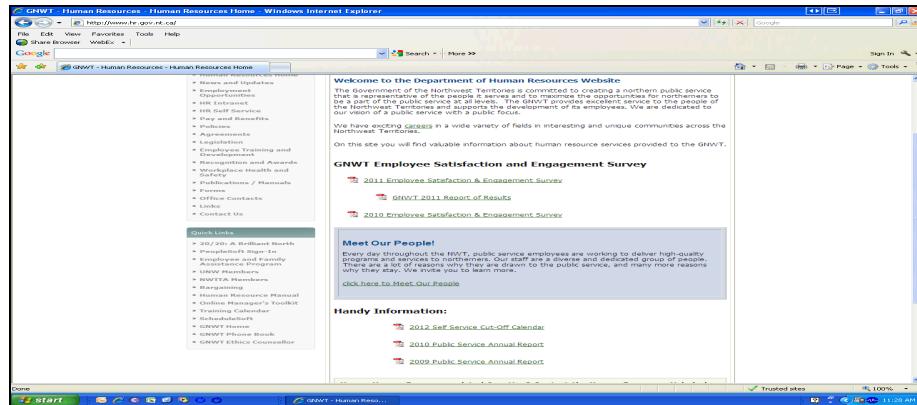


ScheduleSoft - Complete Manual

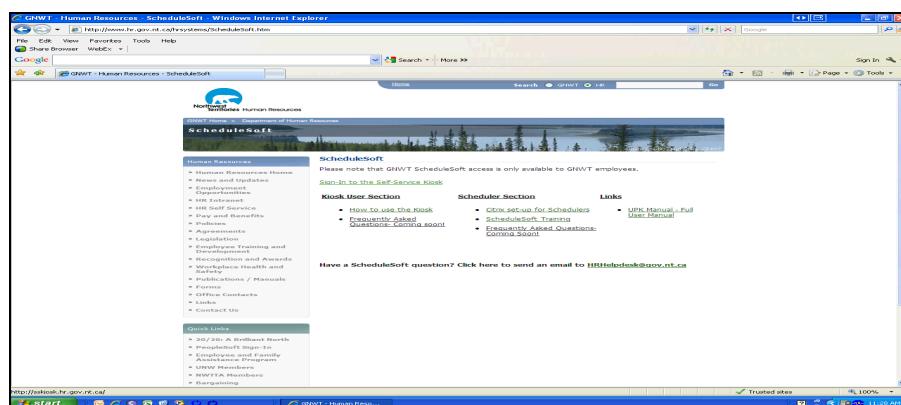
Entering Leaves

Using the Kiosk

Procedure

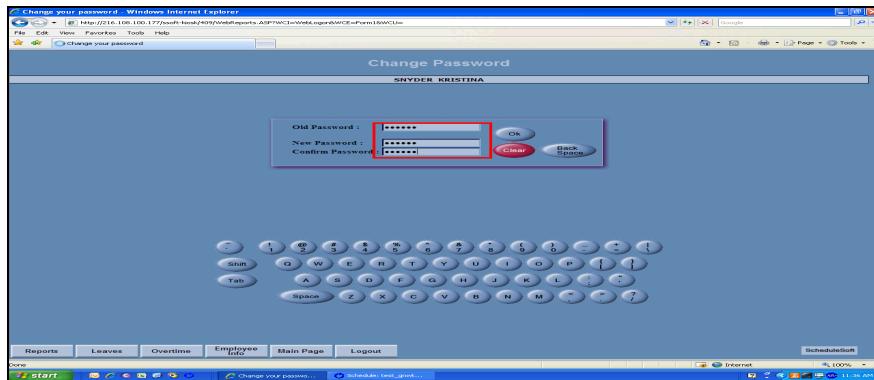


Step	Action
1.	<p>The link to the GNWT ScheduleSoft site is found on the Human Resources website at www.hr.gov.nt.ca .</p> <p>Click the ScheduleSoft link.</p> <p>ScheduleSoft</p>

