

Provider Login #1:

1. When a provider logs in they will see the post link on their scheduled shifts.  
[Click the post link.](#)

The screenshot shows the Schedule360 interface for user Onash, Nichole. At the top right is a 'LOGOUT' button. Below the navigation bar (Calendar, Schedules, Messages, Profile, Vacation, User Acct, Directory, Posted Shifts) is a 'Publish Report' link. A 'Shift Search' section includes a search dropdown, 'Go', and 'Reset' buttons. The main area is a calendar for May 2019. The calendar grid shows days from April 29 to May 26. Shifts are listed for each day, including details like 'Confirmed: HCP 8a - 8p' and 'NC - PROV - Asheville 12.00 hrs'. A red arrow points to the shift on May 21. To the right of the calendar is a summary table with columns for 'Hrs' and '361Wks'.

Day	Shift Details	Hrs	361Wks
Apr 29	Confirmed: HCP 8a - 8p NC - PROV - Asheville 12.00 hrs	36 Hrs	04/29-05/05 36 Hrs
Apr 30	Confirmed: HCP 8a - 8p NC - PROV - Asheville 12.00 hrs	36 Hrs	05/06-05/12 36 Hrs
May 01	Confirmed: HCP 8a - 8p NC - PROV - Asheville 12.00 hrs	36 Hrs	05/13-05/19 9 Hrs
May 02	Confirmed: HCP 8a - 8p NC - PROV - Asheville 12.00 hrs	36 Hrs	05/20-05/26 48 Hrs
May 03	Confirmed: HCP 8a - 8p NC - PROV - Asheville 12.00 hrs	36 Hrs	
May 04	Confirmed: HCP 8a - 8p NC - PROV - Asheville 12.00 hrs	36 Hrs	
May 05	Confirmed: HCP 8a - 8p NC - PROV - Asheville 12.00 hrs	36 Hrs	
May 06	Confirmed: HCP 8a - 8p NC - PROV - Asheville 12.00 hrs	36 Hrs	
May 07	Confirmed: HCP 8a - 8p NC - PROV - Asheville 12.00 hrs	36 Hrs	
May 08	Confirmed: HCP 8a - 8p NC - PROV - Asheville 12.00 hrs	36 Hrs	
May 09	Confirmed: HCP 8a - 8p NC - PROV - Asheville 12.00 hrs	36 Hrs	
May 10	Confirmed: HCP 8a - 8p NC - PROV - Asheville 12.00 hrs	36 Hrs	
May 11	Confirmed: HCP 8a - 8p NC - PROV - Asheville 12.00 hrs	36 Hrs	
May 12	Confirmed: HCP 8a - 8p NC - PROV - Asheville 12.00 hrs	36 Hrs	
May 13	Confirmed: HCP 8a - 8p NC - PROV - Asheville 12.00 hrs	36 Hrs	
May 14	Confirmed: HCP 8a - 8p NC - PROV - Asheville 12.00 hrs	36 Hrs	
May 15	Confirmed: HCP 8a - 8p NC - PROV - Asheville 12.00 hrs	36 Hrs	
May 16	Confirmed: HCP 8a - 8p NC - PROV - Asheville 12.00 hrs	36 Hrs	
May 17	Confirmed: HCP 8a - 8p NC - PROV - Asheville 12.00 hrs	36 Hrs	
May 18	Confirmed: HCP 8a - 8p NC - PROV - Asheville 12.00 hrs	36 Hrs	
May 19	Confirmed: HCP 8a - 8p NC - PROV - Asheville 12.00 hrs	36 Hrs	
May 20	Confirmed: HCP 8a - 8p NC - PROV - Asheville 12.00 hrs	36 Hrs	
May 21	Confirmed: HCP 8a - 8p NC - PROV - Asheville 12.00 hrs	36 Hrs	
May 22	Confirmed: HCP 8a - 8p NC - PROV - Asheville 12.00 hrs	36 Hrs	
May 23	Confirmed: HCP 8a - 8p NC - PROV - Asheville 12.00 hrs	36 Hrs	
May 24	Confirmed: HCP 8a - 8p NC - PROV - Asheville 12.00 hrs	36 Hrs	
May 25	Confirmed: HCP 8a - 8p NC - PROV - Asheville 12.00 hrs	36 Hrs	
May 26	Confirmed: HCP 8a - 8p NC - PROV - Asheville 12.00 hrs	36 Hrs	

2. The provider will have three options.
  - a. Only Post the Shift: This will allow the provider to post the shift to qualified providers to pick up.
  - b. Post & Exchange the shift: This will allow the provider to post a shift and request another provider's shift in exchange.
  - c. Post only custom shifts: This will allow the provider to post part of their shift to qualified providers to pick up.

Select Post only custom shifts & click submit.

