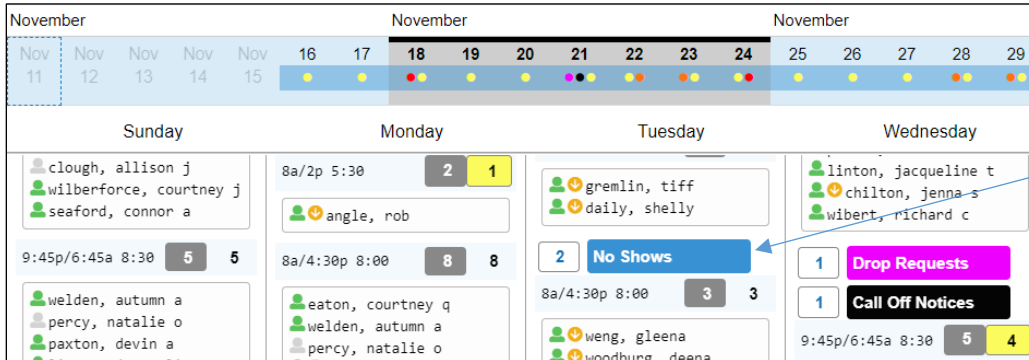
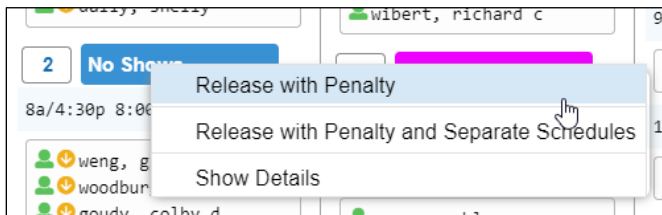


Visual Scheduling: Managing Schedule No Shows

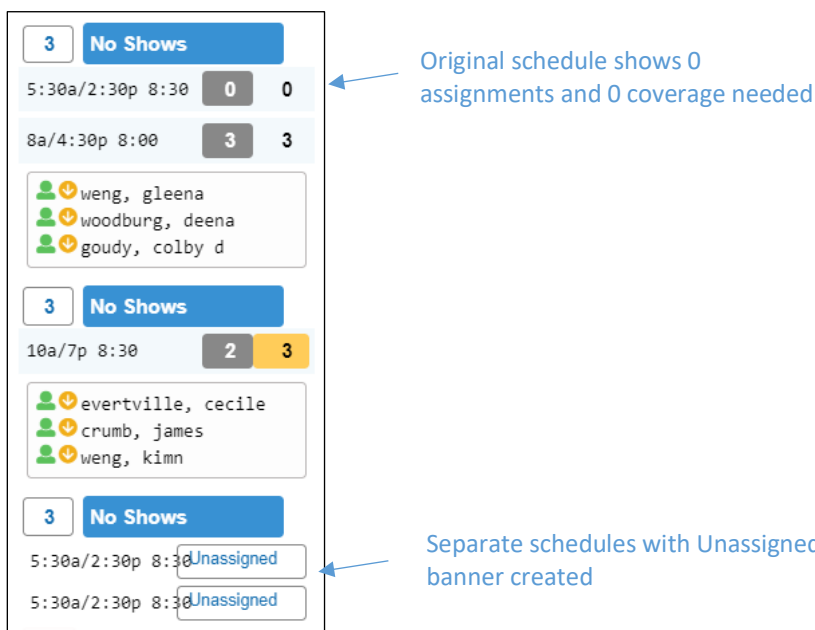
Employees who are absent from their shift and who have not sent a call off notice or schedule drop request will trigger a No Show in the schedule template. No Shows are indicated by a blue banner and a number box indicating the number of No Shows for that coverage schedule.



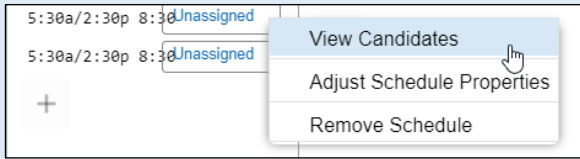
To address a No Show, click the No Shows banner and select one of the following options:



