

# SCHEDULE SOURCE CALENDAR/SWAP BOARD



# New Schedule Source Update

- Your work schedules are available through Schedule Source.
- Use to find a substitute for a work shift posted to the swap board.
- Can be accessed at anytime through any device that has an internet connection.

# My Calendar



## Sign In



### Employee

Code:

User:

Password:

### Manager (Location & Enterprise)

Code:

User:

Password:

## Step 1 - Log on to your personal portal

**Code:** The location where you work

**Username:** Your Net ID (the first part of your ISU email address)

**Password:** What you used when you made your application

Calendar

Today  January 2020							Day	Week	Month	List
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday				
29	30	31	01	02	03	04				
05	06	07	08	09	10	11				
12	13	14	15	16	17	18				
19	20	21	22	23	24	25				
26	27	28	29	30	31	01				
02	03	04	05	06	07	08				

# My Calendar

The landing page after logging in will be defaulted to the My Calendar. This is where you will see your schedule for the entire semester.

# Putting a shift on the swap board



## Calendar ▾



Today	◀	▶	📅 February, 2017	Day	Week	Month	List
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
29	30	31	01	02	03	04	
05	06	07	08	09	10	11	
12	13	14	15	16	17	18	
19	20	21	22	23	24	25	
26	27	28	01	02	03	04	
05	06	07	08	09	10	11	

## Step 1 - Click on the Swap Board Tab

Once you have logged in you will be taken to your calendar. The swap tab is located in the top left middle section of the screen. Click on it to bring up the swap board.

## SwapBoard

Day

2/16/2017



View:



My Shifts

February 2017						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	1	2	3	4
5	6	7	8	9	10	11

Key: My Shifts Available Leave Partial

March 2017						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1
2	3	4	5	6	7	8

April 2017						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	1	2	3	4	5	6

### My Shifts 1

Date	Station	Group	Notes	Start	End	Break	Hours	Actions
Date: 2/16/2017								
2/16/2017	Floater			10:30 AM	1:30 PM		3.00	
	Shifts: 1						3.00	

### Available 16

Date	Station	Group	Start	End	Break	Hours	Notes	Assigned	Actions
Location: UDM									
2/16/2017	Floater		7:00 AM	10:00 AM		3.00		Serrano, Maria	Check Trade
2/16/2017	Oregano's	Remove kickplates, clean them and under	7:30 AM	9:30 AM		2.00		Schreck, Samuel	Check Trade
2/16/2017	Dish Room		7:30 AM	10:30 AM		3.00		Duckson, Hannah	Check
2/16/2017	Beverages	#1/2, Mezz	10:15 AM	12:45 PM		2.50	Heavy lifting required, Check in with Coordinator on arrival		Check
2/16/2017	Floater		10:30 AM	12:30 PM		2.00			Check
2/16/2017	Floater		10:30 AM	12:30 PM		2.00			Check

<https://www.schedulesource.net/Enterprise/TeamWork5/Emp/Sch/#>

## Step 2- Adding a shift to the swap board

This is the swap board page. By selecting a date from the calendar at the top of the screen, you can bring up your shifts along with shifts that are available to pick up that day.



## SwapBoard >

Day ▾

3/2/2017



View:



My Shifts

March 2017

Su	Mo	Tu	We	Th	Fr	Sa
26	27	28	1	2	3	4
13	14	15	16	17	18	19
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1
2	3	4	5	6	7	8

Key: My Shifts Available Leave Partial

April 2017

Su	Mo	Tu	We	Th	Fr	Sa
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	1	2	3	4	5	6

May 2017

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4

### My Shifts 1

Date x

Date	Station	Group	Notes	Start	End	Break	Hours	Actions
3/2/2017	Floater			10:30 AM	1:30 PM		3.00	Swap
Shifts: 1								3.00

