

My Schedule Plus

Part-Time Associate



Managing Your Choices

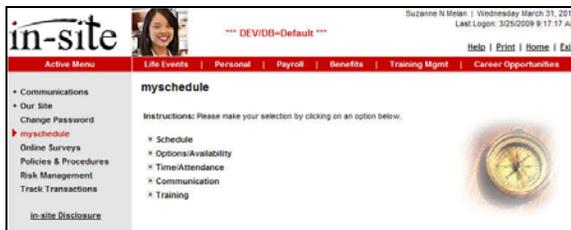
In My Schedule Plus (MSP), you have choices to help you manage your schedule options and availability selections:

- ◆ Schedule Option
- ◆ Availability
- ◆ Preferred Availability
- ◆ Temporary Availability

Accessing Your Availability in In-Site

From the Availability window, you can view your current Schedule Option, review your current Availability, and access the Edit Availability option.

1. Log into In-Site.
2. Select My Schedule Plus from the left navigation menu.
3. Expand Options/Availability from the My Schedule Plus menu.
4. Select the Availability option.



Schedule Option

1. From the My Schedule Plus Menu, expand Options/Availability.
2. Select the Availability option.

Your current Schedule Option and Availability settings are displayed.

[Printer Friendly Version](#)

Your current Schedule Option is: Part-Time 12 to 20 Assigned Hours
Your current Availability is:

Day of Week	Available From	Available To
Sunday	OPEN	CLOSE
Monday	OPEN	CLOSE
Tuesday	OPEN	CLOSE
Wednesday	OPEN	6PM
Thursday	6PM	CLOSE
Friday	OPEN	CLOSE
Saturday	OPEN	CLOSE

[Edit Availability](#)

3. Select **Edit Availability** to access your schedule options.
4. From the Availability window, verify the schedule option.
 - ◆ PT Option is a 12-20 hour, 4 days a week schedule.

Schedule Option

Schedule Option for Assigned Hours (balance of weekly hours self selected):
Part-Time 12 to 20 Assigned Hours

Note: Schedule Option selection is identified during your initial enrollment into MSP. Please contact your manager with additional questions.

Availability

Use the Edit Availability option to update your availability choices for long-term needs. For instance, if you volunteer every Thursday evening, you can block out this time period and the system will not assign a shift to you on Thursday evening.

1. From the My Schedule Plus Menu, expand Options/Availability.
2. Select the Availability option.
Your current availability settings are displayed.

[Printer Friendly Version](#)

Your current Schedule Option is: Part-Time 12 to 20 Assigned Hours
Your current Availability is:

Day of Week	Available From	Available To
Sunday	OPEN	CLOSE
Monday	6PM	CLOSE
Tuesday	DAYOFF	DAYOFF
Wednesday	DAYOFF	DAYOFF
Thursday	DAYOFF	DAYOFF
Friday	5PM	CLOSE
Saturday	OPEN	CLOSE

[Edit Availability](#)

3. Select **Edit Availability**.
The system displays the Availability window.
4. Select the preferred **Shift Type** for each day.
 - ◆ Any hours (Open to Close)
 - ◆ Opening shift (Open to 6)
 - ◆ Closing Shift (6 to Close)
 - ◆ Other (Outside of hours listed)
 - ◆ Day off (All Day)
5. If needed, update **Available From** and **Available To** default settings with new timeframes.
6. Click **Save**.

Availability

Schedule Option

Schedule Option for Assigned Hours (balance of weekly hours self selected):
Part-Time 12 to 20 Assigned Hours

Availability

The system will assign shifts using the following choices. It will always assign shifts within the specified availability. You may self select additional hours beyond assigned hours. Your availability selections will need to conform to the following work rules:

- Max number of weekday mornings off: 5
- Max number of weekday evenings off: 4
- Max number of set days allowed off per week: 4

Select your Availability:

Day of Week	Shift Type	Available From	Available To
Sunday:	<input type="text"/>	Open	Close
Monday:	<input type="text"/>	<input type="text"/>	<input type="text"/>
Tuesday:	<input type="text"/>	<input type="text"/>	<input type="text"/>
Wednesday:	<input type="text"/>	<input type="text"/>	<input type="text"/>
Thursday:	<input type="text"/>	<input type="text"/>	<input type="text"/>
Friday:	<input type="text"/>	<input type="text"/>	Close
Saturday:	<input type="text"/>	Open	Close

Save
Cancel

Notes

You will be able to identify your availability during your initial enrollment into MSP. Twice a year, during the Open Enrollment Period, you will have an opportunity to adjust your availability.

The scheduling system will assign shifts using the choices you make.

Preferred Availability

Use Preferred Availability to select preferences for shifts. Although they are not a guaranteed, your selections will be considered and every effort to honor them will be made.