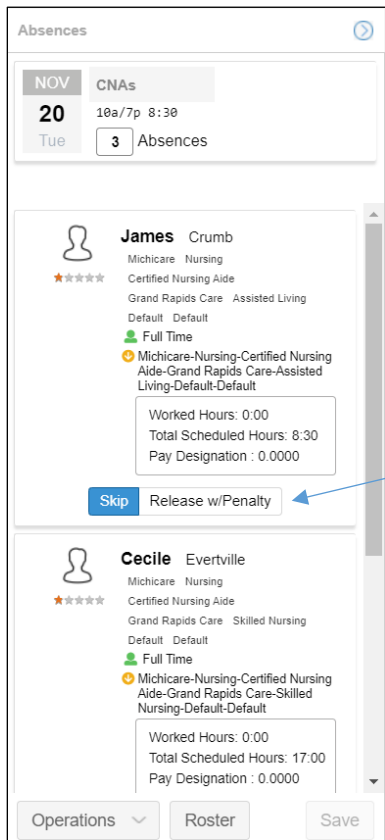
- **Release with Penalty** – removes the employee from the coverage schedule assignment list and triggers an absence exception in the employee’s time card. The employee retains a work schedule.
- **Release with Penalty and Separate Schedules** - removes the employee from the coverage schedule assignment list and triggers an absence exception in the employee’s time card. This option also creates a separate coverage schedule for each No Show, tagged with an Unassigned banner, to allow another employee to be added in place of the absent employee.



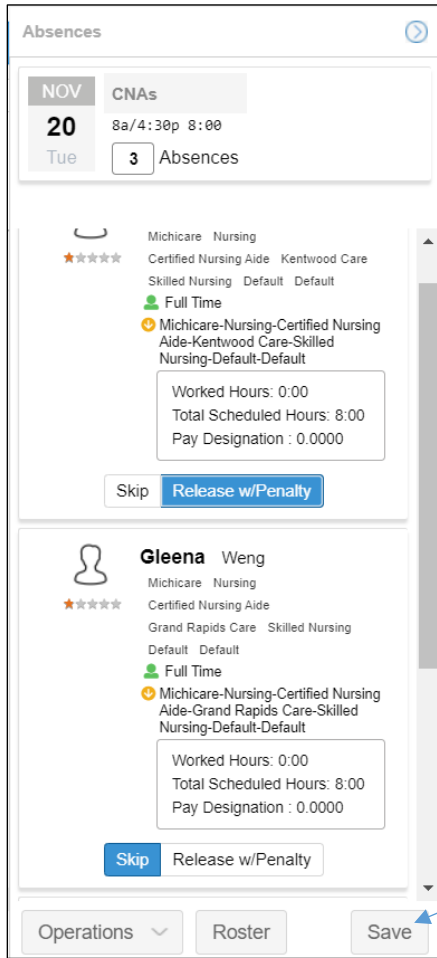
Click the Unassigned schedule to view candidates, adjust the schedule properties or remove the schedule.



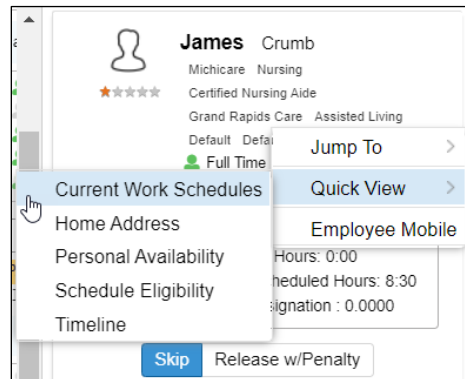
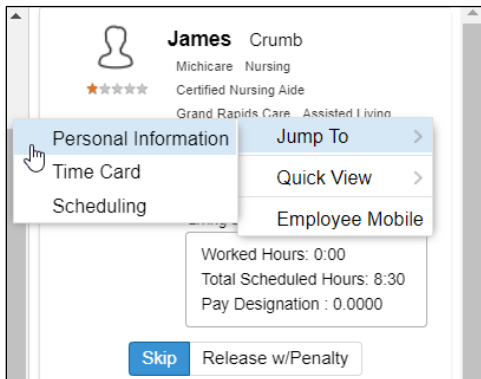
- **Show Details** – opens the Absences panel which lists all of the employees who are absent without notification. From here, you can only address the employee absence using the **Release w/Penalty** option.



