



**Baptist Health
South Florida**

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BAPTIST CHILDREN'S HOSPITAL • HOMESTEAD HOSPITAL • MARINERS HOSPITAL
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WebScheduler

Employee Training Guide



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What is WebScheduler?

WebScheduler is a web application that allows employees and managers to view their cost center's schedule(s) via the web. Through this application, employees can request time off as well as request to work additional shifts. Each cost center's manager and scheduling administrators will approve or deny your requests. You will receive an email notification when the request is approved or denied, and can also see all your scheduling information in the WebScheduler application.

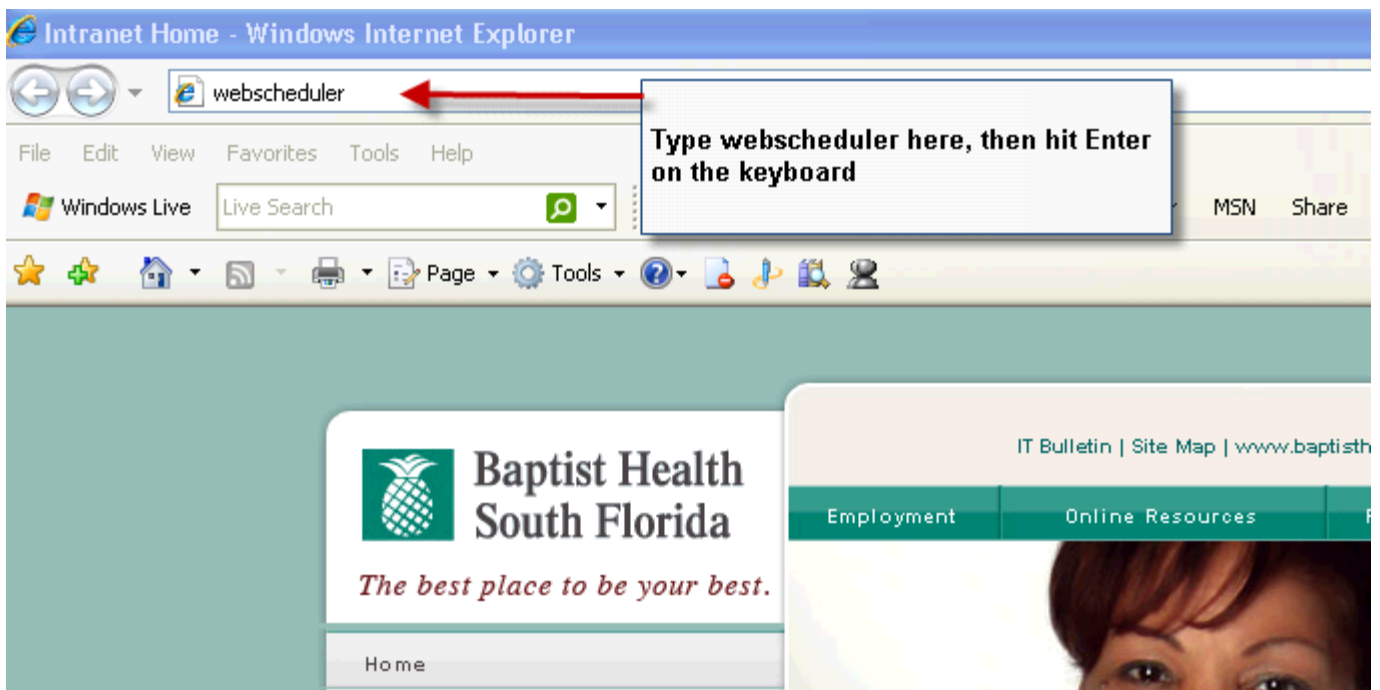
Logging In To WebScheduler

There are two ways you can access the WebScheduler application:

1. Via the internet from any computer anywhere with an internet connection by entering webscheduler.baptisthealth.net into your web browser.

OR

2. Via the Baptist Health South Florida intranet (<http://sun/>) - Open Internet Explorer/ the intranet sun page. Go to the address bar and type **webscheduler**, then hit Enter on the keyboard.



Either way you access the application, you will be taken to the login screen below.

Web Scheduler
McKesson Workforce Management Solution Suite

User Name

Password

MCKESSON
Empowering Healthcare

ANSOS One-Staff®
[McKesson Corporation Proprietary and Confidential.](#)

Baptist Health South Florida - A GREAT place to work!

