

Making Yourself Available to Work Additional Hours in DSASTaff.com

Confirmed Availability (you will accept the shift if offered)

General Availability (you want to be notified of available shifts and have the option to decline)

For General Availability (option to decline a shift for various reasons) please go to DSASTAFF.COM and select My Profile. Please select sites that you desire for additional hours/shifts.

NOTE: Please note if you wish to be added to your home department additional hours list you will need to add your home department to your profile.

DSA StaffingWelcome back, [redacted] Test Employee. [Logout](#)

[Update Contact Information](#) [Change Password](#)

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My Personal Information

First Name	PLS Test	Nickname		Phone # 1	
Last Name	Employee	NUID	[redacted]	Phone # 2	
Site	Pleasanton	Seniority Date	4/1/2012	Text Message To Cell OK?	<input type="checkbox"/>
Dept	[redacted]	KP Email	[redacted]	Home Email	

Additional Hours

DEPARTMENT SELECTIONS BY SITE:

Antioch	Martinez	Dermatology	Add
Delta Fair	Martinez	Family Medicine	Add
Dublin	Martinez	Flu Clinic	Add
Livermore	Martinez	OBGYN	Add
Martinez	Martinez		Add
Park Shadelands			
Pleasanton			
San Ramon			
Walnut Creek			

Click site button above to view departments for that site.

I AM WILLING TO WORK IN THESE DEPARTMENTS:

			Training Status
Martinez	Dermatology	<input checked="" type="checkbox"/>	Requested
Martinez	Family Medicine	<input checked="" type="checkbox"/>	Requested
Martinez	Flu Clinic	<input checked="" type="checkbox"/>	Requested
Martinez	OBGYN	<input checked="" type="checkbox"/>	Requested

To remove department, Click ☒

My Availability is now its own tab.
Additional Hours Availability has been expanded to include specific dates and shift segments.
[Click here](#) or click on the tab above to go to this new section.

Important Note: Profile updates may take up until noon the following day to be reflected in all Staffing systems and processes.

For Specific Availability (you want the shift if available and will accept when notified) please select My Availability and check the box (box will turn green). If you are not certain that you will accept the shift if offered, please leave the box as grey (Specific Availability Unknown). If do not want to be notified/contacted for open shifts on select dates, please click the box for that date until it turns Black (Never Interested).

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My Additional Hours List

Availability by Date & Shift

↑
Today
↓

		AM	PM	EVE
09/01/2021	Wednesday	N		
09/02/2021	Thursday	W	W	W
09/03/2021	Friday	W	W	W
09/04/2021	Saturday	W	W	
09/05/2021	Sunday			
09/06/2021	Monday	N	N	
09/07/2021	Tuesday	N	N	
09/08/2021	Wednesday	N		
09/09/2021	Thursday	N	N	
09/10/2021	Friday	N	N	
09/11/2021	Saturday			
09/12/2021	Sunday			
09/13/2021	Monday	N	N	
09/14/2021	Tuesday	N	N	

Important Note: Profile updates may take up until noon the following day to be reflected in all Staffing systems and processes.

General Interest

Sun	Mon	Tue	Wed	Thu	Fri	Sat
X	X	X	X	X	X	X

Click box to toggle:
X = **May be interested**
(blank) = **Never interested**

Status & Color Key:

- Never Interested
- Specific Availability Unknown
- Confirmed Not Available
- Confirmed Available

W = Working, O = Out, N = Not Available

Click in the box to toggle between the Colors / Availability Status

Open Shifts will be offered and awarded to employees on the Additional Hours (Confirmed Available) list following the Collective Bargaining Agreement

Note: You can populate and maintain availability for a rolling 10 weeks.

DSA Clinic Employees:

1) Specific Availability

- A. Please be sure to update and then maintain your **Specific Availability** via the Additional Hours link at DSASTaff.com. Availability can be updated in real-time as your schedule changes, however updates can take up to 24 hours to be reflected in all Staffing systems.

DSA Staffing Welcome back, [Name] Logout

Home My Profile Time Off Request Holiday Sign Up **My Availability** [go to mobile friendly version](#)

My Additional Hours List
Availability by Date & Shift

Click Here for Mobile Friendly View

		AM	PM	EVE
02/12/2022	Saturday			
02/13/2022	Sunday			
02/14/2022	Monday	W	W	
02/15/2022	Tuesday			
02/16/2022	Wednesday			
02/17/2022	Thursday			
02/18/2022	Friday			
02/19/2022	Saturday			
02/20/2022	Sunday			
02/21/2022	Monday	W	W	
02/22/2022	Tuesday			
02/23/2022	Wednesday			
02/24/2022	Thursday			
02/25/2022	Friday			

Important Note: Profile updates may take up until noon the following day to be reflected in all Staffing systems and processes.

General Interest

Click box to toggle:

☐ Never Interested
☐ May be Interested

Status & Color Key:

- ☐ Never Interested
- ☐ Specific Availability Unknown
- ☐ Confirmed Not Available
W - Working, O - Out, N - Not Available
- ☐ Confirmed Available

Click in the box to toggle between the Colors / Availability Status

Open Shifts will be offered and awarded to employees on the Additional Hours (Confirmed Available) list following the Collective Bargaining Agreement

- 2) **Awarding Shifts-** DSA Clinic Additional Hours and OT lists, based on Confirmed Availability, will be used to award open shifts.

Important Notes:

- A. **During the Construction Period only**, when building the four-week schedule, the Staffing Department will be automatically awarding all Open Shifts to employees within their home departments, from the list of those employees with confirmed Specific Availability.
- A courtesy email confirming the details of their awarded shift(s) will be sent to the employees.
 - The awarded shifts will also be visible on the official Published schedule.
- B. **After the Schedule is published**, the Staffing Department will continue to call employees to confirm the details of their awarded shift(s).
- Please see slides 66 and 67, in the My Schedule User Manual, for instructions on how to sign up for Additional Hours.