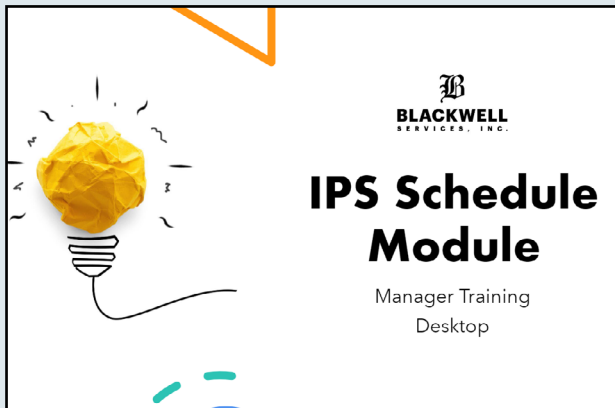


Schedule Module

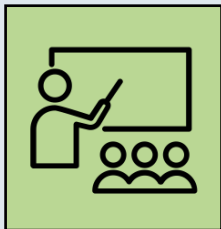
Thank you to everyone who participated in our preliminary schedule module training. We are thrilled to roll-out this new module that will revolutionize the way we manage our timesheets and schedules!

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

Manager Training Materials



powerpoint presentation for managers

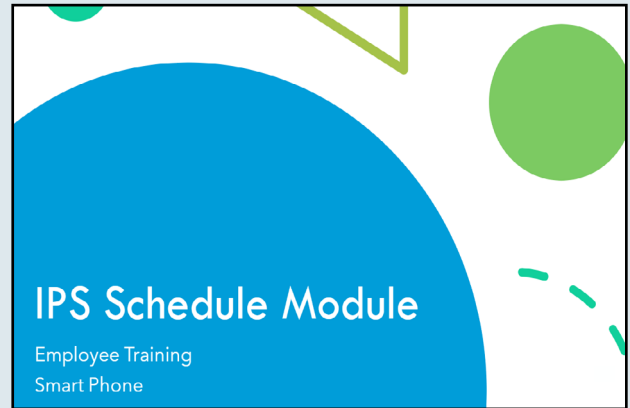


Manager Training
Recorded Presentation

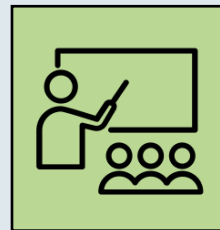


Manager Training
Written Instructions

Employee Training Materials



powerpoint presentation for employees



Employee Training
Recorded Presentation

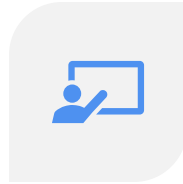
**The schedule module goes live on Monday, June 12th.
Click here to find out where we are in the process!**



IPS Schedule Module

Manager Training
Desktop

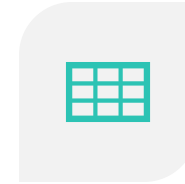
Overview



1. PURPOSE OF
MODULE



2. HOW TO
NAVIGATE IPS



3. CREATE
SCHEDULES



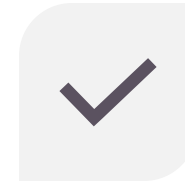
4. PUBLISH
SCHEDULES



5. REVISE
SCHEDULES



6. SHIFT SWAPS



7. SPECIAL DETAIL
ASSIGNMENTS



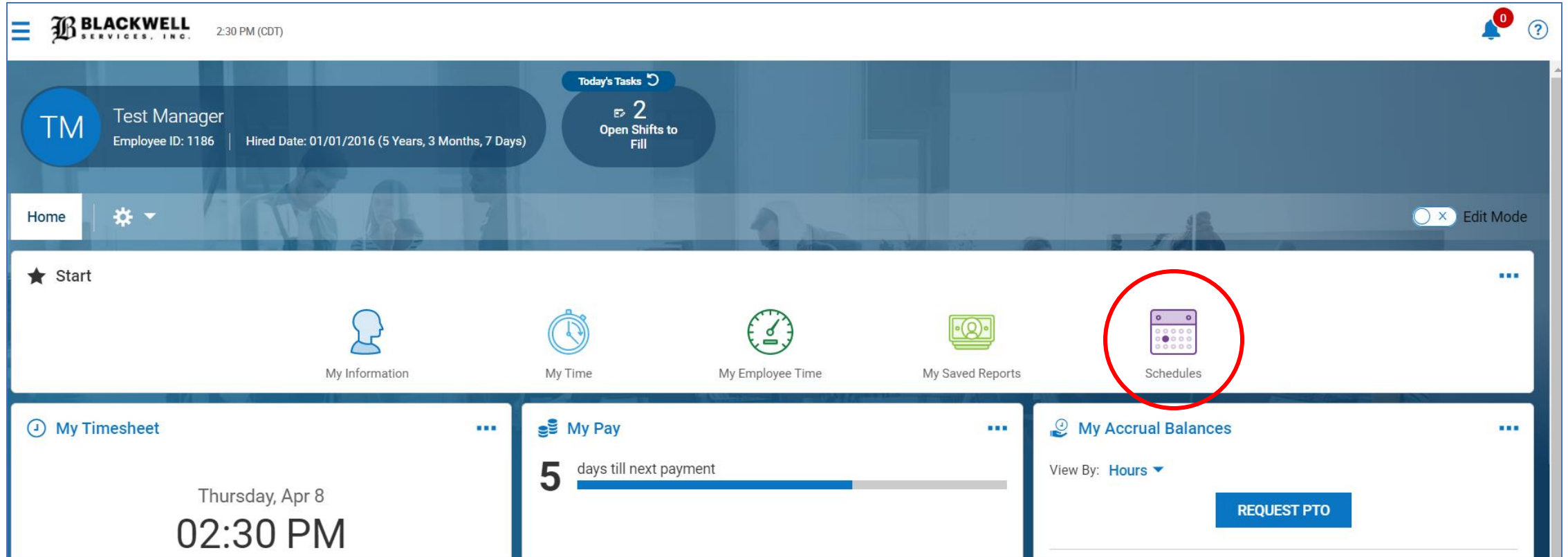
8. DESKTOP AND
SMART PHONE
ACCESS

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	

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

Try the New Look

Employee: Test Test1 (BLACKWELL) (1188)

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 <input checked="" type="checkbox"/>	
Primary Email			
Secondary Email			
Personal Email			
Work Phone	Not Selected	Primary <input type="radio"/>	
Cell Phone	Not Selected	314-541-2385	Primary <input checked="" type="radio"/>
Home Phone	Not Selected	Primary <input type="radio"/>	

ADDRESS*

Country	United States	Address:	Rock Hill, MO, USA
Street	1414 Lemon Drop Ave	Address Accuracy:	4 - Town (City, Village)
Zip	63119	Latitude:	38.6075525
City	Rock Hill	Longitude:	-90.3784505
State	Missouri	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 and the time '4:27 PM (CDT)'. The main content area is for 'Test Manager' (Employee ID: 1186, Hired Date: 01/01/2016) and includes a 'Today's Tasks' section with '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, there is a 'PTO' section showing '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

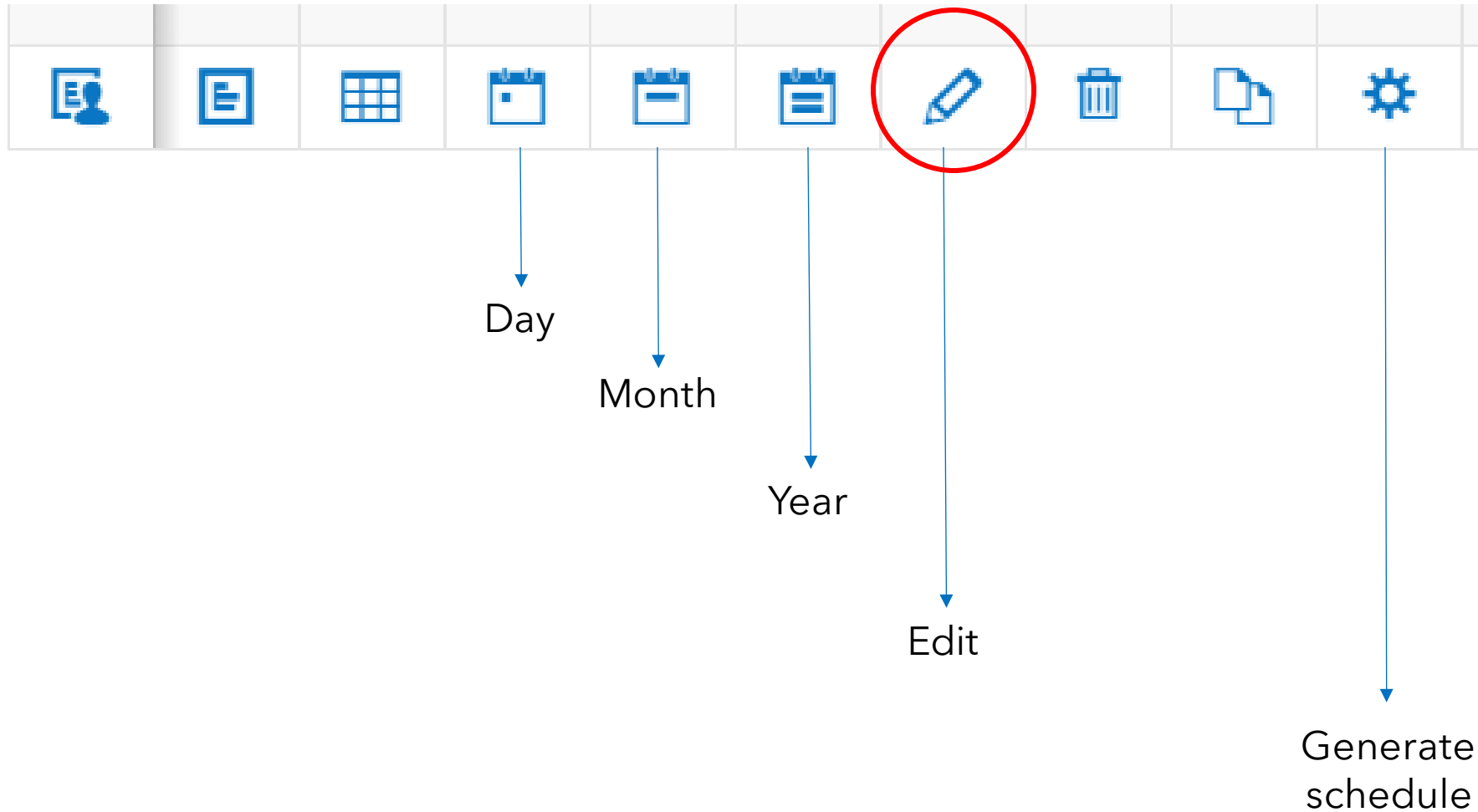
Page 1 of 1
1 - 1 of 1 Rows
Saved: [System]
Y(0)