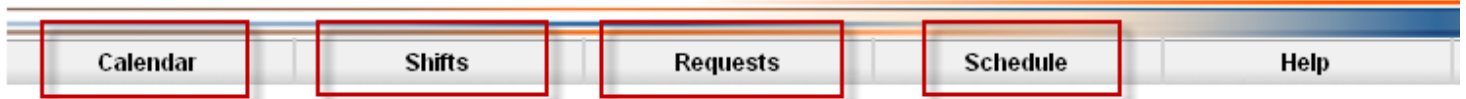
Baptist Health South Florida

- In the screen above, you can enter your User Name and Password and then click Sign In.
- Your User Name should be the same as your AD account used to sign in to the computers. This would be the same as your BHSF email address (without @baptisthealth.net)
- Example: JohnD

WebScheduler Key Concepts

There are four tabs you will work with in WebScheduler:




Employee [\(Change R...](#)



- **Calendar:** View your personal schedule and any requests you submit
- **Shifts:** Look for available shifts in your area, and enter requests to work those shifts. When your area is understaffed, you will see the available shifts here.
- **Requests:** Enter all requests for planned time off, or enter additional work availability
- **Schedule:** View the schedule for everyone in your area

Your Manager and Scheduling Admin will receive all requests you submit via WebScheduler. You will receive an email to notify you of all approved and denied requests, as well as see them on your Calendar at any time.

There are several symbols you will work with to submit requests:

Request Type:	Found Under:	Calendar Symbol:	Description:
Request Off	Requests tab		Requests entered with the sunshine symbol are to request time off, whether it is PTO or unpaid. If you do not see the symbol on the calendar under the Requests tab, you can no longer request time off for that period.
Work Request	Requests tab		Entered to inform Manager/Scheduling Admin that you are available to work extra shifts for certain dates in addition to your current schedule. If you do not see the symbol on your calendar under the Requests tab, your manager does not wish to use this function.
Available Shift	Shifts tab		When the area is understaffed, this symbol will display to show there are Available Shifts. Click this symbol to see what the Available Shifts are, and enter a request to pick up a shift. If you do not see the symbol on the calendar under the Shifts tab, there are no Available Shifts.

The CALENDAR Tab: Viewing Your Work Schedule

Once logged into the WebScheduler application, you will automatically be directed to your current month's schedule, which can be viewed by clicking on the **Calendar** tab. Here employees can see their work time or PTO that has been scheduled. You can also see any requests you have submitted and if they have been approved.

Calendar Shifts Requests Schedule Help

Switch between months here

February 2010

[Go to Current Month](#)

Monday	Tuesday	Wednesday	Thursday	Friday
1	2	3	4	5
6	7	8 0700-1930 7A-7P	9 0700-1930 7A-7P	10
13	14 0700-1930 7A-7P	15 0700-1930 7A-7P	16 2300-1100 PTO 12D	17 ▲
20	21 0700-1930 7A-7P	22 0645-1915 7A 7PM BHM-NURS:3MN	23	24
27	28	29	30	31 0700-1900 PTO 12D ?

If you submit a request that is denied, a black triangle will appear to tell you there is information not displaying for this date. This will also display if you have more than one assignment on a date. Click the triangle to see the information

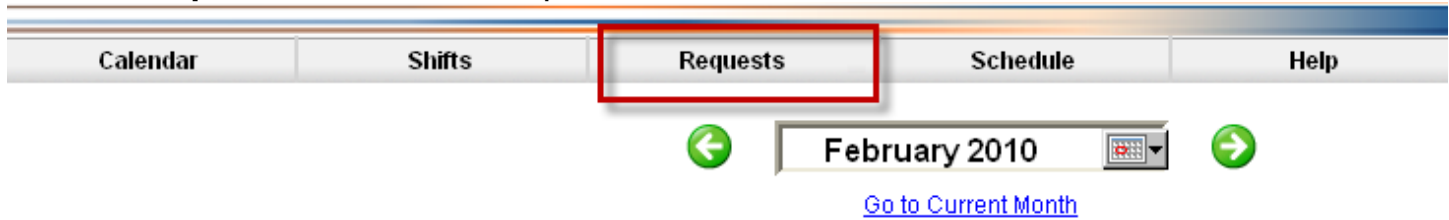
A floated shift will tell you what area you are working in

Anything highlighted in blue with a ? is pending. This request has not been approved or denied.

NOTE: Another symbol you may see is a blue diamond (◆), which marks all holidays. You could also see the » symbol if you were transferring positions permanently.


