

Self Scheduling Process

Release Dates

Current dates are available under the Admin tab > Release Dates on Admin portal.

Current dates available under the Release Dates tab on the Staff portal.

The first self scheduling day identified under the release dates defines when the schedule will be generated by the system.

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, 01/01/23 - Sat, 02/11/23	Sun, 10/09/22 12:00 am EST	Sun, 10/09/22 12:00 am EST	Sun, 10/09/22 12:00 am EST
Sun, 02/12/23 - Sat, 03/25/23	Sun, 10/09/22 12:00 am EST	Sun, 10/09/22 12:00 am EST	Sun, 10/09/22 12:00 am EST
Sun, 03/26/23 - Sat, 05/06/23	Sun, 01/01/23 12:00 am EST	Sun, 01/01/23 12:00 am EST	Sun, 01/01/23 12:00 am EST
Sun, 05/07/23 - Sat, 06/17/23	Sun, 01/01/23 12:00 am EST	Sun, 01/01/23 12:00 am EST	Sun, 01/01/23 12:00 am EST
Sun, 06/18/23 - Sat, 07/29/23	Sun, 03/26/23 12:00 am EST	Sun, 03/26/23 12:00 am EST	Sun, 03/26/23 12:00 am EST
Sun, 07/30/23 - Sat, 09/09/23	Sun, 03/26/23 12:00 am EST	Sun, 03/26/23 12:00 am EST	Sun, 03/26/23 12:00 am EST
Sun, 09/10/23 - Sat, 10/21/23	Sun, 06/18/23 12:00 am EST	Sun, 06/18/23 12:00 am EST	Sun, 06/18/23 12:00 am EST
Sun, 10/22/23 - Sat, 12/02/23	Sun, 06/18/23 12:00 am EST	Sun, 06/18/23 12:00 am EST	Sun, 06/18/23 12:00 am EST
Sun, 12/03/23 - Sat, 01/13/24	Sun, 09/10/23 12:00 am EST	Sun, 09/10/23 12:00 am EST	Sun, 09/10/23 12:00 am EST
Sun, 01/14/24 - Sat, 02/24/24	Sun, 09/10/23 12:00 am EST	Sun, 09/10/23 12:00 am EST	Sun, 09/10/23 12:00 am EST

PRN Staff

- View all open shifts first when the Schedule Period opens.
- Pend all regular open shifts that result in OT.
- HOT shifts are pre-approved for OT.
 - Admin must make shifts HOT

Unit Staff

- View HOT shifts ONLY.
 - Admin must make shifts HOT
- HOT shifts are pre-approved for OT.

Corporate Float

- View HOT shifts ONLY.
 - Admin must make shifts HOT
- HOT shifts are pre-approved for OT.