Template Name	Name	↓ Template Created	Created Local Time Zone
<input type="text" value="="/>	<input type="text" value="starts with"/>	<input type="text" value="="/>	<input type="text" value="="/>
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

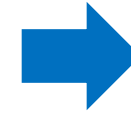
Week View MAR 29 - APR 4 Scheduled Employees Only Group by Cost Center (0)

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



Click on the shift
Click "Assign Employee"

The screenshot shows the Blackwell Services, Inc. HR system interface. The main header displays the company logo and name. Below the header, there are navigation options and a summary of hours: 0.00 / 0.00 Hours, 40.00 Budget Hours, and 221.00 / 221.00 Unfilled. The main content area shows a weekly view for 'MAR 29 - APR 4'. A table of open shifts is displayed, with the first shift on 'MON 29' highlighted. A context menu is open over this shift, showing options like 'Copy', 'Delete', 'Manage Shift', and 'Assign Employee'. The 'Assign Employee' option is circled in red. The Windows taskbar is visible at the bottom of the screen.

Open Shifts (26 of 26)	Employees	MON 29	TUE 30	WED 31	THU 1	FRI 2	SAT 3	SUN 4
7:00 am - 3:00 pm 212 Meramec Lead Lobby Attendant	Test Test1 1188	0.00						

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

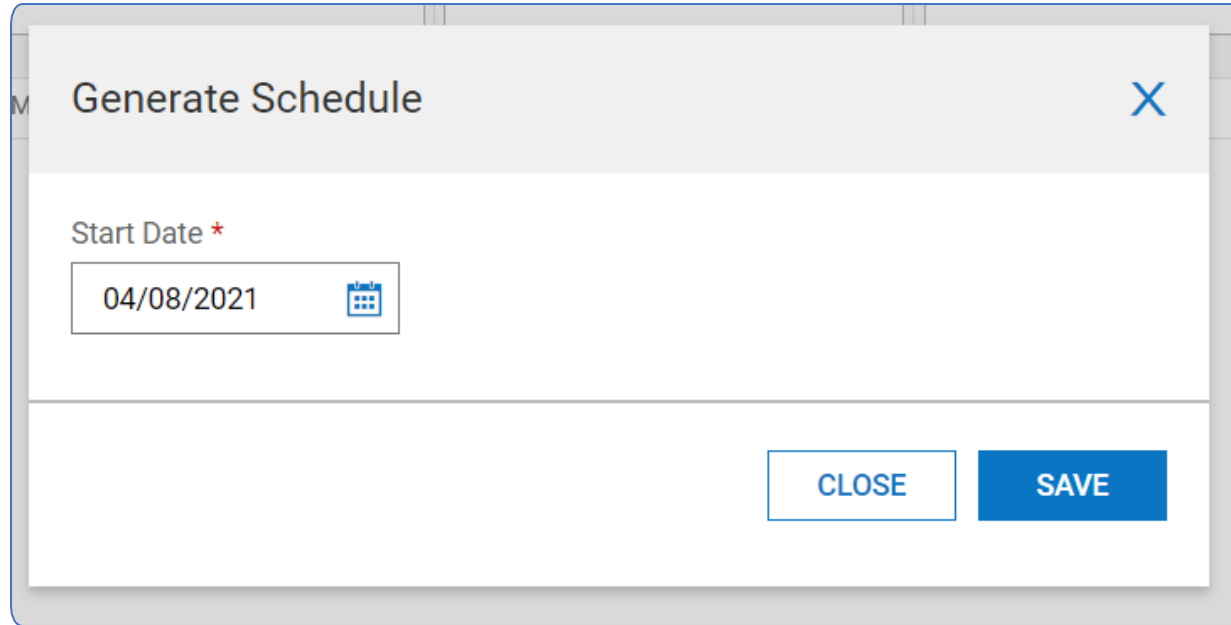
Page 1 of 1 | 1 - 1 of 1 Rows | Saved: [System]

