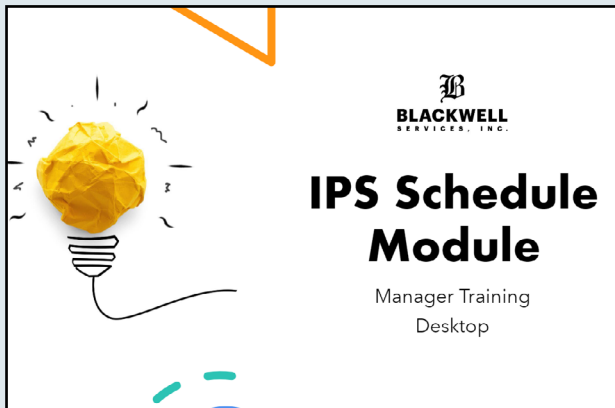


Schedule Module

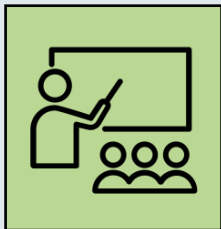
Thank you to everyone who participated in our preliminary schedule module training. We are thrilled to roll-out this new module that will revolutionize the way we manage our timesheets and schedules!

Please click on the icons below to review training materials and recorded sessions.

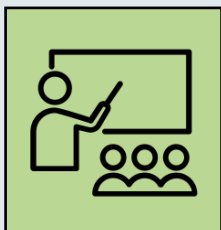
Manager Training Materials



powerpoint presentation for managers

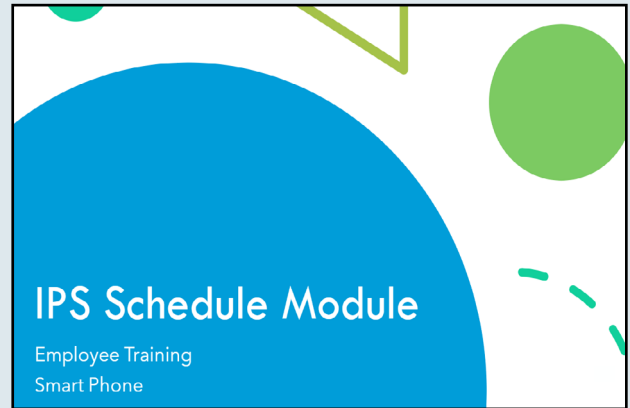


Manager Training
Recorded Presentation

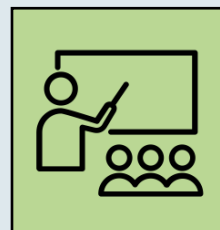


Manager Training
Written Instructions

Employee Training Materials



powerpoint presentation for employees



Employee Training
Recorded Presentation

**The schedule module goes live on Monday, June 12th.
Click here to find out where we are in the process!**

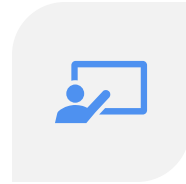


IPS Schedule Module

Manager Training
Desktop

[Back to First Page](#)

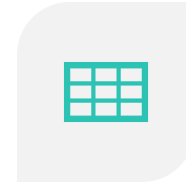
Overview



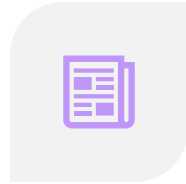
1. PURPOSE OF
MODULE



2. HOW TO
NAVIGATE IPS



3. CREATE
SCHEDULES



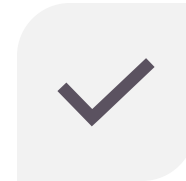
4. PUBLISH
SCHEDULES



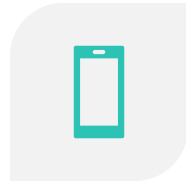
5. REVISE
SCHEDULES



6. SHIFT SWAPS



7. SPECIAL DETAIL
ASSIGNMENTS



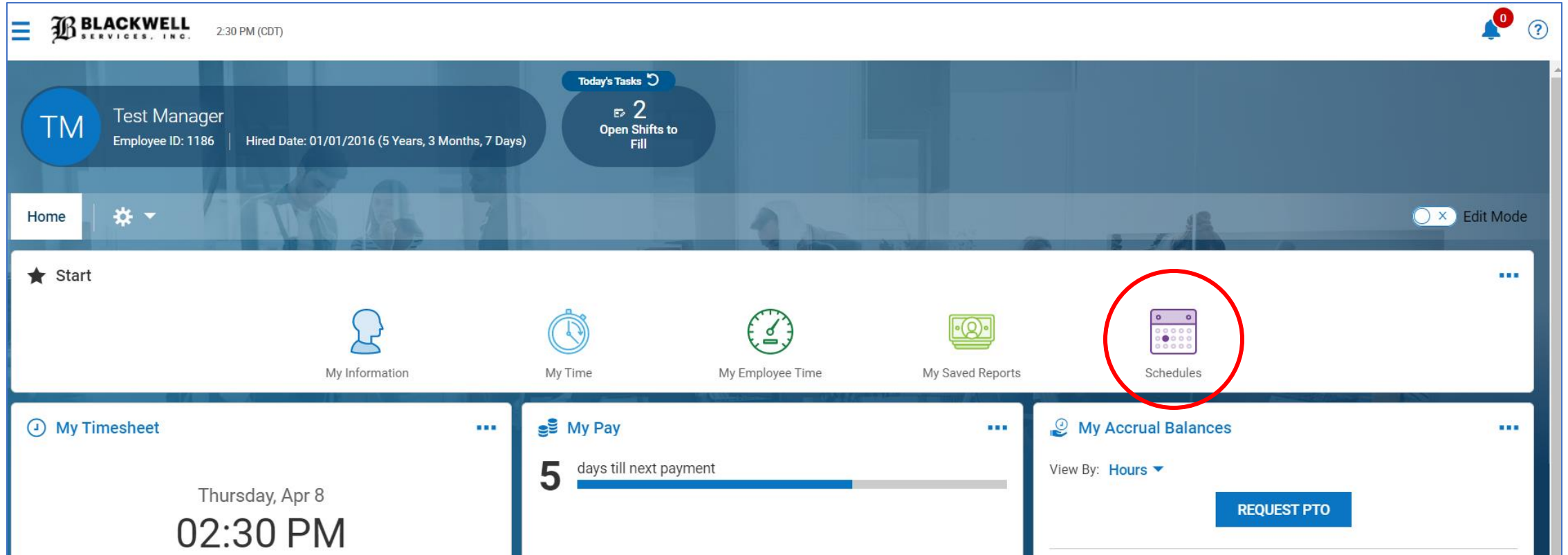
8. DESKTOP AND
SMART PHONE
ACCESS

Purpose of the Schedule Module

- Create consistent weekly work schedules
- Streamline employee's timecards
- Prevent inaccurate time punches
- Notify employees of updates and changes easily
- Reduce schedule confusion
- Eliminate weekly schedule emails for payroll verification



Logging into IPS



BLACKWELL SERVICES, INC. 2:30 PM (CDT)

TM Test Manager
Employee ID: 1186 | Hired Date: 01/01/2016 (5 Years, 3 Months, 7 Days)

Today's Tasks ↻
2 Open Shifts to Fill

Home ⚙️ Edit Mode

★ Start

- My Information
- My Time
- My Employee Time
- My Saved Reports
- Schedules**

🕒 My Timesheet
Thursday, Apr 8
02:30 PM

💰 My Pay
5 days till next payment

📅 My Accrual Balances
View By: Hours
REQUEST PTO

Employee Training | Presentation.pptx | Blackwell Inc

secure.ipsonline.net/ta/BLACKWELL.hcm?rnd=KOS&showAdmin=1&Ext=login&sf=QYJRORYGSN

BLACKWELL SERVICES, INC. 2:34 PM (CDT)

TM Test Manager
Employee ID: 1186 | Hired Date: 01/01/2016 (5 Years, 3 Months, 7 Days)

Today's Tasks
2 Open Shifts to Fill

Home [Settings] Edit Mode

★ Start

- My Information
- My Time
- My Employee Time
- My Saved Reports
- Schedules

Schedules

- Employee Information
- Schedule Templates
- Schedules

PTO 0.00 hours available
Mar 1, 2020 - Mar 1, 2021

Type here to search

2:34 PM 4/8/2021

BLACKWELL SERVICES, INC. 2:36 PM (CDT) MY TEAM

← Employee Information VIEW ...

Page 1 of 1 1 - 2 of 2 Rows Saved: Active Employee Information Columns (1) (1) ...

| | First Name | Last Name | Employee Status | |
|--------------------------|-------------|-------------|-----------------|---|
| | starts with | starts with | != | ↺ |
| | | | Terminated | ⊗ |
| <input type="checkbox"/> | Test | Test1 | User Only | |
| <input type="checkbox"/> | est | Test2 | User Only | |

Note: A red circle highlights the employee icons in the first two rows of the table.

Employee Information Icon

- Managers can view their team members and any employee who is cross-trained to work at that property.
- Click on the "employee icon" to view contact information and their current schedule.

← Edit Employee

UTILITIES DOWNLOAD PDF

Employee: Test Test1 (BLACKWELL) (1188)

Try the New Look

Main Payroll Schedules Edit Tabs

Account Information

EIN* BLACKWELL
Primary EIN* BLACKWELL
Username* TTest
Salutation
First Name* Test
Last Name* Test1
Middle
Suffix
Nickname
First Screen [Security Profile Default]
Locale (Language & Formats) Company Default
Time Zone Central

SECURITY QUESTION

Question
Answer

Personal Information


Employee Id* 1188
Account Status User Only Add To New Hire Export
Primary Email
Secondary Email
Personal Email
Work Phone Not Selected Primary
Cell Phone Not Selected 314-541-2385 Primary
Home Phone Not Selected Primary

ADDRESS*

Country United States
Street 1414 Lemon Drop Ave
Zip 63119
City Rock Hill
State Missouri
Address: Rock Hill, MO, USA
Address Accuracy: 4 - Town (City, Village)
Latitude: 38.6075525
Longitude: -90.3784505
State: Missouri
County: Saint Louis
City: Webster Groves

USE SEPARATE MAILING ADDRESS

View username and contact information.


12:56 PM (CDT)
MY TEAM
0
?

[← Edit Employee](#)
UTILITIES
DOWNLOAD PDF
Try the New Look

Employee: Test Test1 (BLACKWELL) (1188)

[Main](#)
[Payroll](#)
[Schedules](#)
[Edit Tabs](#)

Schedule April 5 - 11, 2021

| | | TYPE | START DATE | FROM (MIN) | FROM (MAX) | TO | TOTAL (HH.00) | SCHEDULER LOCATION | DAY TYPE | IS SCHEDULED OFF |
|-----|----|-------|------------|------------|------------|--------|---------------|--------------------|----------|------------------|
| Mon | 5 | Fixed | Mon | 03:00p | | 11:00p | | 212 Meramec | | No |
| Tue | 6 | | Tue | | | | | | | |
| Wed | 7 | Fixed | Wed | 11:00p | | 07:00a | | 212 Meramec | | No |
| Thu | 8 | Fixed | Thu | 12:00p | | 05:00p | | 212 Meramec | | No |
| Fri | 9 | Fixed | Fri | 07:00p | | 07:00a | | 212 Meramec | | No |
| Sat | 10 | | Sat | | | | | | | |
| Sun | 11 | | Sun | | | | | | | |

Can view employee's past and present schedules.
 Add/remove job skills
 Add/remove cost centers


Me realizing halfway through the convo
that I've been oversharing



Schedule Templates - "Master Document"

The screenshot displays a web browser window with the Blackwell Services, Inc. employee portal. The browser tabs include 'Employee Training', 'Presentation.pptx', and 'Blackwell Inc'. The address bar shows the URL: `secure.ipsonline.net/ta/BLACKWELL.hcm?rnd=KOS&showAdmin=1&Ext=login&sft=QYJRORYGSN`. The page header features the Blackwell logo, the time '4:27 PM (CDT)', and a notification bell with a red '0' badge. The main content area is for 'Test Manager' (Employee ID: 1186, Hired Date: 01/01/2016) and includes a 'Today's Tasks' widget showing '2 Open Shifts to Fill'. Below this is a 'Start' section with icons for 'My Information', 'My Time', 'My Employee Time', 'My Saved Reports', and 'Schedules'. The 'Schedules' section is expanded, showing a list of links: 'Employee Information', 'Schedule Templates' (circled in red), and 'Schedules'. On the right side, a 'PTO' widget shows '0.00 hours available' for the period 'Mar 1, 2020 - Mar 1, 2021'. The Windows taskbar at the bottom shows the search bar and various application icons, with the system tray displaying the time '4:27 PM' and date '4/8/2021'.




2:46 PM (CDT)
COMPANY SETTINGS
0
?

