

Request Self-Schedule

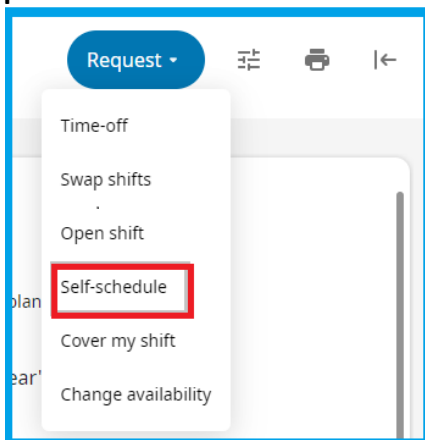
This job aid explains how you can review shifts and request to self-schedule.

About Self-Scheduling

- Self-Scheduling is an electronic submission of the shifts you are requesting to work for the schedule period. Please follow all scheduling guidelines when requesting your shifts.
- The requested shifts are not guaranteed, and the schedule is not final until it is posted by your manager.
- The system opens a period during which an employee or employee group can make scheduling requests from their calendar. Please see the Schedule Period Calendar to know the open/close/post-dates.
- You can only self-schedule during the open period. The button for self-scheduling will disappear once the timeframe closes.
- You can only schedule up to **40 hours per week**. If you wish to work extra, you need to use the Open Shift request once the schedule is posted.
- You cannot change or edit shifts that your manager already assigned to you. Examples: Weekend and Holidays. You can request a shift swap or coverage once the schedule is posted for these pre-scheduled days.

Request to self-schedule:

1. Open your calendar by selecting **Main Menu > My Information > My Calendar** or the My Schedule tile.
2. Select New Request > Self-Schedule.
3. In **Request Self-Schedule**:



- a. Select the shift or shifts to create your schedule. You can toggle between **Show List** and **Show Calendar** to view the available shifts.
4. Highlight the **Shift(s)** that you are requesting to work. Notice the box around the shift turns blue and shift is now a gray color signifying it was selected.

23 Sunday

Already scheduled 7:30 PM - 8:00 AM

0730-12.5 • 7:30 AM - 8:00 PM [12.50]
...70 EMERGENCY DEPARTMENT/RN

24 Monday

0730-12.5 • 7:30 AM - 8:00 PM [12.50]
...70 EMERGENCY DEPARTMENT/RN

5. Select the shifts for all four weeks prior to submitting.
6. Click **Review**. Double check you selected the appropriate number of shifts for the entire 4-week period.
7. Click **Submit**.

Request Self-Schedule

Select the shifts you want to work

Job ...1000/NURSING/3070 EMERGENCY DEPARTMENT/RN

Selected Shifts
1 Shift(s) selected

2/23 - 3/22, 2025

Sun	Mon	Tue	Wed	Thu	Fri	Sat
23 ...	24	25	26	27	28	1
2	3	4	5	6	7	8
9 ...	10	11	12	13	14	15
16	17	18	19	20	21	22

Clear Selection

☐ Show Common Shifts

February 2025

24 Monday

0730-12.5 • 7:30 AM - 8:00 PM [12.50]
...70 EMERGENCY DEPARTMENT/RN

Total Hours [150.00]

W1[37.50] W2[37.50] W3[37.50] W4[37.50]

Cancel Review Submit

At the bottom of the **Request Self-Schedule** slider, your scheduled shifts per week are displayed. For example, W1[3] represents Week 1, 3 scheduled shifts, and so on. The **Total Hours** are displayed opposite the weeks.

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