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 *

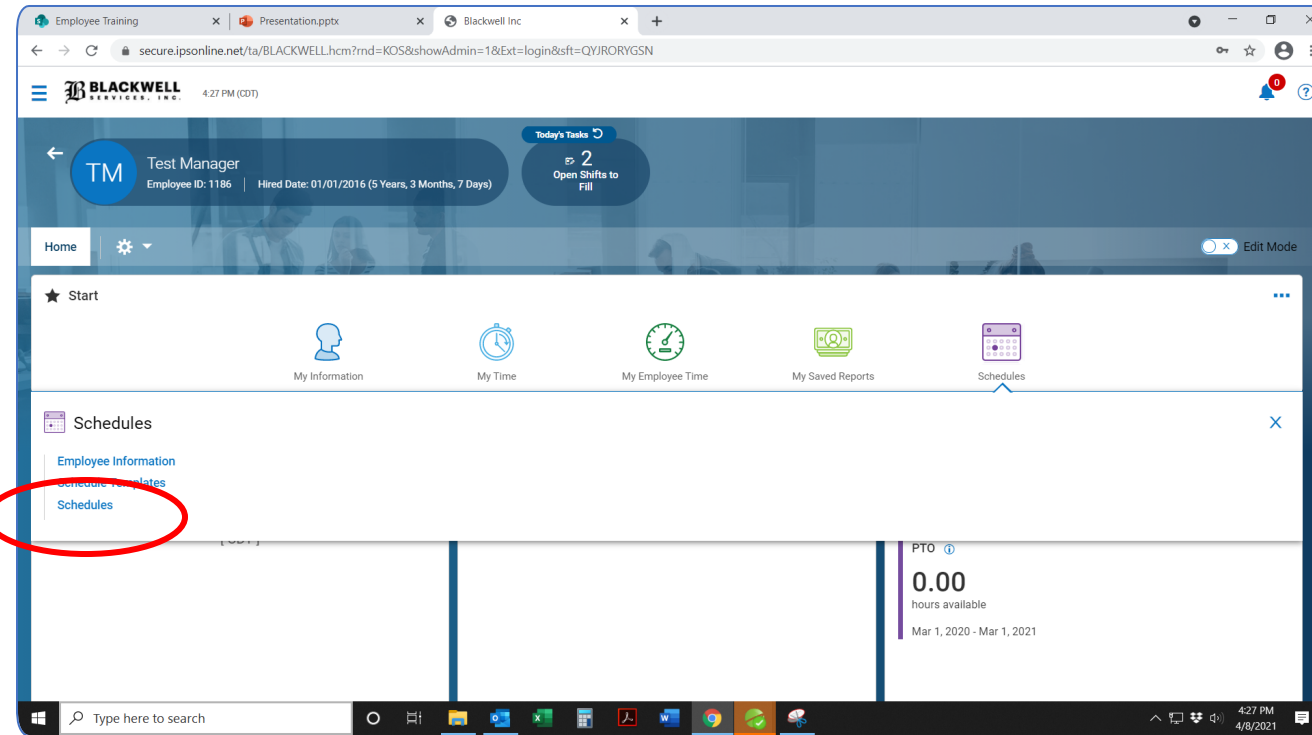
04/08/2021

CLOSE SAVE

Generate Schedule

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

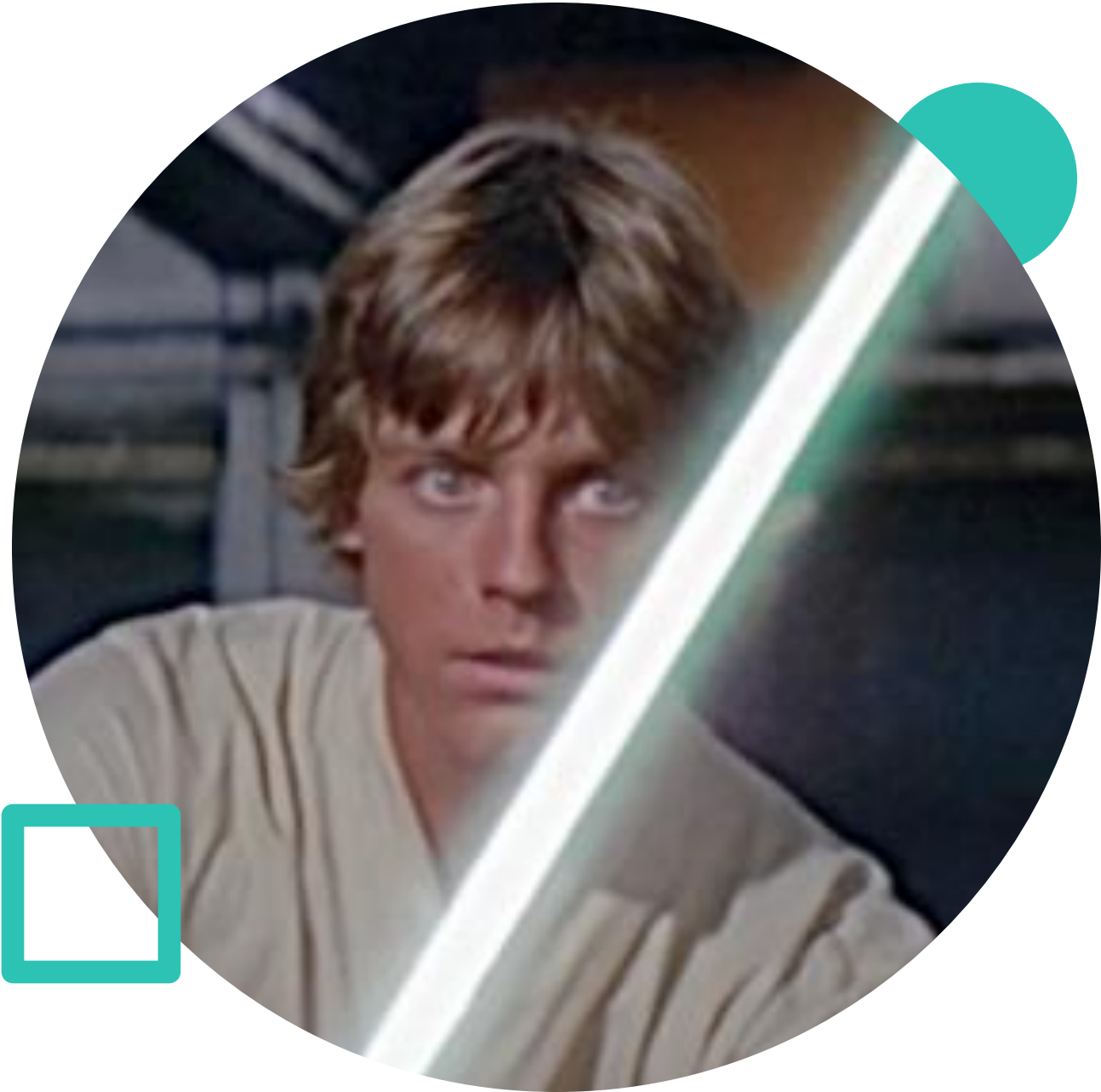




Weekly Schedule

- 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 Lobby Attendant Coverage 2 / 4	Lead Lobby Attendant Coverage 0 / 2 Lobby Attendant Coverage 2 / 4	Lead Lobby Attendant Coverage 0 / 2 Lobby Attendant Coverage 0 / 4	Lead Lobby Attendant Coverage 1 / 2 Lobby Attendant Coverage 1 / 4	Lead Lobby Attendant Coverage 0 / 2 Lobby Attendant Coverage 0 / 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=QY/RORYGSN

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

Sort By: Shift Start Time

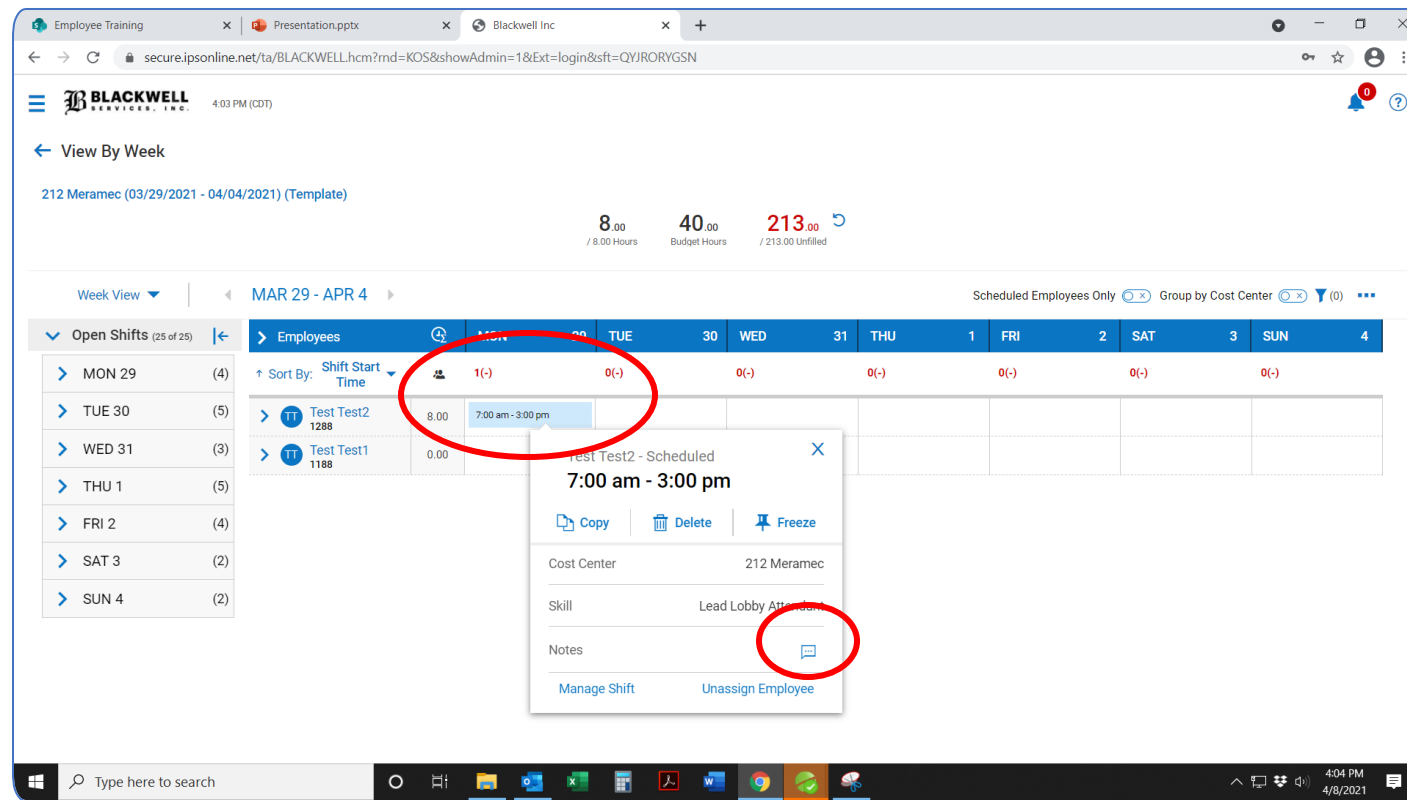
Shift	MON 12	TUE 13	WED 14	THU 15	FRI 16	SAT 17	SUN 18
Test Test2 1288	7:00 am - 3:00 pm	7:00 am - 3:00 pm	7:00 am - 3:00 pm	7:00 am - 3:00 pm	7:00 am - 3:00 pm		
Test Test1 1188	3:00 pm - 11:00 pm	3:00 pm - 11:00 pm	3:00 pm - 11:00 pm	3:00 pm - 11:00 pm	11:00 pm - 7:00 am		

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

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

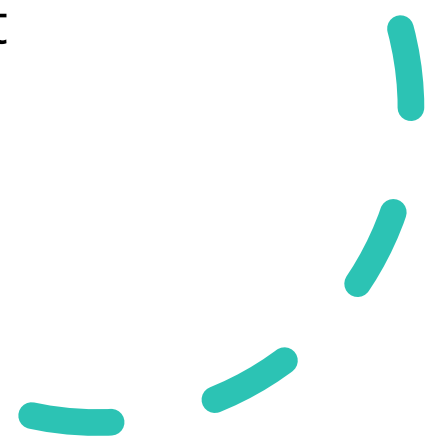
Type here to search | 4:43 PM | Show hidden icons | /2021

- 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



Employee Training | Presentation.pptx | Blackwell Inc

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

BLACKWELL
EMPLOYMENT, INC.