The REQUESTS Tab: Time Off and Extra Work Availability

Click on **Requests** to enter the Requests tab.





This is where you will enter **all planned time off requests** from now on and possibly any extra work availability.

Entering Time Off Requests:

All requests for planned time off must now be entered through the WebScheduler application. You will not be permitted to submit paper requests. To enter time off, enter the Requests tab and click on the  sunshine symbol for the first date of your request. WebScheduler is to be used for planned time off only, not emergency PTO. You will not be able to enter time off for anything in the current 4 week schedule. You will be able to request off up to 3 months in the future (unless otherwise specified for your area.)

The screenshot shows the WebScheduler interface for March 2010. At the top, there is a navigation bar with "Work and Time Off Requi" on the right. A date selector shows "March 2010" with left and right arrow buttons and a "Go to Current Month" link. A red box highlights a legend:

- Click  to request to work
- Click  to request time off

Below the legend is a calendar grid for March 2010. The days of the week are listed at the top: Sunday, Monday, Tuesday, Wednesday, Thursday, Friday, Saturday. The grid shows dates 1 through 12. Each date cell contains a clock icon and a sunshine icon. A red box highlights the sunshine icon for March 9th, with a red arrow pointing to it from a callout box that says "Click the sunshine to enter a time off request". The shift times "0700-1930 7A-7P" are listed below each date cell.

When you click the sunshine, the below window will appear.

The screenshot shows a web form titled "Time Off Request" with the subtitle "Approval Required". On the left, a box lists request types: "PTO 12hrs Day Shift", "PTO 12hrs Night Shift", "PTO 8hrs (Any shift)", and "Request Off (**Unpaid**)". Below this is a table for selecting a workshift. On the right, there are fields for "Begin Date" and "End Date", both set to "03/11/2010". A calendar icon next to the "End Date" field is highlighted with a red box and an arrow pointing to a callout box that says "If you are requesting multiple days off in a row, click the Calendar button to choose an end date." At the bottom right, there are "Submit" and "Cancel" buttons. A "My assignments:" field shows "No assignments".

Choose which type:
PTO 12hrs Day Shift
PTO 12hrs Night Shift
PTO 8hrs (Any shift)
Request Off (**Unpaid**)

BHSCONTR:NOS

Time Off Request
Approval Required

Begin Date: 03/11/2010

End Date: 03/11/2010

Submit

Cancel

Select a workshift to submit:

Select	Workshift
<input type="radio"/>	PTO 12D
<input type="radio"/>	PTO 12N
<input type="radio"/>	PTO(8HR)
<input type="radio"/>	REQ OFF

Enter a note about the request (optional):

My assignments:
No assignments

Important Things to Remember When Submitting Time Off:


- The type of PTO you enter must match what you regularly work (i.e. 12 hours day shift, 12 hours night shift, 8hrs)
- If you are not benefits eligible you must select **REQ OFF** as this is unpaid.
- You should always use the Begin Date and End Date to submit requests for more than one day in a row
- REQ OFF can be used to mark any day you cannot work but will not use PTO
 - Example: If you cannot work Monday of that week but will pick up another shift in its place, you would not be paid PTO for Monday so you would use Request Off to mark off Monday.
- Do not request more days of PTO in one week than you usually work.
 - Example: If you work 3 days a week, do not request PTO for 5 days even if your vacation will last that long. REQ OFF can be used for any unpaid days that you need to mark off.


Once a request is submitted, you will receive the message below:




The screenshot shows the WebScheduler interface for Baptist Health South Florida. The header includes the Baptist Health South Florida logo, the user's name (SUNIL MEHRA, RN, G0301), and navigation links for Employee (Change Role), My Profile, and Sign Out. The date is Monday, March 17, 2008. The main content area displays the message: "Your request has been submitted to the Scheduling Administrator for processing." Below the message is an "OK" button. The footer includes the ANSOS One-Staff logo and the Baptist Health South Florida slogan: "Baptist Health South Florida - A GREAT place to work!"


Entering Additional Work Availability:

If you see the  symbol when you are under the **Requests** tab, then you are permitted to submit “Work Requests” for additional shifts. This would be used to let your Scheduling Admin know that in addition to your current schedule, you would be available to work any of the times you submit.