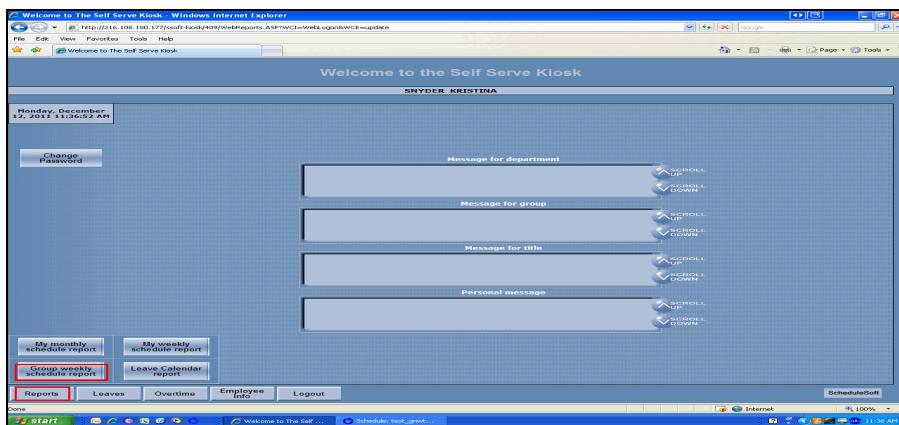


Step	Action
2.	<p>Click the Sign-In to the Self-Service Kiosk link.</p> <p>Sign-In to the Self-Service Kiosk</p>

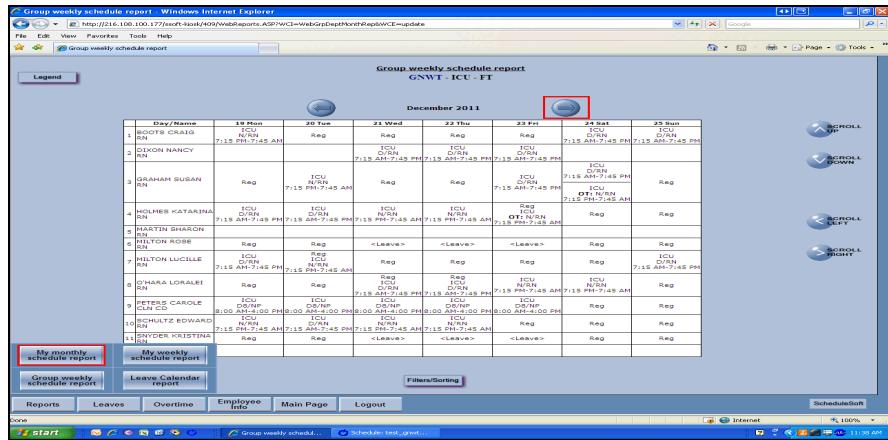
Step	Action
3.	<p>Enter your sign-in information into the User name: field. Enter your password and click the OK button.</p> <p>If your password is incorrect, you will be notified here.</p> <p>For Kiosk password resets, contact HR Systems at hrhelpdesk@gov.nt.ca . Please indicate "Kiosk" or "ScheduleSoft" in your subject line.</p>



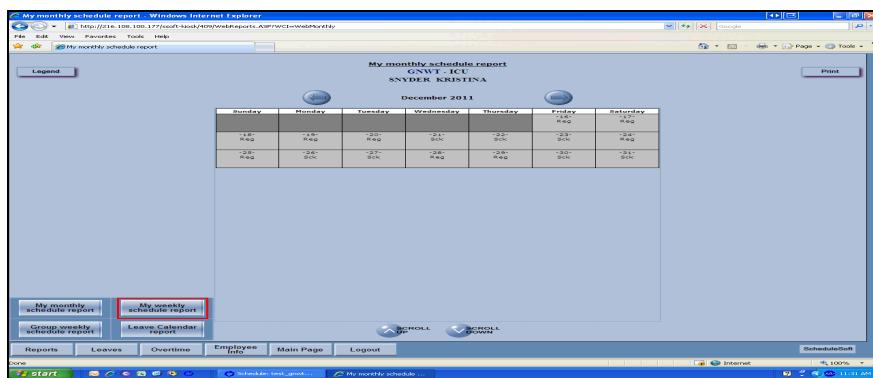
Step	Action
4.	<p>Once you sign-in for the first time, you will be asked to select a new password. Re-enter your current password in the Old Password field.</p> <p>Enter your new password, and repeat in the confirm password field.</p> <p>Click the OK button.</p> <p>Once you have changed your password, you will be asked to re-enter your User Name and Password.</p> <p></p>