4:07 PM (CDT)

View By Week

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

8.00 / 8.00 Hours Budget Hours 40.00 / 213.00 Unfilled

Week View | MAR 29 - APR 4 | Scheduled Employees Only

Open Shifts (25 of 25) | Employees

MON 29 (4) | TUE 30 (5) | WED 31 (3) | THU 1 (5) | FRI 2 (4) | SAT 3 (2) | SUN 4 (2)

Sort By: Shift Start Time

Shift	Start Time	MON 29	TUE 30	WED 31	THU 1	FRI 2	SAT 3	SUN 4
Test Test2 1288	8.00	7:00 am - 3:00 pm						
Test Test1 1188	0.00							

Assign Shifts
Freeze Assigned Shifts
Add New Shift
Unassign All Shifts
Validate Constraints
Override Constraints
Save View
Save View As
Manage Views
Add Trail
Add Note
Print

Type here to search | 4:08 PM 4/8/2021

Add Notes to an Entire Schedule

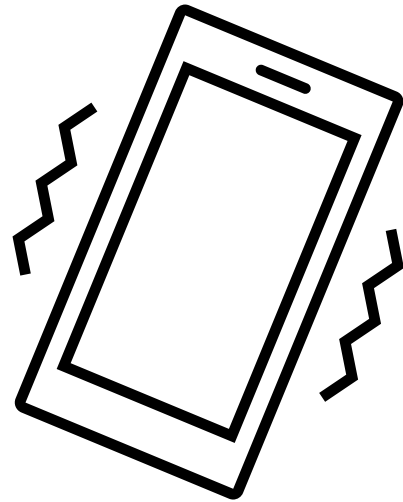
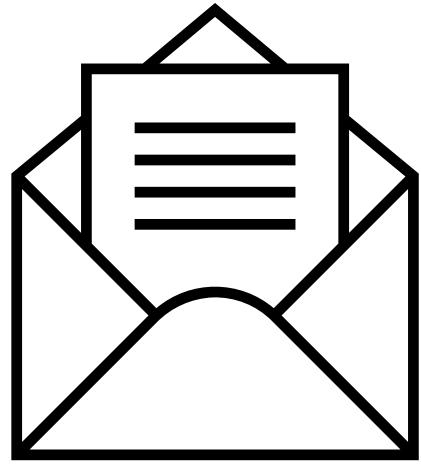
- Click on the ellipse icon
- Click "add note"



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

ON YOUR DAY OFF

memetogo.com

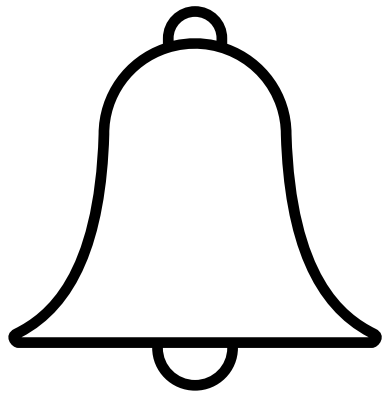


Employee Notifications

Email

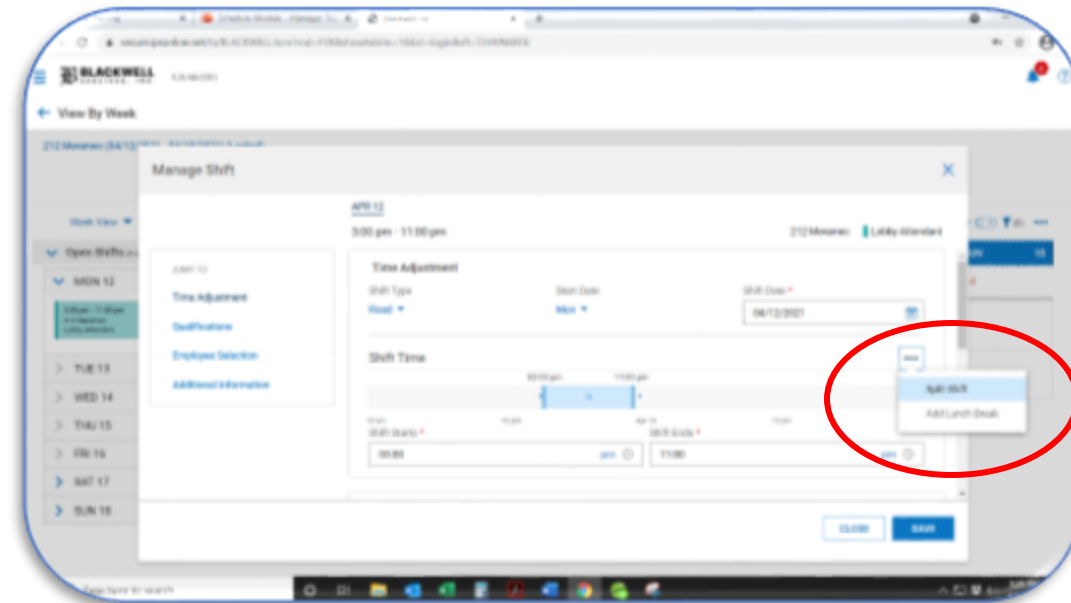
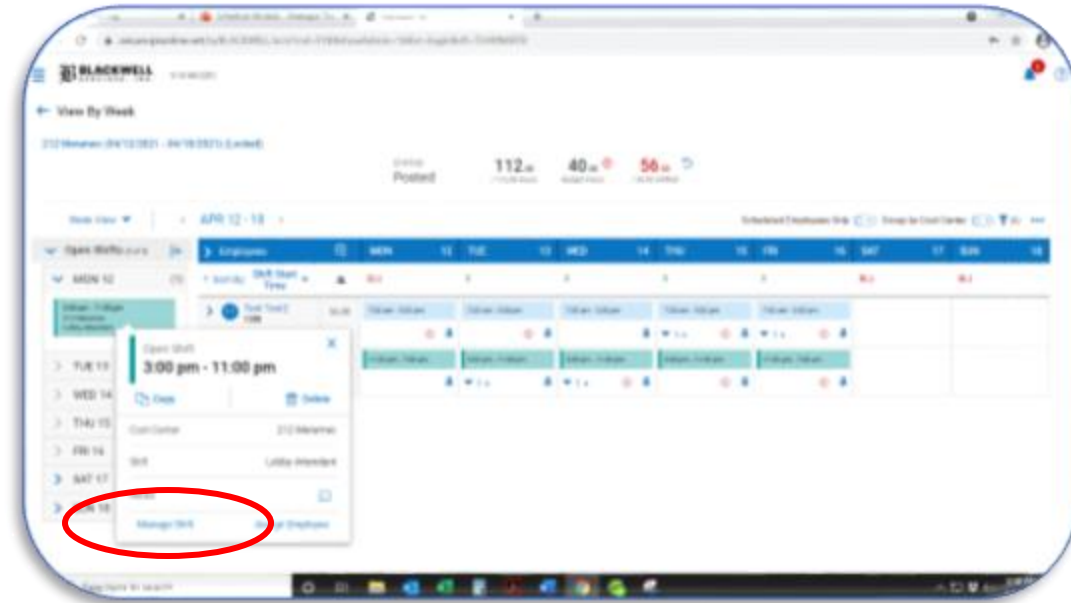
Text Message

"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'. The location is '212 Meramec' and the role is 'Lobby Attendant'. On the left, a 'JUMP TO' menu contains options: '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 at 03:00 pm and ends at 07:00 pm. Below the visualization, there are input fields for 'Shift Starts *' (03:00 pm) and 'Shift Ends *' (07:00 pm). 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)

- MON 12 (0)
- TUE 13 (0)
- WED 14 (0)
- THU 15 (0)
- FRI 16 (0)
- SAT 17 (2)
- SUN 18 (2)

Employees

Sort By: Shift Start Time

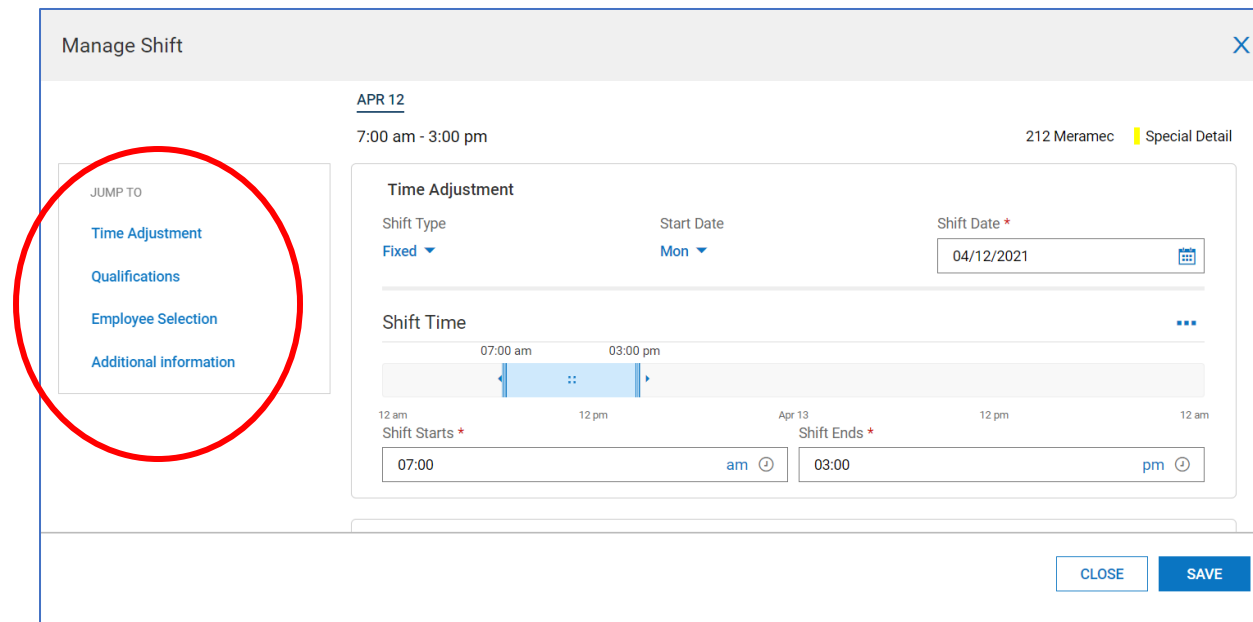
	MON 12	TUE 13	WED 14	THU 15	FRI 16	SAT 17	SUN 18
Test Test2 1288	7:00 am - 3:00 pm 212 Meramec Lead Lobby Attendant	7:00 am - 3:00 pm 212 Meramec Lead Lobby Attendant	7:00 am - 3:00 pm 212 Meramec Lead Lobby Attendant	7:00 am - 3:00 pm 212 Meramec Lead Lobby Attendant	7:00 am - 3:00 pm 212 Meramec Lead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

