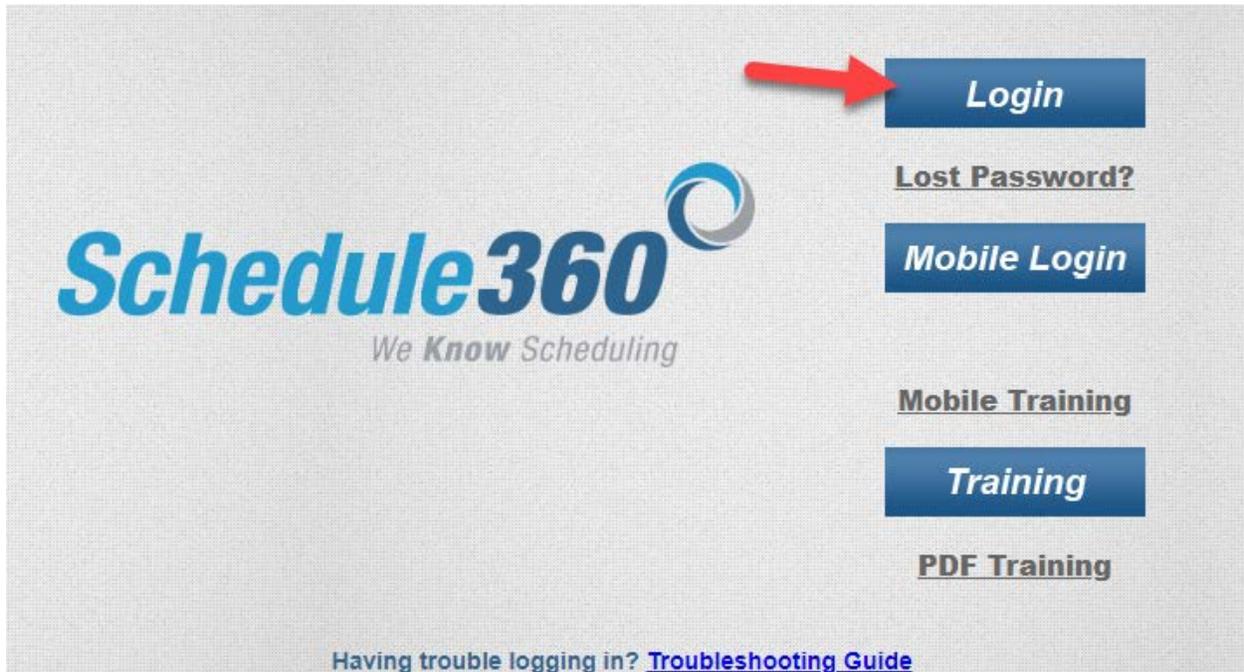


Using the browser address bar type www.CDVASchedule360.com and press Enter.
To sign in, click on the Login Button



Sign in

<https://apps.schedule360.com>

Username

Password

The credentials box will appear. Enter your username and password – Click Sign In

MESSAGE BOARD

- The Message Board will appear if you have pending messages. After reading each message check the box to the right to mark it as reviewed.

Select Check boxes for

Unit Messages

ATTENTION EXCITING NEWS: Schedule360 is pleased to announce the deployment of our new employee interface and updated overall appearance. These updates will improve your ease of use. Simply by hovering over the Schedule360 tabs will now allow you to access your information. All existing features and functionality will remain the same. Please logout and delete browser history then log back in: Posted on 04-06-19 04:28 EST	Reviewed	<input type="checkbox"/>
ATTENTION EXCITING NEWS: Schedule360 is pleased to announce the deployment of our new employee interface and updated overall appearance. These updates will improve your ease of use. Simply by hovering over the Schedule360 tabs will now allow you to access your information. All existing features and functionality will remain the same. Posted on 04-06-19 03:46 EST	Reviewed	<input type="checkbox"/>

- Click Review all to clear the messages from your message board

Select Check boxes for

Unit Messages

ATTENTION EXCITING NEWS: Schedule360 is pleased to announce the deployment of our new employee interface and updated overall appearance. These updates will improve your ease of use. Simply by hovering over the Schedule360 tabs will now allow you to access your information. All existing features and functionality will remain the same. Please logout and delete browser history then log back in: Posted on 04-06-19 04:28 EST	Reviewed	<input checked="" type="checkbox"/>
ATTENTION EXCITING NEWS: Schedule360 is pleased to announce the deployment of our new employee interface and updated overall appearance. These updates will improve your ease of use. Simply by hovering over the Schedule360 tabs will now allow you to access your information. All existing features and functionality will remain the same. Posted on 04-06-19 03:46 EST	Reviewed	<input checked="" type="checkbox"/>

MESSAGES TAB

- The Messages tab displays an archive of your reviewed messages.