← Schedule Templates
ADD NEW

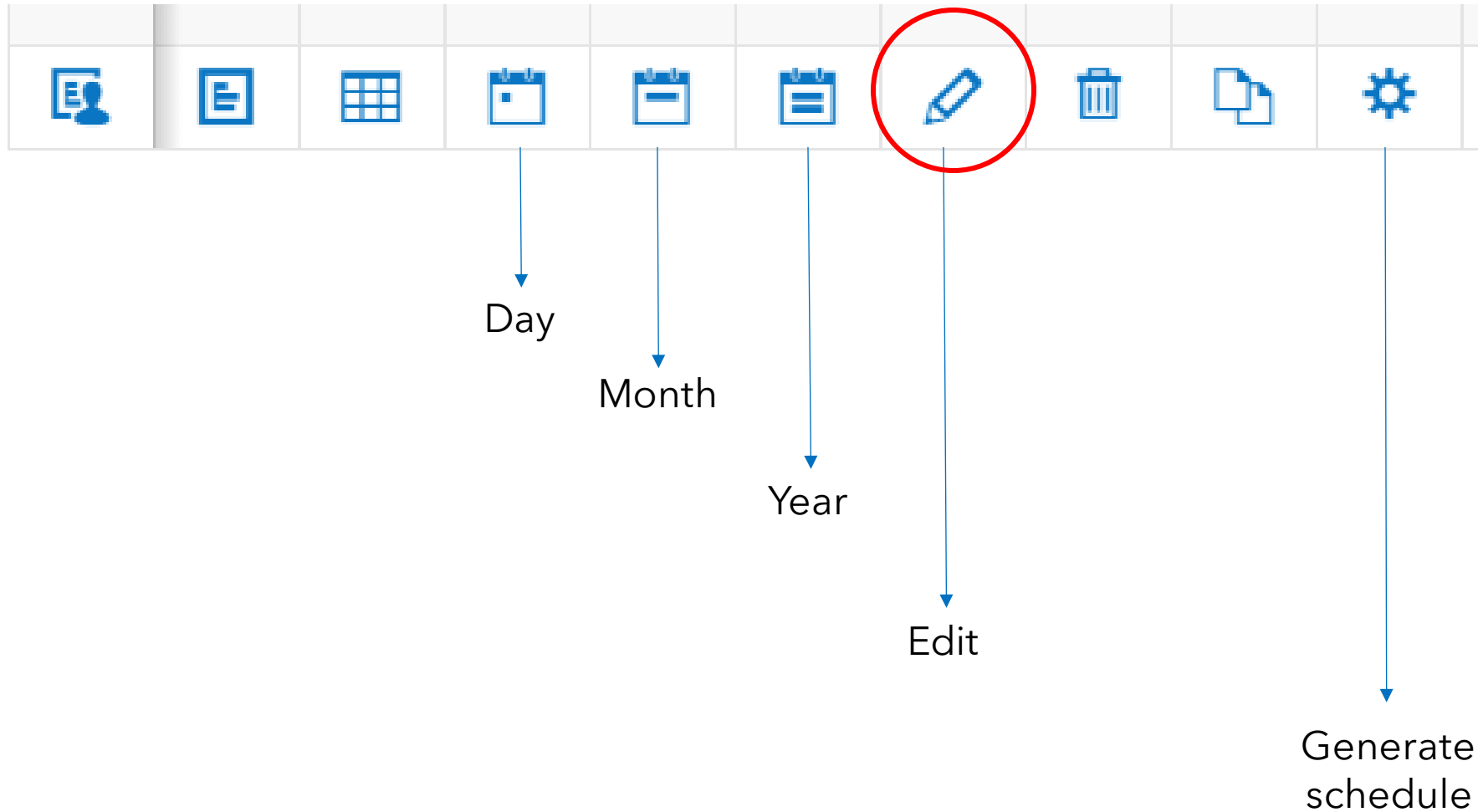
Page 1 of 1
1 - 1 of 1 Rows
Saved: [System]
Y(0)

| Template Name | Name | ↓ Template Created | Created Local Time Zone |
|---------------|-------------|--------------------|-------------------------|
| = | starts with | = | = |
| 212 Meramec | 212 Meramec | 04/02/2021 08:59a | 04/02/2021 |

Schedule Templates Icon

- Schedule Template is a MASTER document.
- Anything you edit in the template will carry over into each weekly schedule.
- You can assign shifts to employees that work the same days/hours each week.

Schedule Template Icons



Update Schedule Templates

SAVE VALIDATE CONSTRAINTS OVERRIDE CONSTRAINTS UTILITIES VIEW BY EMPLOYEE ...

View By Cost Center
Schedule Table view
View By Day
View By Week
View By Month

Workload Coverage

RECALCULATE COVERAGE IMPORT WORKLOAD TEMPLATE ADD REQUIREMENT GENERATE SHIF

| 03/29/2021 (MON) | 03/30/2021 (TUE) | 03/31/2021 (WED) | 04/01/2021 (THU) | 04/02/2021 (FRI) | 04/03/2021 (SAT) |
|--|--|--|--|--|-----------------------------------|
| Lead Lobby Attendant Coverage 0 / 2 | Lead Lobby Attendant Coverage 0 / 2 | Lead Lobby Attendant Coverage 0 / 2 | Lead Lobby Attendant Coverage 1 / 2 | Lead Lobby Attendant Coverage 0 / 2 | Lobby Attendant Coverage 0 / 4 |
| Lobby Attendant Coverage 2 / 4 | Lobby Attendant Coverage 2 / 4 | Lobby Attendant Coverage 0 / 4 | Lobby Attendant Coverage 1 / 4 | Lobby Attendant Coverage 0 / 4 | |

BLACKWELL SERVICES, INC. 3:46 PM (CDT)

View By Week

212 Meramec (03/29/2021 - 04/04/2021) (Template)

0.00 / 0.00 Hours Budget Hours 221.00 / 221.00 Unfilled

Week View MAR 29 - APR 4 Scheduled Employees Only Group by Cost Center (0)

| Open Shifts (26 of 26) | Employees | MON | 29 | TUE | 30 | WED | 31 | THU | 1 | FRI | 2 | SAT | 3 | SUN | 4 |
|------------------------|---------------------------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|
| > MON 29 (7) | Sort By: Shift Start Time | 0(-) | 0(-) | 0(-) | 0(-) | 0(-) | 0(-) | 0(-) | 0(-) | 0(-) | 0(-) | 0(-) | 0(-) | 0(-) | 0(-) |
| > TUE 30 (5) | > Test Test1 1188 | | | | | | | | | | | | | | |
| > WED 31 (3) | > Test Test2 1288 | | | | | | | | | | | | | | |
| > THU 1 (5) | | | | | | | | | | | | | | | |
| > FRI 2 (4) | | | | | | | | | | | | | | | |
| > SAT 3 (2) | | | | | | | | | | | | | | | |
| > SUN 4 (2) | | | | | | | | | | | | | | | |

Assign Shifts Overview

- View number of schedule hours that need to be assigned
- Confirm date range
- View employee names in your roster
- Expand days of the week to assign shifts

Assign Open Shifts

Employee Training | Presentation.pptx | Blackwell Inc

secure.ipsonline.net/ta/BLACKWELL.hcm?md=KOS&showAdmin=1&Ext=login&sft=QYJRORYGSN

BLACKWELL SERVICES, INC. 3:53 PM (CDT)

View By Week

212 Meramec (03/29/2021 - 04/04/2021) (Template)

0.00 / 0.00 Hours | 40.00 Budget Hours | 221.00 / 221.00 Unfilled

Week View | MAR 29 - APR 4 | Scheduled Employees Only | Group by Cost Center

Open Shifts (26 of 26) | Employees | MON 29 | TUE 30 | WED 31 | THU 1 | FRI 2 | SAT 3 | SUN 4

MON 29 (5)

7:00 am - 3:00 pm
212 Meramec
Lead Lobby Attendant

Open Shift
7:00 am - 3:00 pm

Copy | Delete

Cost Center: 212 Meramec

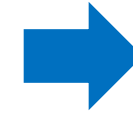
Skill: Lead Lobby Attendant

Notes

Manage Shift | Assign Employee

TT Test Test1 1188 0.00

Type here to search | 3:53 PM 4/8/2021



Click on the shift
Click "Assign Employee"

Browse and Select Employees X

Qualified Others

Search

| Name | Start Date | Hired Date |
|------------|------------|------------|
| Test Test2 | 2017-01-01 | 2017-01-01 |

Assign Open Shifts

- A list of employees will appear
 - Available to work the shift
 - Have the appropriate skills to hold post
 - Have been trained at that property



Generate Schedule

Employee Training | Presentation.pptx | Blackwell Inc

secure.ipsonline.net/ta/BLACKWELL.hcm?rnd=KOS&showAdmin=1&Ext=login&sft=QYJRORYGSN

BLACKWELL SERVICES, INC. 4:23 PM (CDT) COMPANY SETTINGS

Schedule Templates

ADD NEW

Page 1 of 1 | 1 - 1 of 1 Rows | Saved: [System]

| Template Name | Name | Template Created | Created Local Time Zone |
|---------------|-------------|-------------------|-------------------------|
| = | starts with | = | = |
| 212 Meramec | 212 Meramec | 04/02/2021 08:59a | 04/02/2021 |

Generate Schedule

You are about to generate 212 Meramec (2021-03-29 - 2021-04-04) (Template). Do you want to continue?

CANCEL YES

Generate Schedule

Start Date *

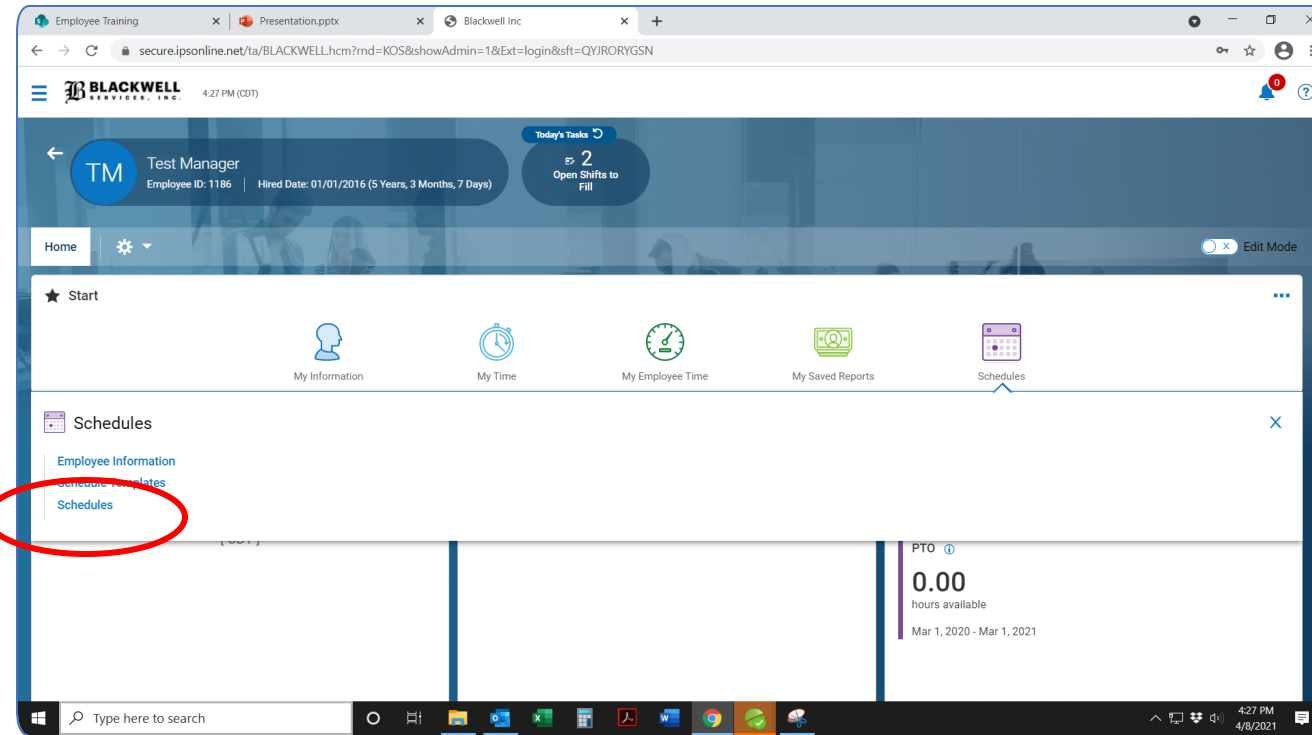
04/08/2021

CLOSE SAVE

Generate Schedule

- Manager selects the start date of the schedule.
- Click Save.

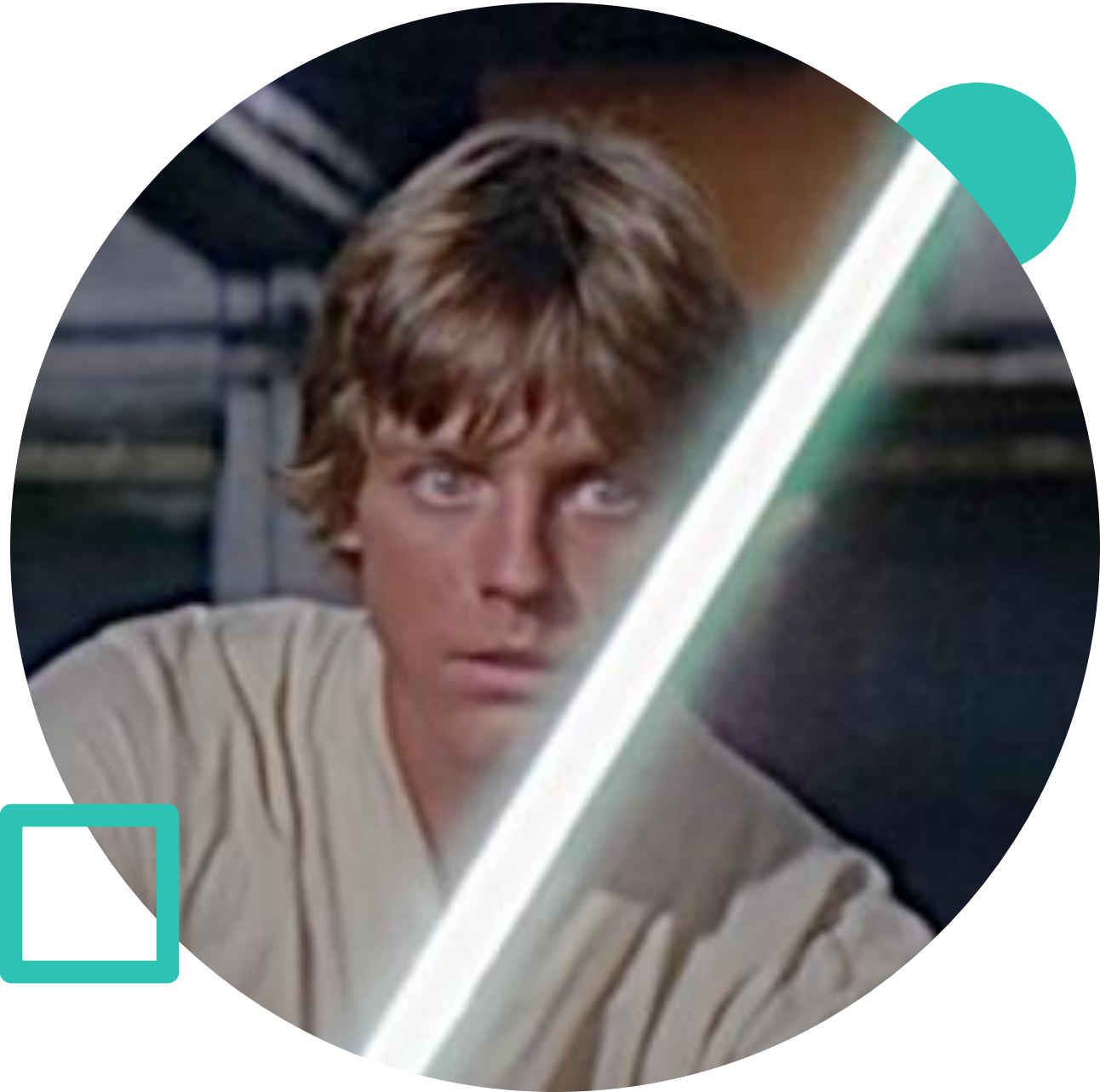




Weekly Schedule

- Return to home page
- Click "Schedules"





BLACKWELL SERVICES, INC. 4:29 PM (CDT) SCHEDULE

← Schedules ADD NEW

Page 1 of 1 1 - 4 of 4 Rows Saved: [System] Schedule Dates: This Month (1)

| | | | | | | Name | Start Date | ↓ End Date | Approval State | Schedule Status | Created | Created Local Time Zone |
|--|--|--|--|--|--|-------------|------------|------------|----------------|-----------------|-------------------|-------------------------|
| | | | | | | starts with | = | = | starts with | = | = | = |
| | | | | | | | | | | | | |
| | | | | | | 212 Meramec | 04/12/2021 | 04/18/2021 | Trial | | 04/08/2021 04:24p | 04/08/2021 |
| | | | | | | 212 Meramec | 04/11/2021 | 04/17/2021 | Trial | | 04/02/2021 10:14a | 04/02/2021 |
| | | | | | | 212 Meramec | 04/04/2021 | 04/10/2021 | Posted | Posted | 04/02/2021 09:08a | 04/02/2021 |
| | | | | | | 212 Meramec | 03/28/2021 | 04/03/2021 | Posted | Posted | 04/02/2021 09:05a | 04/02/2021 |

Locate New Weekly Schedule

View shows past and present schedules.
 The filter sorts the newest schedule to the top.
 Click on the "pencil" icon to view and edit the schedule further.