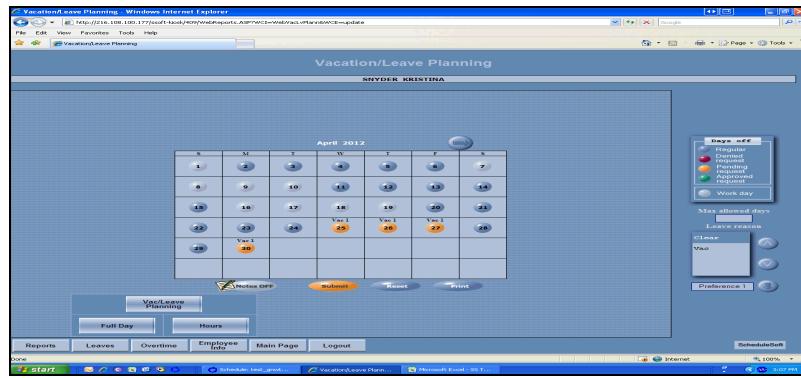
Step	Action
5.	<p>You are brought to the Main Page screen.</p> <p>The current date and time are located at the top left of the page.</p> <p>The Change Password screen is available here. You can change your password at any time.</p> <p>Any messages from your supervisor will be displayed here.</p> <p>You can navigate through the Kiosk using the buttons at the bottom of the screen.</p> <p>Select the Reports button to obtain the reports menu.</p> <p>Click the Group weekly schedule report button.</p>



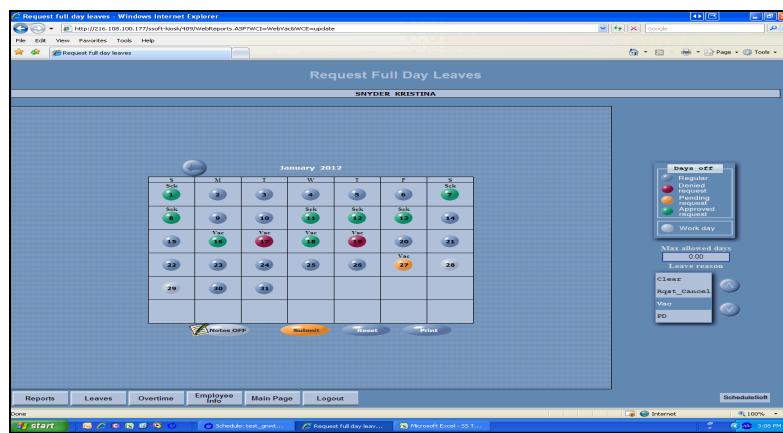
Step	Action
6.	<p>The Group weekly schedule report will appear for the current week.</p> <p>You can review past and future weekly schedules for your Department.</p> <p>Click the arrow to view the next week</p> <p>Select the Reports button to obtain the reports menu.</p> <p>Click the My monthly schedule report button.</p> <div style="border: 1px solid red; padding: 5px; text-align: center;"> My monthly schedule report </div>



