

Quadrant S&A (Scheduling & Analytics)

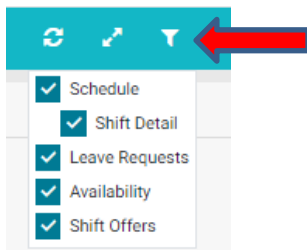
Frequently Asked Questions – February 2023

How do I access the Scheduling and Analytics (S&A) tool?

Click link: <https://scheduling.pemreghos.org/dashboard>

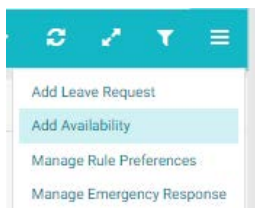
How do I view my work calendar?

Employees can view their work calendar in S&A by selecting the calendar icon located on the side toolbar. To view the details of your scheduled shifts, select the filter toggle on the calendar page toolbar and select Shift Detail.

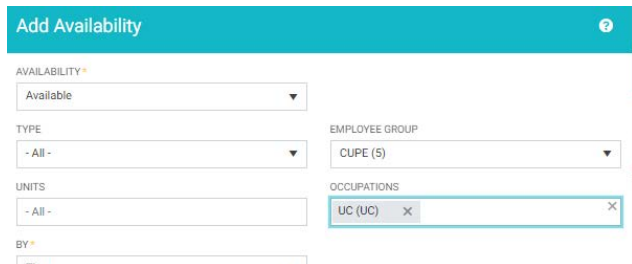


How do I enter availability and unavailability?

Employees can submit availability and unavailability from their calendar view. Availability must be submitted in accordance with the local collective agreements.



Be sure to select your employee group and occupation when entering availability/unavailability.



The screenshot shows a web form titled "Add Availability". It contains several dropdown menus: "AVAILABILITY" (set to "Available"), "TYPE" (set to "- All -"), "EMPLOYEE GROUP" (set to "CUPE (5)"), "UNITS" (set to "- All -"), and "OCCUPATIONS" (set to "UC (UC)"). There is also a "BY" dropdown set to "Time".

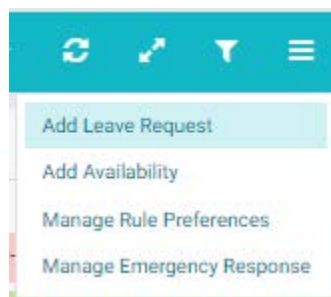
When can I update availability and unavailability?

Employees can update availability and unavailability up to 3 weeks in advance of the posting of the work schedule and after the work schedule is posted.

The schedule can be found here: <https://www.pemregghos.org/staffresources>

How do I add a time off request?

Employees can submit vacation from their calendar view. Vacation can be entered in S&A in advance even if your schedule has not been posted yet. Your request will then go to your manager for processing.



Be sure you are only entering vacation for the same time frame that bulk vacation is approved for.

I need to enter my approved bulk vacation, but I don't have enough in my vacation bank yet.

Even if you do not have enough in your vacation bank you are still able to submit your requests, you do not have to wait for your anniversary date to submit.

How do I enter a shift give away if I have been denied vacation?

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Employees can submit a shift give away request from their calendar. Click on the shift and select shift giveaway. If you have found your own replacement please indicate that in the comments of your request. Once a shift give away is submitted it goes to your manager/supervisor for processing.

Fri, April 7, 2023 08:00-16:00

📌 Posted

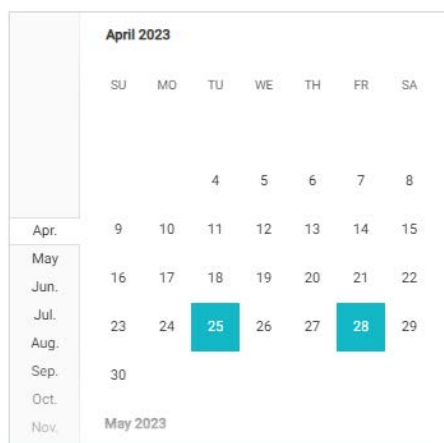
☐ Show details

Add Swap Request

Add Giveaway Request

How do I enter a shift exchange?

Employees can submit a shift exchange request from their calendar. Click on any shift and select add shift swap. When filling out the request you must select the date of your shift and the date you are looking to switch into and for “start time from” and “start time to” enter 00:00 for both. Once you submit your shift swap request the employee you indicated to switch with will need to responded to the request. Once a response is received the request will go to your manager for processing.



