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.

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our current S	chedule Option is: Part-Time 1	2 to 20 Assigned Hours		
our current A	vailability 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.

Availability

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.

Availab	oility		Printer Friend	lly Version
Your current S	chedule Option is: Part-Time 1	2 to 20 Assigned Hours		
Your current A	vailability 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	

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.

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system will assign shifts u self select additional hours k rules:	sing the following choices. It will a beyond assigned hours. You av	always assign shifts within ti ailability selections will need	he specified availability. Y to conform to the followin
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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.

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		Preferred Availability	
Your current P	referred Availability:		72
	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, Iprefer		

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.

	Day of Week	Available From	Available To	
	Sunday	OPEN	CLOSE	
	Monday	DAYOFF	DAYOFF	
	Tuesday	DAYOFF	DAYOFF	
	Wednesday	DAYOFF	DAYOFF	
	Thursday	DAYOFF	DAYOFF	
	Friday	SPM	CLOSE	
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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.
<u>Time Of</u>
Open Up Availability

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

Existing Open Up Availability

You have no existing Open Up Availability defined.

- 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.

- 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.

	Your Ci	irrent Availab	ility		
our current Availab	ility is:				
	Day of Week A	vailable From		Available To	
	Sunday	OPEN		CLOSE	
	Monday	6PM		CLOSE	
	Tuesday	DAYOFF		DAYOFF	
	Wednesday	DAYOFF		DAYOFF	
	Thursday	DAYOFF		DAYOFF	
	Friday	SPM		CLOSE	
	Saturday	OPEN		CLOSE	
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Further Information

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For additional information, contact your manager.