Edit Weekly Schedule

SAVE **VALIDATE CONSTRAINTS** **OVERRIDE CONSTRAINTS** **UTILITIES** **VIEW BY EMPLOYEE** ...

View By Cost Center
Schedule Table view
View By Day
View By Week
View By Month

Workload Coverage

RECALCULATE COVERAGE **IMPORT WORKLOAD TEMPLATE** **ADD REQUIREMENT** **GENERATE SHIF**

| 03/29/2021 (MON) | 03/30/2021 (TUE) | 03/31/2021 (WED) | 04/01/2021 (THU) | 04/02/2021 (FRI) | 04/03/2021 (SAT) |
|--|--|--|--|--|-----------------------------------|
| Lead Lobby Attendant Coverage 0 / 2 | Lead Lobby Attendant Coverage 0 / 2 | Lead Lobby Attendant Coverage 0 / 2 | Lead Lobby Attendant Coverage 1 / 2 | Lead Lobby Attendant Coverage 0 / 2 | Lobby Attendant Coverage 0 / 4 |
| Lobby Attendant Coverage 2 / 4 | Lobby Attendant Coverage 2 / 4 | Lobby Attendant Coverage 0 / 4 | Lobby Attendant Coverage 1 / 4 | Lobby Attendant Coverage 0 / 4 | |

Assign Remaining Shifts

Employee Training | Presentation.pptx | Blackwell Inc.

secure.ipsonline.net/ta/BLACKWELLhcm?md=KOS&showAdmin=1&Ext=login&sft=QYJRRORYGSN

BLACKWELL INC. 4:43 PM (CDT)

View By Week

212 Meramec (04/12/2021 - 04/18/2021)

STATUS Trial

120.00 / 120.00 Hours

40.00 Budget Hours

48.00 / 48.00 Unfilled

Week View | APR 12 - 18 | Scheduled Employees Only | Group by Cost Center

| Open Shifts (4 of 4) | Employees | MON 12 | TUE 13 | WED 14 | THU 15 | FRI 16 | SAT 17 | SUN 18 |
|----------------------|---------------------------|-----------------------------|--------------------|--------------------|--------------------|--------------------|--------|--------|
| > MON 12 (0) | Sort By: Shift Start Time | 3 | 3 | 3 | 3 | 3 | 0(-) | 0(-) |
| > TUE 13 (0) | > Test Test2 1288 | 56.00 7:00 am - 3:00 pm | 7:00 am - 3:00 pm | 7:00 am - 3:00 pm | 7:00 am - 3:00 pm | 7:00 am - 3:00 pm | | |
| > WED 14 (0) | > Test Test1 1188 | 64.00 3:00 pm - 11:00 pm | 3:00 pm - 11:00 pm | 3:00 pm - 11:00 pm | 3:00 pm - 11:00 pm | 11:00 pm - 7:00 am | | |
| > THU 15 (0) | | | | | | | | |
| > FRI 16 (0) | | | | | | | | |
| > SAT 17 (2) | | | | | | | | |
| | | | | | | | | |
| > SUN 18 (2) | | | | | | | | |

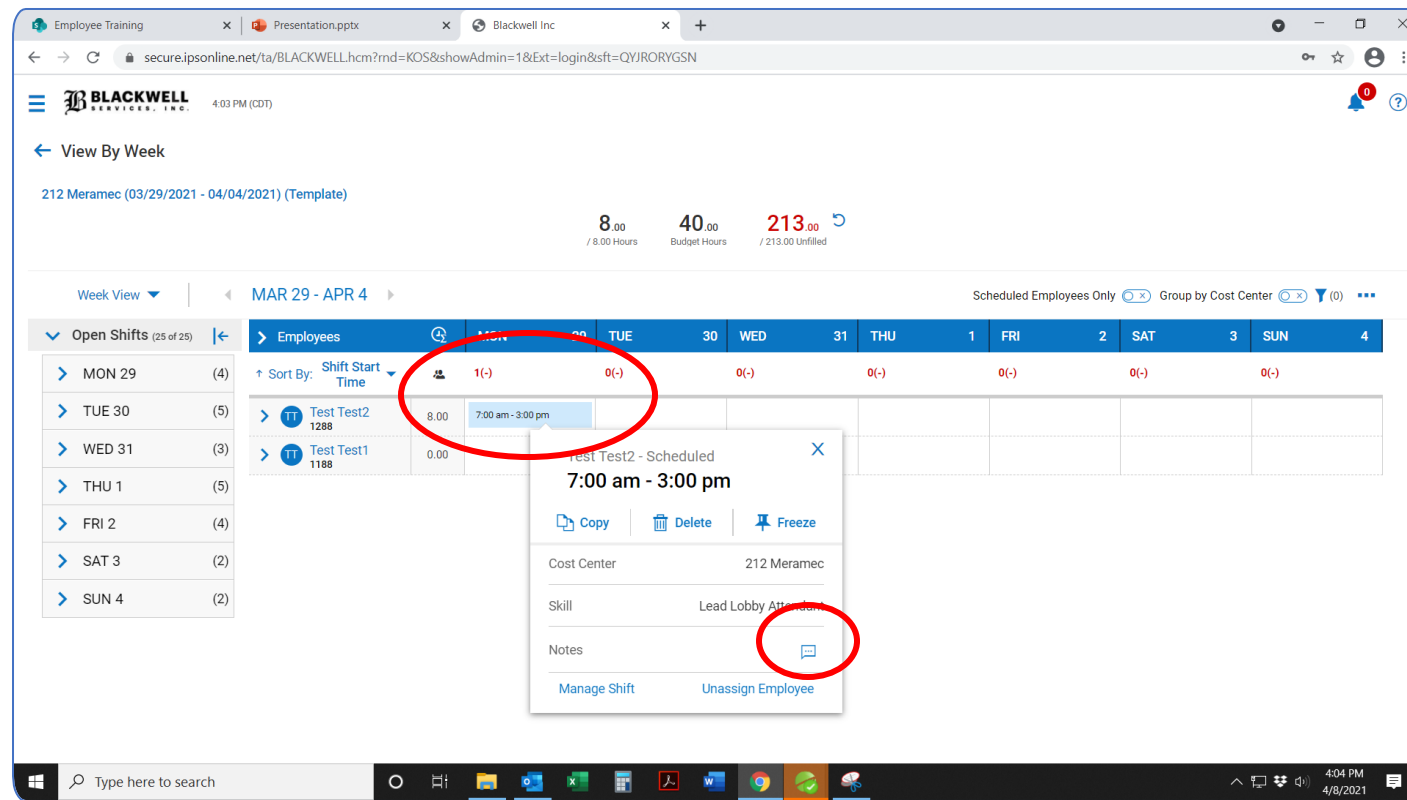
7:00 am - 7:00 pm
212 Meramec
Lobby Attendant

7:00 pm - 7:00 am
212 Meramec
Lobby Attendant

Type here to search | 4:43 PM | Show hidden icons | 2021

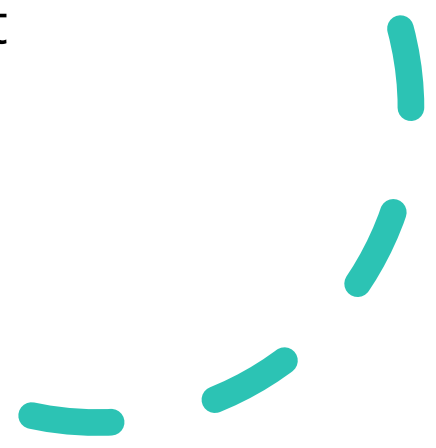
- Assign remaining open shifts
- Unassign a shift and reassign it to a different employee

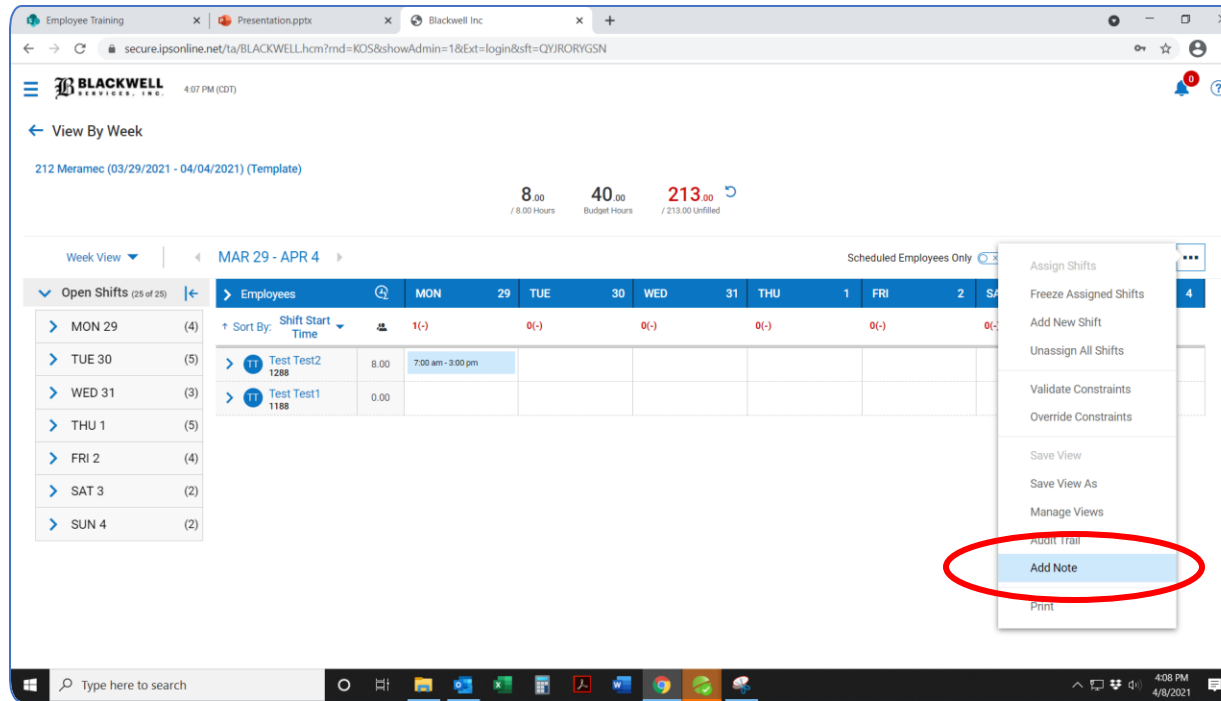




Add Notes to a Shift

- Click on the newly assigned shift
- Click the note icon





Add Notes to an Entire Schedule

- Click on the ellipse icon
- Click "add note"



Post Schedule

Employee Training | Presentation.pptx | Blackwell Inc

secure.ipsonline.net/ta/BLACKWELL.hcm?rnd=KOS&showAdmin=1&Ext=loginsft=QYJRORYGSN

BLACKWELL SERVICES, INC. 4:45 PM (CDT)

View By Week

212 Meramec (04/12/2021 - 04/18/2021)

STATUS Trial 120.00 / 120.00 Hours 40.00 Budget Hours 48.00 / 48.00 Unfilled

Week View | APR 12 - 18 | Scheduled Employees Only

Open Shifts (4 of 4)

| Employees | MON 12 | TUE 13 | WED 14 | THU 15 | FRI 16 |
|-----------------|--------|--------------------|--------------------|--------------------|--------------------|
| Test Test2 1288 | 56.00 | 7:00 am - 3:00 pm | 7:00 am - 3:00 pm | 7:00 am - 3:00 pm | 7:00 am - 3:00 pm |
| Test Test1 1188 | 64.00 | 3:00 pm - 11:00 pm | 3:00 pm - 11:00 pm | 3:00 pm - 11:00 pm | 11:00 pm - 7:00 am |

7:00 am - 7:00 pm
212 Meramec
Lobby Attendant

7:00 pm - 7:00 am
212 Meramec
Lobby Attendant

SUN 18 (2)

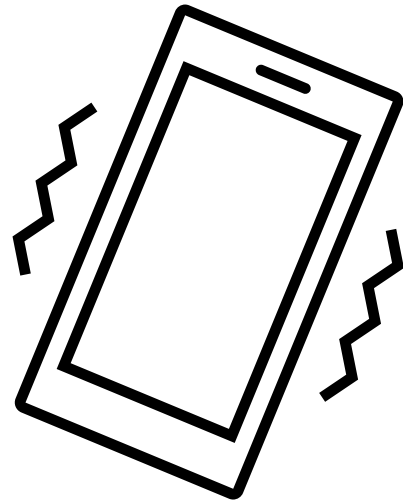
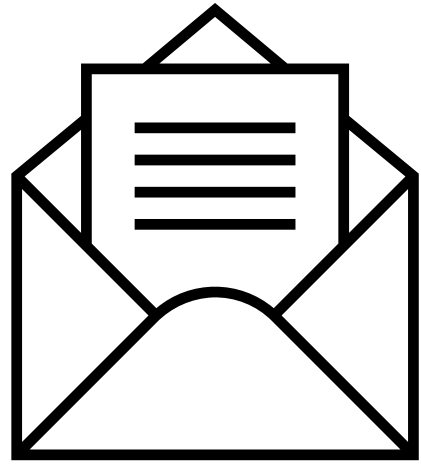
Type here to search