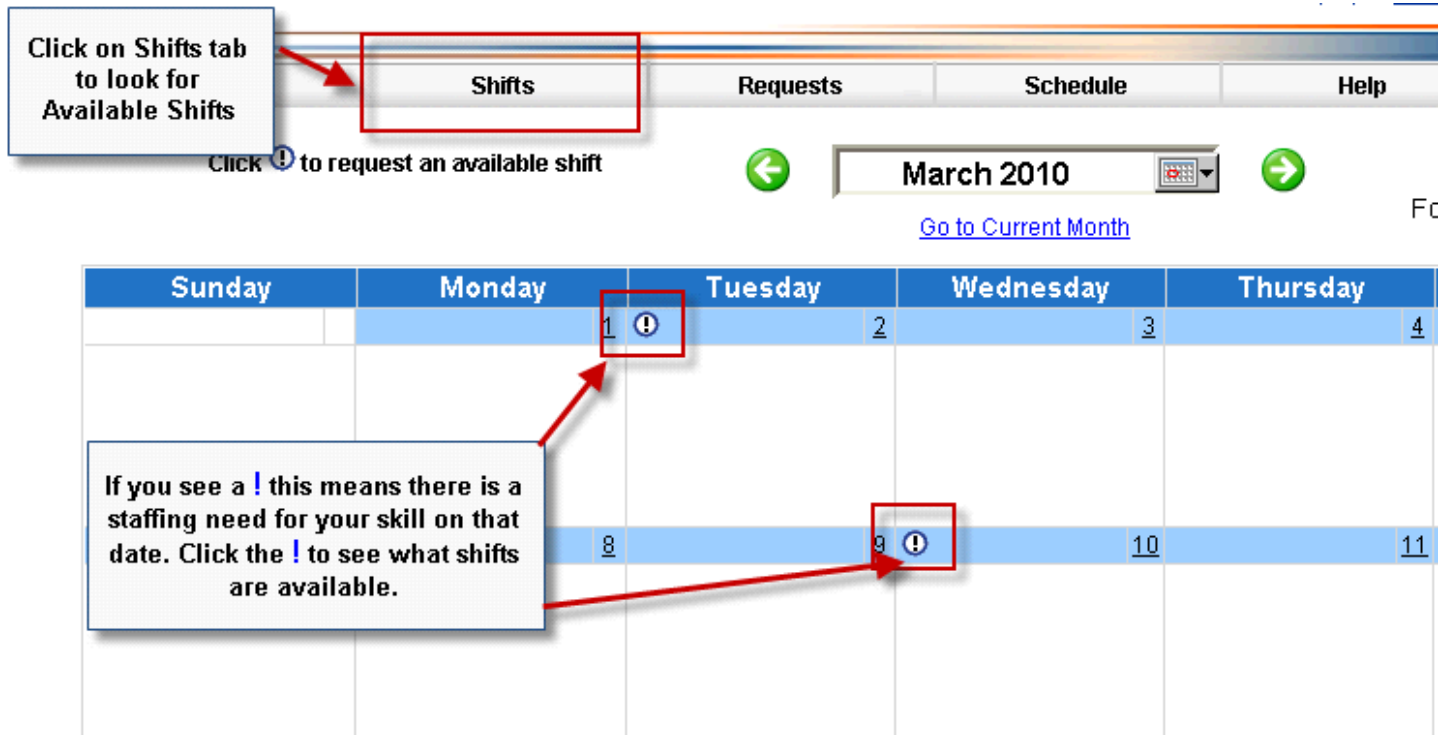
To submit “Work Requests”, go to the Requests tab, and click on the  symbol for dates you want to be available. Do not submit any shifts you are not willing to work. If you are approved for this shift you will be expected to work.

Note: If you do not see any  symbols when you are under the Requests tab, your area is not using these and you cannot submit extra work availability.


The SHIFTS Tab: Request Available Shifts in your area

The **Shifts** tab allows you to look for Available Shifts in your area and enter requests to work those shifts through WebScheduler. When your area is understaffed, you will see the  Available Shifts symbol on the date under the Shifts tab. Here, you can only submit shifts your area actually needs to fill.

Note: “Work Requests” submitted under the **Requests** tab show you are available to work extra shifts, but does not mean your area needs extra people on those dates. “Available Shifts” submitted under the **Shifts** tab are **needs in your area** where they are understaffed.





Click on Shifts tab to look for Available Shifts

Click  to request an available shift


March 2010

Go to Current Month

Sunday	Monday	Tuesday	Wednesday	Thursday
	1 	2	3	4
	8	9 	10	11

If you see a **!** this means there is a staffing need for your skill on that date. Click the **!** to see what shifts are available.