Posted	Message	Reviewed On	Reviewed By
04-06-19 12:38 am PST	ATTENTION EXCITING NEWS: Schedule360 is pleased to announce the deployment of our new employee interface and updated overall appearance. These updates will improve your ease of use. Simply by hovering over the Schedule360 tabs will now allow you to access your information. All existing features and functionality will remain the same.	04/25/19 09:54 am PST	OPALACIO
04-06-19 01:20 am PST	ATTENTION EXCITING NEWS: Schedule360 is pleased to announce the deployment of our new employee interface and updated overall appearance. These updates will improve your ease of use. Simply by hovering over the Schedule360 tabs will now allow you to access your information. All existing features and functionality will remain the same. Please logout and delete browser history then log back in	04/25/19 09:54 am PST	OPALACIO

CALENDAR

- After clicking Review All your monthly calendar will appear.
- Your calendar will display all scheduled shifts, events, and approved time off.

Shift Search									
Click on drop down to Search-> <input type="button" value="Go"/> <input type="button" value="Reset"/>									
April - 2019									
	SUN	MON	TUE	WED	THU	FRI	SAT	Hrs	40/Wks
T A R G E T S	Mar 31 Confirmed: Core Unit 700 - CNA, Unit Staff 630A - 3P Barstow - All Units 700 8.00 hrs	01 Confirmed: Core Unit 700 - CNA, Unit Staff 630A - 3P Barstow - All Units 700 8.00 hrs	02	03	04 Confirmed: Core Unit 700 - CNA, Unit Staff 630A - 3P Barstow - All Units 700 8.00 hrs	05 Confirmed: Core Unit 700 - CNA, Unit Staff 630A - 3P Barstow - All Units 700 8.00 hrs	06 Confirmed: Core Unit 700 - CNA, Unit Staff 630A - 3P Barstow - All Units 700 8.00 hrs	40 Hrs	03/31-04/06 40 Hrs
	Last day!								
T A R G E T S	07 Confirmed: Core Unit 700 - CNA, Unit Staff 630A - 3P Barstow - All Units 700 8.00 hrs	08	09 Confirmed: Core Unit 700 - CNA, Unit Staff 630A - 3P Barstow - All Units 700 8.00 hrs	10 Confirmed: Core Unit 700 - CNA, Unit Staff 630A - 3P Barstow - All Units 700 8.00 hrs	11 Confirmed: Core Unit 700 - CNA, Unit Staff 630A - 3P Barstow - All Units 700 8.00 hrs	12 Confirmed: Core Unit 700 - CNA, Unit Staff 630A - 3P Barstow - All Units 700 8.00 hrs	13	40 Hrs	04/07-04/13 40 Hrs

SHIFT REQUEST

- The Advanced Search drop down will display your available search options based on your individual profile specifications.
- (If applicable - To search for special shifts such as RNA select the RNA option.)

Shift Search									
Click on drop down to Search-> <input type="button" value="Go"/> <input type="button" value="Reset"/>									
<div style="border: 1px solid black; padding: 5px;"> RNA Core - Unit Staff Only View All Shifts for Assigned Units - CORE Unassigned </div>									
April - 2019									
	SUN	MON	TUE	WED	THU				
T A R G E T S	Mar 31 Confirmed: Core Unit 700 - CNA, Unit Staff 630A - 3P Barstow - All Units 700 8.00 hrs	01 Confirmed: Core Unit 700 - CNA, Unit Staff 630A - 3P Barstow - All Units 700 8.00 hrs	02	03	04 Confirmed: Core Unit 700 - CNA, Unit Staff 630A - 3P Barstow - All Units 700 8.00 hrs				

-Click ACCEPT on the desired shift to request it.

