

Team Scheduling Calendar for Mercy Hospital
Schedule Length: 6 Weeks

Schedule Dates	Generate <u>Skeletal</u> Schedule & Publish By:	Team Scheduling FT/PT/Per Diem staff submit requests:	Schedule closes for PTO requests	Generate <u>Pending</u> Schedule On or After:	Build and Balance the Schedule	Publish Final Schedule By:	Opps and Swaps Begin When Schedule is Final
5/12/2024 - 6/22/2024	3/24/2024	3/24/2024 - 4/5/2024	4/5/2024	4/6/2024	4/6/2024 - 4/17/2024 @ 12:00pm	4/19/2024	~ 4/20/2024
6/23/2024 - 8/3/2024	5/5/2024	5/5/2024 - 5/17/2024	5/17/2024	5/18/2024	5/18/2024 - 5/29/2024 @ 12:00pm	5/31/2024	~ 6/1/2024
8/4/2024 - 9/14/2024	6/16/2024	6/16/2024 - 6/28/2024	6/28/2024	6/29/2024	6/29/2024 - 7/10/2024 @ 12:00pm	7/12/2024	~ 7/13/2024
9/15/2024 - 10/26/2024	7/28/2024	7/28/2024 - 8/9/2024	8/9/2024	8/10/2024	8/10/2024 - 8/21/2024 @ 12:00pm	8/23/2024	~ 8/24/2024
10/27/2024 - 12/7/2024	9/8/2024	9/8/2024 - 9/20/2024	9/20/2024	9/21/2024	9/21/2024 - 10/2/2024 @ 12:00pm	10/4/2024	~ 10/5/2024
12/8/2024 - 1/18/2025	10/20/2024	10/20/2024 - 11/1/2024	11/1/2024	11/2/2024	11/2/2024 - 11/13/2024 @ 12:00pm	11/15/2024	~ 11/16/2024
1/19/2025 - 3/1/2025	12/1/2024	12/1/2024 - 12/13/2024	12/13/2024	12/14/2024	12/14/2024 - 12/25/2024 @ 12:00pm	12/27/2024	~ 12/28/2024

<p>Schedule Dates: Start and End dates of a unit's schedule. The colorful columns show the dates where actions are taken in advance of each schedule.</p>
<p>Generate <u>Skeletal</u> Schedule & Publish: (Scheduler Action) Pull approved requests and patterns into Staff Manager > Schedule Editor for the upcoming unit schedule, then update the publish end date to match the end of the schedule. Complete this action by the date shown to make sure staff can see pre-existing assignments while submitting requests during the Team Scheduling window. This is a good time to check employee settings for new hires or recent transfers. (Reference: Manager Checklist & Employee Set-Up guide)</p>
<p>Team Scheduling: (Employee Action) Use the "My Request" page in Clairvia Web to submit requests for your <i>preferred</i> working schedule, up to your normal working hours. This is the only time employees can add or modify requests for working shifts. However, request for PTO can be submitted prior to this window. Requests automatically open at 0001 and close at 2359 on the dates shown. <i>If you are only able to request PTO, contact your manager to review your employee settings.</i></p>
<p>Schedule closes for PTO requests: (Employee Action) Cutoff for submitting PTO requests, for the corresponding schedule start/end dates. Requests for PTO can be submitted prior to the Team Scheduling window.</p>
<p>Generate <u>Pending</u> Schedule & Un-Publish: (Scheduler Action) Pull pending requests, approved requests, and patterns into Staff Manager > Schedule Editor for the upcoming unit schedule, then update the publish end date to matching the end of the previous unit schedule. Complete this action on or after the date shown to import all employee requests and make sure the draft schedule cannot be seen online. WARNING: Generating earlier than this date risks missing employee requests on the final schedule.</p>
<p>Build and Balance the Schedule: (Scheduler Action) Period of time when the schedule should be finalized. Managers approve and deny requests, and add open opportunities as needed. Note for Mercy - Scheduling Teams will complete schedule balancing by 12:00pm on the Wednesday prior to posting the schedule for the scheduling needs of the Float Pool Unit.</p>
<p>Publish Final Schedule By: (Scheduler Action) Update the publish end date to match the end of the finished schedule. Complete this action on or before the date shown to make the final schedule visible in Clairvia Web for employees.</p>
<p>Opps and Swaps: (Employee Action) Use the "My Schedule" page in Clairvia Web to view the final schedule, volunteer for opportunities (extra shifts), and initiate shift swaps. This is a good time to check your notification preferences in Tools > My Information > Preferences.</p>