Entering Request to Pick Up Available Shifts:

Under **Shifts**, when you click the  symbol, you will be directed to the screen on the next page where the available shifts for that date can be viewed/selected, notes can be entered regarding the request for work, and the request can be submitted. You will only see the exact shifts they need. Unless otherwise specified for your area, you can submit requests up to 72 hours before the start of a shift.

Available Shifts

BHM-NURS: NPC
 Friday, April 4, 2008
 Approval Required

Submit work shift here

Select a workshift to submit:

Select	Workshift	Duration	Category
<input type="radio"/>	0645-1915	12:00	
<input checked="" type="radio"/>	1845-0715	12:00	

Select work shift here

Enter a note about the request (optional):

Submit

Cancel

My assignments:

No assignments

Schedule Tab: View your area's schedule

Click on the **Schedule** tab to view the schedule for your cost center by week. The scheduling period can be changed using the down arrow by the Period field. The weekly view can be changed from week 1 to week 4 by clicking on the numbers by the Week field.

Calendar Shifts Requests **Schedule** Help Monday, March 17, 2008

Schedule
 Beginning Sunday, March 16, 2008
 BHM-NURS:3NT

Period: 03/16/2008-04/12/2008 Week: 1 2 3 4 [Printable View](#)

Skill R:RN									
DCPOS	Name	J	Sunday 03/16/2008	Monday 03/17/2008	Tuesday 03/18/2008	Wednesday 03/19/2008	Thursday 03/20/2008	Friday 03/21/2008	Saturday 03/22/2008
MI111	BLANDON, XIOMARA	1		OFF	0645-1515	0645-1515			0645-1515
MI112	CESAR, JACLYN	1							REQ OFF
MI113	GRAHAM-CALEY, ARE	1	OFF		REQ OFF				OFF
MI114	FERREIRO, ARIHATN	1	OFF		0645-1915	0645-1915			0645-1915
MI115	GARCIA-BLANCO, RAI	G							
MI116	ROSADO, LUCITA	1	OFF						0645-1915
MI117	MONTALVAN, SANDR	1	0645-1915						OFF
MI118	OQUENDO, CAROLIN	1		0645-1915	0645-1915				0645-1915
MI119	SOBALVARRO, MARIA	w							
MI120	VERO, JETTE	1	OFF						0645-1915

NOTE: You will only be able to view the schedule for your skill (Nursing, Technician, etc.)

My Profile

Click on My Profile to change your password, name displayed in the banner (30 character limit), or default cost center if applicable.

Baptist Health South Florida **Welcome, SUNIL MEHRA** RN GO301
Employee (Change Role) **My Profile** Sign Out

Calendar **Shifts** **Requests** **Schedule** **Help**

My Profile

User Name: SUNILM [Change Password](#)
Phone:
Email: sunilm@baptisthealth.net
Employee Role
Default Area: Home Area Selected Area GO BHSCONTR:NOS
Scheduling Administrator Role
Default Area: GO BHSCONTR:NOS
 Display this name in the welcome banner: SUNIL MEHRA

Help Feature

Clicking on the **Help** tab will lead you to a dialogue box with instructions for completing various tasks.

Employee (Change Role)

Calendar **Shifts** **Requests** **Schedule** **Help**

February 2010 [Go to Current Month](#)

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday
	1	2	3	4	

Important Reminders

1. The use of WebScheduler is mandatory for employees and can be accessed onsite or remotely
2. Requests are made only for time off and additional work time (Additional shifts or filling staffing needs). You will not be submitting requests for every shift you will work.
3. Unless otherwise specified for your area, requests to work must be submitted 24 hours in advance.
4. Requests for time off cannot be submitted for your current 4 week schedule. Time off requests can be submitted for the following month and up to 6 months in advance. (Some areas will be able to submit up to 6 months in advance.)
5. Do not submit the same request multiple times. Check your calendar for pending requests prior to submitting.
6. Do not submit any requests you are not willing to work. If you are approved, you are expected to work.
7. When submitting requests, keep in mind that there is no recall feature! Any changes to your request submissions must be worked out with your scheduling administrator.
8. Do not schedule yourself for more PTO in one week than what you normally work and do not request PTO if you do not have benefits (use REQ OFF for unpaid leave)
9. Set password in WebScheduler the same as your email password to minimize the chances of forgetting login information. All account revisions or access issues must be directed to your Business Analyst (BA) for password resets. WebScheduler **will lock you out after 3 failed attempts.**
10. For support on how to use the various features in WebScheduler, please see your scheduling administrator(s). If he/she is unable to assist, please email: **Resource - CBS Special Projects**