28	29	30
<p>Core A1-CNA Unit Staff DAY 7A - 730P SNF A1 VIEW ACCEPT ABORT</p>	<p>Core A1-CNA Unit Staff DAY 7A - 730P SNF A1 VIEW ACCEPT ABORT</p>	<p>Core A1-CNA Unit Staff DAY 7A - 730P SNF A1 VIEW ACCEPT ABORT</p>

-Enter any notes to be submitted with the shift request.

-Click Request This Shift

Shift Status: Open Shift

Date	Time	Unit	Facility	Status
Fri, May 03	7A - 730P	A1	SNF	Open

By selecting 'Request This Shift', you may request from management your special conditions in the text box below before you are willing to accept this shift. Management will notify you with their approval or denial for your special request.

Day Shift
Request This Shift
Abort

-The requested shift will now show as pending on your calendar until it is approved or denied.

May - 2019

SUN	MON	TUE	WED	THU	FRI	SAT
<p>Core A1-CNA Unit Staff DAY 7A - 730P SNF A1 VIEW ACCEPT ABORT</p>	<p>Pending: Core A1-CNA, Unit Staff 7A - 730P SNF, A1 PENDING</p>	<p>Core A1-CNA Unit Staff DAY 7A - 730P SNF A1 VIEW ACCEPT ABORT</p>				
<p>Core A1-CNA Unit Staff NIGHT 7P - 730A SNF A1 VIEW ACCEPT ABORT</p>		<p>Core A1-CNA Unit Staff NIGHT 7P - 730A SNF A1 VIEW ACCEPT ABORT</p>				

-Once the request is approved or denied, you will receive confirmation to your Message Board. If approved, the shift will turn Green on your calendar

Welcome, Steve Ruddy, CNA. There are new messages for you. Click on "Reviewed" button(s).
 If you're not Steve Ruddy, CNA [click here](#).

Auto Select and Review ALL
 Select Check boxes for Review all

Unit Messages

Your special consideration pending shift on 7A - 730P, February 26(Tue), A1-SNF, SNF has been APPROVED. Thank you - Scheduling Coordinator. Posted on 02-12-19 11:17 EST Reviewed

Your special consideration pending shift on 7A - 730P, February 25(Mon), A1-SNF, SNF has been APPROVED. Thank you - Scheduling Coordinator. Posted on 02-12-19 11:17 EST Reviewed

T A R G E T S <input type="checkbox"/>	24 SEARCH	25 Confirmed: Core A1-CNA, Unit Staff 7A - 730P SNF A1 12.50 hrs	26 Confirmed: Core A1-CNA, Unit Staff 7A - 730P SNF A1 12.50 hrs	27 SEARCH	28 SEARCH	Mar 01 SEARCH	Mar 02 SEARCH	25 Hrs 02/24-03/02 25 Hrs
	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Weekly Targets hrs /Wks

- To search for available shifts outside your regularly scheduled unit, select Unassigned.
- After clicking GO, the next screen will allow you to select which unit(s) you would like to search within.
- Select the unit(s) you would like to search, then select shifts as above.

NEW Select the area(s) below to search for open shifts

300 Unit

APPTS-OUTINGS

Submit

SCHEDULE DISPLAYS

The Schedules tab allows you to view your scheduled shifts in multiple formats.

The screenshot shows the 'Schedules' tab selected in the top navigation bar. A dropdown menu is open, listing various search options: 'My Pocket', 'Monthly', 'Weekly', 'My 4Week', 'My Monthly', 'Unit Daily', 'Unit Weekly', and 'Unit Monthly'. Below the menu, there are 'Go' and 'Reset' buttons. The main content area shows a calendar view for April, with columns for 'TUE' and 'WED'. A 'TARGETS' sidebar on the left lists specific shift details: '630A - 3P Barstow - All Units 700 8.00 hrs'.

The Pocket format is available both monthly and weekly. Clicking Print Version will take you to a printable version of the Pocket schedule.

