**mySchedule**

# Select-A-Shift (Task 26.1)

### Overview

For the weekly schedule you will need to create a report of available shifts for employees to choose from as part of the **Select-A-Shift** process.
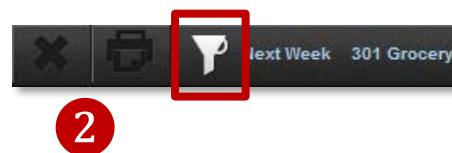
### Process

All roles that are eligible for **Select-A-Shift**, whether manual or auto-scheduled will appear in a report for employees to choose from.  You will then take the employee chosen shifts and move them into your weekly schedule

### From the main screen:

1.  Log in to the **Scheduler**.
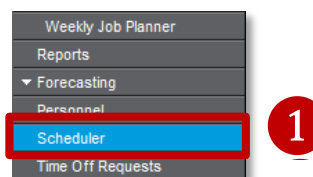
2.  Go to the toolbar and select **Filter**. A selection window will appear.

For working with **Select-A-Schedule** you can view all schedules at the same time by choosing "Select-A-Schedule" for **Labor** or you can choose each job independently.

*In this example we will use the job of "Checker" for the **Labor** field.*
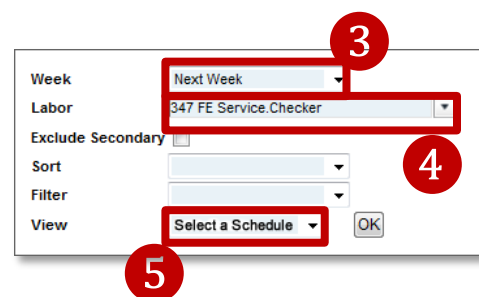
3.  Select "Next Week" or "Two Weeks Ahead" from the drop-down for **Week**
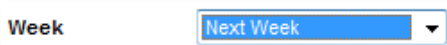
4.  Select "Checker" and "Checker SCO" for **Labor**
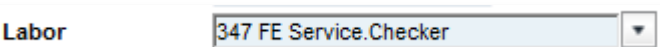
5.  Select "Select-A-Schedule" for **View**

6.  The view will change to the **Time Sheet** with a few changes.  You will see how the following buttons function later in this job aid.

    A.  Lock a shift

    B.  Generate template shifts **—DO NOT USE-**

    C.  Vacate template shifts

*Continued on next page*

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# Select-A-Shift (continued)

7. Write the schedules for all departments that are **Select-A-Schedule** eligible in your store.

    *all other departments and jobs are not in the **Select-A-Schedule** process*



    *Put in all schedules for **manually scheduled** and **auto-schedule** departments that are eligible for **Select-A-Schedule**. (For Example: Produce, Courtesy Clerk, Checkers)*

8. **Manually scheduled** shifts will show in *italic* and will be **locked** for **Select-A-Schedule**.

    - Non-italics is **unlocked** and eligible for **Select-A-Shift.**  6:30a-3:15p

9. To **unlock** or **lock** a shift, select the shift and then click on the **Lock shift** button

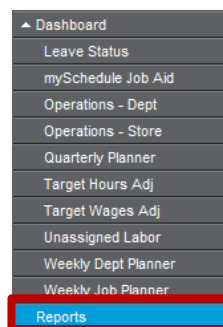    *You can unlock/lock multiple shifts at once by using the CTRL key*
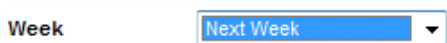
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# Select-A-Shift (continued)

10. You now need to print a copy of the report with all the **Select-A-Shift** available shifts for employees to choose from.

    Under **Dashboard** select **Reports**

    Go to the toolbar and select **Filter**. A selection window will appear.

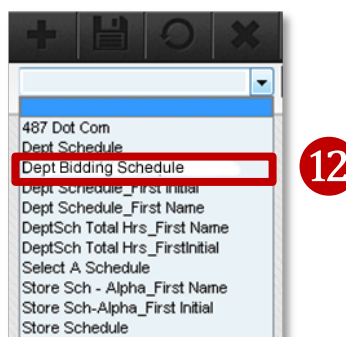    Select "Next Week" or "Two Weeks Ahead" from the drop-down for **Week**

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11. From the drop-down select **Store Schedules**

12. From the next drop-down select **Dept Bidding Schedule** from the list.

    This report will show all shifts that are available for employees to select from.

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13. Make the schedule available and communicate to employees the available shifts to choose from.

    Employees choose, by seniority, the shifts for the week.

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14. Once all shifts are chosen by employees, take the report with employee selections back to work in mySchedule.

    Go to **Scheduler**

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# mySchedule
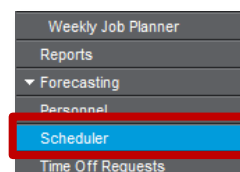
# Select-A-Shift (continued)

15. Vacate all **unlocked** shifts by clicking the **Vacate template shifts** button



16. An alert message will pop-up. To continue, click **OK**.

   *The **OK** button is currently difficult to see at the bottom of the alert, but you <u>can click on it</u>.*

   **Alert**

   ⚠ All the previously generated fixed shifts will be cleared and re-generated, previously vacated dynamic shifts will be cleared and currently available dynamic shifts will be vacated. Are you sure?
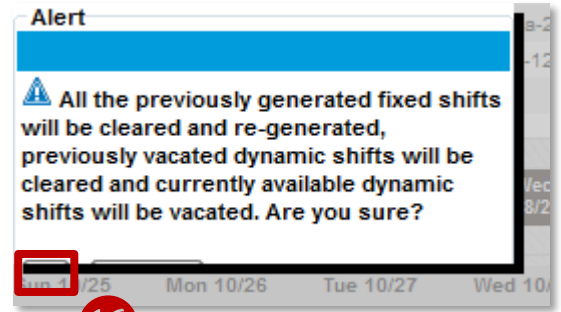
17. The **Schedule Errors/Warnings** message will pop-up. The message warns that employee hours have dropped to 0.0, which is correct since the shifts are moving to the **Select-A-Shift** menu.

   Click on **Override/Save Edits** to clear the message.
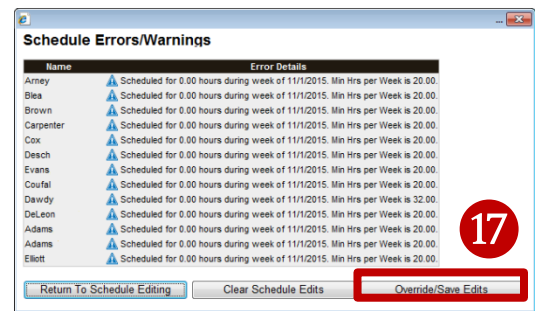
   

18. All **unlocked** shifts are gone from the employee schedules and now show in the table below.

   *The shifts are listed in chronological order by day.*

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# Select-A-Shift (continued)

19. Assign shifts to employees by clicking on the shift below and dragging it to the employee.

   **Shifts must remain in the same day they are created**

   *(EX: Monday moves to an employee on Monday)*



20. Assign all employee shifts until all have been moved to employees.

   An assigned shift will show as *italic green* on the employees schedule and as gray on the available shifts menu.

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# Select-A-Shift (continued)

21. If you accidently assign a shift to the incorrect employee you can simply click on the shift and press **delete** on the keyboard and then click on **Save**. The shift will return to the list of available shifts.





The **Select-A-Shift** process is COMPLETE!

**REMINDER:  <u>DO NOT</u> CLICK THE "VACATE TEMPLATE SHIFTS" BUTTON AGAIN OR YOU WILL LOSE ALL OF YOUR WORK!**