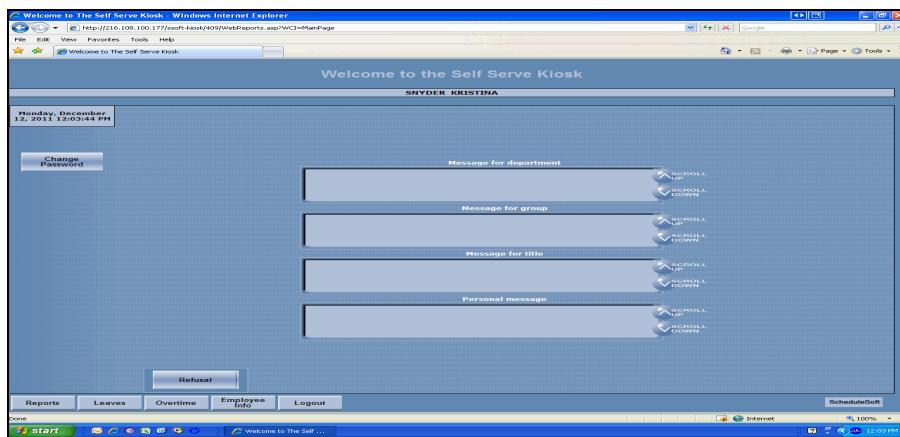
Step	Action
7.	<p>Your monthly schedule, including leave and days off, are listed here.</p> <p>You can print your schedule from this page.</p> <p>Select the Reports button to obtain the reports menu.</p> <p>Click the My weekly schedule report button.</p> <div style="border: 1px solid blue; padding: 5px; text-align: center;"> My weekly schedule report </div>
8.	<p>The My weekly schedule report screen will appear for the current week, along with any Day Notes that may have been entered.</p> <p>You can review past and future weekly schedules for yourself.</p> <p>Click the Arrow button to review the next week.</p> <p>Again, you can print your schedule from this page.</p>
9.	<p>Decision: Leaves can be requested in the Kiosk. Note: PeopleSoft remains the authority for leave balances. Please make a selection from the options listed below.</p> <ul style="list-style-type: none"> • Full Day Leaves Go to step 10 on page 5 • Partial Day Leaves Go to step 18 on page 8



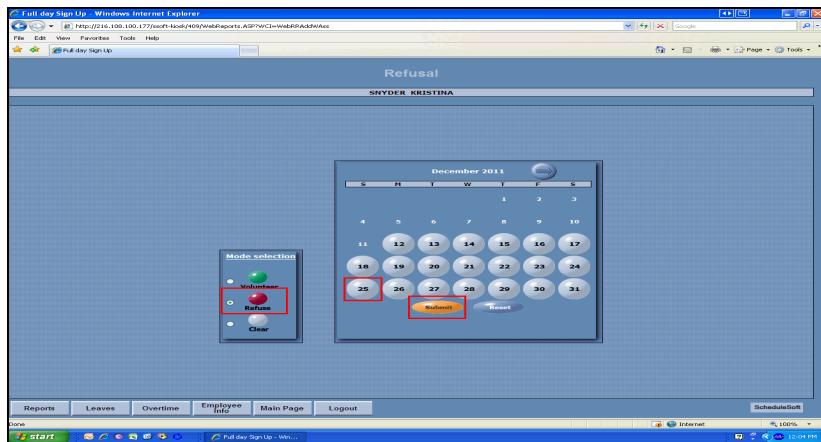
Step	Action
10.	<p>Click the Full Day menu.</p> <p>The Leave Reasons include the types of leave to be requested.</p> <p>The Days off legend identifies what colors stand for on the calendar.</p> <p>Max allowed days - This area is not being used.</p> <p>Reset - This will reset the calendar back to its original state (NOTE: once Submit has been selected, only changes not yet saved will be adjusted)</p> <p>Notes - This area will not be used.</p> <div style="border: 1px solid blue; padding: 5px; text-align: center;"> Full Day </div>