Pocket Monthly

Work Schedule [Print Version](#)

◀ April 2019 ▶

Scheduled Hours	Date	Day	Time	Profile	Type	Location	Unit	Note
8.00	Apr/01	Mon	630A - 3P	Unit 700 - CNA	Unit Staff	Barstow - All Units	700 Unit	
8.00	Apr/04	Thu	630A - 3P	Unit 700 - CNA	Unit Staff	Barstow - All Units	700 Unit	
8.00	Apr/05	Fri	630A - 3P	Unit 700 - CNA	Unit Staff	Barstow - All Units	700 Unit	
8.00	Apr/06	Sat	630A - 3P	Unit 700 - CNA	Unit Staff	Barstow - All Units	700 Unit	
8.00	Apr/07	Sun	630A - 3P	Unit 700 - CNA	Unit Staff	Barstow - All Units	700 Unit	
8.00	Apr/09	Tue	630A - 3P	Unit 700 - CNA	Unit Staff	Barstow - All Units	700 Unit	
8.00	Apr/10	Wed	630A - 3P	Unit 700 - CNA	Unit Staff	Barstow - All Units	700 Unit	

My 4Week displays your scheduled shifts and approved time off.

[2018](#) | [2019](#)

X = Scheduled to Work T/O = TimeOff T = Training

Mar 10 - Apr 06, 2019							Apr 07 - May 04, 2019							May 05 - Jun 01, 2019						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
10	11	12	13	14	15	16	07	08	09	10	11	12	13	05	06	07	08	09	10	11
X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
17	18	19	20	21	22	23	14	15	16	17	18	19	20	12	13	14	15	16	17	18
X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
24	25	26	27	28	29	30	21	22	23	24	25	26	27	19	20	21	22	23	24	25
X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
31	01	02	03	04	05	06	28	29	30	01	02	03	04	26	27	28	29	30	31	01
X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	

Jun 02 - Jun 29, 2019							Jun 30 - Jul 27, 2019							Jul 28 - Aug 24, 2019						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
02	03	04	05	06	07	08	30	01	02	03	04	05	06	28	29	30	31	01	02	03
X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		
09	10	11	12	13	14	15	07	08	09	10	11	12	13	04	05	06	07	08	09	10
X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	

- The Unit Daily tab displays a view of today's schedule for your unit.
- Use the arrows or enter date field to view the schedule for other days.

◀ 04/25/19 ▶ Enter date

A-P Schedule	
Position	Shift
RN-SRN	
Open - Core	8A - 430P
RN-Unit Staff	
[Redacted] (Unit 700 - RN/LVN)	630A - 7P
[Redacted] (Unit 700 - RN/LVN)	630A - 7P
[Redacted] (Unit 700 - RN/LVN)	630A - 7P
[Redacted] (Unit 700 - RN/LVN)	630A - 7P
Open - Core (Unit 700 - RN/LVN)	8A - 430P
Open - Core	630A - 7P
CNA-Unit Staff	
[Redacted]	630A - 3P

- The Unit Weekly tab displays a view of this week's schedule for your unit.

Calendar Schedules Messages Profile Time Off Class Summary Release Dates User Acct Directory Enter Requests

700 Unit: Weekly

◀ Apr 21 - Apr 27 ▶

Sunday 04/21		Monday 04/22		Tuesday 04/23		Wednesday 04/24		Thursday 04/25		Friday 04/26		Saturday 04/27	
Detail		Detail		Detail		Detail		Detail		Detail		Detail	
1	[Redacted]	1	[Redacted]	1	[Redacted]	1	[Redacted]	1	[Redacted]	1	[Redacted]	1	[Redacted]
2	[Redacted]	2	[Redacted]	2	[Redacted]	2	[Redacted]	2	[Redacted]	2	[Redacted]	2	[Redacted]
3	[Redacted]	3	[Redacted]	3	[Redacted]	3	[Redacted]	3	[Redacted]	3	[Redacted]	3	[Redacted]

- The Unit Monthly tab displays a view of the schedule for the current scheduling period for your unit.

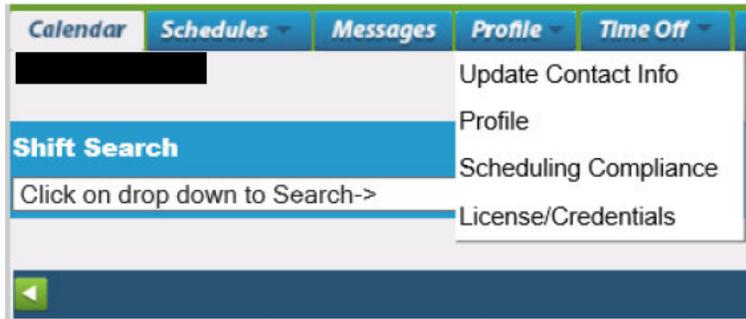
Calendar Schedules Messages Profile Time Off Class Summary Release Dates User Acct Directory Enter Requests