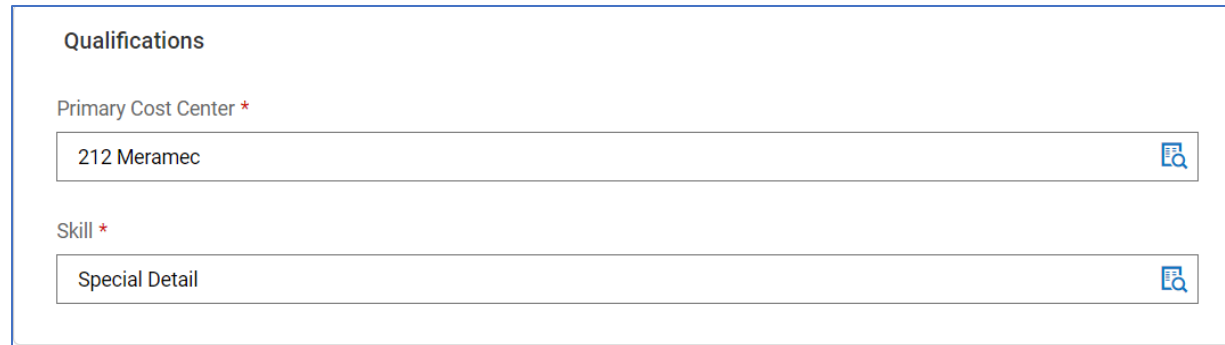
Special Detail Assignments

Complete all four sections of the task tree.

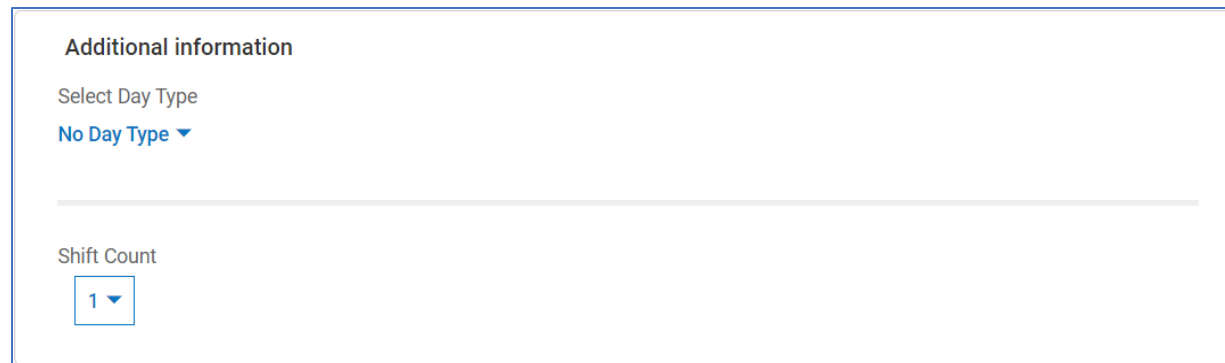
- Time Adjustment
 - Select the day of the week
 - Start and end time
- Qualifications
 - Primary cost center
 - Skills = SPECIAL DETAIL
- Employee Selection
 - Assign shift
- Additional Information
 - Shift count = identify the number of people required to work the special detail assignment



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 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'. Below this is a 'Shift Count' field with a dropdown menu set to '1'.

Troubleshooting – Common Mistakes



Override constraints

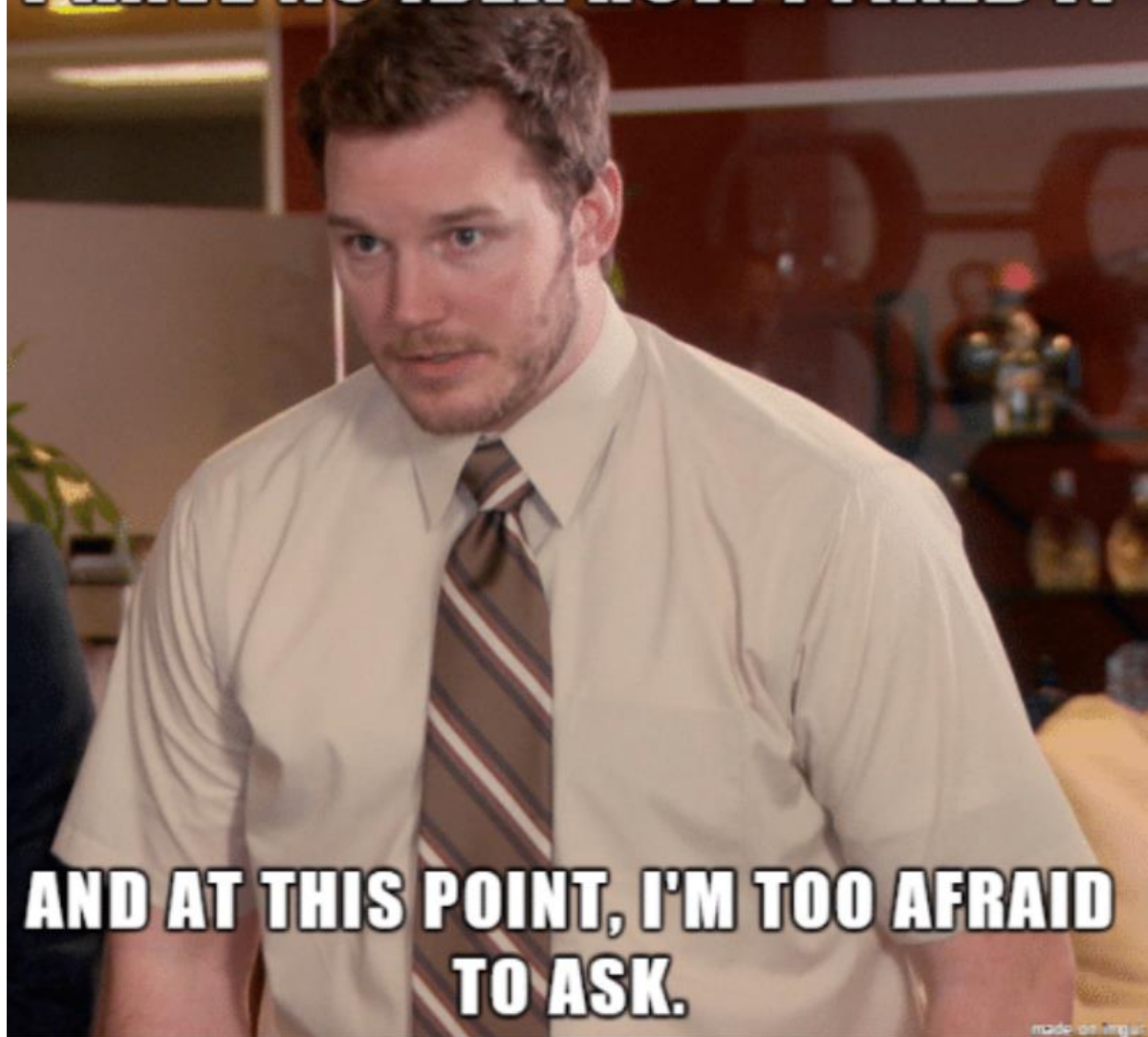
Confirm you are not double booking an employee



Schedule Template vs. Weekly Schedule

Cannot publish a template

I HAVE NO IDEA HOW I FIXED IT



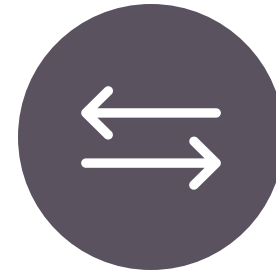
**AND AT THIS POINT, I'M TOO AFRAID
TO ASK.**

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 shows a grid of coverage requirements for various dates from 04/12/2021 to 04/17/2021. The 'Post Open Shifts' option is highlighted with a red circle.

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

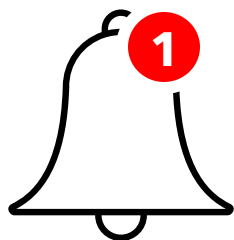
Post Open Shifts

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 shows a web browser window with the Blackwell Inc. application. The browser tabs include Blackwell Inc, QuickBooks, Employee Training, and Schedule Module - Manager Train. The address bar shows the URL: secure.ipsonline.net/ta/BLACKWELL.hcm?rnd=EVV&showAdmin=1&Ext=logIn&sf=KQMONKBPYN. The page header includes the Blackwell logo, the time 12:27 PM (CDT), and a notification bell icon with a red '45' badge. A 'Feedback' link is also visible.

The main content area is titled 'My To Do Items' and shows a list of items. The first item is a 'Timesheet Change Request' for Garrett M. Sanders (BLACKWELL) on Apr 13, 2021, at 5:52 am. The list is paginated to show 1 of 9 pages, with 1-5 of 45 rows visible. A 'Select all (0/0)' checkbox is present.