4:45 PM 4/8/2021

**WHEN YOU SEE AN INCOMING CALL
FROM YOUR BOSS**

ON YOUR DAY OFF

memetogo.com

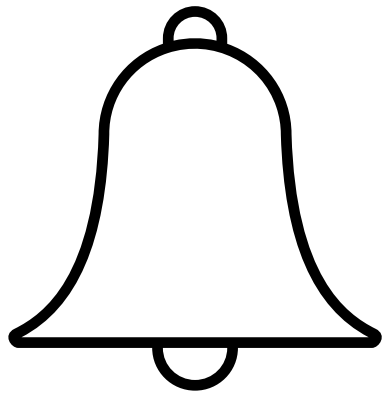


Employee Notifications

Email

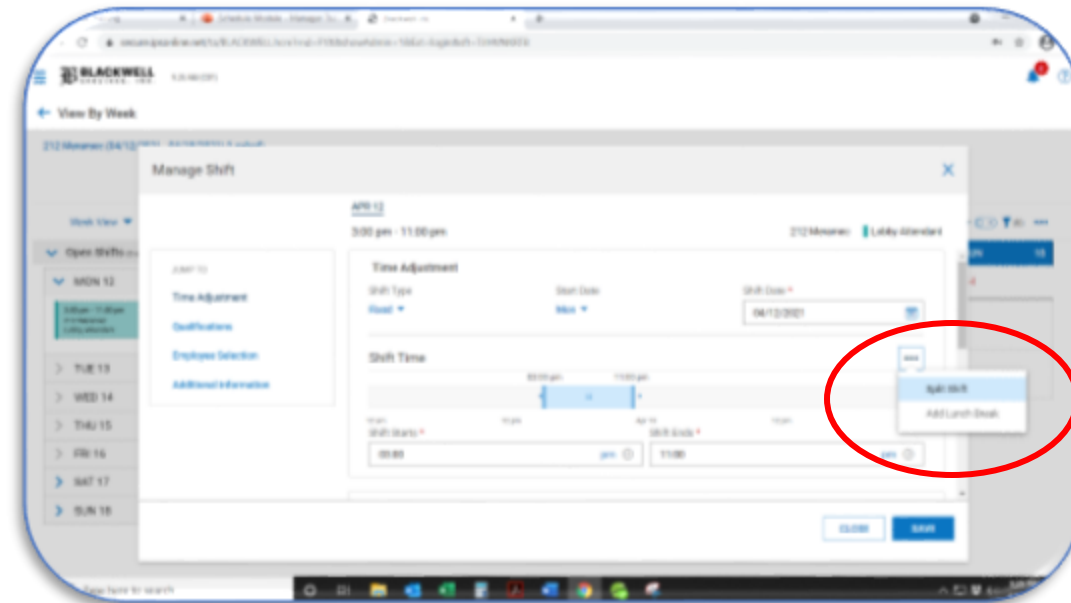
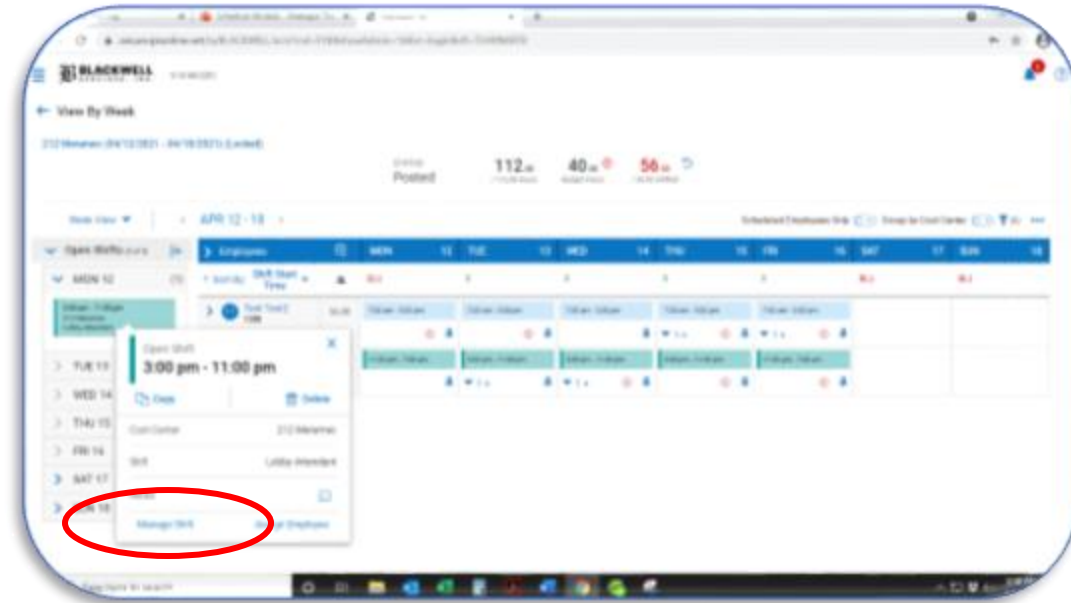
Text Message

"To-do" item in bell



Split-Shift Assignments

- Click on the shift
- Select "Manage Shift"
- Click the ellipses icon
- Click "Split Shift"



Split Shift Assignments

- Update start and end times for first portion of the split shift
- Assign an employee to those work hours
- Click the "Split Shift 01" tab at the top of the screen
- Update start and end times for the second portion of the shift
- Assign an employee to those work hours
- Save

The screenshot displays the 'Manage Shift' interface. At the top, the date 'APR 12' and the shift name 'SPLIT SHIFT 01' are visible. Below this, the shift time is listed as '3:00 pm - 7:00 pm'. A navigation menu on the left includes 'Time Adjustment', 'Qualifications', 'Employee Selection' (highlighted with a red circle), and 'Additional information'. The main area shows a shift time visualization with a timeline from 12 am to 12 am on Apr 13. The 'Shift Starts' field is set to '03:00 pm' and the 'Shift Ends' field is set to '07:00 pm'. Below the visualization, the 'Qualifications' section shows the 'Primary Cost Center' as '212 Meramec'. At the bottom right, there are 'CLOSE' and 'SAVE' buttons, with the 'SAVE' button highlighted by a red circle.

Special Detail Assignments

- Click the ellipses icon
- Select "Add New Shift"

Employee Training | Schedule Module - Manager Train | Blackwell Inc

secure.ipsonline.net/ta/BLACKWELL.hcm?rnd=FYX&showAdmin=1&Ext=logIn&sft=TJIHVNKRTB

BLACKWELL SERVICES, INC. 9:50 AM (CDT)

View By Week

212 Meramec (04/12/2021 - 04/18/2021) (Locked)

STATUS Posted 120.00 / 120.00 Hours 40.00 Budget Hours 48.00 / 48.00 Unfilled

Week View | APR 12 - 18 | Scheduled Employees Only

Open Shifts (4 of 4)

| Employees | MON 12 | TUE 13 | WED 14 | THU 15 | FRI 16 | SAT 17 | SUN 18 |
|-----------------|--|--|--|--|--|--------|--------|
| Test Test2 1288 | 7:00 am - 3:00 pm 212 Meramec Lead Lobby Attendant | 7:00 am - 3:00 pm 212 Meramec Lead Lobby Attendant | 7:00 am - 3:00 pm 212 Meramec Lead Lobby Attendant | 7:00 am - 3:00 pm 212 Meramec Lead Lobby Attendant | 7:00 am - 3:00 pm 212 Meramec Lead Lobby Attendant | | |
| Test Test1 1188 | 3:00 pm - 8:00 pm 212 Meramec Lobby Attendant | | | 11:00 pm - 7:00 am 212 Meramec Lobby Attendant | 3:00 pm - 11:00 pm 212 Meramec Lobby Attendant | | |
| | 8:00 pm - 11:00 pm 212 Meramec Lobby Attendant | 3:00 pm - 11:00 pm 212 Meramec Lobby Attendant | 3:00 pm - 11:00 pm 212 Meramec Lobby Attendant | 3:00 pm - 11:00 pm 212 Meramec Lobby Attendant | 11:00 pm - 7:00 am 212 Meramec Lobby Attendant | | |
| | 11:00 pm - 7:00 am 212 Meramec | 11:00 pm - 7:00 am 212 Meramec | 11:00 pm - 7:00 am 212 Meramec | | | | |

9:51 AM 4/9/2021

Special Detail Assignments

Complete all four sections of the task tree.

- Time Adjustment
 - Select the day of the week
 - Start and end time
- Qualifications
 - Primary cost center
 - Skills = SPECIAL DETAIL
- Employee Selection
 - Assign shift
- Additional Information
 - Shift count = identify the number of people required to work the special detail assignment

The screenshot shows the 'Manage Shift' interface. At the top, it displays 'APR 12' and '7:00 am - 3:00 pm'. On the right, it shows '212 Meramec' and 'Special Detail'. A sidebar on the left contains a 'JUMP TO' menu with four items: 'Time Adjustment', 'Qualifications', 'Employee Selection', and 'Additional Information'. The 'Time Adjustment' item is circled in red. The main content area is titled 'Time Adjustment' and includes fields for 'Shift Type' (set to 'Fixed'), 'Start Date' (set to 'Mon'), and 'Shift Date' (set to '04/12/2021'). Below this is a 'Shift Time' section with a timeline showing '07:00 am' and '03:00 pm'. At the bottom right of the form are 'CLOSE' and 'SAVE' buttons.

This section is titled 'Qualifications'. It contains a 'Primary Cost Center' field with the value '212 Meramec' and a search icon. Below it is a 'Skill' field with the value 'Special Detail' and a search icon.

This section is titled 'Additional information'. It includes a 'Select Day Type' dropdown menu currently set to 'No Day Type'. At the bottom, there is a 'Shift Count' field with a dropdown menu set to '1'.

Troubleshooting – Common Mistakes



Override constraints

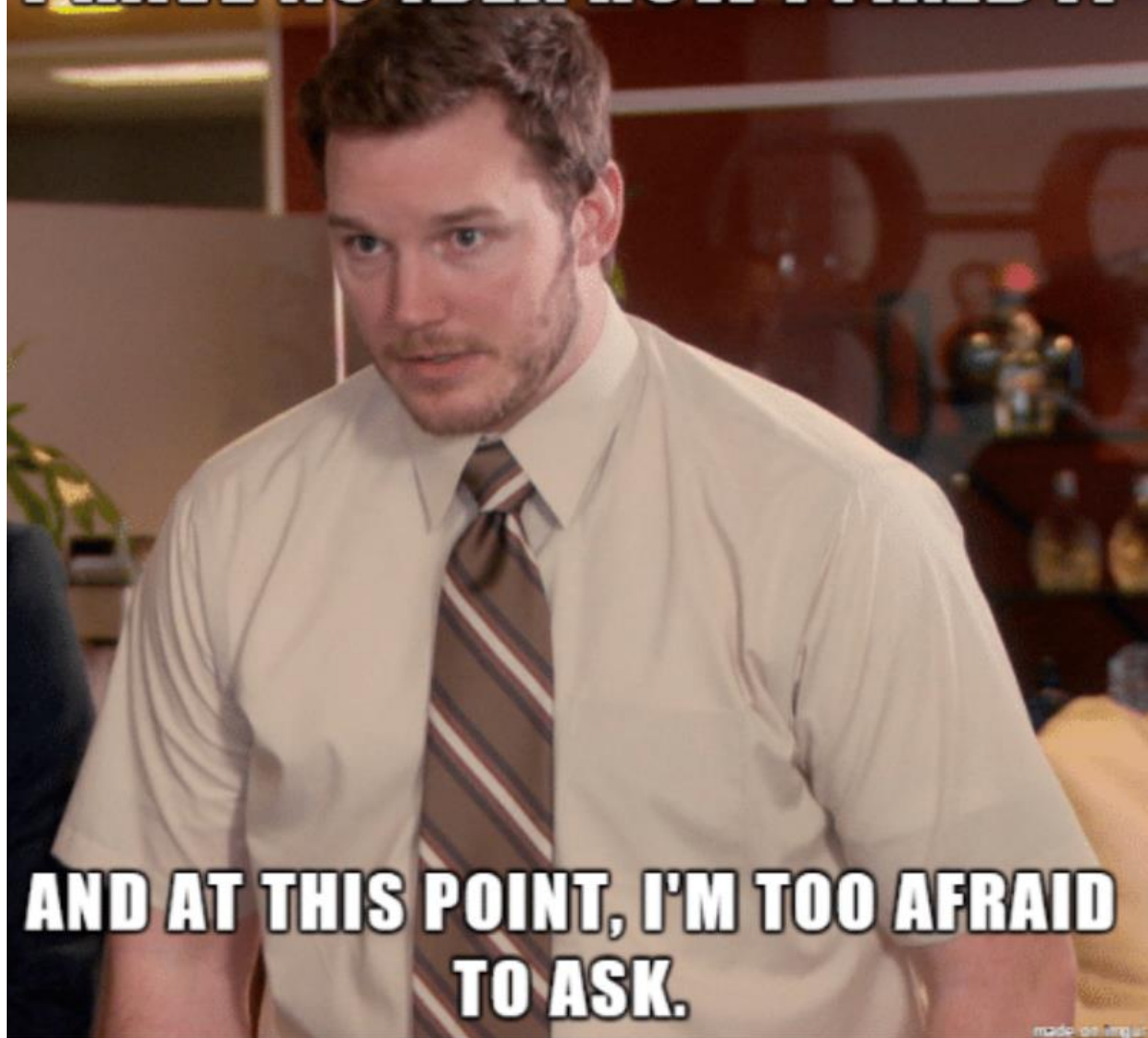
Confirm you are not double booking an employee



Schedule Template vs. Weekly Schedule

Cannot publish a template

I HAVE NO IDEA HOW I FIXED IT



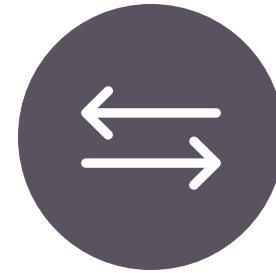
**AND AT THIS POINT, I'M TOO AFRAID
TO ASK.**

made on imgur

Additional Features



POST OPEN
SHIFTS



APPROVE
SHIFT-SWAPS



UPDATE JOB
SKILLS



UPDATE COST
CENTERS

Post Open Shifts

Allows manager to publish an open shift for staff to volunteer for.