[Print](#)

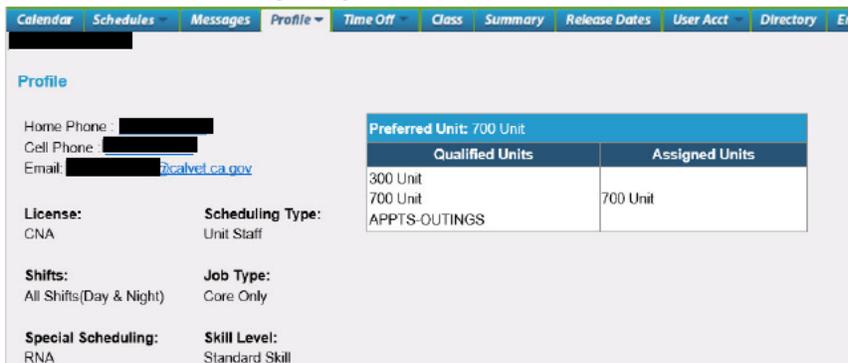
Name	SU 07	MO 08	TU 09	WE 10	TH 11	FR 12	SA 13	SU 14	MO 15	TU 16	WE 17	TH 18	FR 19	SA 20	SU 21	MO 22	TU 23	WE 24	TH 25
Unit: 700 Unit																			
◀ Apr 07, 2019 - May 04, 2019 ▶																			
[Redacted]	SU 07	MO 08	TU 09	WE 10	TH 11	FR 12	SA 13	SU 14	MO 15	TU 16	WE 17	TH 18	FR 19	SA 20	SU 21	MO 22	TU 23	WE 24	TH 25
[Redacted]																	0700 1500		
[Redacted]																		0700 1500	
[Redacted]	0700 1900	MO 08	TU 09	0700 1900	0700 1900	FR 12	SA 13	SU 14	0700 1900	0700 1900	WE 17	TH 18	0700 1900	0700 1900	0700 1900	MO 22	TU 23	0700 1900	0700 1900
[Redacted]	0700 1500	MO 08	1500 2300	0700 1500	1500 2300	0700 1500	SA 13	SU 14	1500 2300	0700 1500	0700 1500	TH 18	0700 1500	0700 1500	0700 1500	MO 22	2300 0700	WE 24	1500 2300
[Redacted]	1500 2300	1300 2300	TU 09	WE 10	1300 2300	1500 2300	SA 13	1500 2300	MO 15	1300 2300	1500 2300	1500 2300	1500 2300	SA 20	SU 21	1500 2300	1500 2300	1500 2300	1500 2300

PROFILE TAB

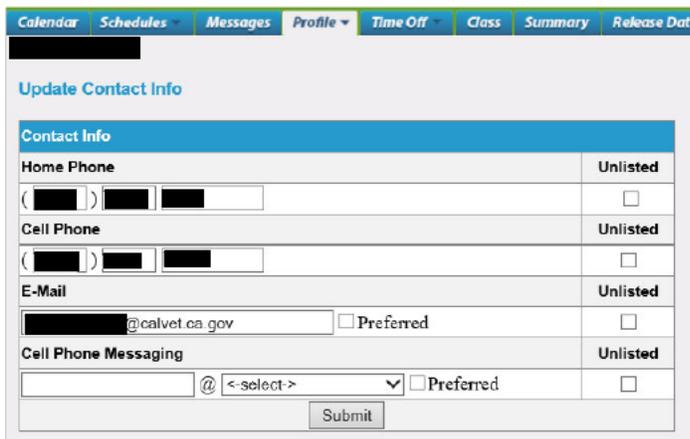
The Profile tab displays an overview of your profile and allows you to update your contact information.



Click Profile to view your profile overview



Click the link to update your contact information. After completing any updates click the Submit button to save them.



CLASS TAB (IF USED BY CDVA FOR IN-HOUSE CLASSES)

- The Class tab displays the classes you can request to attend.
- Click Submit Request to send a request to your supervisor to attend the listed class.



TIME OFF REQUESTS

- The Time Off tab allows you to view prior requests and make new requests.
- Select Make a Request to begin a new request.