The detailed view of the selected item shows the following information:

- Title:** Timesheet Change Request
- SubTitle:** Modify Punch In (Apr 13)
- Requester:** Garrett M. Sanders (BLACKWELL) (1887)
- Actions:** 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

At the bottom of the detailed view, there are 'REJECT' and 'APPROVE' buttons. The Windows taskbar at the bottom shows the time 12:27 PM on 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)

REJECT APPROVE

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="radio"/>	<input checked="" type="checkbox"/> Special Detail	Y	#FFFF00	\$0.00	1 	<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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1. [Logging into IPS](#)
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3. [Schedule Templates – Alpha Document](#)
4. [Generate Schedule](#)
5. [Weekly Schedule – Beta Document](#)
6. [Post Schedule](#)
7. [Split-Shift Assignments](#)
8. [Special Detail Assignments](#)
9. [Troubleshooting](#)
10. [Post Open Shifts](#)
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

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

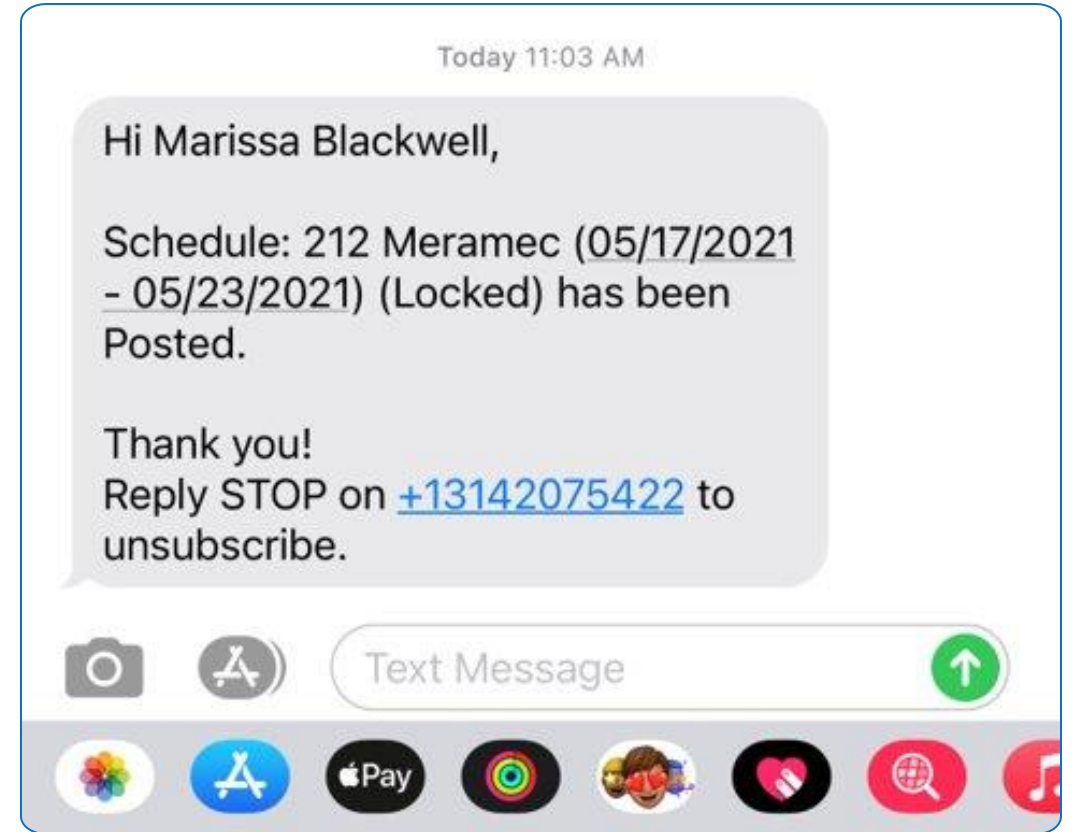


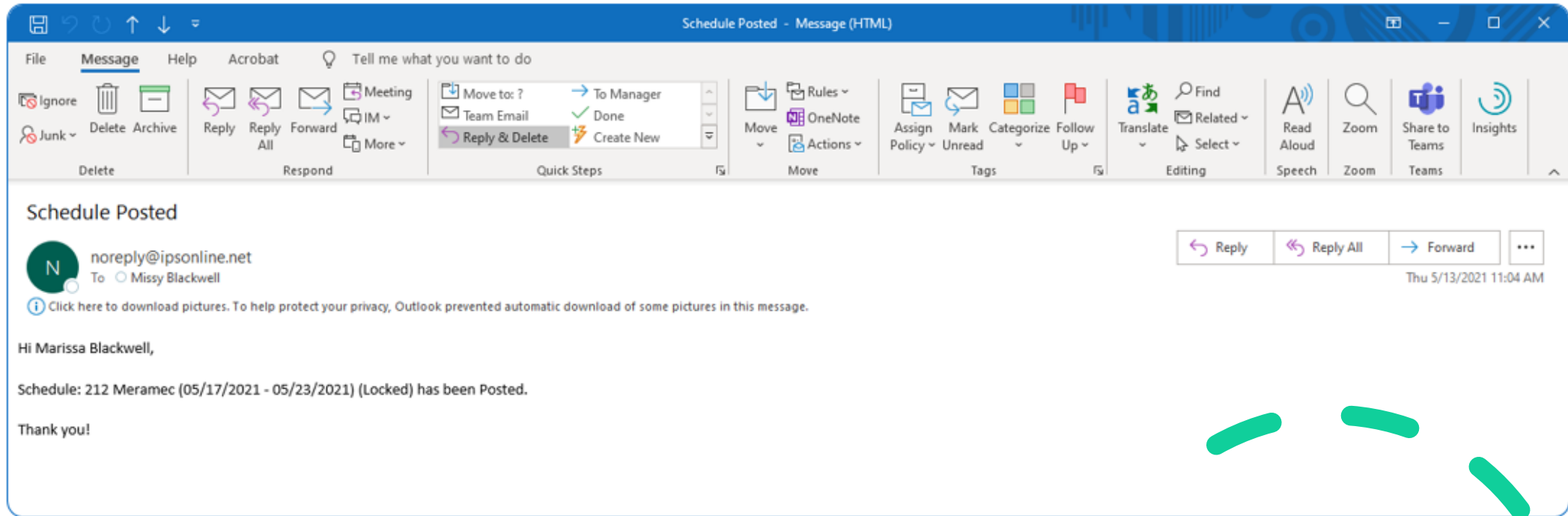
Email



To-do bell

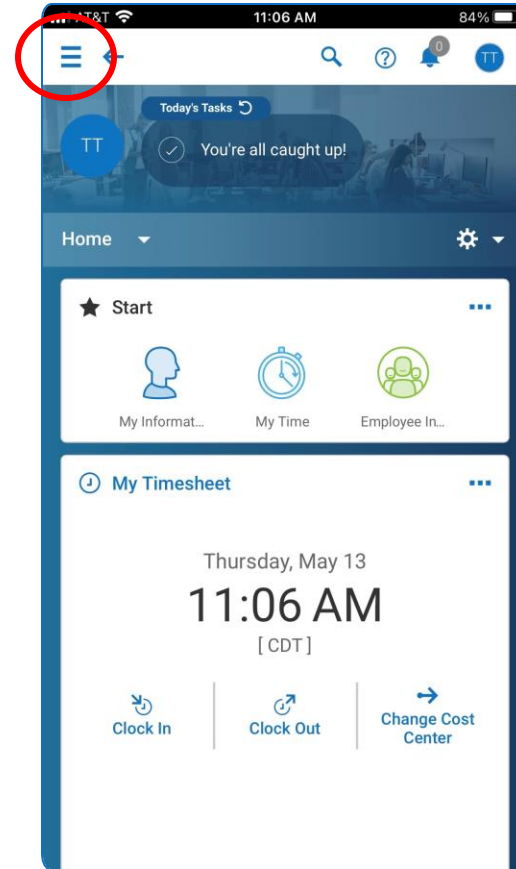
Posted Schedule Notification – Text Message