The screenshot shows the 'Posted Shifts' section of the Schedule360 interface. It displays a specific shift: 'May 21 - 8a - 8p - NC - PROV - Asheville'. Below this, there are three radio button options: 'Only Post the shift', 'Post and Exchange the shift', and 'Post only custom shift'. A red arrow points to the 'Post only custom shift' option. At the bottom of the form is a 'Submit' button.

3. A list of all qualified providers will display.

Select the Shift Start Time and Shift End Time. The selections must match the shift start or the shift end time in order to be submitted.

Then select the providers you would like to notify of the posted shift and click submit.

The selected providers will be notified via their message board and email.

Calendar Schedules Messages Profile Vacation User Acct Directory Posted Shifts

Onash, Nichole

May 21 NC - PROV - Asheville  
Shift: 8a - 8p

Post custom shift timings  
Select Shift Start Time: 8:00 am - 0800  
Select Shift End Time: 3:00 pm - 1500

Posting Reason  
(Optional):

Notify the following partners via Email/Message Board that I have posted this shift:

- Barlow, Scott
- Baucom, Jenny
- Boyer, Derek
- Buddendeck, Brian
- Clayton, Jon
- Golini, Sonya
- Gouge, Courtney
- Harrelson, Anna
- Hemp, Antoinette
- Lyon, Wesley
- Moore, Samantha
- Neff, Christian
- Palmer, Tonya
- Powell, David
- Reash, Gary
- Southworth, Sylvia
- Stearns, Barton
- Stoia, Kelly
- Strauss, Heather
- Tate, Thomas
- Wallace, Todd
- Wray, Bethany
- Wynja, Elizabeth

Submit

- The partial shift is now posted. You are responsible for the posted shift until another provider authorizes it and an administrator approves it.

Calendar Schedules Messages Profile Vacation User Acct Directory Posted Shifts

Onash, Nichole

Shift Search  
Click on drop down to Search-> Go Reset

May - 2019

MON	TUE	WED	THU	FRI	SAT	SUN	Hrs	36/1Wks
Apr 29	Apr 30	01	02 Confirmed: HCP 8a - 8p NC - PROV - Asheville 12.00 hrs	03 Confirmed: HCP 8a - 8p NC - PROV - Asheville 12.00 hrs	04 Confirmed: HCP 8a - 8p NC - PROV - Asheville 12.00 hrs	05	36 Hrs	04/29- 05/05 36 Hrs
06 Pay period starts	07 Confirmed: HCP 8a - 8p NC - PROV - Asheville 12.00 hrs	08 Confirmed: HCP 8a - 8p NC - PROV - Asheville 12.00 hrs	09	10 Pay day	11	12	36 Hrs	05/06- 05/12 36 Hrs
13	14	15	16	17 Confirmed: HCP 8p - 8p NC - PROV - Asheville 5.00 hrs	18	19 Confirmed: HCP 4p - 8p NC - PROV - Asheville 4.00 hrs	9 Hrs	05/13- 05/19 9 Hrs
20 Pay period starts	21 Confirmed: HCP 8a - 8p NC - PROV - Asheville 12.00 hrs <b>hrs POSTED</b>	22 Confirmed: HCP 8a - 8p NC - PROV - Asheville 12.00 hrs	23	24 Pay day	25	26	48 Hrs	05/20- 05/26 48 Hrs

### Provider #2 Login:

- When the authorizing provider logs in they will access the Posted Shifts tab.  
To authorize the posted shift for approval, click the Authorize for Approval link.

Calendar Schedules Messages Profile Vacation User Acct Directory Posted Shifts

Powell, David

Requested shift exchanges from your co-workers: Sort By Date

Start Date	Shift Desc	Scheduled Employee	Posting Reason	Unit Name	Exchanging Shift Start Date	Exchanging Shift Desc	Reason for Decline(Optional)
21-MAY-19	8A - 3P	Nichole Onash		NC - PROV - Asheville		Authorize for Approval <a href="#">More Info</a>	Sorry, I have to Decline

2. The Authorize Summary will appear.

Then review the Authorize Summary and click Authorize.

**Authorize Summary**

Nichole Onash posted a shift on May 21 2019, 8A - 3P at NC - PROV - Asheville.

You are AUTHORIZING this post. MANAGEMENT will take the final decision on this request.

3. The authorized shift is now pending Admin approval. You will be notified via the message board and email once it is approved or denied.