- Previously approved Time Off will display in green.
- Dates that have been restricted by your administrator will display with a red X. Requests cannot be made on these dates.
- To make a request select the date(s) you would like to request.

The selected date(s) will highlight in red

-Once all dates have been selected, click Submit.

Denied Time Offs
 Reviewed Time Offs
 High-Demand Days

2015 Time Off Hours: 120 **2015 Time Off Hours Used YTD: 120**
2015 Time Off Hours Pending For Approval: 0 **2015 Time Off Hours Remaining: 0**

Click on the date(s) and Click on submit button.

June - 2015 Select All

S	M	T	W	R	F	S
1	2	3	4	5	6	
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

July - 2015 Select All

S	M	T	W	R	F	S
			1	2	X	X
X	X	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

August - 2015 Select All

S	M	T	W	R	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

September - 2015 Select All

S	M	T	W	R	F	S
	1	2	3	4	5	
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

October - 2015 Select All

S	M	T	W	R	F	S
			1	2	3	
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

November - 2015 Select All

S	M	T	W	R	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

-The type of leave requested can be selected individually by date or for all selected dates at once using Master select.

Time Off Approvals.4 | History | Time Off Pending & Denials.0 | Unit T/O Report

2015 Time Off Hours: 120 **2015 Time Off Hours Used YTD: 120**
2015 Time Off Hours Pending For Approval: 0 **2015 Time Off Hours Remaining: 0**

Master select Type of Request and Hours for all below requests

Select:

Date	Type of Request	Requested Paid Hours	Optional Note Add a note here for mgmt to consider when reviewing your request	Action
Sat, Sep 12	<input type="text" value="-Select-"/>	<input type="text" value="0"/>	<input type="text"/>	<input type="button" value="delete"/>
Sun, Sep 13	<input type="text" value="-Select-"/>	<input type="text" value="0"/>	<input type="text"/>	<input type="button" value="delete"/>
Mon, Sep 14	<input type="text" value="-Select-"/>	<input type="text" value="0"/>	<input type="text"/>	<input type="button" value="delete"/>

-Click on the hours drop down to select the number of hours you would like to request
(A note can also be added to each day or the group of dates)

Time Off Approvals.4 | History | Time Off Pending&Denials.0 | Unit.T.O.Report [Back](#)

2015 Time Off Hours: 120 2015 Time Off Hours Used YTD: 120
2015 Time Off Hours Pending For Approval: 0 2015 Time Off Hours Remaining: 0

Master select Type of Request and Hours for all below requests

Paid Time Off:

Date	Type of Request	Requested Paid Hours	Optional Note Add a note here for mgmt to consider when reviewing your request	Action
Sat, Sep 12	<input type="text" value="-Select-"/>	<input type="text" value="0"/>	<input type="text"/>	<input type="button" value="delete"/>
Sun, Sep 13	<input type="text" value="-Select-"/>	<input type="text" value="0"/>	<input type="text"/>	<input type="button" value="delete"/>
Mon, Sep 14	<input type="text" value="-Select-"/>	<input type="text" value="0"/>	<input type="text"/>	<input type="button" value="delete"/>

- Click Master Submit to populate the record for each day

Time Off Approvals.4 | History | Time Off Pending&Denials.0 | Unit.T.O.Report [Back](#)

2015 Time Off Hours: 120 2015 Time Off Hours Used YTD: 120
2015 Time Off Hours Pending For Approval: 0 2015 Time Off Hours Remaining: 0

Master select Type of Request and Hours for all below requests

Paid Time Off:

Date	Type of Request	Requested Paid Hours	Optional Note Add a note here for mgmt to consider when reviewing your request	Action
Sat, Sep 12	<input type="text" value="-Select-"/>	<input type="text" value="0"/>	<input type="text"/>	<input type="button" value="delete"/>
Sun, Sep 13	<input type="text" value="-Select-"/>	<input type="text" value="0"/>	<input type="text"/>	<input type="button" value="delete"/>
Mon, Sep 14	<input type="text" value="-Select-"/>	<input type="text" value="0"/>	<input type="text"/>	<input type="button" value="delete"/>

-Once all days are complete, click Submit

Time Off Approvals History | Time Off Pending & Denials: 0 | Unit T/O Report [Back](#)

2015 Time Off Hours: 120 2015 Time Off Hours Used YTD: 120
 2015 Time Off Hours Pending For Approval: 0 2015 Time Off Hours Remaining: 0