### Available 7

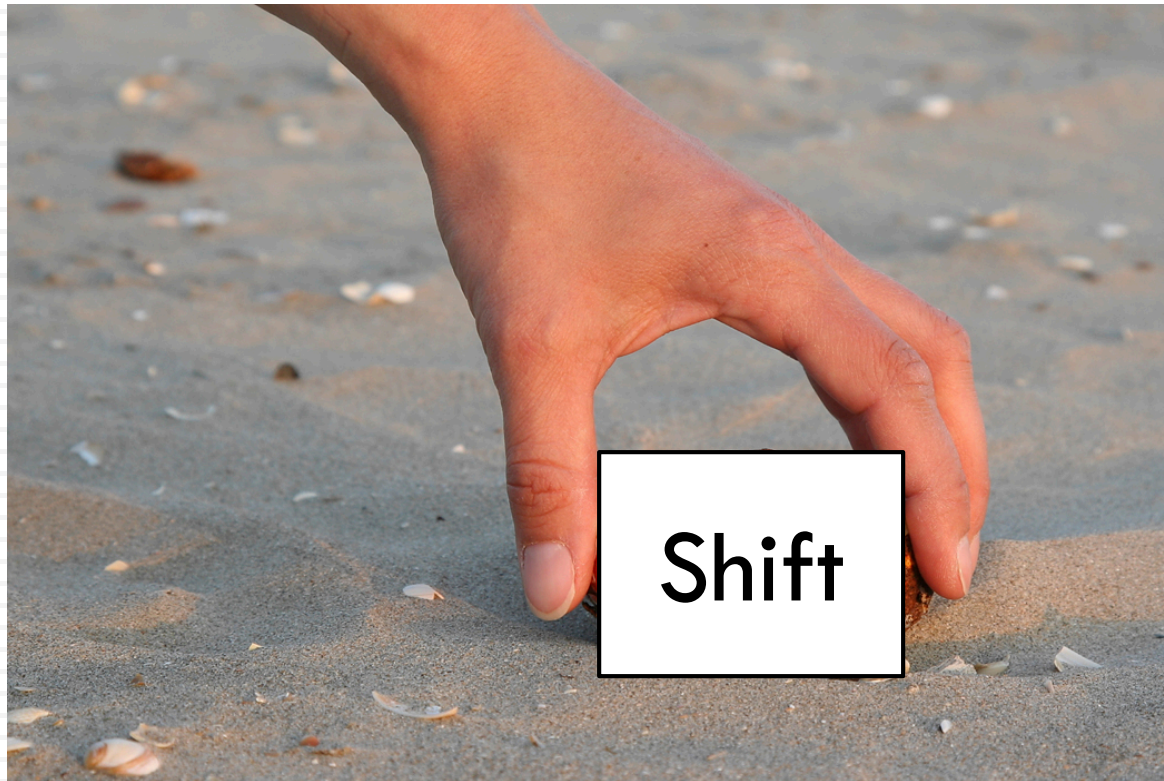
Location x

Date	Station	Group	Start	End	Break	Hours	Notes	Assign	Actions
3/2/2017	Floater		11:20 AM	1:50 PM		2.50		Nesbitt, Emily	Check
3/2/2017	Deli		2:00 PM	5:00 PM		3.00			Check
3/2/2017	Floater		2:30 PM	4:30 PM		2.00		Nesbitt, Emily	Check
3/2/2017	Tables/Chairs		2:30 PM	4:30 PM		2.00	Check in with Coordinator on arrival		Check
3/2/2017	Country Cuisine		4:30 PM	8:00 PM		3.50		Law, De Yuan	Check Trade
3/2/2017	Dish Room		5:15 PM	9:30 PM		4.25		Ingebrand, Ryan	Check Trade
3/2/2017	Tables/Chairs	DR 1/2 & Vacuum	5:30 PM	9:00 PM		3.50	DR 1/2 & Vacuum		Check

## Step 2 continued...

Make sure to have the **two sections** with red arrows pointing at them **selected**. To place a shift on the swap board click on swap (its in a white box underneath the “actions” heading). Once you click on the swap button a box will appear in the middle of the screen. You will have to select a “reason” from the drop down list. Click on the “Save” button.