[LOGOUT](#)

Calendar Schedules Messages Profile Vacation User Acct Directory Posted Shifts

Powell, David

Requested shift exchanges from your co-workers: Sort By Date

Start Date	Shift Desc	Scheduled Employee	Posting Reason	Unit Name	Exchanging Shift Start Date	Exchanging Shift Desc	Reason for Decline(Optional)
21-MAY-19	8A - 3P	Nichole Onash		NC - PROV - Asheville			This request is under consideration and will be reviewed by management for final approval or denial. <a href="#">More Info</a>

Admin Login:

1. From the clinic Monthly click on the Pending sub-tab.

[Help](#) | [Logout](#)

Facilities Location NC - PROV - Asheville All Locations NC - PROV - Asheville

Scheduling Staff HR Admin Financials

Monthly Tally **Pendings** Targets Sets

NC - PROV - Asheville: Filled & Open | Open only | Filled only | Facility Daily | Area Daily | Enterprise Daily | OT Weekly | Published on May 10 10:04 EST by TSA

8282102835 [Details](#) | [Reports](#)

ALL - North Carolina - PROV  Published - FINAL  Unpublished - PROCESSING

Search: Match:

Display Preference Requests:  Yes  No

Display Time off Requests:  Yes  No

[Job Request Form](#) | [Dashboard](#) | [Email](#) | [Print](#) | [Notes](#)

Mon	Tue	Wed	Thu	Fri	Sat	Sun
29 Buddendek 8a - 8p_HCP	30 Buddendek 8a - 8p_HCP	1 Boyer 8a - 8p_HCP Buddendek 8a - 8p_HCP	2 Boyer 8a - 8p_HCP Onash 8a - 8p_HCP	3 Onash 8a - 8p_HCP Powell 8a - 8p_HCP	4 Powell 8a - 4p_HCP Onash 8a - 8p_HCP	5 Powell 8a - 4p_HCP Boyer 8a - 8p_HCP

2. Then select the Month link for Staff Post & Exchange Details.

[Help](#) | [Logout](#)

Facilities Location NC - PROV - Asheville All Locations NC - PROV - Asheville

Scheduling Staff HR Admin Financials

Monthly Tally **Pendings** Targets Sets

[Time Off](#) | [Time Off Review](#) | [Staff Post & Exchange Details: MAY JUN JUL](#)

NC - PROV - Asheville: Time Off Pendings - Sort by Date Sort by Date | [Sort by Employee](#)

[Vacation Totals](#)

[View TimeOff Report - Enterprise](#) | [View TimeOff Report - North Carolina PROV](#) | [View TimeOff Report - Western](#) | [View TimeOff Report - NC PROV Asheville](#)

Time Off Approval Pendings: 1-10

Date	Request made on	Employee	Time offs previously approved/denied	Other pending time offs	Employee Request + (Additional Notes)	Approve	Deny	Review	YTD leaves	Add management note to your decision message Max limit 500 characters
<input type="button" value="submit"/>										

Note: Click on [Vacation Totals](#) to check all locations for pending vacations

- The pending posted shifts will display. Multiple providers may pend for approval on the same shift.  
**Identify the provider you would like to Approve and click the Approve button to the right of their name.**

Facilities Location **NC - PROV - Asheville** All Locations **NC - PROV - Asheville** [Help](#) | [Logoff](#)

Scheduling Staff HR Admin Financials  
 Monthly Tally **Pendings** Targets Sets

NC - PROV - Asheville: Staff Post & Exchange Details [Time Off/0](#) | [Time Off Review/0](#) | Staff Post & Exchange Details: [MAY](#) [JUN](#) [JUL](#) |

[PREV](#) May, 2019 [NEXT](#) [Select](#) **NC - PROV - Asheville - All PENDING Posted Requests**

Facility/Location	Staff Requesting Swap	Posting Reason	Requested On	Posted Shift Date	Posted Shift Timings	Total Shift Hours	Staff Requested to Swap	Authorized On	Exchange Shift Date	Exchange Shift Timing	Total Shift Hours	Exchange Status	Reason for Denying the Request(Optional)		
NC - PROV - Asheville	Nichole Onash		05/15/19 03:48:02 pm EST	21-MAY-19	8A - 3P	1200	David Powell	05/15/19 03:49:51 pm EST				Pending	<input type="button" value="Approve"/>	<input type="button" value="Deny"/>	
NC - PROV - Asheville	Nichole Onash		05/10/19 01:06:49 pm EST	21-MAY-19	8A - 3P	1200	Derek Boyer	05/15/19 03:56:18 pm EST				Pending	<input type="button" value="Approve"/>	<input type="button" value="Deny"/>	

**NC - PROV - Asheville - All APPROVED Posted Requests**

Facility/Location	Staff Requesting Swap	Posting Reason	Requested On	Posted Shift Date	Posted Shift Timings	Total Shift Hours	Staff Requested to Swap	Authorized On	Exchange Shift Date	Exchange Shift Timing	Total Shift Hours	Exchange Status	Decision Timestamp	Approved by
NC - PROV - Asheville	Nichole Onash		05/14/19 04:06:49 pm EST	17-MAY-19	8A - 3P	500	Brian Buddendeck	05/14/19 04:10:17 pm EST				Approved	05/14/19 04:12:39 pm EST	TSA
NC - PROV - Asheville	Nichole Onash		05/14/19 01:17:23 pm EST	18-MAY-19	8a - 8p	1200	David Powell	05/14/19 01:17:51 pm EST				Approved	05/14/19 01:18:20 pm EST	TSA

- Once you approve one provider the other providers that were pending for the same shift will be notified that they did not receive approval for the shift.

