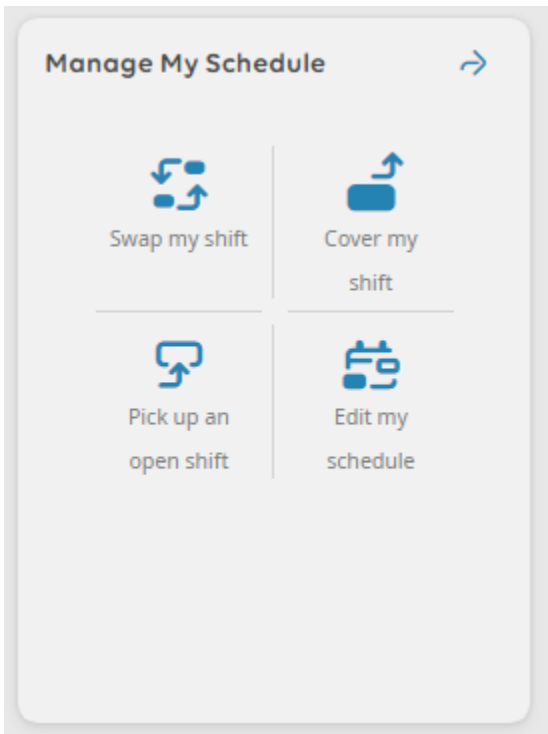How to Edit schedule after submitted self-scheduling request

From the **Manage My Schedule** tile > select **Edit My Schedule**

A Request Self-Schedule banner will populate on the right side

Request Self-Schedule ✕

Select shifts to create your schedule

📅 Show Calendar   Refine ▽

December 2024

08 Sunday

| 8a4 [3] • 8:00 AM - 4:30 PM [8.50]
...ng/LMHS/AMB/HOME HEALTH/RN   ⬤

09 Monday

| 8a4 • 8:00 AM - 4:30 PM [8.50]
...ng/LMHS/AMB/HOME HEALTH/RN   ⬤

| 8a4 [13] • 8:00 AM - 4:30 PM [8.50]
...ng/LMHS/AMB/HOME HEALTH/RN   ⬤

| OC 430p8a • 4:30 PM - 8:00 AM
[15.50]
⟲
.../HOME HEALTH ONCALL/ON CALL   ⬤

10 Tuesday

| 8a4 [15] • 8:00 AM - 4:30 PM [8.50]
...ng/LMHS/AMB/HOME HEALTH/RN   ⬤

| OC 430p8a • 4:30 PM - 8:00 AM
[15.50]
⟲
.../HOME HEALTH ONCALL/ON CALL   ⬤

11 Wednesday

Total Hours [315.50]

W1[49.50]   W2[58.00]   W3[49.50]   W4[58.00]
W5[58.00]   W6[42.50]

(Cancel)   (Review)   (**Submit**)

This view gives a complete list of all open and scheduled shifts

The blue circle indicates and Open Shift

The black circle indicates the associate has already selected that shift for that day

To unselect a shift – click inside that shift box and you will see the black circle switch to blue – indicating you unselected the original shift you have chosen. You will also see the number decrease in hours at the bottom

(Example: I unselected 12/9 shift from above screen shot, the circle changed from black to blue and now the totals hours for W1 (week 1) – decreased from 49.5 to 41.0 hours)

Request Self-Schedule ✕

Select shifts to create your schedule

📅 Show Calendar   Refine ▽

December 2024

08 Sunday

| **8a4 [3]** • 8:00 AM - 4:30 PM [8.50] |
| ...ng/LMHS/AMB/HOME HEALTH/RN | ⋯

09 Monday

| **8a4** • 8:00 AM - 4:30 PM [8.50] |
| ...ng/LMHS/AMB/HOME HEALTH/RN | ⋯

| **8a4 [13]** • 8:00 AM - 4:30 PM [8.50] |
| ...ng/LMHS/AMB/HOME HEALTH/RN | ⋯

| **OC 430p8a** • 4:30 PM - 8:00 AM [15.50] |
| ↩ |
| .../HOME HEALTH ONCALL/ON CALL | ⋯

10 Tuesday

| **8a4 [15]** • 8:00 AM - 4:30 PM [8.50] |
| ...ng/LMHS/AMB/HOME HEALTH/RN | ⋯

| **OC 430p8a** • 4:30 PM - 8:00 AM [15.50] |
| ↩ |
| .../HOME HEALTH ONCALL/ON CALL | ⋯

11 Wednesday

Total Hours [307.00]

W1[41.00]   W2[58.00]   W3[49.50]   W4[58.00]
W5[58.00]   W6[42.50]

(Cancel)   (Review)   **Submit**

Make all necessary corrections to your schedule, Review for accuracy and SAVE.