1. From the **My Schedule Plus Menu**, expand **Options/Availability**.
2. Select the **Preferred Availability** option.

Your current Preferred Availability settings are displayed.

Preferred Availability Printer Friendly

Your current Preferred Availability:

Day of Week	Available From	Available To
On Sun, I prefer		
On Mon, I prefer		
On Tue, I prefer		
On Wed, I prefer		
On Thu, I prefer		
On Fri, I prefer		
On Sat, I prefer		

[Edit Preferred Availability](#)

3. Select **Edit Preferred Availability**.

The system displays the Preferred Availability window.

4. Select the preferred **Shift Type** for each day.

- ◆ Any hours (Open to Close)
- ◆ Opening shift (Open to 6)
- ◆ Closing Shift (6 to Close)
- ◆ Other (Outside of hours listed)
- ◆ Day off (All Day)

5. If needed, update **Available From** and **Available To** default settings with new timeframes.

6. Click **Save**.

Note: You may change your preferences at any time.

Preferred Availability

Your current Availability is:

Day of Week	Available From	Available To
Sunday	OPEN	CLOSE
Monday	DAYOFF	DAYOFF
Tuesday	DAYOFF	DAYOFF
Wednesday	DAYOFF	DAYOFF
Thursday	DAYOFF	DAYOFF
Friday	5PM	CLOSE
Saturday	OPEN	CLOSE

Preferred Availability

References - since the system will assign shifts considering business needs first, it cannot guarantee shifts within preferred availability but will always try.

Select your Preferred Availability:

Day of Week	Shift Type	Available From	Available To
On Sun, I prefer			
On Mon, I prefer			
On Tue, I prefer			
On Wed, I prefer			
On Thu, I prefer			
On Fri, I prefer			
On Sat, I prefer			

Save **Cancel**

Temporary Availability

Use Temporary Availability to limit or expand your availability for a specified amount of time.

For instance, your current availability may indicate that you are unavailable on Mondays before 6 PM. Next month, you realize that you will be available during this time and would like to be assigned more hours if available.

1. From the **My Schedule Plus Menu**, expand **Options/Availability**.
2. Select the **Temporary Availability** option.

If you had any existing Open Up Availability defined, they would display on this window.

Temporary Availability

Limit Availability
Use the 'Time Off' link (to the right) to indicate your limited availability by requesting an unpaid day off. **Time Off**

Open Up Availability
Use the 'Open Up' link (to the right) to indicate your expanded availability. **Open Up**

Existing Open Up Availability
You have no existing Open Up Availability defined.

3. To request an unpaid day off, select **Time Off** to temporarily limit your availability. (This option may not apply to you based on your employee type or location.)

4. To expand your availability, Select **Open Up**.

The system displays the Open Up Availability window.

5. Select the **Applicable Week** from the dropdown menu.

Note: You can expand your availability up to three weeks in advance.

For example, if today is 8/03/2009 I can expand my availability for the week of 8/23-8/29/2009.

The menu lists up to 26 weeks. If you have already added an expansion for a particular week, it will not appear in this list.

6. Select the preferred **Shift Type** for each day.

- ◆ Any hours (Open to Close)
- ◆ Opening shift (Open to 6)
- ◆ Closing Shift (6 to Close)
- ◆ Other (Outside of hours listed)
- ◆ Day off (All Day)

7. If needed, update **Available From** and **Available To** default settings with new timeframes.

8. Click **Save**.

Note: The system validates your selections with the work rules associated with your current employee status.

Open Up Availability [Add New Extension]

Your Current Availability

Your current Availability is:

Day of Week	Available From	Available To
Sunday	OPEN	CLOSE
Monday	6PM	CLOSE
Tuesday	DAYOFF	DAYOFF
Wednesday	DAYOFF	DAYOFF
Thursday	DAYOFF	DAYOFF
Friday	5PM	CLOSE
Saturday	OPEN	CLOSE

Select Week

Select week to open up your Availability:
08/23/2009

Open Up Availability

The system will assign shifts using the following choices. It will always assign shifts within the specified availability. You may self select additional hours beyond assigned hours. Your availability selections will need to conform to the following work rules:

- Max number of weekday mornings off: 5
- Max number of weekday evenings off: 4
- Max number of set days allowed off per week: 4

Select your Availability:

Day of Week	Shift Type	Available From	Available To
Sunday:		Open	Close
Monday:	Any hours (Open to Close)	Open	Close
Tuesday:	Day Off	Day Off	Day Off
Wednesday:	Day Off	Day Off	Day Off
Thursday:	Day Off	Day Off	Day Off
Friday:	5:00 PM	5:00 PM	Close
Saturday:		Open	Close

Save **Cancel**

Further Information

For additional information, contact your manager.