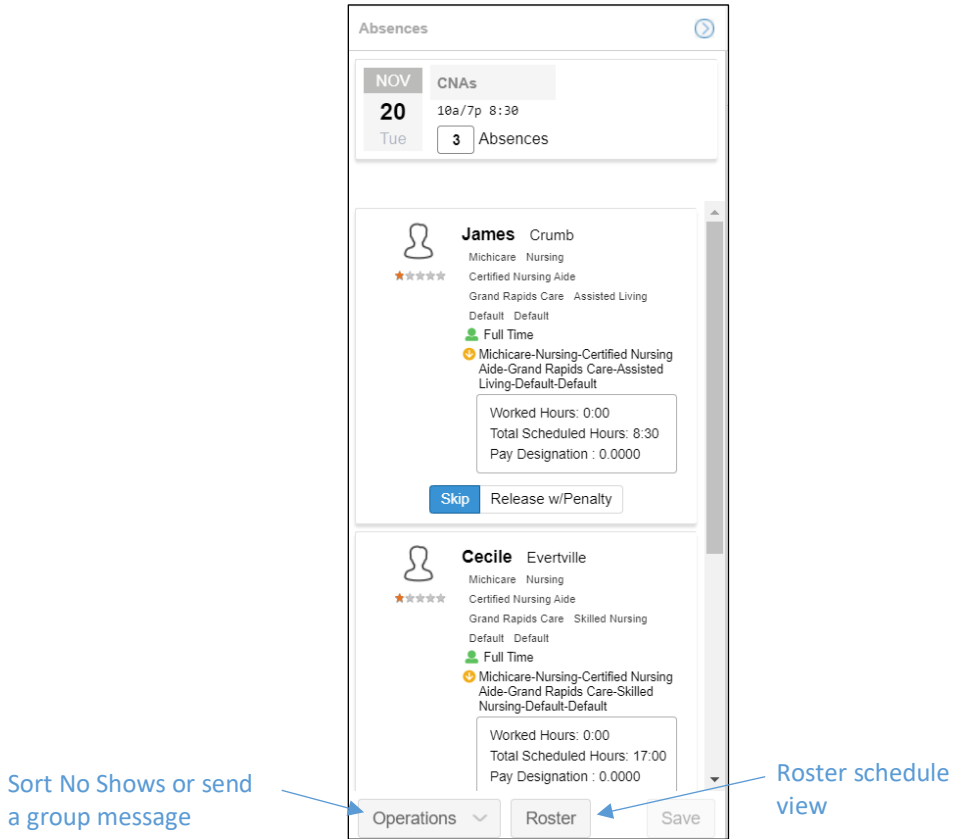
After making selections to Skip or Release with penalty, which are highlighted blue, click the **Save** button.



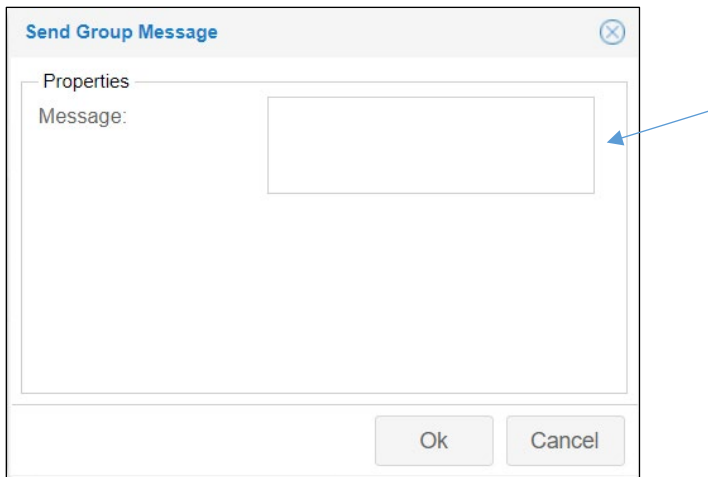
Drill down to the employee's details by clicking the employee cell and selecting from the **Jump To** or **Quick View** menu group in the Absences panel.



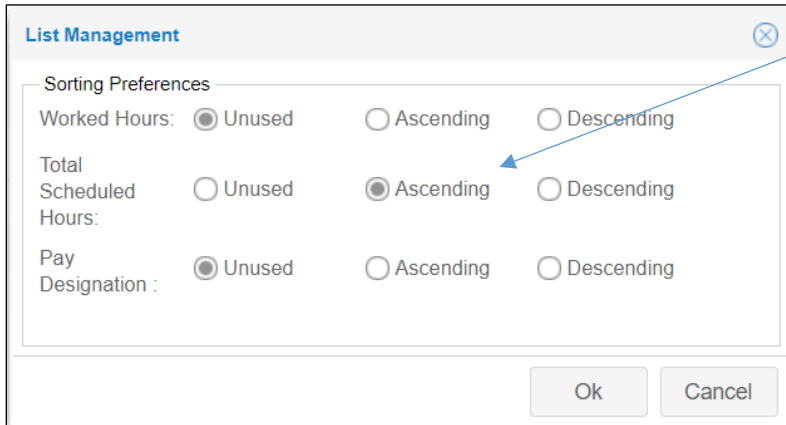
If you have multiple no shows for a shift, you can sort them in the Absences panel by selecting **Sorting Preferences** from the Operations drop-down list.



Send a message to the No Show employees by selecting **Send Group Message**. Type the message in the *Message* field of the *Send Group Message* window and click **OK**.