Master select Type of Request and Hours for all below requests

Paid Time Off | 12 | |

Date	Type of Request	Requested Paid Hours	Optional Note Add a note here for mgmt to consider when reviewing your request	Action
Sat, Sep 12	Paid Time Off	12	<input type="text"/>	<input type="button" value="delete"/>
Sun, Sep 13	Paid Time Off	12	<input type="text"/>	<input type="button" value="delete"/>
Mon, Sep 14	Paid Time Off	12	<input type="text"/>	<input type="button" value="delete"/>

-The dates are now pending approval. Once your requests have been approved or denied you will be notified via email and your message board.

2015 Time Off Hours Pending For Approval: 36 2015 Time Off Hours Remaining: -36

Click on the date(s) and Click on submit button.

June - 2015 Select All

S	M	T	W	R	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

July - 2015 Select All

S	M	T	W	R	F	S
		1	2	X	X	
X	X	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

August - 2015 Select All

S	M	T	W	R	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

September - 2015 Select All

S	M	T	W	R	F	S
	1	2	3	4	5	
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

October - 2015 Select All

S	M	T	W	R	F	S
		1	2	3		
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

November - 2015 Select All

S	M	T	W	R	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Approved Time Off Report: 01/01/15 - 06/30/16

Date	Request	Approved Paid Hours	Requested Paid Hours	Note	Status	Original EMP
------	---------	---------------------	----------------------	------	--------	--------------

SUMMARY TAB

- The Summary tab shows all of your shift information. Information is shown by Current Week, Current 4-Week, and by a Custom Period. Custom reports can be created by selecting dates from the date fields.

Type	Current Week 04/21/19 - 04/27/19	Current 4Week Period 04/07/19 - 05/04/19	Custom Period 04/25/18 - 04/25/19
Scheduled Hours	0	0	0
Scheduled Shifts	0	0	0
Shifts worked on assigned unit(s)	0	0	0
Shifts worked on unassigned unit(s)	0	0	0
Hot Shifts	0	0	0
Premium Shifts	0	0	0
OT Hours	0	0	0
Time Offs	0	0	0

RELEASE DATES (WHEN SCHEDULES ARE CREATED AND AVAILABLE FOR VIEWING)

Schedule Period	Unit Based First Scheduling Day (Unit Based + Clinically Qualified + Assigned Unit)	PRN First Scheduling Day (PRN + Clinically Qualified + Assigned Unit)	Unassigned First Scheduling Day (Clinically Qualified Only)
Sun, 06/30/19 - Sat, 07/27/19	Sun, 05/05/19 12:00 am PST	Sun, 05/05/19 12:00 am PST	Sun, 05/05/19 12:00 am PST
Sun, 07/28/19 - Sat, 08/24/19	Sun, 05/05/19 12:00 am PST	Sun, 05/05/19 12:00 am PST	Sun, 05/05/19 12:00 am PST
Sun, 08/25/19 - Sat, 09/21/19	Sun, 05/05/19 12:00 am PST	Sun, 05/05/19 12:00 am PST	Sun, 05/05/19 12:00 am PST
Sun, 09/22/19 - Sat, 10/19/19	Sun, 07/28/19 12:00 am PST	Sun, 07/28/19 12:00 am PST	Sun, 07/28/19 12:00 am PST
Sun, 10/20/19 - Sat, 11/16/19	Sun, 07/28/19 12:00 am PST	Sun, 07/28/19 12:00 am PST	Sun, 07/28/19 12:00 am PST
Sun, 11/17/19 - Sat, 12/14/19	Sun, 07/28/19 12:00 am PST	Sun, 07/28/19 12:00 am PST	Sun, 07/28/19 12:00 am PST
Sun, 12/15/19 - Sat, 01/11/20	Sun, 10/20/19 12:00 am PST	Sun, 10/20/19 12:00 am PST	Sun, 10/20/19 12:00 am PST
Sun, 01/12/20 - Sat, 02/08/20	Sun, 10/20/19 12:00 am PST	Sun, 10/20/19 12:00 am PST	Sun, 10/20/19 12:00 am PST
Sun, 02/09/20 - Sat, 03/07/20	Sun, 10/20/19 12:00 am PST	Sun, 10/20/19 12:00 am PST	Sun, 10/20/19 12:00 am PST
Sun, 03/08/20 - Sat, 04/04/20	Sun, 01/12/20 12:00 am PST	Sun, 01/12/20 12:00 am PST	Sun, 01/12/20 12:00 am PST
Sun, 04/05/20 - Sat, 05/02/20	Sun, 01/12/20 12:00 am PST	Sun, 01/12/20 12:00 am PST	Sun, 01/12/20 12:00 am PST
Sun, 05/03/20 - Sat, 05/30/20	Sun, 01/12/20 12:00 am PST	Sun, 01/12/20 12:00 am PST	Sun, 01/12/20 12:00 am PST