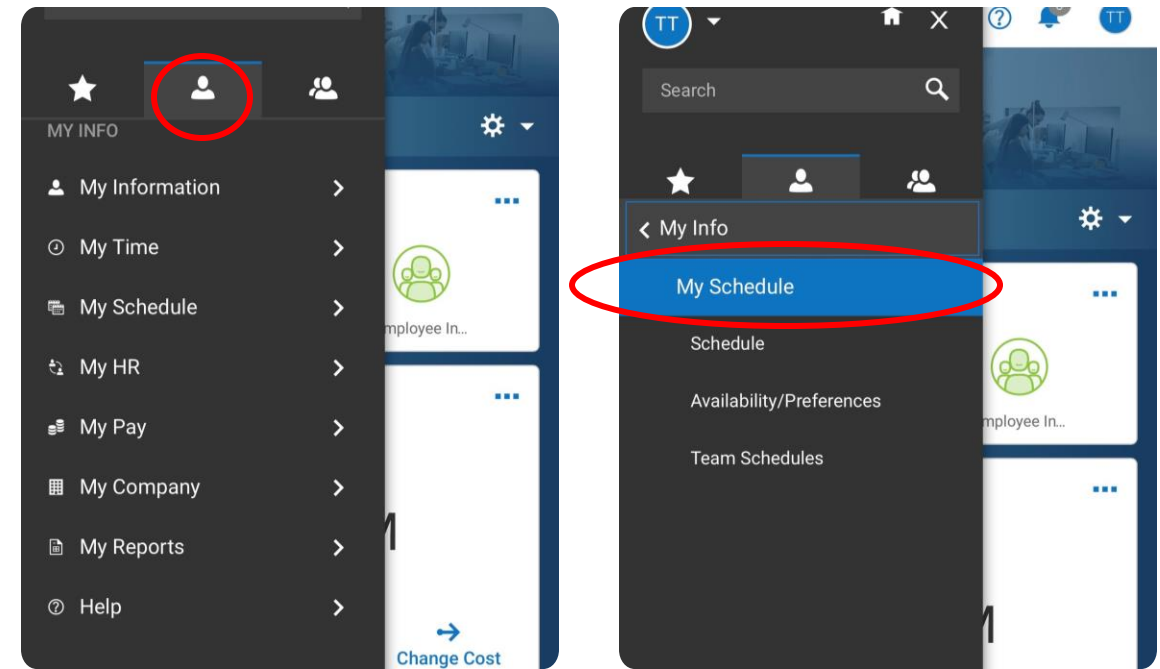


Posted Schedule Notification - Email

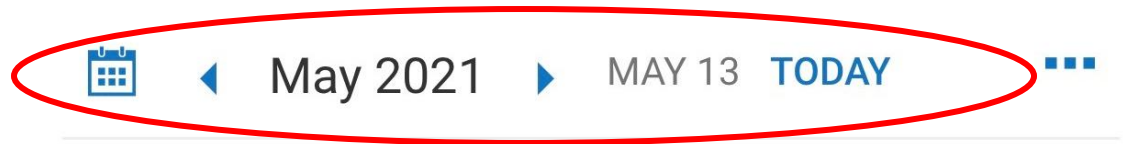
Logging into HCMTToGo



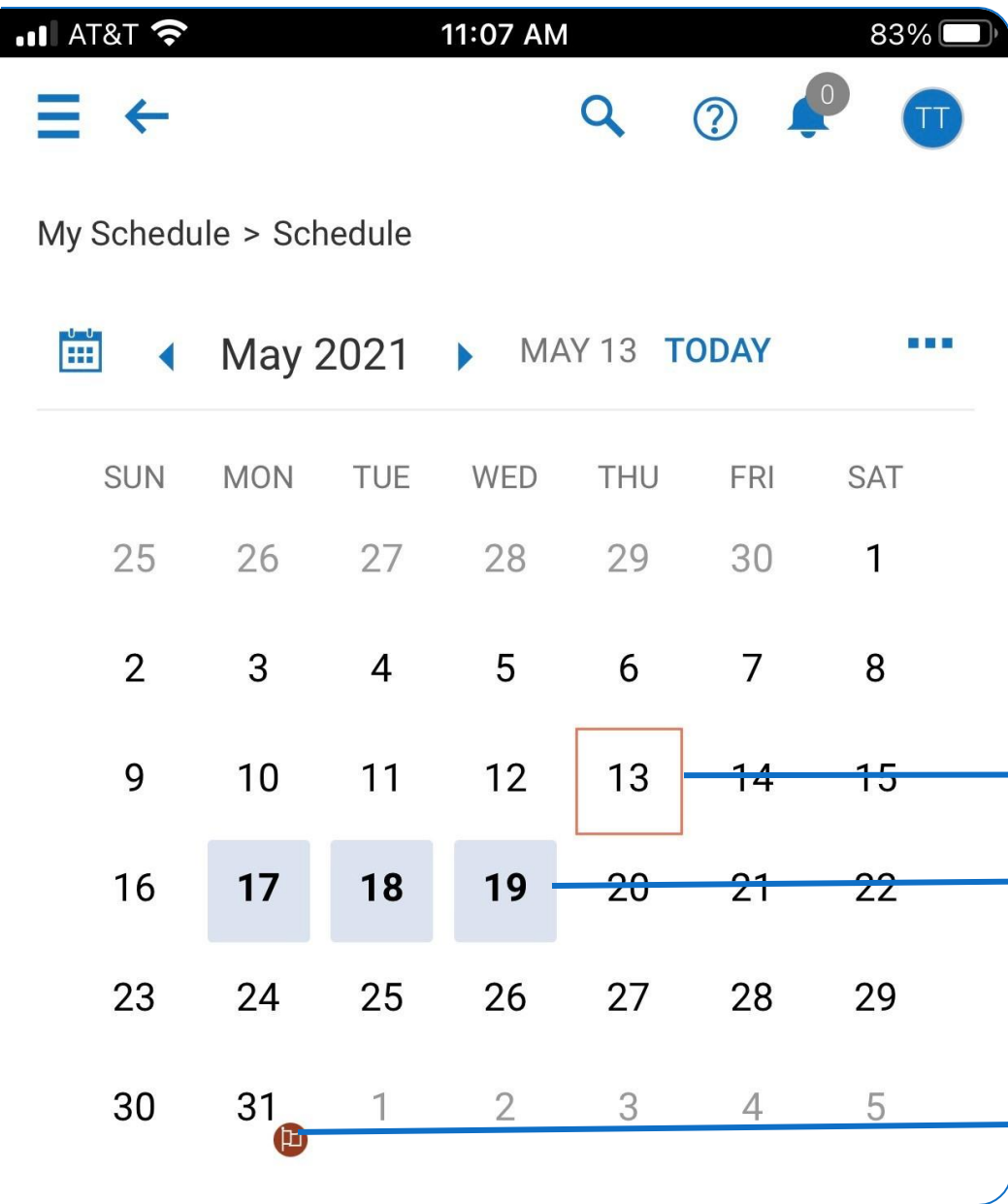
Access My Schedule



My Schedule > Schedule



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



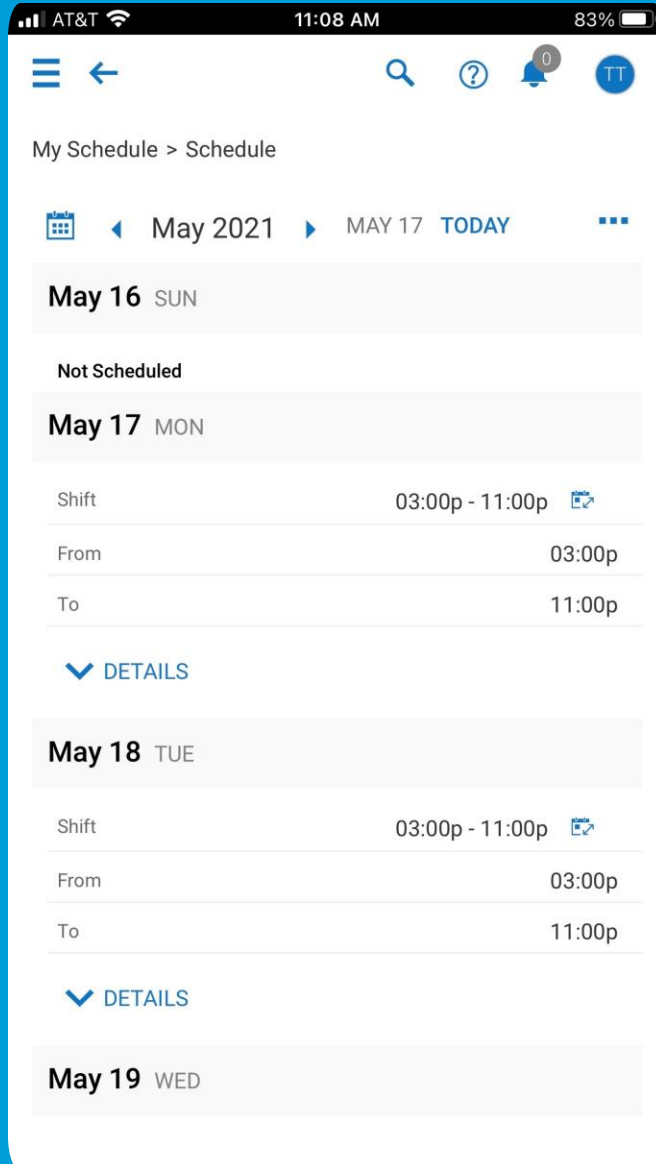
View My Schedule

Current day of the week

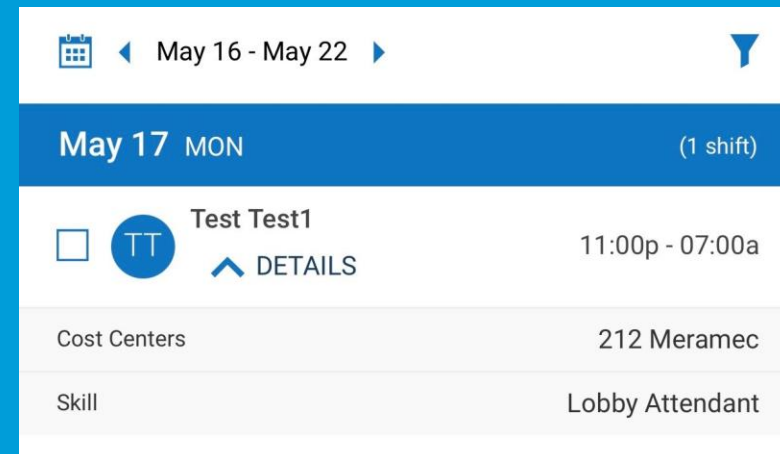
Days you are scheduled to work

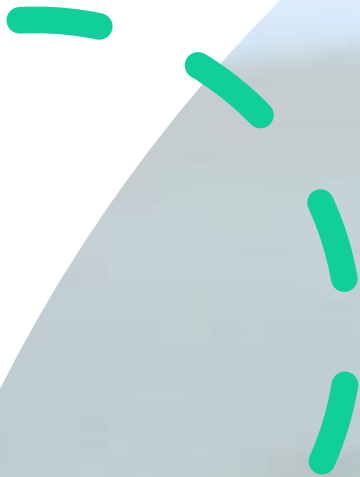
Work holiday





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



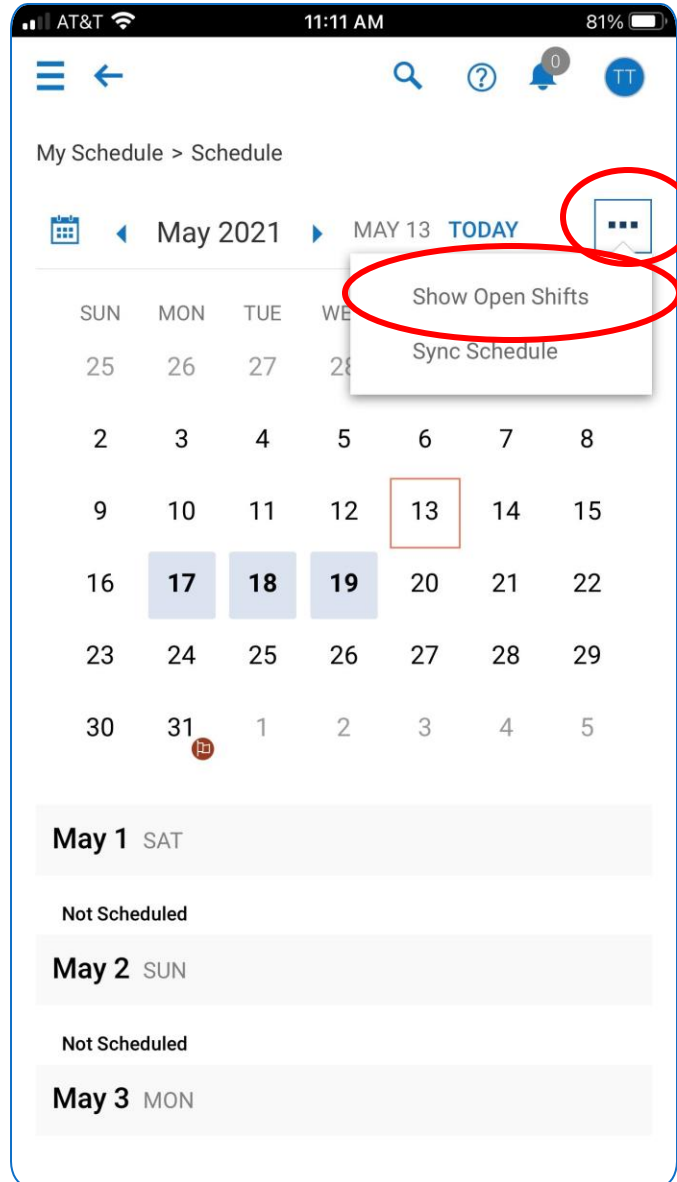
Teamwork



View open shifts at
different properties



Special detail
assignments



