employee's schedule, you can message the employee directly from the template by clicking the employee's tile and selecting the Talk To menu item. Type in the message field and click the **Send** button.

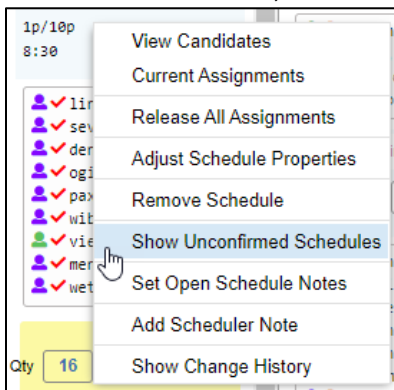


You can also send a group message to all unconfirmed employees by clicking the **Operations** button in the Members panel and selecting Group Message.

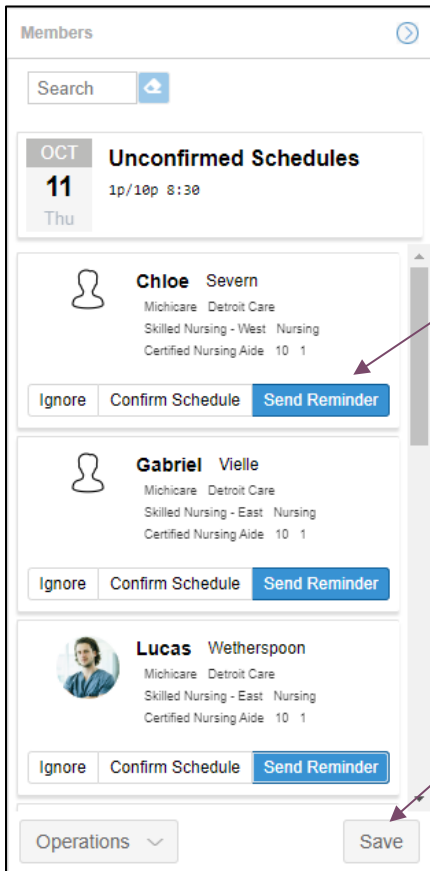


Sending Employees Work Schedule Confirmation Reminders

In the schedule template, you can send a reminder to employees to confirm their work schedules. To send a confirmation reminder, click the coverage schedule and select Show Unconfirmed Schedules.

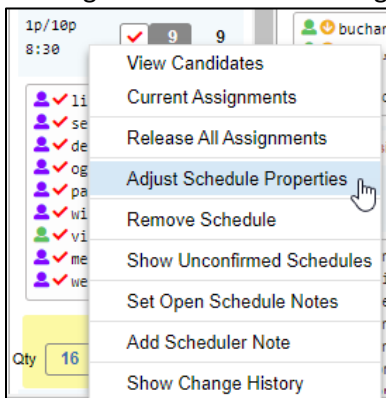


Click the **Send Reminder** button in each employee tile and click the **Save** button in the Members panel.



Removing a Work Schedule Confirmation

If a coverage schedule no longer requires employee confirmation, you can cancel the request by clicking the coverage schedule and selecting the Adjust Schedule Properties menu item.



Disable the Requires Employee Confirmation check box in the *Coverage Schedule Properties* window.

The screenshot shows the 'Coverage Schedule Properties' window. It is divided into two main sections: 'Properties' on the left and 'Workgroup' on the right. In the 'Properties' section, there are several dropdown menus and input fields: 'Coverage Type' (Unused), 'Employees Needed' (9), 'Start Time' (1:00p), 'End Time' (10:00p), 'Hours' (8:30), and 'Schedule Style' (None). The 'Requires Employee Confirmation' checkbox is located at the bottom of the 'Properties' section and is currently unchecked. The 'Workgroup' section contains dropdown menus for 'Division' (Michicare), 'Facility' (Detroit Care), 'Wing' (Skilled Nursing - East), 'Department' (Nursing), 'Position' (Certified Nursing Aide), 'WG 6' (10), and 'WG 7' (1). There is also a 'Notes' text area at the bottom right. At the bottom of the window are 'Ok' and 'Cancel' buttons.

If the Remove Requirements to Confirm Schedule notification is enabled, the employees who are assigned to this coverage schedule will receive a notification via Email, ESS Mobile App and/or Text.

The screenshot shows a mobile app interface with a blue header bar containing 'BACK' and 'HOME' buttons. Below the header is a notification card. The card has a date 'OCT 8 MON 4:22pm' on the left. The main text of the notification reads: 'Work Schedule Confirmation No Longer Required'. Below this, it says: 'Devin Paxton: No longer require confirmation for work schedule 10/09/18 6:00p/9:00p 3:00 Detroit Nurses 15819 Schoolcraft Rd Detroit, MI 48227'.

Work Schedule Confirmation No Longer Required: Carol Vance: No longer require confirmation for work schedule Mon Apr-17 23 6:00a/2:05p 7:35 Nursing 130 Fulton St Grand Rapids, MI 49503