

Requests



Click on a Day and Select Request Type

- Vacation
- ED Leave
- Random Day Off
- UN-Available Time
- Available to Work
- Jury Duty
- Kaiser Duty
- Med Leave
- Med legal

A screenshot of a web interface titled "Make a Request". Below the title is the question "What type of request would you like to make?". A dropdown menu is open, showing a list of request types: "Available to Work", "Education Leave", "EPRP", "Jury Duty", "Kaiser Duty All Day", "Kaiser Duty AM (til 1pm)", "Kaiser Duty PM (1p - 7p)", "Medical AM", "Medical Leave", "Medical PM", "Random Day Off - WeekDAY", and "UNavailable Time - ED". At the bottom of the dropdown is a blue bar with the word "VACATION" in white.

Specifics on Different Request Types

- **Vacation and ED Leave**
 - Similar Rules to Current (i.e. Yearly/Summer/Holiday etc..)
 - NEW - Will Autocalculate towards reduced shift count
 - Based on Days Off as percent of Month
 - I.e. 15 days Off = 50% so Half as many Shifts
- **Random Day Off**
 - Allow docs to request a few days off each month without adjustment to expected shift count.
 - Max 3 / Month
- **UN-Available Time**
 - Can Select a Specific Time of Day that you CAN'T WORK
 - Max 3/Month
- **Available to Work**
 - Specific Shifts
 - Not Guaranteed

Special Note: Total Days Off Tallies will be adjusted Slightly due to the Addition of the Random Day Off Option.

- **Vacation / ED Leave = 42 / Year**
- **Random Day Off = 3 / Month = 36 / Year**

Viewing Schedule

- Style

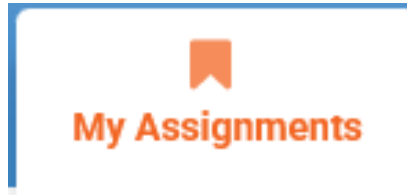
Period Options <<

Style:

☒ Calendar

☐ Daily

☐ Shift Grid



Show:

☐ My schedule only

☐ Available shifts

☐ Personal schedule for...

☐ Full schedule for...

☐ Full schedule by user group...

☒ Full schedule by shift group...

☐ Vacaville

☐ Vallejo

☐ Backup (All)

☐ WORKING

☒ STANDARD

☐ WORKING ED

☐ WORKING RC

- **My Schedule Only** = Only Your Shifts
- **Available Shifts** will Also Show “Open Shifts” Highlighted Yellow.
- **Personal Schedule** = Can View Sched for Specific Docs
- **Full Sched Options** = Can Sort by Different Locations or Shift Types.


Sync with Personal Calendar


- Link at Bottom Left


iPhone App


- Button at Top Switches between Requests and Schedule
 - In Sched Screen:
 - Tapping on a day will pull up full day schedule and options for filters.
 - In Request Screen
 - Taping on Day will start Requests Entry
- Three Dots in Top Right Open Display Settings
 - Can Select “Show Open Shifts”
- Three Dots in Bottom Right Open General Settings
- Icon in Bottom Middle Opens Swaps Screen

Callouts, Swaps, and Trades

 **Morris, D on the 4/1 3pm - 4/2 1am (VAC-B-PM) shift**
daniel.f.morris@kp.org, 707-980-5572

 **Call out sick**

 **Ask others to replace you**

 **Trade this assignment**

Call out sick
I called out
Reason (required):

Callouts

1. Click On Your Shift
2. Select Call Out Option.
 - a. Call Out Will Replace Your Shift with “Open Shift” and Send message to the group
 - b. DOES NOT REPLACE CALLING THE BACKUP DOC

Ask for Replacement

1. Click On Your Shift
2. Select Ask Others to replace Option.
3. The system will show docs who are potentially available
 - a. Select who you want to send request to
 - b. Add Note if you want
4. Send request

Trades

1. Click On Your Shift
2. Select Trade Option.
3. Select the date you want to Swap into.
4. The system will show docs who are potentially available
 - a. Select who you want to send request to
 - b. Add Note if you want
5. Send request

Videos

Web Review

[Web Review Video](#)

iPhone App Review

[iPhone App Video](#)