Time Card Procedure

Welcome to the NorCal Staffing, Staffing Section!

Welcome to the NorCal Event Staffing, Staffing Section! Feel free to explore a little bit. StaffMate Online allows you to view upcoming events for which NorCal Event Staffing needs staff members. You can see both when and where the upcoming events are taking place.

Additionally, with StaffMate you have access to a handy, interactive event calendar to keep track of both upcoming opportunities AND events for which you are scheduled to work. Events listed in Red are events for which you are scheduled. Events listed in Gray are events for which you are not yet scheduled.

If at first you cannot see any events on your calendar. We just may not have yet added any events. However, if there are events present, you can easily view event details by simply clicking on the title of the event directly on your calendar. On the subsequent page, you will see all relevant event information:

Event Title
Event Date and Times
Event Location
Driving Directions

When an event is entered into StaffMate, there are several ways the staffing coordinator may choose to schedule staff members:

1) The coordinator may manually schedule you for the event...
This method requires no input from you. The coordinator will simply schedule you to work the event and you will receive email notification of your placement.

2) The coordinator may request that you work the event...
This method DOES require input from you. Utilizing this method, the coordinator Pencils you into a specific shift for an event then seeks a reply from you. You will receive an email alerting you that you have been requested to work the event. This email instructs you to log into StaffMate and either Accept or Decline the invitation. Please respond quickly as the coordinator is holding a shift open for you!

3) The coordinator may simply publish the event details to you (and other staff members)...
When the staffing coordinator publishes an event, the event details are emailed to you (and other staff members) and you are free to log into StaffMate and if your job title is consistent with any of the positions needed for this event, you will be given the opportunity to sign up for the available staffing opportunity instantly by clicking **Sign Up Now!**

When the coordinator chooses option #3 and publishes the event to you and you request to work the event, there are two things to keep in mind. First, by requesting to work an event, you are not automatically scheduled for that event. The staffing coordinator will review your

request and either accept or decline your request to work. You will be notified via email as soon as the staffing coordinator has made the final decision. Second, once you sign up for an event and your request has been accepted by the staffing coordinator, you CAN NOT automatically remove yourself from the schedule. You will be asked to call the staffing coordinator to remove yourself from consideration.

One additional facet you will notice, on some of the events we make backup positions available. If the position in which you are interested is filled, you can sign up for one of the Backup positions available. This way, if anyone asks to be released of his/her obligation to work the event, you will be among the first contacted to pick up the hours and the extra money.

PLEASE NOTE: You can maintain your own contact information by choosing the **Account Info** tab near the top of every page. Keeping this information current is a necessity. If this is your first time logging in, please visit this Account Info page to fill in any missing information and to verify the information we have on record for you. Without up-to-date information, you will not automatically be notified of available opportunities and you may not be considered as a fill-in replacement, thus missing out on earning potential.

YET ANOTHER NOTE: In order to keep your information and scheduling as secure as possible, please use the LOGOUT link on the upper right hand side of each page to log out each time you are ready to leave the staffing section. If you forget to use the LOGOUT link, please log back in and log out properly. Failure to do so can compromise your information by the next person who uses your computer.