

mySchedule User Guide - How to Apply For Partial Shifts

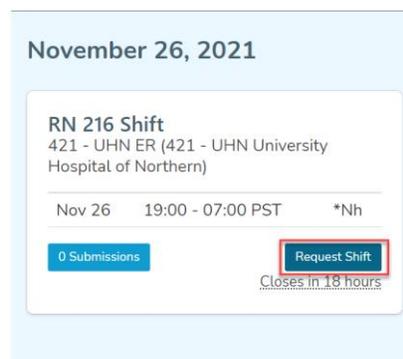
Starting September 15th, 2021, mySchedule will begin accepting partial shift applications.

Partial shift applications can be by all of the same methods as full shift applications: online, by SMS text message, and by IVR phone call

- Partial shift applications are not available on blocks – partial applications can be entered when blocks split to offer individual shifts
- To apply for either a full shift or a partial shift, apply for the full shift and you will be considered for a partial shift automatically
- Applications can be for any length of time, but must be for a specific start and end time
- Partial applications communicated to Staffing Services before September 15th, 2021 will still be considered valid

Applying Online

1. From the shift application calendar, select Request Shift to open the request menu



2. Select Request Partial Shift to open the partial shift tools:

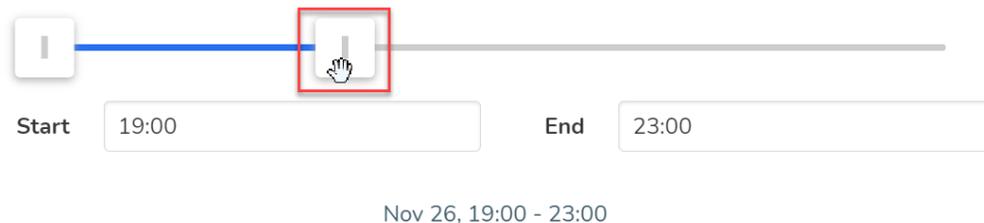
421 - UHN ER (421 - UHN University Hospital of Northern)

| Day | Date | Time | Icon |
|-----|--------|-------------------|------|
| Fri | Nov 26 | 19:00 - 07:00 PST | *Nh |

Actions 

- Request Full Shift
- Request Partial Shift

3. Use the start and end time sliders or enter the start and end time in the text boxes in 24 hour time – the system will highlight any issues with your entry



The screenshot shows a horizontal slider with a blue bar on the left and a grey bar on the right. A vertical line with a hand icon is positioned on the blue bar, indicating the current selection. Below the slider are two text boxes: "Start" with "19:00" and "End" with "23:00". Below these boxes is the text "Nov 26, 19:00 - 23:00". A red box highlights the hand icon on the slider.

4. Select Request Partial Shift to confirm your application

Nov 26, 19:00 - 23:00 PST

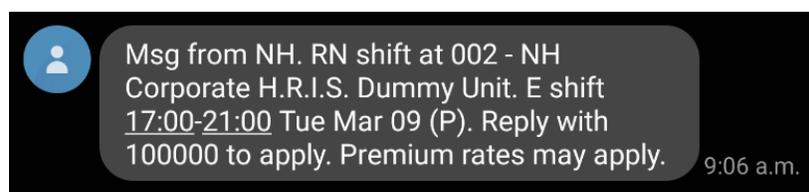
Request Partial Shift

5. A confirmation message will appear indicating your application has been received

✓ You've Submitted Successfully

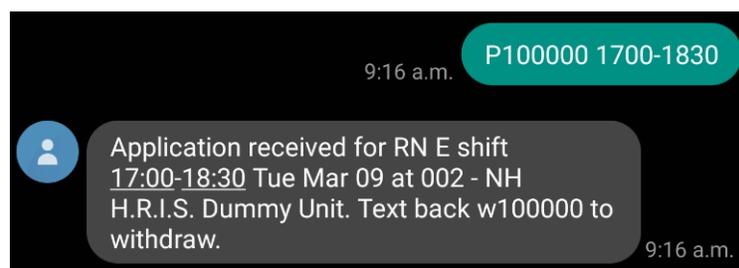
Applying by SMS Text Message

1. Partial eligible shifts will include "(P)" after the date in the text message shift offer:

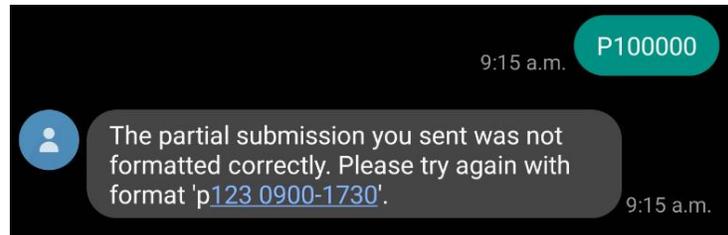


2. To apply for a portion of the shift, respond with the letter "p" in front of the application code, and include the hours you want directly after in 24 hour time.

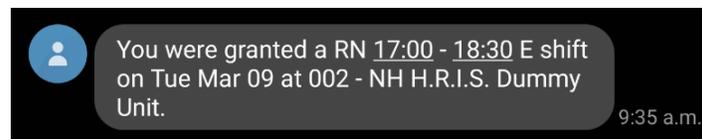
In this example, "P100000 1700-1830" would apply for the 17:00-18:30 portion of the full shift:



3. If your response is formatted correctly, you will receive a confirmation message that your application has been received. If your response is formatted incorrectly, you will receive a message indicating the application was not accepted:



4. Granted partial applications indicate the hours awarded:



5. For more information about text messaging applications, respond "BID HELP" to any message to receive a text with more detailed instructions:

Msg from NH. Bid on a shift: reply with the number provided in text for shift (e.g. 123456)
Partial-eligible shifts have (P) after date. Bid on a partial: add P before the number, add your start/end times in 24-hour format (e.g. P123456 0800-1730) Withdraw: reply with a W before the number (e.g. W123456)

Applying by IVR Phone Call

1. Shift offers by phone will indicate that the shift is eligible for partial submissions. To apply for a portion of a shift, enter option 2 from the shift offer menu.
2. The system will prompt you to enter the start time in 24 hour time – for example, 0700 for 7:00am, or 1900 for 7:00pm, etc.

Select Yes (press 1) to confirm this entry, or no (press 2) to re-enter the start time
3. The system will prompt you to enter the end time in 24 hour time – for example, 1515 for 3:15pm, or 0315 for 3:15am, etc.

Select Yes (press 1) to confirm this entry, or no (press 2) to re-enter the start time
4. At this point, the system will ask you to confirm your submission – enter 1 to confirm your submission, or 2 to return to the initial shift offer

The system will highlight if there are any issues with the hours entered, and will prompt you to enter a correction if required.