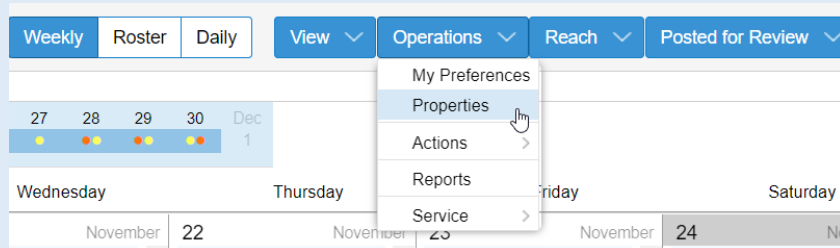


Sort employees by clicking the Operations drop-down list and selecting **Sorting Preferences**. Select the preferences to apply, indicating the order for sorting in the *List Management* window.

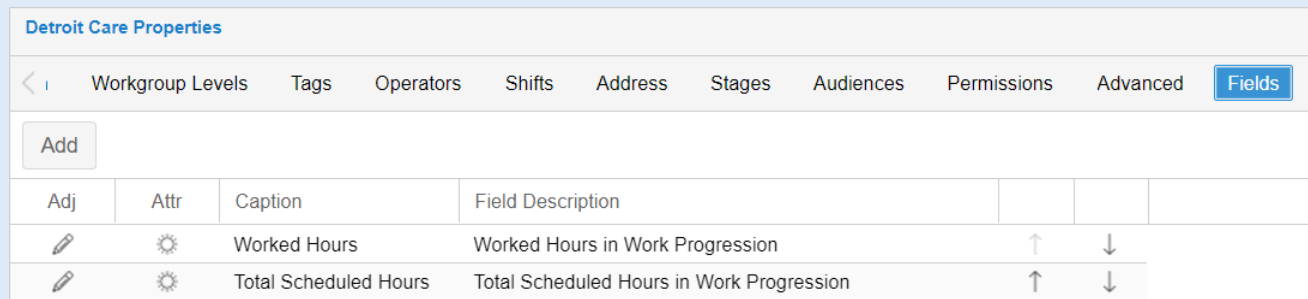


Sorting Preferences

If you have access to the schedule template properties, you can add sorting preferences by clicking the **Operations** drop-down list in the schedule template page and selecting **Properties**.



Click the Fields tab in the template properties panel and click the **Add New** button. Select the type of information you want to base the employee sorting on in the detail panels of Pick Up Requests, Drop Requests, No Shows and Call Off Notices.



Click the Roster button to view the personal schedules of the no show employees.

November																							
Nov 11	Nov 12	Nov 13	Nov 14	Nov 15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	Dec 1			
<- Return Page 1 (Crumb...Weng) Latest Filter Panel Refresh																							
Sunday				Monday				Tuesday				Wednesday				Thursday							
James Crumb Michicare Nursing Certified Nursing Aide Grand Rapids Care - Assisted Living Default - Default Full Time Michicare-Nursing-Certified Nursing Aide-Grand Rapids Care-Assisted Living-Default- Default				18 November +				19 November 8a/5p 8½h +				20 November 10a/7p 8½h Michicare-Nursing-Certified Nursing Aide-Detroit Care- Assisted Living-Default- Default				21 November 8a/5p 8½h +				22 November 10a/7p 8½h Michicare-Nursing-Certified Nursing Aide-Detroit Care- Assisted Living-Default- Default			
Cecile Evertville Michicare Nursing Certified Nursing Aide Grand Rapids Care - Skilled Nursing Default - Default Full Time Michicare-Nursing-Certified Nursing Aide-Grand Rapids Care-Skilled Nursing-Default- Default				18 November +				19 November 8a/5p 8½h Michicare-Nursing-Certified Nursing Aide-Detroit Care- Skilled Nursing-Default- Default				20 November 10a/7p 8½h Michicare-Nursing-Certified Nursing Aide-Detroit Care- Skilled Nursing-Default- Default				21 November 8a/5p 8½h Michicare-Nursing-Certified Nursing Aide-Detroit Care- Skilled Nursing-Default- Default				22 November 10a/7p 8½h Michicare-Nursing-Certified Nursing Aide-Detroit Care- Skilled Nursing-Default- Default			
Kimn Weng Michicare Nursing Certified Nursing Aide Grand Rapids Care - Skilled Nursing Default - Default Full Time Michicare-Nursing-Certified Nursing Aide-Grand Rapids Care-Skilled Nursing-Default- Default				18 November +				19 November +				20 November 10a/7p 8½h Michicare-Nursing-Certified Nursing Aide-Detroit Care- Skilled Nursing-Default- Default				21 November 10p/7a 8½h +				22 November 10p/7a 8½h +			

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