Facilities Location **NC - PROV - Asheville** All Locations **NC - PROV - Asheville** [Help](#) | [Logoff](#)

Scheduling Staff HR Admin Financials  
 Monthly Tally **Pendings** Targets Sets

NC - PROV - Asheville: Staff Post & Exchange Details [Time Off/0](#) | [Time Off Review/0](#) | Staff Post & Exchange Details: [MAY](#) [JUN](#) [JUL](#) |

[PREV](#) May, 2019 [NEXT](#) [Select](#) **NC - PROV - Asheville - All PENDING Posted Requests**

Facility/Location	Staff Requesting Swap	Posting Reason	Requested On	Posted Shift Date	Posted Shift Timings	Total Shift Hours	Staff Requested to Swap	Authorized On	Exchange Shift Date	Exchange Shift Timing	Total Shift Hours	Exchange Status	Reason for Denying the Request (Optional)	
NC - PROV - Asheville	Nichole Onash		05/14/19 04:06:49 pm EST	17-MAY-19	8A - 3P	500	Brian Buddendeck	05/14/19 04:10:17 pm EST				Approved	05/14/19 04:12:39 pm EST	TSA
NC - PROV - Asheville	Nichole Onash		05/14/19 01:17:23 pm EST	18-MAY-19	8a - 8p	1200	David Powell	05/14/19 01:17:51 pm EST				Approved	05/14/19 01:18:20 pm EST	TSA
NC - PROV - Asheville	Nichole Onash		05/10/19 01:01:27 pm EST	20-MAY-19	8A - 4P	1200	David Powell	05/10/19 01:01:55 pm EST				Approved	05/10/19 01:02:29 pm EST	TSA
NC - PROV - Asheville	Nichole Onash		05/10/19 01:06:51 pm EST	21-MAY-19	8A - 3P	500	Brian Buddendeck	05/10/19 01:09:20 pm EST				Approved	05/10/19 01:10:08 pm EST	TSA

**NC - PROV - Asheville - All APPROVED Posted Requests**

Facility/Location	Staff Requesting Swap	Posting Reason	Requested On	Posted Shift Date	Posted Shift Timings	Total Shift Hours	Staff Requested to Swap	Authorized On	Exchange Shift Date	Exchange Shift Timing	Total Shift Hours	Exchange Status	Decision Timestamp	Approved by
NC - PROV - Asheville	Nichole Onash		05/14/19 04:06:49 pm EST	17-MAY-19	8A - 3P	500	Brian Buddendeck	05/14/19 04:10:17 pm EST				Approved	05/14/19 04:12:39 pm EST	TSA
NC - PROV - Asheville	Nichole Onash		05/14/19 01:17:23 pm EST	18-MAY-19	8a - 8p	1200	David Powell	05/14/19 01:17:51 pm EST				Approved	05/14/19 01:18:20 pm EST	TSA
NC - PROV - Asheville	Nichole Onash		05/10/19 01:01:27 pm EST	20-MAY-19	8A - 4P	1200	David Powell	05/10/19 01:01:55 pm EST				Approved	05/10/19 01:02:29 pm EST	TSA
NC - PROV - Asheville	Nichole Onash		05/10/19 01:06:51 pm EST	21-MAY-19	8A - 3P	500	Brian Buddendeck	05/10/19 01:09:20 pm EST				Approved	05/10/19 01:10:08 pm EST	TSA

## Provider #1 Login:

1. The posting provider will be notified of the approval and will still be held responsible for the remainder of their shift.

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

Select Check boxes for

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**Unit Messages**

Your posted split shift 8A - 3P, May 21(Tue), NC - PROV - Asheville, NC - PROV - Asheville was approved by management. You are still responsible for the remaining shift (3P - 8P): Posted on 05-15-19 12:00 EST

## Provider #2 Login:

1. The Authorizing provider will be notified of the approval and scheduled into the posted shift.

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

Select Check boxes for

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**Unit Messages**

Your authorized posted shift was approved my management and you have been SCHEDULED to work on 8A - 3P, May 21(Tue), NC - PROV - Asheville, NC - PROV - Asheville: Posted on 05-15-19 12:00 EST