EMPLOYEE SHIFT COVERAGE

With the Employee Management module of NCR Console, employees can make and accept a request for shift coverage at any time via the Employee portal (*employee.cimplebox.com*)

To request shift coverage:

- 1. Log into the NCR Console Employee portal (employee.cimplebox.com)
- 2. Click the **Schedule** tab and then **Work Schedule** (or **View full schedule** to the right of Upcoming Schedule).

ONCR SILVER		Home	dule Training
Employee Portal		Welcon	ne, Aaron Settings Log Out
Alert		Upcoming Schedule	
Messages	Date		View full schedule 🍽
Request to cover shift	8/7/2016		
		Time Card	
Contact		Week Of	Total Hours
Contact Manager		7/31/2016	0.00
		8/7/2016	0.00
Schedule			
Work Schedule View my work schedule		Availability Submit my availability se	chedule for approval

- 3. Toggle to the week you wish to view by clicking **Previous** or **Next** at the top of the schedule next to the dates shown
- 4. Click View Full Schedule

	代 Prev	/ious	8/1/2016 - 8/14/2	016	Next ≫	
Demo Store						View Full Schedule H
Mon	Tue	Wed	Thu	Fri	Sat	Sun
Aug 1 9 AM - 12 PM 1 - 6 PM	2	3 3 - 10 PM	4	5 7 AM - 1 PM	6 4 - 10 PN	1
8 9 AM - 12 PM 1 - 6 PM	9	10 3 - 10 PM	11	12 7 AM - 1 PM	13 4 - 10 PN	14

5. Click on the shift you need to request coverage for. You will see the schedule for everyone but will only be able to select your shifts

Full Schedule	•								Go Back	
	**	Previous	8/8/2016 - 8/14/2016				Next ≫			
	8/8 Mon	8/9 Tue	8/10 Wed	8/11 Thu	8/1 Fr	2 i	8/13 Sat	8/14 Sun	Total	
Employee 1	9am - 12pm 1 - 6pm		-		×	1pm	4 - 10pm		27 Hrs	
Employee 2		Employee 1 Saturday, 8/13/2016				.pm	9am - 5pm	8am - 2pm	44 Hrs	
Employee 3	5 - 8pm	4 - 10 PM	[Re	auest to cover	shift1	om	6:30 - 10pm	2 - 11pm	25:45 Hrs	
Employee 4	4 - 10pm					pm		9am - 2pm	30 Hrs	
Employee 5		∠ - abiu	9am - 2.40pm	о - орт			9am - 1pm		21:45 Hrs	
Employee 6	9am - 2:30pm	11am - 2pm			1 - 5 6 - 10	pm pm	10am - 3pm	2 - 10pm	29:30 Hrs	

6. Click **Request to cover shift**

7. Select the employee you would like to request coverage from. You may select multiple employees at one time. The first person to accept your request is what will be sent to the manager for approval

8/8 8/5 Mon Tue Fmployee 1 9am - 12pm	8/10 e Wed	8/11	9/40			
Employee 1 9am - 12pm		Thu	Fri	8/13 Sat	8/14 Sun	Total
1 - 6pm			× 1pm	4 - 10pm		27 Hrs
Employee 2	uest to Cover Shif	t		9am - 5pm	8am - 2pm	44 Hrs
Employee 3 5 - 8pm	Employee 2		om	6:30 - 10pm	2 - 11pm	25:45 Hrs
Employee 4 4 - 10pm	Employee 3 Employee 4		pm		9am - 2pm	30 Hrs
Employee 5	Employee 5			9am - 1pm		21:45 Hrs
Employee 6 9am - 2:30pm	Employee 6		n n	10am - 3pm	2 - 10pm	29:30 Hrs

8. Click Send

ACCEPTING SHIFT COVERAGE REQUESTS

Once a request has been made, employees can use the Employee Portal to accept shift coverage requests:

- 1. Click the **Schedule** tab and then **Work Schedule** (or **View full schedule** to the right of Upcoming Schedule).
- 2. Toggle to the week you wish to view by clicking **Previous** or **Next** at the top of the schedule next to the dates shown
- 3. Click View Full Schedule

	帐 Prev	vious	8/1/2016 - 8/14/2	016	Next ≫	
Demo Store						View Full Schedule
Mon	Tue	Wed	Thu	Fri	Sat	Sun
Aug 1 9 AM - 12 PM 1 - 6 PM	2	3 3 - 10 PM	4	5 7 AM - 1 PM	6 4 - 10 PM	7
8 9 AM - 12 PM 1 - 6 PM	9	10 3 - 10 PM	11	12 7 AM - 1 PM	13 4 - 10 PM	14

4. Any requests that have been made to you will be highlighted in blue. Click the shift to display details

Full Schedule	9								Go Back
	«	Previous	8/8/2016 - 8/14/2016			Next ≫			
	8/8 Mon	8/9 Tue	8/10 Wed	8/11 Thu	8/12 Fri	2	8/13 Sat	8/14 Sun	Total
Employee 1	9am - 12pm 1 - 6pm				×	1pm	4 - 10pm		27 Hrs
Employee 2		Employee Saturday, 8/	1 13/2016			∙pm	9am - 5pm	8am - 2pm	44 Hrs
Employee 3	5 - 8pm	4 - 10 PM		[Accept reg	uest1	om	6:30 - 10pm	2 - 11pm	25:45 Hrs
Employee 4	4 - 10pm			[pm		9am - 2pm	30 Hrs
Employee 5		2 - abiu	sam - 2.45pm	o - opin			9am - 1pm		21:45 Hrs
Employee 6	9am - 2:30pm	11am - 2pm			1 - 5 6 - 10	pm pm	10am - 3pm	2 - 10pm	29:30 Hrs
Request to cove	r shift								

5. Click Accept request

- 6. You will be asked to confirm your choice. Click **OK**
 - This does not automatically update the schedule
 - The manager must approve the change before the schedule will reflect any changes. Once approved by a manager, you will see your schedule reflect the added shift