- Return to your weekly schedule view.
- Click the "edit" icon
- Locate the "Manage Open Shifts" dropdown menu.
- Select "Post open shifts".
- Save.

The screenshot displays the Blackwell Services, Inc. HR system interface. The main navigation bar includes buttons for 'SAVE', 'UNPOST SCHEDULE', 'VALIDATE CONSTRAINTS', 'OVERRIDE CONSTRAINTS', and 'UTILITIES'. The 'Schedule' section shows a dropdown menu for 'Manage Open Shifts' with options: 'None', 'None', 'Add/Drop', and 'Post Open Shifts'. The 'Workload Coverage' section displays a grid of coverage requirements for the week of 04/12/2021 (MON) to 04/17/2021 (SAT). The grid shows requirements for 'Lead Lobby Attendant Coverage' and 'Lobby Attendant Coverage' with current counts and target counts.

| 04/12/2021 (MON) | 04/13/2021 (TUE) | 04/14/2021 (WED) | 04/15/2021 (THU) | 04/16/2021 (FRI) | 04/17/2021 (SAT) |
|--|--|--|--|--|-----------------------------------|
| Lead Lobby Attendant Coverage 0 / 2 | Lead Lobby Attendant Coverage 0 / 2 | Lead Lobby Attendant Coverage 0 / 2 | Lead Lobby Attendant Coverage 1 / 2 | Lead Lobby Attendant Coverage 0 / 2 | Lobby Attendant Coverage 0 / 4 |
| Lobby Attendant Coverage 2 / 4 | Lobby Attendant Coverage 2 / 4 | Lobby Attendant Coverage 0 / 4 | Lobby Attendant Coverage 1 / 4 | Lobby Attendant Coverage 0 / 4 | |

Post Open Shifts

SAVE UNPOST SCHEDULE **MANAGE OPEN SHIFTS** VALIDATE CONSTRAINTS OVERRIDE CONSTRAINTS ...

Manage Open Shifts

Step 1: Select Open Shifts

Rows On Page 10 1-10 Of 20 Page 1 Of 2

| <input checked="" type="checkbox"/> | Date | From Date | Start | End | Location/Department | Skill |
|-------------------------------------|------------|-----------|--------|--------|---------------------|----------------------|
| <input checked="" type="checkbox"/> | | | 07:00a | 07:00p | | Lobby Attendant |
| <input checked="" type="checkbox"/> | 04/17/2021 | | 07:00a | 07:00p | | Lobby Attendant |
| <input checked="" type="checkbox"/> | 04/18/2021 | | 07:00a | 03:00p | | Lead Lobby Attendant |
| <input checked="" type="checkbox"/> | 04/14/2021 | | 07:00a | 03:00p | | Lead Lobby Attendant |
| <input checked="" type="checkbox"/> | 04/12/2021 | | 07:00a | 03:00p | | Lead Lobby Attendant |
| <input checked="" type="checkbox"/> | 04/13/2021 | | 07:00a | 03:00p | | Lead Lobby Attendant |
| <input checked="" type="checkbox"/> | 04/16/2021 | | 07:00a | 03:00p | | Lead Lobby Attendant |
| <input checked="" type="checkbox"/> | 04/15/2021 | | 07:00a | 03:00p | | Lead Lobby Attendant |
| <input checked="" type="checkbox"/> | 04/15/2021 | | 03:00p | 11:00p | | Lobby Attendant |
| <input checked="" type="checkbox"/> | 04/16/2021 | | 03:00p | 11:00p | | Lobby Attendant |
| <input checked="" type="checkbox"/> | 04/14/2021 | | 03:00p | 11:00p | | Lobby Attendant |

Step 2: Post To

LIST EMPLOYEES

Rows On Page 10 2 Rows

| <input checked="" type="checkbox"/> | Full Name | Home Scheduled Cost Center |
|-------------------------------------|------------|----------------------------|
| <input checked="" type="checkbox"/> | Test Test1 | |
| <input checked="" type="checkbox"/> | Test Test2 | |

Comment

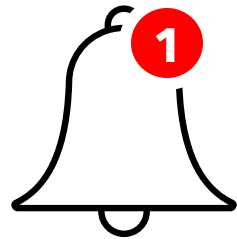
Post Open Shifts

Post Open Shifts

Step 3: Workflow Open Shift Request Workflow × Step 4: Post Until 04/13/2021 📅

Post Open Shifts

When employees volunteer for a shift, the manager is notified by email.



If the shift requires manager approval, they will have a "to-do" task in their notification bell.

Open Shift Requested - Message (HTML)

File Message Help Acrobat Tell me what you want to do

Delete Archive Reply Reply All Forward Share to Teams Centene To Manager Team Email Move Tags Editing Read Aloud Translate Zoom Insights

Open Shift Requested

noreply@ipsonline.net
To Missy Blackwell

Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

Request details:

Requester: Test Test2
Shift Date: 04/13/2021
Shift Time: 07:00a-03:00p

Thanks.

Review Notifications

The screenshot displays a web application interface for Blackwell Inc. The browser tabs include 'Blackwell Inc', 'QuickBooks', 'Employee Training', 'Schedule Module - Manager Train', and 'New Tab'. The address bar shows the URL: `secure.ipsonline.net/ta/BLACKWELL.hcm?rnd=EVV&showAdmin=1&Ext=logIn&sf=KQMONKBPYN`. The page header features the Blackwell logo, the time '12:27 PM (CDT)', and navigation links for 'Feedback', a notification bell with '45' items, and a help icon. A 'My To Do Items' section shows a list of 45 items, with the first page displaying five items. The first item is a 'Timesheet Change Request' for Garrett M. Sanders, created on Apr 13, 2021, at 5:52 am. The detailed view of this request shows it is for a 'Modify Punch In (Apr 13)'. The request is assigned to Garrett M. Sanders (BLACKWELL) (1887). The request details include: Regional Director (Gary M. Gist), Account Manager/Lead (Thomas OConnor), Site Supervisor (Travis J. Wampler), Location/Department (MO - St. Louis/400 - Concierge), Created (Apr 13, 2021, 5:52 am), and Timesheet Period (Apr 5, 2021 - Apr 18, 2021). The interface includes 'REJECT' and 'APPROVE' buttons for both the list and the detailed view. A red circle highlights the notification bell icon in the top right corner, and another red circle highlights a dropdown menu icon with '0' items and a '1' notification badge below it.

Blackwell Inc

secure.ipsonline.net/ta/BLACKWELL.hcm?rnd=EVV&showAdmin=1&Ext=logIn&sf=KQMONKBPYN

12:27 PM (CDT)

Feedback 45 ?

My To Do Items 45

My To Do Items

Page 1 of 9 1 - 5 of 45 Rows

Select all (0/0)

Timesheet Change Request
Modify Punch In (Apr 13)
Garrett M. Sanders (BLACKWELL)
Created Apr 13, 2021, 5:52 am

Timesheet Change Request
Modify Punch In (Apr 10)
Cory Brian Yeager (BLACKSSINC)
Created Apr 10, 2021, 7:17 pm

Timesheet Change Request
Modify Punch Out (Apr 10)
Cory Brian Yeager (BLACKSSINC)
Created Apr 10, 2021, 7:17 pm

Approve/Reject Time Off Request
PTO
Frank Chris Stewart (BLACKWELL)
Created Apr 10, 2021, 3:19 am

Approve/Reject Time Off Request
PTO
Frank Chris Stewart (BLACKWELL)
Created Apr 10, 2021, 3:19 am

Timesheet Change Request
Modify Punch In (Apr 13)
Garrett M. Sanders (BLACKWELL) (1887)

Open Timesheet View Workflow

Regional Director Gary M. Gist Account Manager/Lead Thomas OConnor Site Supervisor Travis J. Wampler

Location/Department
MO - St. Louis/400 - Concierge

Created Apr 13, 2021, 5:52 am Timesheet Period Apr 5, 2021 - Apr 18, 2021

Fields Current New

REJECT APPROVE

REJECT APPROVE

Type here to search

12:27 PM
4/13/2021

Review Notifications

Filters

Clear Filters

Created Date
From
mm/dd/yyyy

To
mm/dd/yyyy

To Do Types

- Schedule Open Shift Request
- Time Off Request
- Timesheet Change Request

Regional Director
Choose Employee(s)

Account Manager/Lead
Choose Employee(s)...

Blackwell Inc | 12:31 PM (CDT)

My To Do Items 45

My To Do Items

Page 1 of 1 | 1 - 2 of 2 Rows

Select all (0/0)

Approve/Reject Schedule Open Sh...
Number Of Requests:1 Effective Until:2021/04...
Created Apr 12, 2021, 4:26 pm

Approve/Reject Schedule Open Shift Request
Number Of Requests:1 Effective Until:2021/04/13

You have received the following Schedule Open Shift Request for approval:

Apr 13 TUE

Open Shift

Open Shift 07:00a - 03:00p Skill Lead Lobby Attendant Scheduled Cost Center 212 Meramec

Shift Note

If you decide to approve this request, please choose an employee for the shift:

| Employee | Base Compensation | Start Date | Hire Date |
|------------------------|-------------------|------------|------------|
| Test Test2 (BLACKWELL) | \$0.00 | 01/01/2017 | 01/01/2017 |

REJECT APPROVE

Manager selects the employee's name and approves/rejects.

Employee Shift-Swaps

Criteria for shift swapping:

Answer/Solution


Shift swaps use the following criteria and restrictions to select employees for the list of names on the request form:

1. Both employees must have the same primary job. Shift swaps do not apply to transfer jobs.
2. Both employees must be qualified to work both jobs.
3. Both employees must be in the same location.
4. The shifts must be a minimum of 72 hours in the future. Normally, the shifts that are being swapped must be the same length.
5. However, if the target employee has another shift on the same day, both shifts become available for the swap regardless of the length of the other shift. For example, if Employee A wants to swap an 8-hour shift, and Employee B has an 8-hour shift and a 4-hour shift available on the selected day, both of Employee B's shifts are available for the swap.




Update Job Skills

- Schedules
- Employee information
- Select employee name, click icon

Skills Define Skills 

Schedulable Skills

|  PRIMARY | NAME OF SKILL | IS SCHEDULABLE | COLOR | AVERAGE RATE | LEVEL | YEARS |
|---|--|----------------|---------|--------------|------------------------|----------------------|
| <input checked="" type="radio"/> | <input type="checkbox"/> Lobby Attendant | Y | #009999 | \$0.00 | 1 <input type="text"/> | <input type="text"/> |
| <input type="radio"/> | <input checked="" type="checkbox"/> Special Detail | Y | #FFFF00 | \$0.00 | 1 <input type="text"/> | <input type="text"/> |

Common Skills

| NAME OF SKILL | IS SCHEDULABLE | COLOR | AVERAGE RATE | LEVEL | YEARS |
|--|----------------|-------|--------------|-------|-------|
| <input type="button" value="ADD SKILL"/> | | | | | |

Scheduled Cost Centers

Rows On Page 50 1 Row

| <input type="checkbox"/> | Tree Name | Cost Full Name | Home | Float |
|--------------------------|--------------------|----------------|-----------------------|--------------------------|
| <input type="checkbox"/> | = | starts with | | |
| <input type="checkbox"/> | Scheduler Location | 212 Meramec | <input type="radio"/> | <input type="checkbox"/> |

REMOVE SELECTED ADD SCHEDULER LOCATION

Update Cost Centers

- Schedules
- Employee information
- Select employee name, click icon



Add Scheduled Scheduler Location X

Rows On Page 1-20 Of 27 Page Of 2 ↩

| <input type="checkbox"/> | Full Path | Cost Description |
|--------------------------|---|------------------|
| <input type="checkbox"/> | = | = |
| <input type="checkbox"/> | + 640 North Wells | |
| <input type="checkbox"/> | + 8 East Huron | |
| <input type="checkbox"/> | + Alta at K Station East Tower | |
| <input type="checkbox"/> | + Alta at K Station West Tower | |
| <input type="checkbox"/> | + Centene Borman | |
| <input type="checkbox"/> | + Centene Corporate Hill | |
| <input type="checkbox"/> | + Centene Crescent Garage | |
| <input type="checkbox"/> | + Centene Farmington | |
| <input type="checkbox"/> | + Centene Farmington Lobby Facilitators | |
| <input type="checkbox"/> | + Centene Garage 5 | |

Update Cost Centers

- Scroll through the list of cost centers
- Select the correct cost center the employee is trained to work at
- Click "Add"



Questions & Answers





IPS SCHEDULE MODULE MANAGER DESKTOP TRAINING

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5. [Weekly Schedule – Beta Document](#)
6. [Post Schedule](#)
7. [Split-Shift Assignments](#)
8. [Special Detail Assignments](#)
9. [Troubleshooting](#)
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11. [Review Notifications](#)
12. [Employee Shift-Swaps](#)
13. [Update Job Skills](#)
14. [Update Cost Centers](#)

LOGGING INTO IPS

1. Access website: <https://secure.ipsonline.net/ta/BLACKWELL.login?rnd=HSN>
2. Enter username and password
3. Sign in
4. Locate the **Schedules** module on the homepage toolbar



EMPLOYEE INFORMATION

1. Home page
2. Click **Schedules** icon
3. Click **Employee Information** link
4. Displayed is a list of active employees that report to the manager
5. Locate the employee name and click the **Employee Information** icon
 - a. Main Tab
 - i. Locate profile information specific to the employee
 - b. Payroll Tab
 - i. Blank content

- c. Schedules Tab
 - i. Displays published work schedules assigned to the employee
 - ii. Add/remove **Job Skills**
 - iii. Add/remove **Cost Centers**



SCHEDULE TEMPLATES – MASTER DOCUMENT

1. Home page
2. Click **Schedules** icon
3. Click **Schedule Templates** link
4. Click **Edit** icon (pencil)
5. Click **Ellipses** icon (...)
6. Click **View by Week** link
7. Click the **Blue Arrow** beside each day of the week (expand view)
8. Click on the **Open Shift**
9. Click **Assign Employee** link
 - a. Select the name of an employee from the **Qualified** list
 - i. Employee is available to work, appropriate job skills, and been trained at the property
 - ii. Employee is eligible to hold post
 - b. Select the name of an employee from the **Others** list
 - i. Employee does not meet the three qualifying factors and will require a manager override to place them on the schedule for that particular shift
 - c. Repeat process until shift openings have been permanently assigned to workforce that will continuously fill the same shifts each week
10. Click **Ellipses** icon (...)
11. Click **Freeze Assigned Shifts** link