Click the Release Dates tab. The Schedules and Release Dates page will open. will display in a new window. The release dates will tell you when you will be able to begin requesting shifts for each scheduling period. For the September 22nd to December 14th scheduling period staff will be able to begin requesting shifts on July 28th at 12:00am.

DIRECTORY TAB

-The Directory tab allows communication via email. Select the person you would like to send an email to, then click Submit Emails.

-Your own contact information can also be updated from this page.

-Select Unlist to block any contact method you do not want viewable to other staff.

-Schedulers will be able to see all entered contact information for scheduling purposes.

Update Contact Info

Home Phone ())	Unlist <input type="checkbox"/>
Cell Phone ())	Unlist <input type="checkbox"/>
E-Mail @calvet.ca.gov <input checked="" type="checkbox"/> Preferred Method	Unlist <input type="checkbox"/>
Secondary Email @yahoo.com <input checked="" type="checkbox"/> Preferred Method	Unlist <input checked="" type="checkbox"/>
Cell Phone Messaging @ T-Mobile <input checked="" type="checkbox"/> Preferred Method	Unlist <input checked="" type="checkbox"/>

Select check boxes to send an email to the individual(s) & Submit

Name Sort	License Sort	Home Phone	Cell Phone	Other Phone	Primary Email	Secondary Email
1.	CNA				@calvet.ca.gov <input type="checkbox"/>	
2.	LVN				@calvet.ca.gov <input type="checkbox"/>	
3.	RN					
4.	CNA				@calvet.ca.gov <input type="checkbox"/>	

-Fill out the email form and click submit to send an email to your selected co-workers.

From: @calvet.ca.gov

To: Primary Email: @calvet.ca.gov

Subject:

Do you want to give the recipient(s) of your message the option to reply back to you? Yes No

ENTER REQUESTS (POST AVAILABILITY – NON AVAILABILITY)

-The Enter Requests tab allows you to post availability for days you are not currently scheduled to work.



-To enter requests day by day select Enter Requests

-Check the box for Day Off - Can't Work to mark yourself as unavailable

-Check the box for Day Off - Call me if needed to mark yourself as available.

◀ April, 2019 ▶

Submit & Return to Calendar Submit & Return to Postings

Date	Status	(Optional Select) Note
04/01/19, Mon	<input type="checkbox"/> Day Off - Can't work <input type="checkbox"/> Day Off - Call me if needed	<-Optional select-> ▼
04/02/19, Tue	<input type="checkbox"/> Day Off - Can't work <input type="checkbox"/> Day Off - Call me if needed	<-Optional select-> ▼
04/03/19, Wed	<input type="checkbox"/> Day Off - Can't work <input type="checkbox"/> Day Off - Call me if needed	<-Optional select-> ▼

-To create Recurring Requests, select Create/Discontinue Recurring Requests

-Select either Day Off – Can't work or Day Off – Call me if needed

Recurring Requests

Request Type	Recurrence	Optional(Note)	Start Date MM-DD-YY	End Date MM-DD-YY	Submit	Delete
-Select- <input type="checkbox"/> Day Off - Can't work <input type="checkbox"/> Day Off - Call me if needed	-Select- ▼				Submit	Delete

Add New

-Select Recurrence period

-Enter dates for period of time the request should recur. The Start Date determines the day of the week the request appears for (every Monday, every 4th Wednesday, etc)

Recurring Requests

Request Type	Recurrence	Optional(Note)	Start Date MM-DD-YY	End Date MM-DD-YY	Submit	Delete
Day Off - Call me if needed ▼	Every Week ▼		04/29/19	05/31/19	Submit	Delete

Add New

Congratulations!