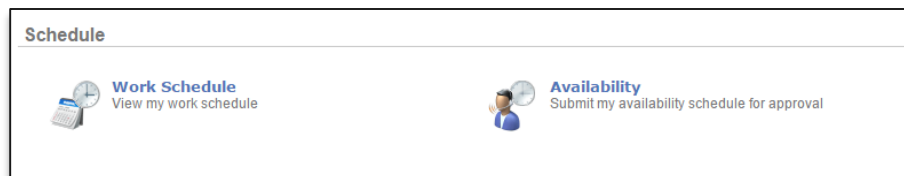
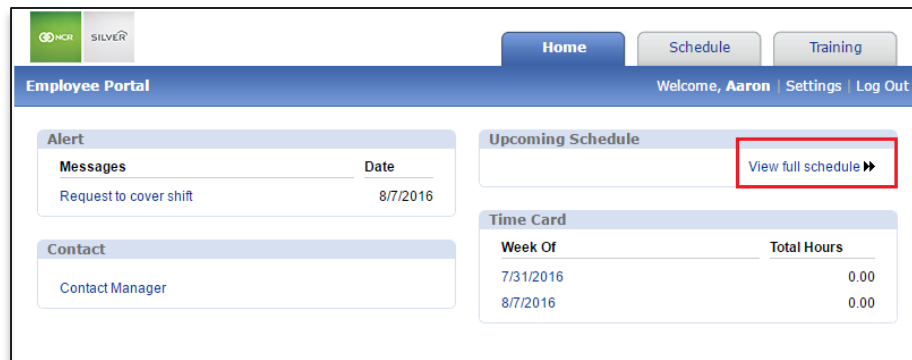


EMPLOYEE SHIFT COVERAGE

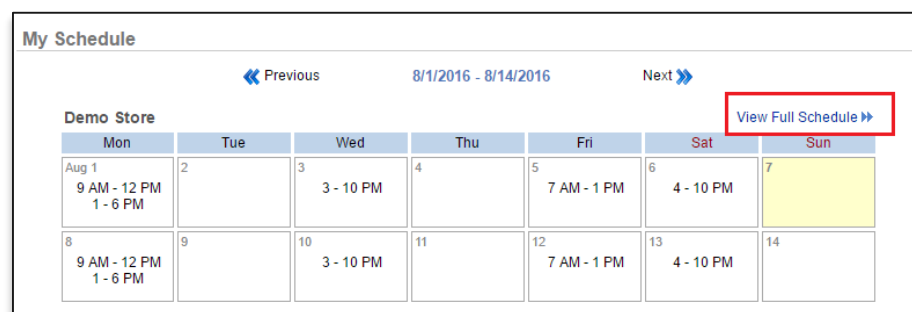
With the Employee Management module of NCR Console, employees can make and accept a request for shift coverage at any time via the Employee portal (*employee.cimplebox.com*)

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).



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**



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								
	8/8 Mon	8/9 Tue	8/10 Wed	8/11 Thu	8/12 Fri	8/13 Sat	8/14 Sun	Total
Employee 1	9am - 12pm 1 - 6pm					4 - 10pm		27 Hrs
Employee 2						9am - 5pm	8am - 2pm	44 Hrs
Employee 3	5 - 8pm					6:30 - 10pm	2 - 11pm	25:45 Hrs
Employee 4	4 - 10pm						9am - 2pm	30 Hrs
Employee 5		2 - 9pm	9am - 2:45pm	3 - 6pm		9am - 1pm		21:45 Hrs
Employee 6	9am - 2:30pm	11am - 2pm			1 - 5pm 6 - 10pm	10am - 3pm	2 - 10pm	29:30 Hrs

- Click **Request to cover shift**
- 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

Full Schedule Go Back								
	8/8 Mon	8/9 Tue	8/10 Wed	8/11 Thu	8/12 Fri	8/13 Sat	8/14 Sun	Total
Employee 1	9am - 12pm 1 - 6pm					4 - 10pm		27 Hrs
Employee 2						9am - 5pm	8am - 2pm	44 Hrs
Employee 3	5 - 8pm					6:30 - 10pm	2 - 11pm	25:45 Hrs
Employee 4	4 - 10pm						9am - 2pm	30 Hrs
Employee 5		2 - 9pm	9am - 2:45pm	3 - 6pm		9am - 1pm		21:45 Hrs
Employee 6	9am - 2:30pm	11am - 2pm			1 - 5pm 6 - 10pm	10am - 3pm	2 - 10pm	29:30 Hrs

Request to Cover Shift

☐ Employee 2

☐ Employee 3

☒ Employee 4

☐ Employee 5

☐ Employee 6

Send Cancel

- Click **Send**

ACCEPTING SHIFT COVERAGE REQUESTS

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

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

My Schedule View Full Schedule							
	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Aug 1	9 AM - 12 PM 1 - 6 PM		3 - 10 PM		7 AM - 1 PM	4 - 10 PM	
Aug 2							
Aug 3	9 AM - 12 PM 1 - 6 PM		3 - 10 PM		7 AM - 1 PM	4 - 10 PM	
Aug 4							
Aug 5							
Aug 6							
Aug 7							

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

Full Schedule Go Back								
	Previous 8/8/2016 - 8/14/2016 Next							
	8/8 Mon	8/9 Tue	8/10 Wed	8/11 Thu	8/12 Fri	8/13 Sat	8/14 Sun	Total
Employee 1	9am - 12pm 1 - 6pm					4 - 10pm		27 Hrs
Employee 2						9am - 5pm	8am - 2pm	44 Hrs
Employee 3	5 - 8pm					6:30 - 10pm	2 - 11pm	25:45 Hrs
Employee 4	4 - 10pm						9am - 2pm	30 Hrs
Employee 5		2 - 9pm	9am - 2:45pm	3 - 6pm		9am - 1pm		21:45 Hrs
Employee 6	9am - 2:30pm	11am - 2pm			1 - 5pm 6 - 10pm	10am - 3pm	2 - 10pm	29:30 Hrs

Employee 1
Saturday, 8/13/2016

4 - 10 PM

[Accept request]

☐ Request to cover shift

- Click **Accept request**
- 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