GENERATE SCHEDULE

1. Home page
2. Click **Schedules** icon
3. Click **Schedule Templates** link
4. Click **Gear** icon
5. Pop-up window asks manager to confirm they wish to generate a schedule
 - a. Click **Yes**
6. Click the Calendar icon.
 - a. Select the correct start date of the schedule. Start dates must be a Monday.
 - b. Click **Save**



WEEKLY SCHEDULE – JUNIOR DOCUMENT

1. Home page
2. Click **Schedules** icon
3. Click **Schedules** link
4. Locate newly generated schedule
 - a. Schedules are automatically sorted with the newest version at the top of the list
5. Click the **Edit** icon (pencil)
6. Click the **Ellipses** icon (...)
7. Click **View By Week** link
8. Click the **Blue Arrow** beside each day of the week (expand view)
9. Click on the **Open Shift**
10. Click **Assign Employee** link (assign remaining open shifts)
 - a. Select the name of an employee from the **Qualified** list
 - i. Employee is available to work, appropriate job skills, and been trained at the property
 - ii. Employee is eligible to hold post
 - b. Select the name of an employee from the **Others** list
 - i. Employee does not meet the three qualifying factors and will require a manager override to place them on the schedule for that particular shift
 - c. Repeat process until shift openings have been permanently assigned to workforce that will continuously fill the same shifts each week
11. Add “shift-notes” by clicking on the **Assigned Shift**
 - a. Click the **Notes** icon
 - b. Type notes relevant to that specific shift assignment
 - c. Click **Save**
12. Add “schedule-notes” by clicking the **Ellipses** icon
 - a. Click **Add Note**
 - b. Type notes relevant to the entire schedule
 - c. Click **Save**



POST SCHEDULE

1. View weekly schedule
2. Click **Ellipses** icon (...)
3. Click **Post Schedule**
4. Employees receive notifications via email, text, and to-do bell in HCMTGo app



SPLIT-SHIFT ASSIGNMENTS

1. View weekly schedule
2. Click on the **Open Shift**
3. Click **Manage Shift**

4. Under “Shift Time”, click the **Ellipses** icon (...)
5. Click **Split-Shift**
 - a. A new tab appears at the top of the pop-up window. This is the second shift generated by the split-shift request
6. Update each portion of the “Manage Shift” tree for each shift (1, 2, 3+)
 - a. Time Adjustment
 - i. Enter the start and end time of the first portion of the shift
 - b. Qualifications
 - i. Enter the type of job skill required for the first portion of the shift
 - c. Employee Selection
 - i. Locate the employee assigned to the first portion of the shift
 - d. Additional Information
 - i. No update required
 - e. Click **Save**
7. Repeat the “Manage Shift” tree for each portion of the split-shift



SPECIAL DETAIL ASSIGNMENTS

1. View weekly schedule
2. Click **Ellipses** icon (...)
3. Click **Add New Shift**
4. Complete all sections of the “Manage Shift” tree
 - a. Time Adjustment
 - i. Select the day of the week
 - ii. Enter start and end time
 - b. Qualifications
 - i. Identify the primary cost center
 - ii. Enter the job skill required for the post.
 1. Job skill should be **SPECIAL DETAIL** unless the post requires a specific job skill that limits the potential workforce by a unique skillset (I.e. Lobby Attendant, Armed Security Officer, etc.)
 - c. Employee
 - i. Assign the shift to an employee
 - d. Additional Information
 - i. Identify the number of employees required for the special detail assignment.
 - ii. Shift Count = number of employees needed



TROUBLESHOOTING

Common mistakes are:

1. Thoroughly review all override constraint alerts before continuing. The system will alert you when an employee is over-scheduled, exceeding 40-hours per week, or does not have the necessary job skills to cover the shift.
2. Confirm why the alert is presented and understand what you are overriding beforehand.
3. Do not confuse the ALPHA document with the BETA document.
 - a. The ALPHA document cannot be “posted” for the employees to view.
 - b. If you cannot locate a “Post Schedule” option in the ellipses icon, you are editing the ALPHA document and not the weekly schedule.
4. Contact Human Resources with questions. 314-993-3800 x4 or HR@blackwellinc.com.



POST OPEN SHIFTS

Allows manager to publish open shifts for employees to volunteer for.

1. View weekly schedule
2. Click the **Edit** icon (pencil)
3. Locate the **Manage Open Shifts** dropdown menu
4. Click **Post Open Shifts**
5. Click **Save**
6. Click **Manage Open Shifts** button
7. Select all **Open Shifts**
8. Select all **Available Employees**
9. Click **Post Open Shifts**
10. Select a deadline for employees to volunteer for shifts. Click the **Calendar** icon and pick a date



REVIEW NOTIFICATIONS

1. Home page
2. Click **Bell** icon
3. Review notifications in the managers inbox
4. Sort notifications by clicking the **Filter** icon
 - a. Select the type of notification
5. Approve/reject notifications to remove them from the manager’s inbox



EMPLOYEE SHIFT-SWAPS

Employees can swap shifts with a coworker through their desktop or mobile app.

Required criteria:

1. Both employees must have the same primary job. Shift swaps do not apply to transfer jobs.
2. Both employees must be qualified to work both jobs.
3. Both employees must be in the same location.

4. The shifts must be a minimum of 72 hours in the future. Normally, the shifts that are being swapped must be for the same length of time.
5. However, if the target employee has another shift on the same day, both shifts become available for the swap regardless of the length of time. For example, if Employee A wants to swap an 8-hour shift, and Employee B has an 8-hour shift and a 4-hour shift available on the selected day, both of Employee B's shifts are available for the swap.



UPDATE JOB SKILLS

1. Home page
2. Click **Schedules** icon
3. Click **Employee Information** link
4. Locate the correct employee
5. Click the **Employee Profile** icon
6. Click the **Schedules** tab
7. Scroll down to the **Skills** section
 - a. Click **Add Skill**
 - b. Locate the correct skill within the master list
 - c. **Checkmark** the box
 - d. Click **Add New Skill**
8. Click **Save**



UPDATE COST CENTERS

1. Home page
2. Click **Schedules** icon
3. Click **Employee Information** link
4. Locate the correct employee
5. Click the **Employee Profile** icon
6. Click the **Schedules** tab
7. Scroll down to the **Scheduled Cost Centers** section
 - a. Click **Remove Selected** or **Add Scheduler Location**
 - b. Locate the name of the property that should be removed/added to the employee profile
 - c. **Checkmark** the box
 - d. Click **Remove/Add**
8. Click **Save**





IPS Schedule Module

Employee Training

Smart Phone

[Back to First Page](#)

Overview

Purpose of module

How to navigate HCMToGo

Review work schedules

Schedule notifications

Shift Swaps

Special Detail assignments



Purpose of the Schedule Module



| | |
|------------|---|
| Create | Create consistent weekly work schedules |
| Streamline | Streamline timecards and payroll processing |
| Prevent | Prevent inaccurate time punches |
| Notify | Notify employees of updates easily |
| Reduce | Reduce schedule confusion |
| Eliminate | Eliminate weekly schedule emails for payroll verification |

**WHEN YOU SEE AN INCOMING CALL
FROM YOUR BOSS**

ON YOUR DAY OFF



It's too bad I can't
unsubscribe from work
emails.



Schedule Notifications



Text message

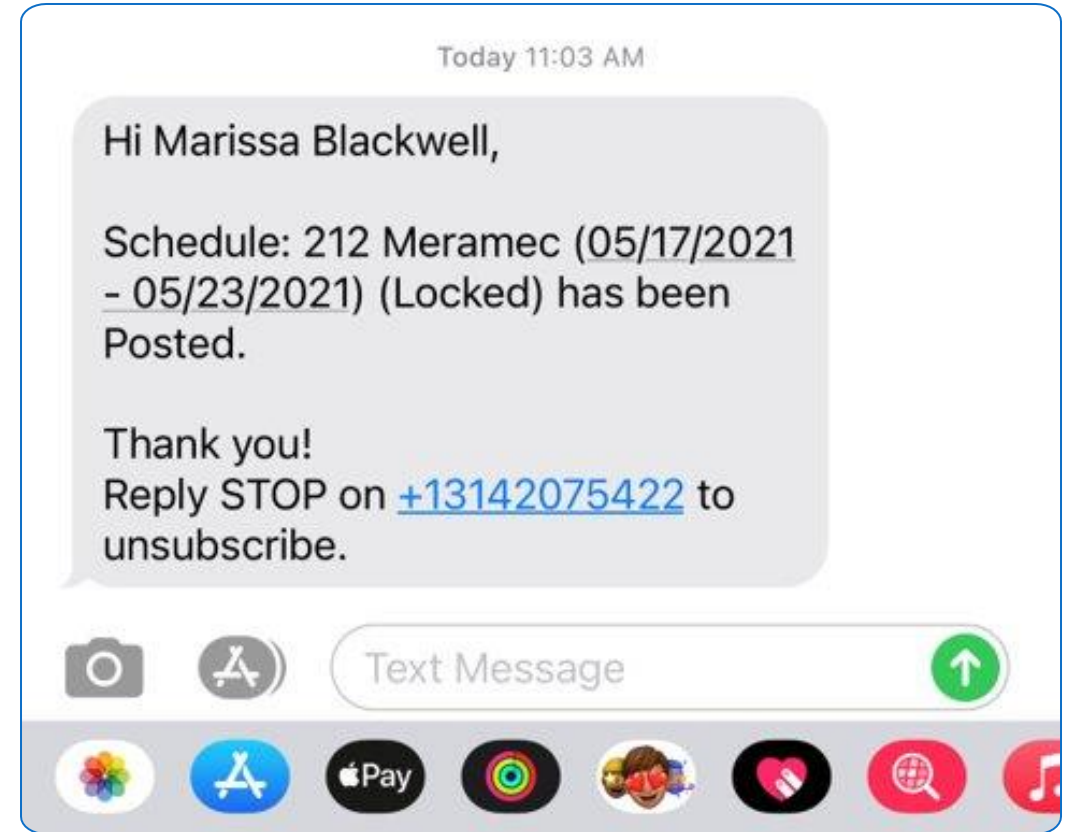


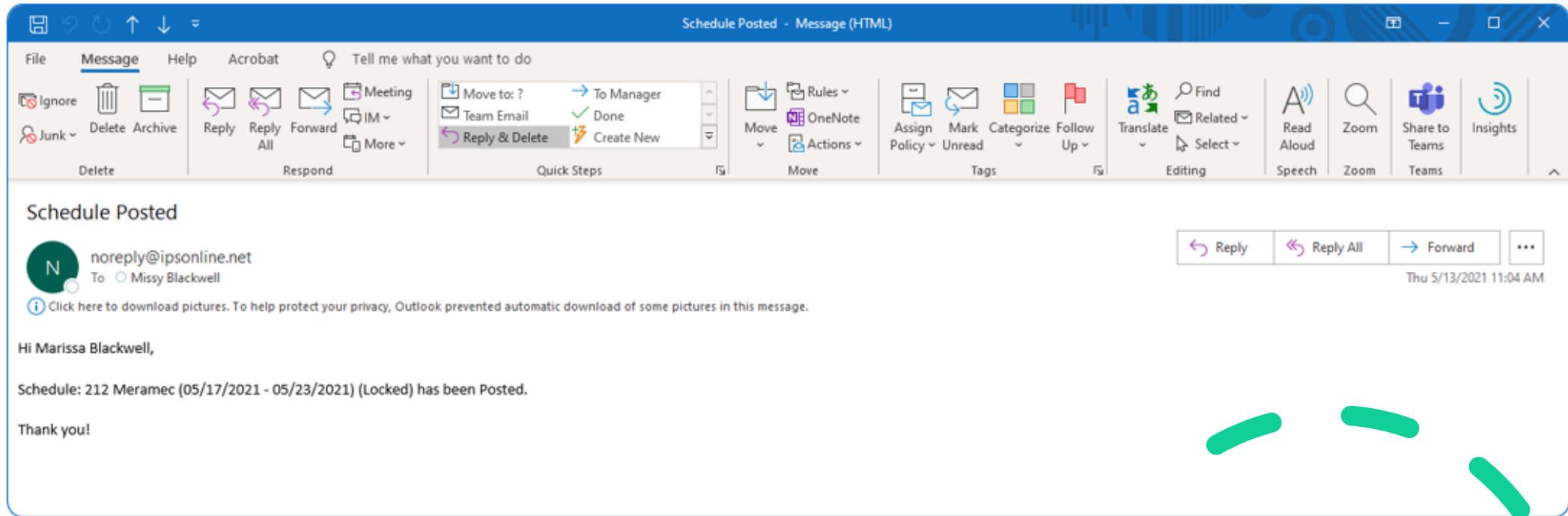
Email



To-do bell

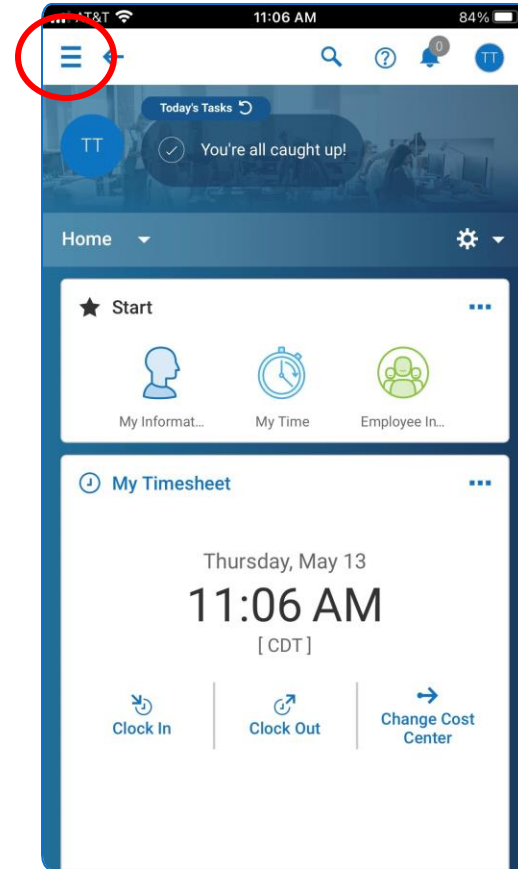
Posted Schedule Notification – Text Message



