

**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](https://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

Date	Day	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.
  - 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).
  - i. Please see slides 66 and 67, in the My Schedule User Manual, for instructions on how to sign up for Additional Hours.