View Open Shifts

Identify Open Shift Days

AT&T 11:11 AM 81%

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

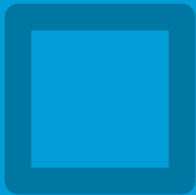
Not Scheduled

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

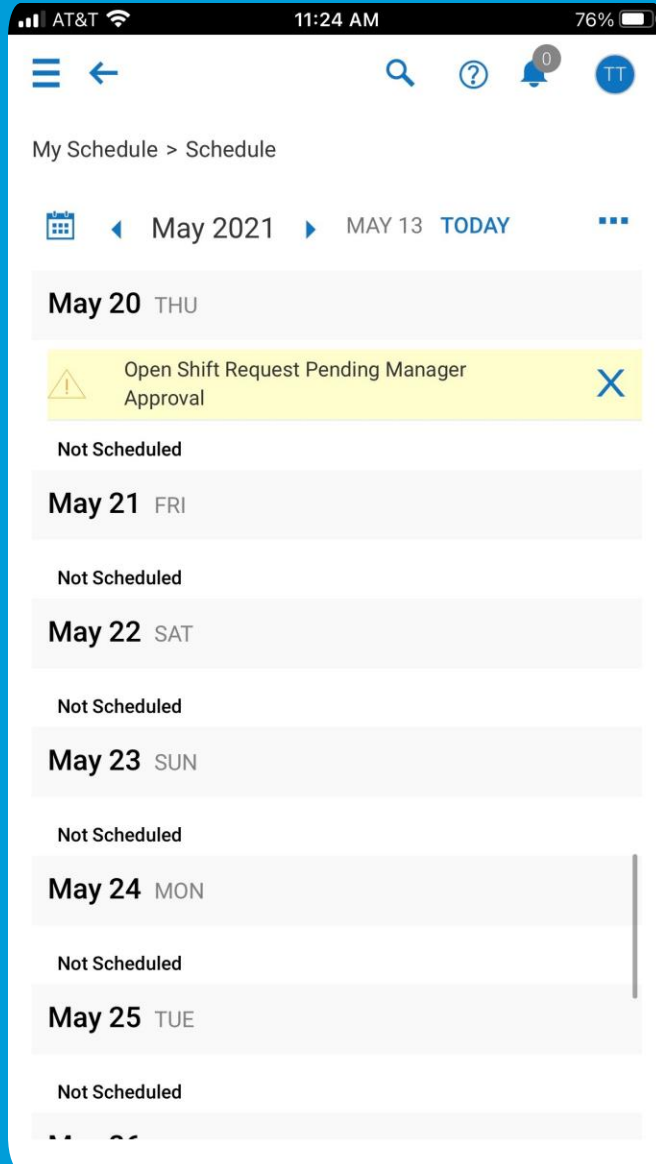


Pick Up Open Shift

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

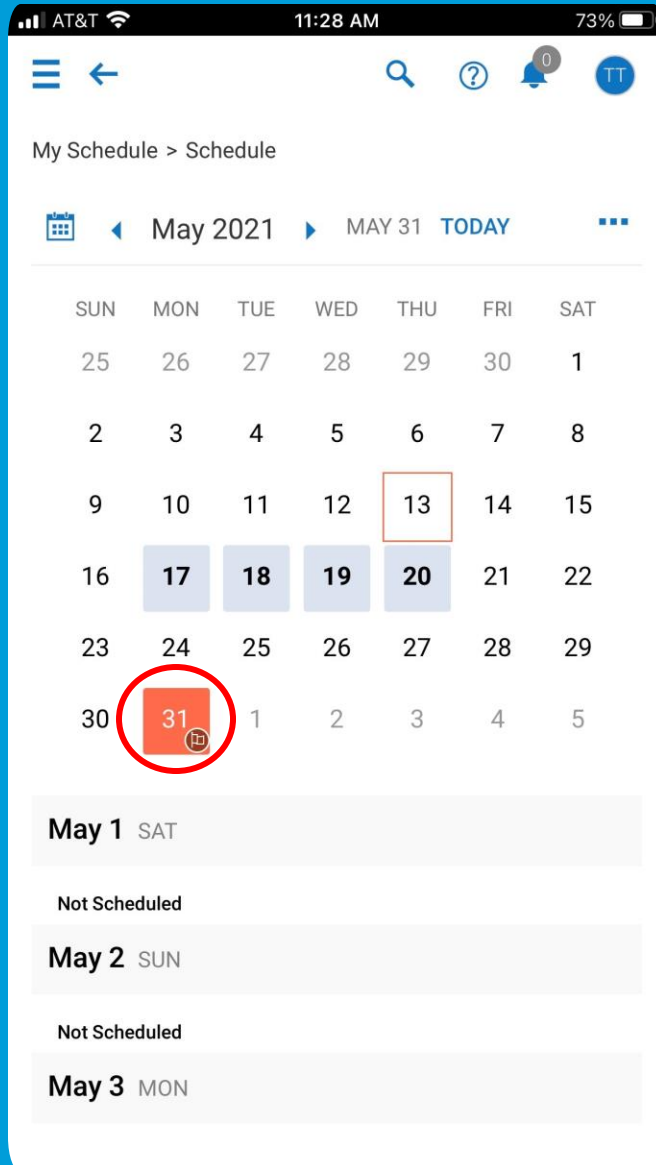
Not Scheduled

May 2 SUN

Not Scheduled

May 3 MON





Work Holidays

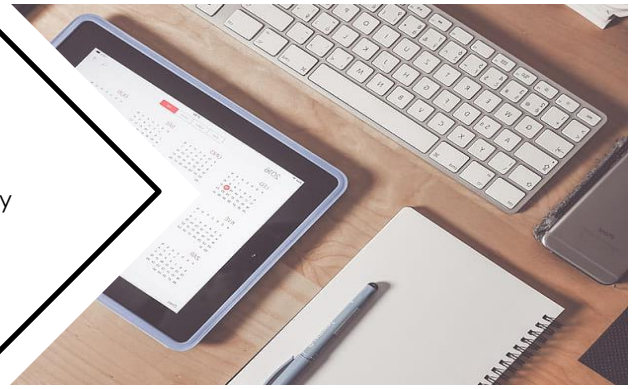




Questions & Answers

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



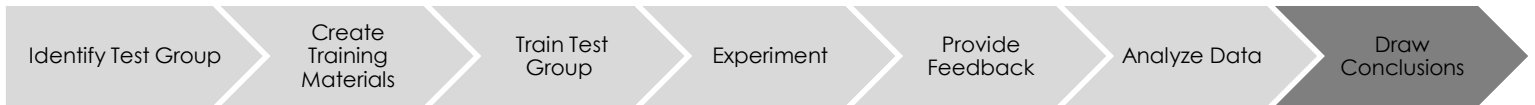
Test Functionality



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.