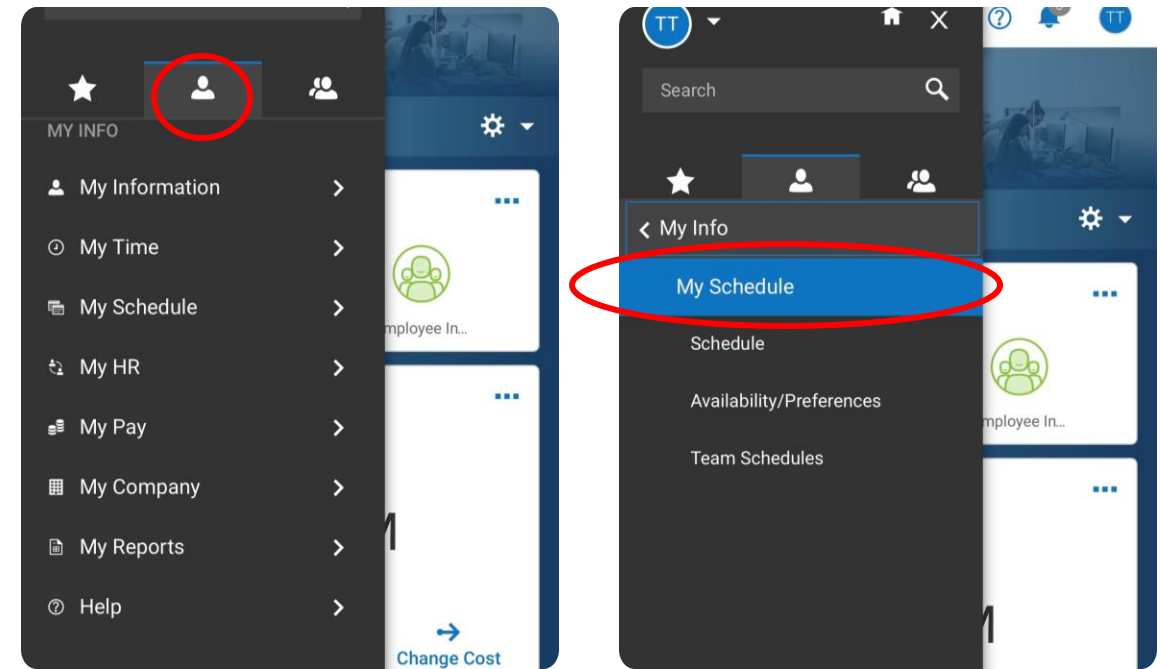


Posted Schedule Notification - Email

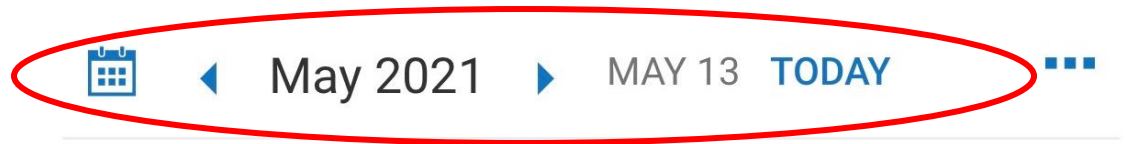
Logging into HCMTToGo



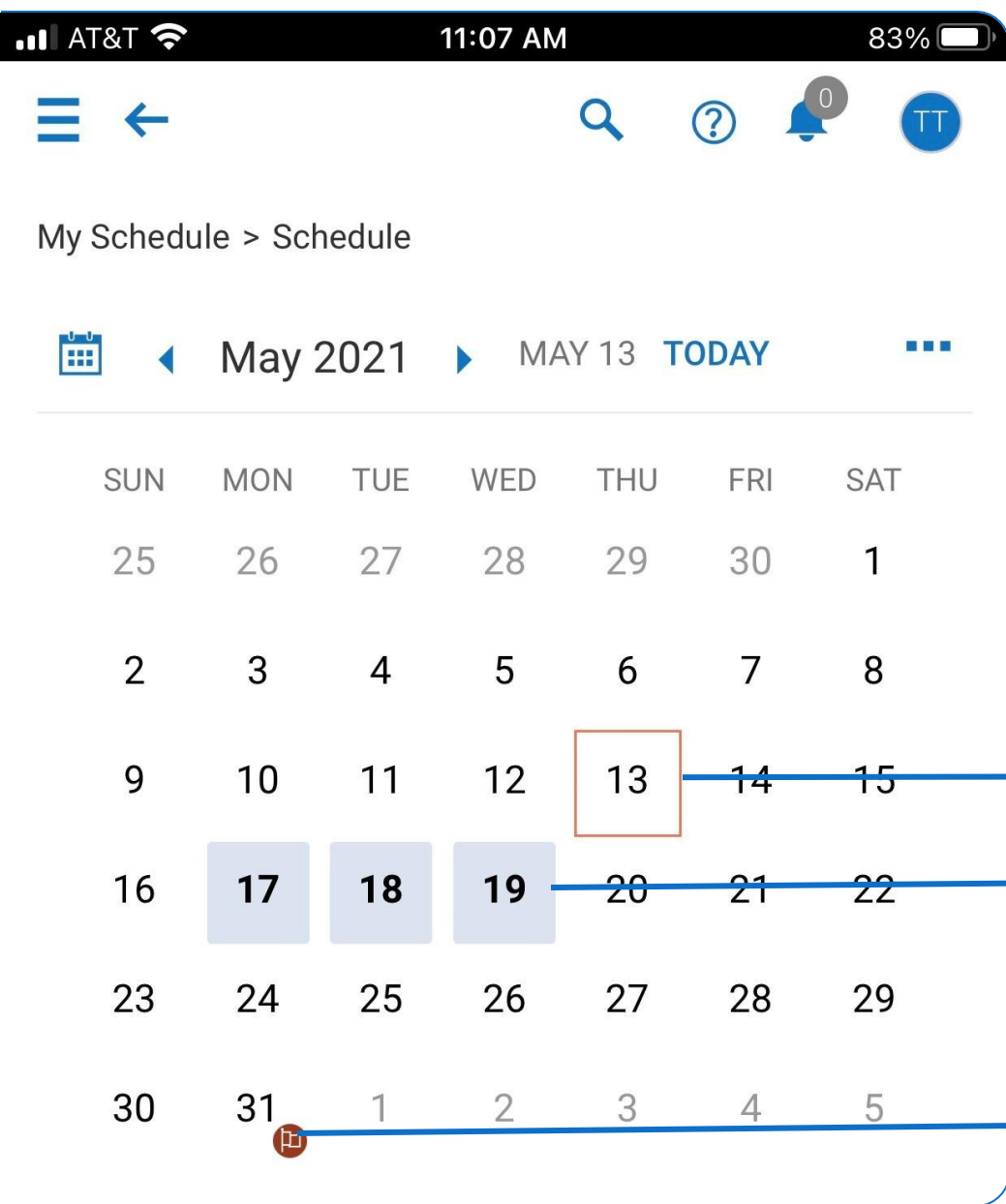
Access My Schedule



My Schedule > Schedule



| SUN | MON | TUE | WED | THU | FRI | SAT |
|-----|-----|-----|-----|-----|-----|-----|
| 25 | 26 | 27 | 28 | 29 | 30 | 1 |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |

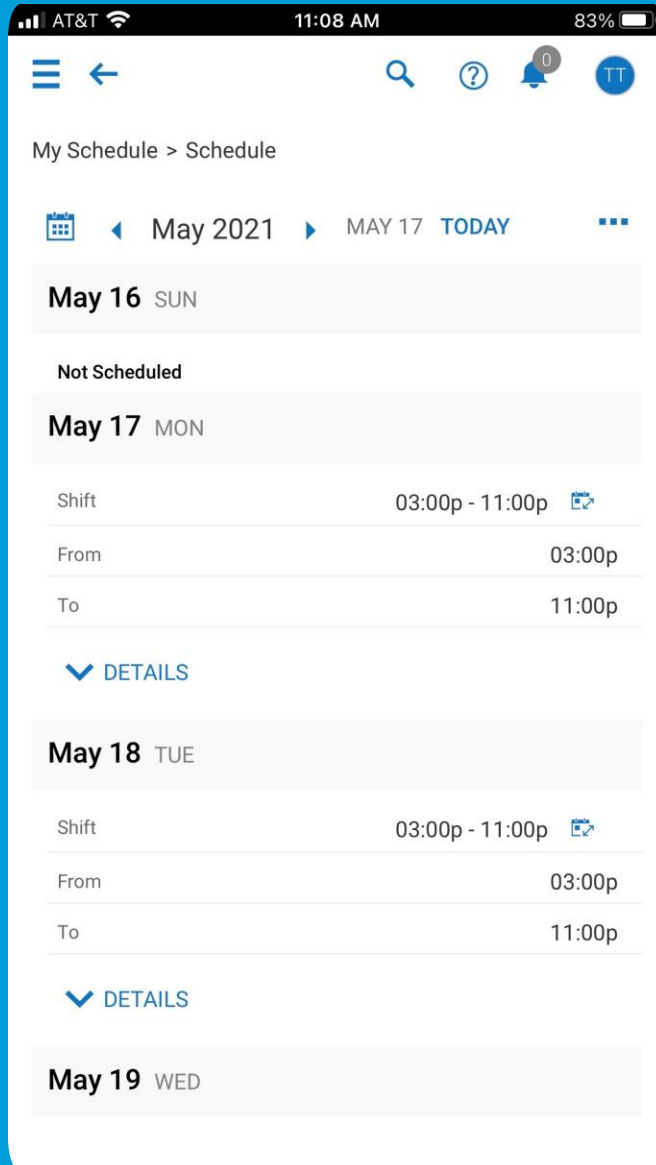


View My Schedule

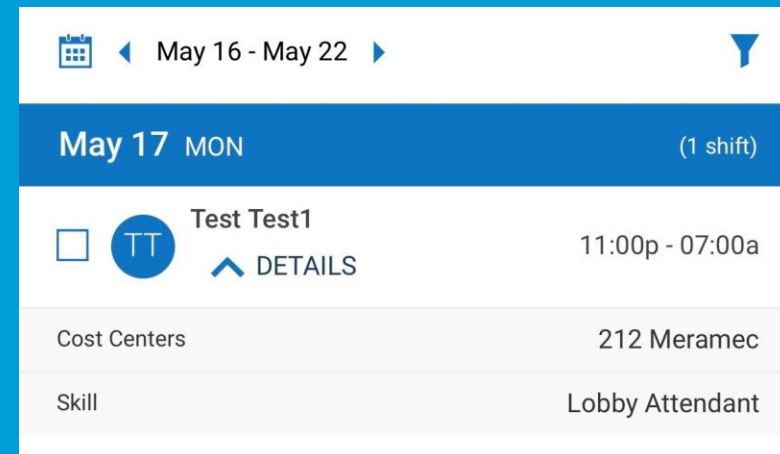
Current day of the week

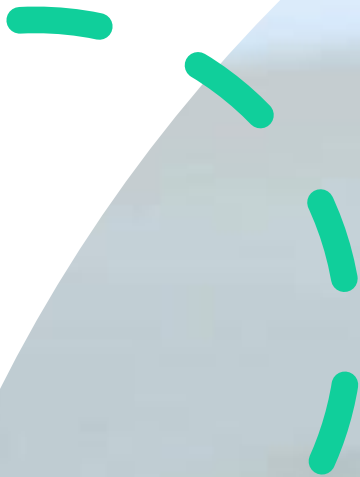
Days you are scheduled to work

Work holiday



My Schedule Details





Employee Shift Swaps

Criteria for shift swapping:

Answer/Solution

Shift swaps use the following criteria and restrictions to select employees for the list of names on the request form:

1. Both employees must have the same primary job. Shift swaps do not apply to transfer jobs.
2. Both employees must be qualified to work both jobs.
3. Both employees must be in the same location.
4. The shifts must be a minimum of 72 hours in the future. Normally, the shifts that are being swapped must be the same length.
5. However, if the target employee has another shift on the same day, both shifts become available for the swap regardless of the length of the other shift. For example, if Employee A wants to swap an 8-hour shift, and Employee B has an 8-hour shift and a 4-hour shift available on the selected day, both of Employee B's shifts are available for the swap.