# How to pick up a shift



## SwapBoard

Day

3/3/2017



View:



My Shifts

March 2017

Su	Mo	Tu	We	Th	Fr	Sa
26	27	28	1	2	3	4
13	14	15	16	17	18	19
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
10	11	12	13	14	15	16
26	27	28	29	30	31	1
12	13	14	15	16	17	18
2	3	4	5	6	7	8
12	13	14	15	16	17	18

Key: My Shifts Available Leave Partial

April 2017

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	1	2	3	4	5	6
11	12	13	14	15	16	17

May 2017

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3
4	5	6	7	8	9	10

### My Shifts 0

Date

Date	Station	Group	Notes	Start	End	Break	Hours	Actions
							0.00	

### Available 8

Location

Date	Station	Group	Start	End	Break	Hours	Notes	Assigned	Actions
Location: UDM									
3/3/2017	Floater		7:30 AM	10:30 AM		3.00		Chew, Yijane	Check Trade
3/3/2017	Beverages	#1/2, Mezz	10:15 AM	12:30 PM		2.25	Heavy lifting required, Check in with Coordinator on arrival	Crowley, Henry	Check Trade
3/3/2017	Dish Room		10:30 AM	1:45 PM		3.25		Chew, Yijane	Check Trade
3/3/2017	Back of House		11:00 AM	2:00 PM		3.00		Jandick, Nicole	Check Trade
3/3/2017	Tables/Chairs	DR 1/2	12:00 PM	2:30 PM		2.50	DR 1/2	YU, JINKUN	Check Trade
3/3/2017	Deli		2:00 PM	5:00 PM		3.00		Jandick, Nicole	Check Trade
3/3/2017	Dish Room		5:15 PM	9:30 PM		4.25		Lim, Koi	Check Trade
3/3/2017	Tables/Chairs	DR 3&4, Floors	5:30 PM	9:00 PM		3.50	DR 3&4, Floors	Wibe, Lauren	Check Trade

## Step 1 - Available shifts

The **available shifts** for you to pick up are listed under the “Available” heading. To **pick up a shift** click on the “check” or “check trade” link under the action column.

**Claim**

Farmer's Market, Sat 3/4/2017 [8:00 AM - 11:00 AM], 3.00

**Checks**

Check	Status
<b>Availability</b>	
Is ([BLANK]) OK?	Yes
<b>Schedule</b>	
Times open in schedule?	Yes
<b>Totals</b>	
Within max hours/day?	Yes
Within max hours/week?	Yes
Shift lead time buffer > 0?	Yes

**Claim** **Close**

Date	Location	Station	Group	Start	End	Duration	Notes	Assigned	Actions
3/4/2017	Farmer's Market			8:00 AM	11:00 AM	3.00		Nesbitt, Emily	Check
3/4/2017	Wok			9:50 AM	1:30 PM	3.67	start time adjusted by Dan	Wibe, Lauren	Check Trade
3/4/2017	Simple Plate			10:00 AM	1:30 PM	3.50		Lam, Siew Yi	Check Trade
3/4/2017	Tables/Chairs	DR 3/4		10:15 AM	2:00 PM	3.75		Casselmann, Benjamin	Check
3/4/2017	Dish Room			11:30 AM	2:30 PM	3.00		Campbell, Ian	Check
3/4/2017	Dish Room			11:30 AM	2:30 PM	3.00		Lopez, Maria	Check
3/4/2017	Tables/Chairs	DR 1/2 & Mezz		12:00 PM	3:00 PM	3.00	DR 1/2 & Mezz	Cavanaugh, Ian	Check Trade
3/4/2017	Tables/Chairs			2:30 PM	4:30 PM	2.00		Garcia, Sergio	Check Trade
3/4/2017	Dish Room			4:30 PM	9:00 PM	4.50		McCurdy, Samantha	Check Trade
3/4/2017	Oregano's			5:00 PM	9:00 PM	4.00		Lim, Kol	Check Trade

## Step 2- Claiming a shift

When you click on “check”, this box will appear on your screen. If you do not have any conflicts you will be able to select the “claim” button.

➔ Claim



DSSO, DSSO, Wed 1/22/2020 [9:00 AM - 3:00 PM], 6.00

Completed

Close and Refresh Screen

Close

## Step 2 continued...

Once you have added the shift, the box will refresh and it will say “Completed”. You will need to click on the “close and refresh Screen” button in order to add the shift to your schedule.



SWAP SUCCEEDED !