Making Yourself Available to Work Additional Hours in DSAStaff.com

Confirmed Availability (you will accept the shift if offered)

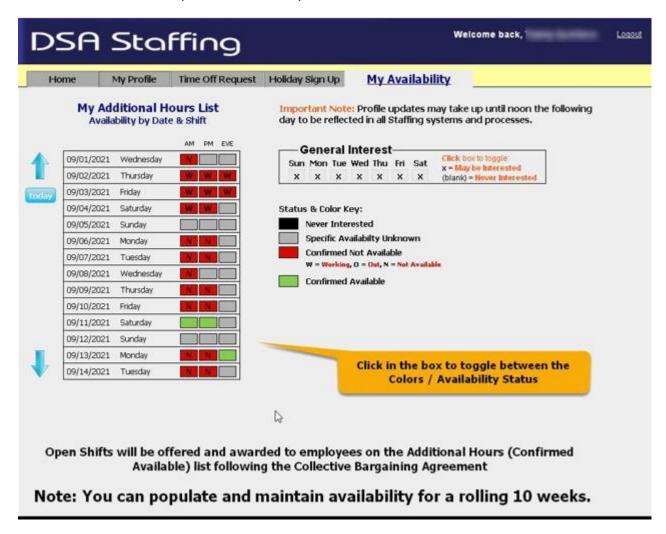
General Availability (you want to be notified of available shifts and have the option to decline)

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.

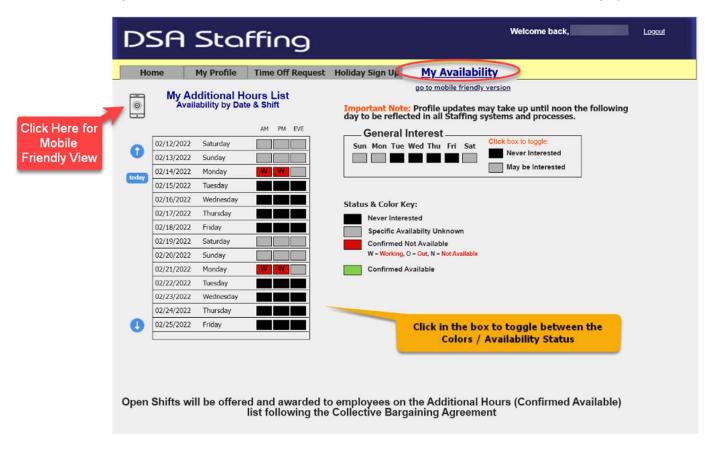


For Specific Availability (you want the shift if available and will accept when notified) please select My Availability and check the box (box will turn green). If you are not certain that you will accept the shift if offered, please leave the box as grey (Specific Availability Unknown). If do not want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



DSA Clinic Employees:

- 1) Specific Availability
 - A. Please be sure to update and then maintain your **Specific Availability** via the Additional Hours link at <u>DSAStaff.com</u>. 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.



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.
 - i. A courtesy email confirming the details of their awarded shift(s) will be sent to the employees.
 - ii. 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.