May 17 MON

Shift 03:00p - 11:00p 

From 03:00p

To 11:00p

 DETAILS

Shift Swap

Shift Swap Request

Shift Change Request

May 17 MON 03:00p - 11:00p [DETAILS](#)

Shift Swap Coverage Request

Employee

May 16 - May 22

May 17 MON (1 shift)

| | | |
|--------------------------|-------------------------|-----------------|
| <input type="checkbox"/> | TT Test Test1 | 11:00p - 07:00a |
| | DETAILS | |
| Cost Centers | 212 Meramec | |
| Skill | Lobby Attendant | |

Send All

CANCEL SUBMIT

Shift Swaps Require Manager Approval



NOTIFICATION TO
COWORKER



IF THEY ACCEPT THE SHIFT
SWAP, A NOTIFICATION IS
SENT TO THE MANAGER



MANAGER APPROVAL IS
REQUIRED



BOTH EMPLOYEES ARE
NOTIFIED OF THE DECISION



Open Shifts



Pick up extra hours



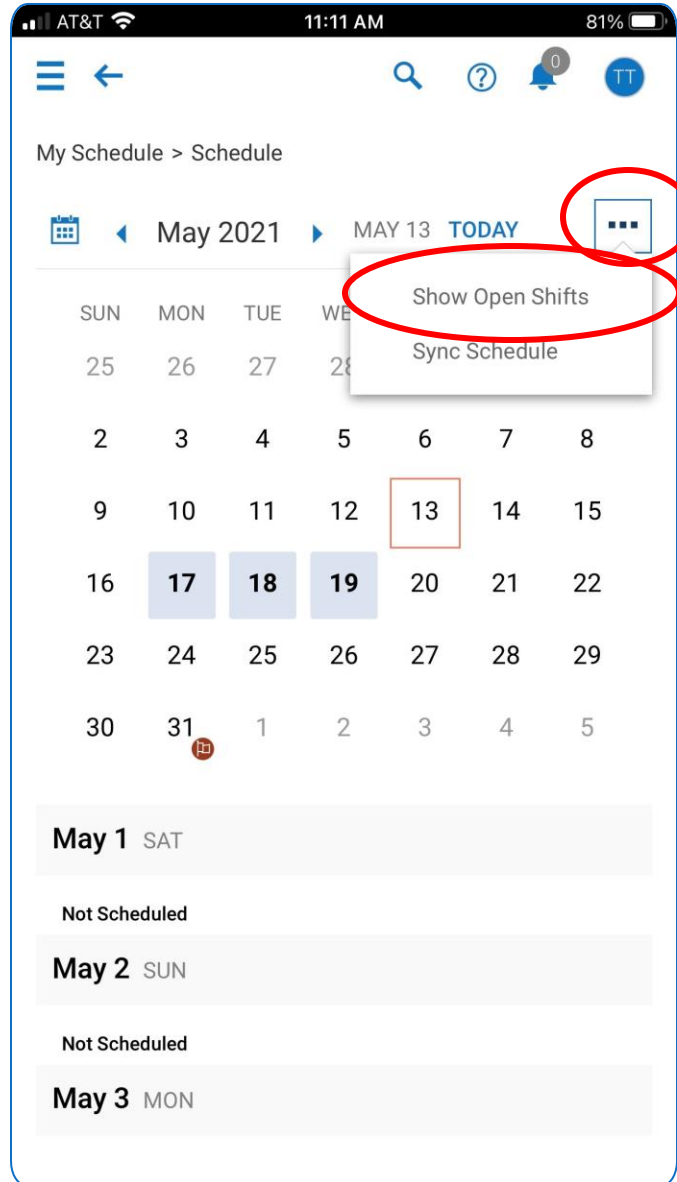
Teamwork



View open shifts at
different properties



Special detail
assignments



View Open Shifts

Identify Open Shift Days

My Schedule > Schedule

May 2021 MAY 13 TODAY

| SUN | MON | TUE | WED | THU | FRI | SAT |
|-----|-----|-----|-----|-----|-----|-----|
| 25 | 26 | 27 | 28 | 29 | 30 | 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 |

May 1 SAT

Not Scheduled

May 2 SUN

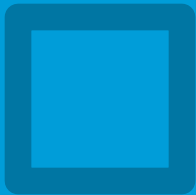
Not Scheduled

May 3 MON

May 20 THU

Request Shift


| <input type="checkbox"/> | Cost Center | Skill | Shift |
|-------------------------------------|-------------|----------------------|-----------------|
| <input checked="" type="checkbox"/> | 212 Meramec | Lead Lobby Attendant | 07:00a - 03:00p |
| ▼ DETAILS | | | |
| <input type="checkbox"/> | 212 Meramec | Lobby Attendant | 03:00p - 11:00p |
| ▼ DETAILS | | | |




May 20 THU

Request Shift

| <input type="checkbox"/> | Cost Center | Skill | Shift |
|-------------------------------------|-------------|----------------------|-----------------|
| <input checked="" type="checkbox"/> | 212 Meramec | Lead Lobby Attendant | 07:00a - 03:00p |
| ▼ DETAILS | | | |
| <input type="checkbox"/> | 212 Meramec | Lobby Attendant | 03:00p - 11:00p |
| ▼ DE | | | |



Submitting Open Shift Request

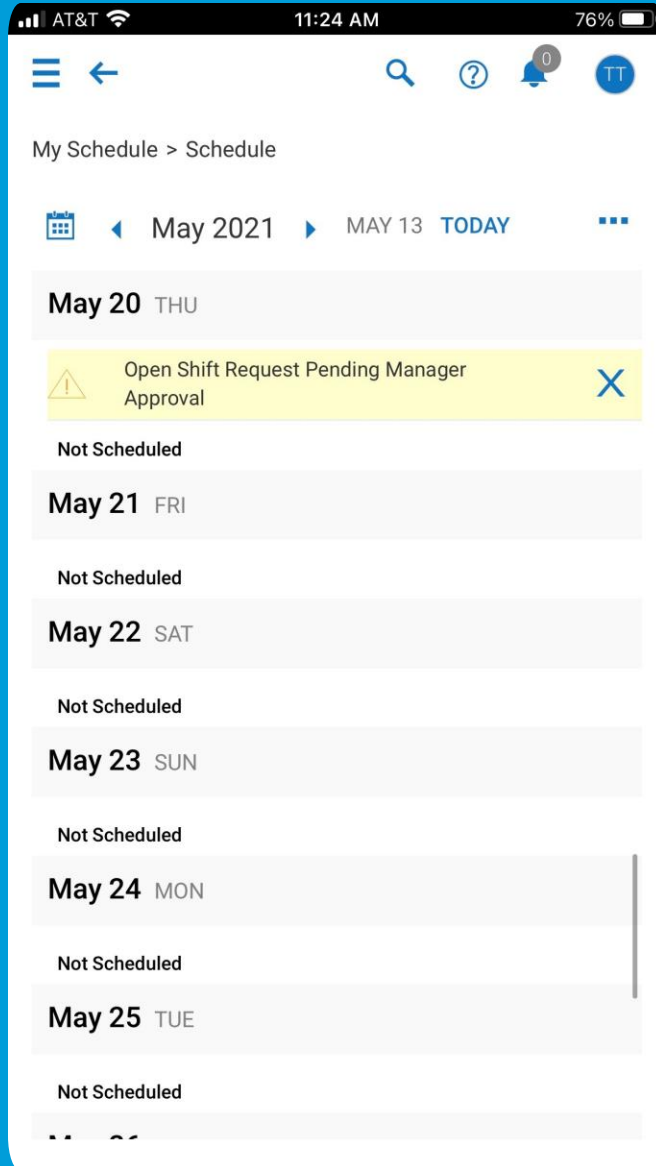


Pick Up Open Shift

Open Shift Notifications

- Manager receives notifications
- Manager approves/denies shift assignment





Open Shift Pending Manager Approval

Open Shift Manager Approval

Blackwell Staff: Notice of Posting and/or Modification to your Schedule



hr@blackwellinc.com(hr@blackwellinc.com via sendgrid.net)

To Missy Blackwell



If there are problems with how this message is displayed, click here to view it in a web browser.

We could not verify the identity of the sender. Click here to learn more.

The actual sender of this message is different than the normal sender. Click here to learn more.

Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

Dear Test,

Your schedule was either Posted or Changed. Please review the table below as this update affects you.

Here is your new current schedule:

| Schedule Date | From Time(Min) | From Time(Max) | To Time(Min) | To Time(Max) | Total Time | Scheduler Location |
|------------------|----------------|----------------|--------------|--------------|------------|--------------------|
| Mon May 17, 2021 | - | - | - | - | - | - |
| Tue May 18, 2021 | - | - | - | - | - | - |
| Wed May 19, 2021 | - | - | - | - | - | - |
| Thu May 20, 2021 | 07:00a | | 03:00p | | | 212 Meramec |
| Fri May 21, 2021 | - | - | - | - | - | - |
| Sat May 22, 2021 | - | - | - | - | - | - |
| Sun May 23, 2021 | - | - | - | - | - | - |

You can also view your most current schedule anytime within IPS or the HCMTtoGo mobile application.

Click [Login](#) to view.

Updated My Schedule

AT&T 11:27 AM 74%

My Schedule > Schedule

May 2021 MAY 13 TODAY

| SUN | MON | TUE | WED | THU | FRI | SAT |
|-----|-----|-----|-----|-----|-----|-----|
| 25 | 26 | 27 | 28 | 29 | 30 | 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 |

May 1 SAT

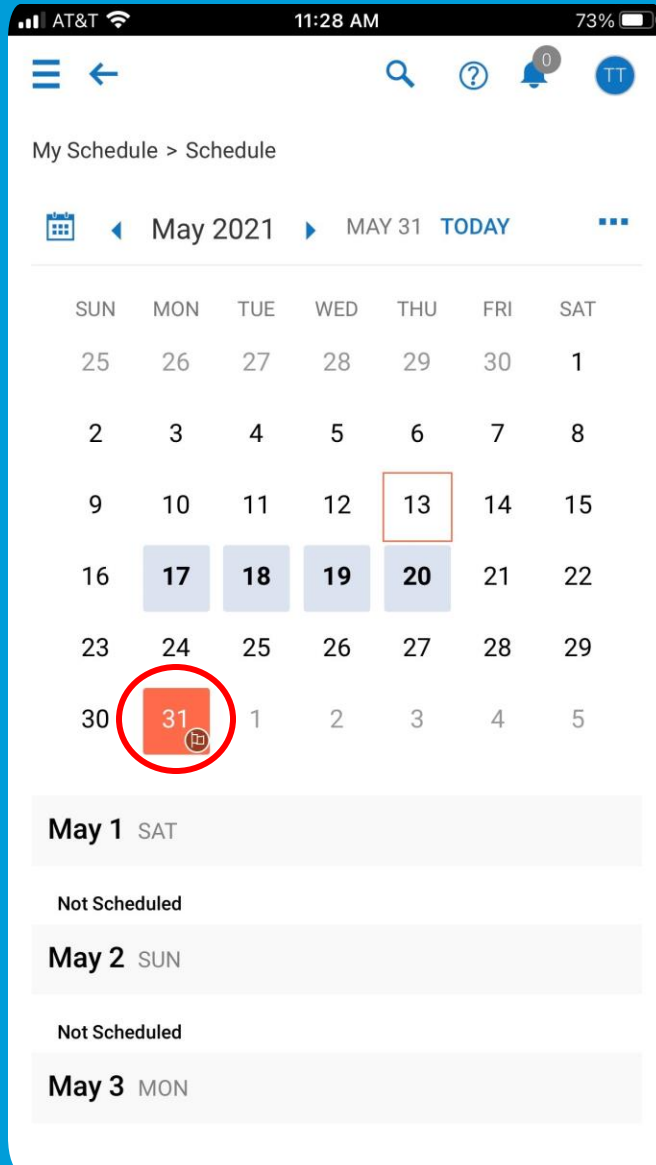
Not Scheduled

May 2 SUN

Not Scheduled

May 3 MON





Work Holidays

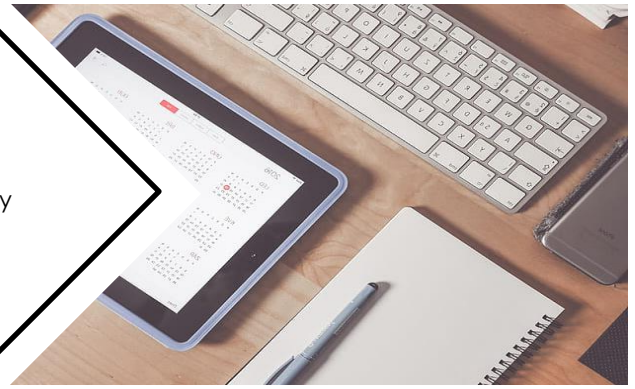


The background features a large blue circle on the left side. To its right, there are several green geometric shapes: a solid circle, a dashed circle, a dashed square, and a dashed vertical line. Additionally, there are several short, dashed green lines scattered in the lower right area.

Questions & Answers

IPS Schedule Module

A successful project rollout requires a dedicated and highly involved test group to experience the functionality, report their findings, and develop training materials for a companywide launch.



Three Components of a Successful Company Project

Dedicated Test Group



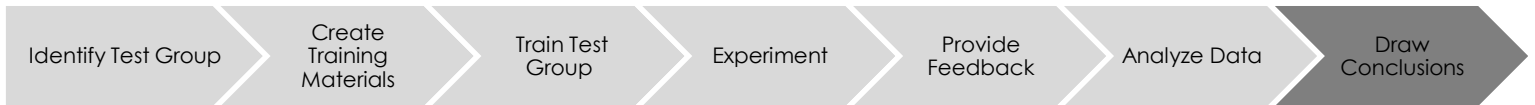
Test Functionality



Create Training Materials



Companywide Launch: July 12, 2021



| | Date Range | Responsible Group | Description |
|-------------------------------------|-----------------|-------------------|--|
| <input checked="" type="checkbox"/> | 5/12/21-5/13/21 | Human Resources | Fix test manager permissions in IPS. Ensure IPS homepage has the correct "Schedule" widget and test functionality of each feature. |
| <input checked="" type="checkbox"/> | 5/12/21-5/13/21 | Christine Summers | Inform team they are part of the IPS Schedule Module test group. Explain HR will communicate further steps in a memo addressed to their team members only. |
| <input checked="" type="checkbox"/> | 5/14/21 | Human Resources | HR dispatches a company memo explaining the purpose of IPS Schedule Module and the expectations of the team test group. Announce upcoming training schedule and their mandatory participation. |
| <input checked="" type="checkbox"/> | 5/17/21-5/21/21 | Human Resources | Conduct IPS Schedule Module training for the employees |
| <input checked="" type="checkbox"/> | 5/24/21-5/28/21 | PLC 7701 Team | 1 st Test Week: Test functionality of IPS Schedule Module. Report to HR experiences, issues, and general feedback. |
| <input checked="" type="checkbox"/> | 5/31/21-5/4/21 | PLC 7701 Team | 2 nd Test Week: Test functionality of IPS Schedule Module. Report to HR experiences, issues, and general feedback. |
| <input checked="" type="checkbox"/> | 5/31/21-6/4/21 | PLC 7701 Team | Possible 3 rd Test Week: Assess experiences thus far and determine if a third test week is necessary. If not, proceed to next step. |
| <input checked="" type="checkbox"/> | 6/7/21-6/11/21 | PLC 7701 Team | Continue using the IPS Schedule Module permanently. Blackwell, Inc. will rollout the feature to the rest of the company. |
| <input checked="" type="checkbox"/> | 6/7/21-6/11/21 | Human Resources | HR dispatches a company memo explaining the purpose of the IPS Schedule Module and the expectations for the workforce. Announce upcoming training schedule and employee's mandatory participation. |
| <input checked="" type="checkbox"/> | 6/14-21-6/25/21 | Human Resources | Conduct IPS Schedule Module training for remaining managers and employees |
| <input checked="" type="checkbox"/> | 6/28/21-7/2/21 | Workforce | 1 st Test Week: Teams test functionality of IPS Schedule Module. Report to HR experiences, issues, and general feedback. |
| <input type="checkbox"/> | 7/5/21-7/9/21 | Workforce | 2 nd Test Week: Teams test functionality of IPS Schedule Module. Report to HR experiences, issues, and general feedback. |
| <input type="checkbox"/> | 7/12/21+ | Workforce | Company is live with IPS Schedule Module. This feature is a requirement for proper team scheduling and payroll processing. |