START TIME FROM *

00:00

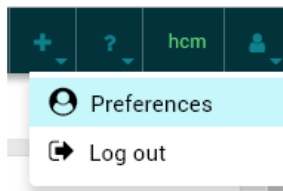
START TIME TO *

00:00

How do I manage my Employee Settings/Preferences for notifications?

Employee preferences are accessed by the User menu in the application header.

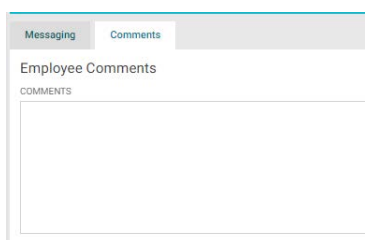
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You can configure notifications through your preferences under this tab. The only options available options at this time are SMS and Dashboard Widget.

System Notifications			
Notification Type	Use SMS	Use Email	Messages Dashboard Widget
Leave Management	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Schedule	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Shift Giveaway	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
▼ Shift Offer			
Shift Offer Awarded	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Shift Offer Bidding	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Shift Offer Cancelled	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Shift Offer Non Awarded	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Shift Swap	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Time & Attendance	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Employees can enter scheduling notes in the comment tab. The notes/comments are available to the Scheduling Clerks when preparing work schedules.



How long do I have to bid on automated shift offers?

Automated shift offers are placed with an expiry time of either four (4) or twenty-four (24) hours. **Notwithstanding, the shift offers are awarded per local collective agreement language, article H.08.**

Specifically:

- If the shift is seven (7) or more days away, then the timeline is two (2) hours.
- If the shift is between forty-eight (48) hours and seven (7) days away, then the timeline is thirty (30) minutes.

- If the shift is less than forty-eight (48) hours away, then the first person who accepts will be granted the shift.

The Collective Agreement can be found here: <https://www.pemreghos.org/staffresources>

For example, if there is an available shift three (3) days away, while the notification of the shift offer may expire in 24 hours, the shift will still be granted as per article H.08, which means, at the 30 minute timeline.

What do I do if I am available to work a portion of the available shift?

Contact the Staffing office at ext. 6155 to discuss availability.

What do I do if I am available for a shift and the automated offer expired?

Contact the Staffing office at ext. 6155 see if the shift is available.

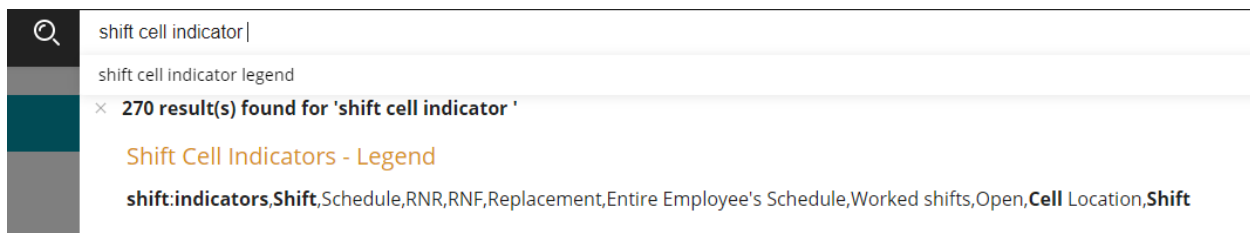
Does S&A have a help center?

Yes, you can access the user assistance by selecting the “?” located on the S&A toolbar.










How do I know what the symbols on my calendar mean?

A shift Cell Indicator Legend is available if the help center.



SHIFT CELL INDICATORS - LEGEND


Shift Cell Indicators - Legend

Indicator	Description	Cell Location	Meaning
	Solid black line	Left	Full absence
	Half black line	Top left	Partial absence, affects beginning of shift
	Half black line	Bottom left	Partial absence, does not affect beginning of shift
	Solid teal line	Left	Replacement for absence (assigned to replacement employee)
	Half teal line	Top left	Replacement for partial absence, affects beginning of shift
	Half teal line	Bottom left	Replacement for partial absence, does not affect beginning of shift
	Solid yellow line	Left	Shifts that can be cancelled during protection period
	Broken grey line	Left	Scheduled vacant shift (assigned to new employee)

What are the yellow shaded shifts on my calendar?

Any yellow shaded shift on your calendar is not a scheduled shift, these are shift give-aways or shift offers sent out from the staffing office.

How do I know if the yellow shaded shifts on my calendar is a shift giveaway or a shift offer?

A shift give away will have a this symbol in the left hand corner . Any shift that is indicated as a shift give will not qualify for overtime. A shift offer will have this symbol in the left hand

corner



Why is my vacation bank incorrect when I am submitting a time off request?

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Your vacation/lieu banks updates after the pay period has been closed.