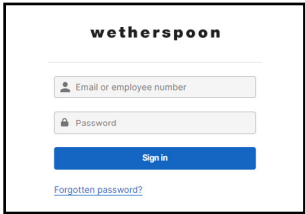

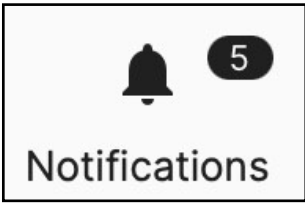
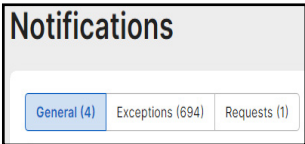
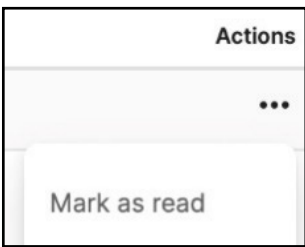
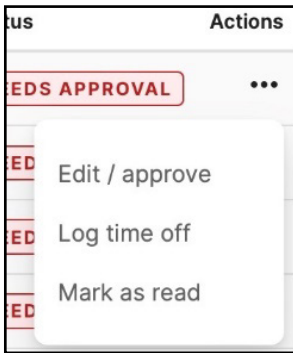
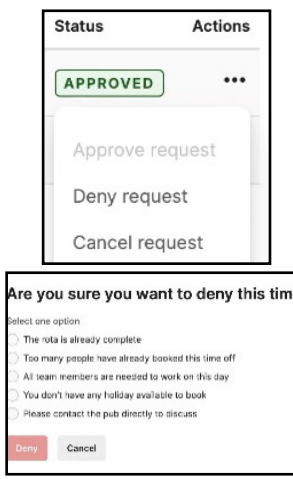
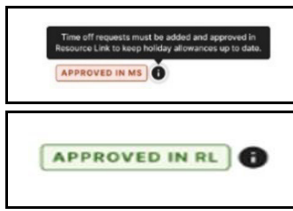




Completed by	<ul style="list-style-type: none"> • Pub manager • Shift manager • Kitchen manager • Shift leader
Frequency	<ul style="list-style-type: none"> • At every shift handover and end of night
Reference	<ul style="list-style-type: none"> • Employment policies (myJDW) • SOP OF0116 - ResourceLink - Holiday booking procedures • SOP OF0197 - Booking a holiday in MyView • SOP OF0248 - Managing time off in mySchedule • SOP OF0246 - Rota management in mySchedule.

Step 1		<ul style="list-style-type: none"> • Launch the mySchedule application. • Log in using your employee number and myJDW password.
Step 2		<ul style="list-style-type: none"> • All employees must be accurately paid for the hours which they have worked. • Notifications must be managed daily, at handover and at the end of the night to ensure employee's shifts reflect their worked hours and that pay is accurate.
Step 3		<ul style="list-style-type: none"> • If an employee works outside of their scheduled hours, a notification will be generated that needs managing. • Click 'Notifications'.
Step 4		<p>Notifications are split into 3 areas:</p> <ul style="list-style-type: none"> • 'General' notifications relate to the rota. See step 5. • 'Exceptions' relate to employee shifts that need managing. See step 6. • 'Requests' relate to pending requests for time off that need managing. See step 7. • Select the notifications that require managing.
Step 5		<p>General notifications:</p> <ul style="list-style-type: none"> • Select the '...' icon for the notification being managed. • Find the employee with the exception that needs managing, or mark as read when no action is required. Refer to SOP OF246 - Rota management in mySchedule.

Step 6		<p>Exception notifications:</p> <ul style="list-style-type: none"> • Select the '...' icon for the notification being managed. • To manage punches outside of the scheduled times, select 'Edit / approve'. • Punches can only be managed together, to approve/edit the whole shift and not individual punches. • Adjust punch times as required to reflect actual working times ensuring the date is correct if reviewing on the next calendar day. Any adjustments will affect employee's pay. • Click 'Save and approve'. • For any no show exceptions, select 'Log time off'. Refer to SOP OF0248 - Managing time off in mySchedule.
Step 7		<p>Request notifications:</p> <ul style="list-style-type: none"> • Select the '...' icon for the notification being managed. • Select 'Approve request', 'Deny request', 'Cancel request' or 'Mark as read' as required. • Approved holiday requests will appear on the rota as 'Approved in MS'. It will only appear as approved once logged on ResourceLink or MyView. All approved requests will appear on the rota immediately. • For denied requests, select the reason for denial and click 'Deny'. A notification will be sent to the employee with the denial reason. • Cancelled requests will be removed, the notification will be recorded in the system log. <p>• Holidays must still be logged on ResourceLink/MyView. Refer to SOP OF0116 - ResourceLink - Holiday booking procedures or SOP OF0197 - Booking a holiday in MyView.</p>
Step 8		<ul style="list-style-type: none"> • Holiday requests made through myJDW or mySchedule will not be paid until they have been entered into ResourceLink. Refer to SOP OF0116 - ResourceLink - Holiday booking procedures. • Time off requests approved in mySchedule only will show as 'Approved in MS'. • Time off requests approved in ResourceLink will show as 'Approved in RL' and can not be amended in mySchedule.
Step 9		<ul style="list-style-type: none"> • Notifications must be managed daily, at handover and at the end of the night to ensure employee's shifts reflect their worked hours and that pay is accurate.
Step 10		<ul style="list-style-type: none"> • For any further queries, contact the personnel systems support team.