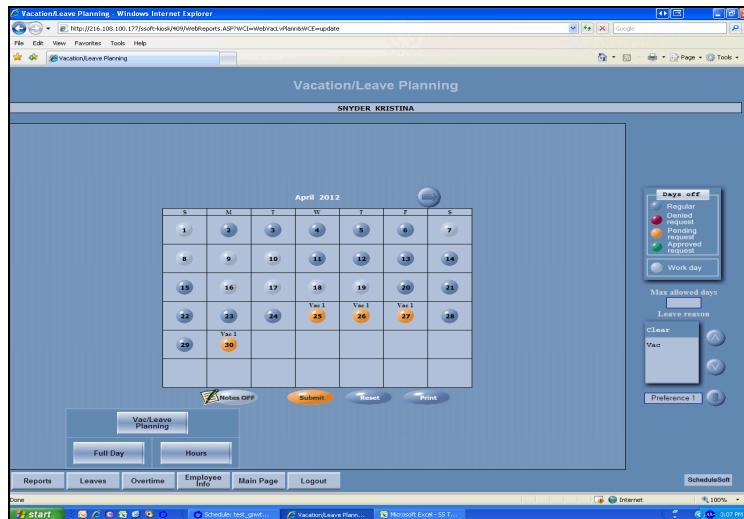
Step	Action
11.	<p>The Full Day Leaves screen will appear for the current month. You can review past and future monthly schedules by selecting the arrow buttons.</p> <p>Select the type of leave. Select the days you wish to request leave.</p> <p>If a leave request is adjusted, the original approved leave is maintained while the new request shows as pending approval (until Approved or Denied).</p> <p>Click the Submit button.</p>
12.	You will receive a notification that your request was successfully updated.



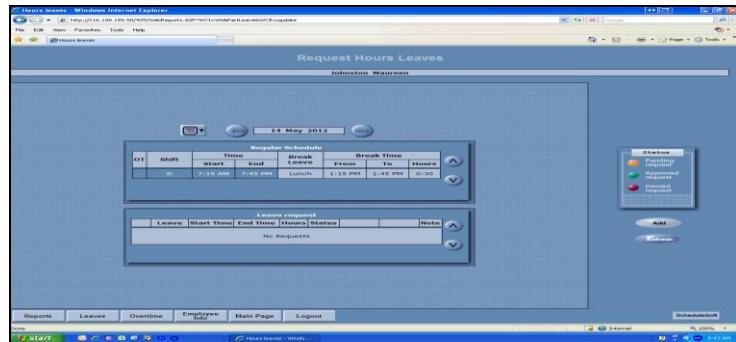
Step	Action
13.	<p>You can also identify your availability in the Kiosk.</p> <p>Overtime is distributed as per Article 23 of the UNW Collective Agreement.</p> <p>Select the Overtime button to obtain the menu.</p> <p>Click the Refusal button.</p> <div style="border: 1px solid blue; padding: 5px; text-align: center;"> Refusal </div>

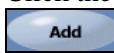
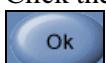


Step	Action
14.	<p>The Refusal screen appears with the current month.</p> <p>In the Mode selection box, click the Refuse option.</p> <p>Select the days you wish to notify that you are unavailable.</p> <p>Click the Submit button to save your request for your supervisors consideration.</p> 
15.	You will receive a notification that your request was successfully updated.
16.	To leave the Kiosk, click the Logout button.
17.	End of Procedure. Remaining steps apply to other paths.



Step	Action
18.	Select the Leaves button to obtain the leaves menu. Click the Hours menu. 



Step	Action
19.	Click the Add button. 
20.	Adjust the start and end time of the leave. Note: Leave balances are retained in PeopleSoft, not your Kiosk. Click the + button to adjust the hours. Click the - button to adjust the end time. Select the type of leave from the Leave Reason list. Click the OK button. 
21.	Once submitted, the status button will indicate if the request is pending, approved, or denied. To adjust the request, click the Edit button. 
22.	You can update the start, end time, or leave reason. Click the OK button to close the dialog.  Go to step 12 on page 6
23.	You will receive a notification that your request was successfully updated.

Glossary

Kiosk	The self-service part of the ScheduleSoft system through which employees can view their schedule by the week or month, view the schedule of all the employees on their unit by the week, indicate their availability/unavailability, apply for vacation leave and view the status of that vacation request (pending, approved or denied). They can also receive information from the scheduler via the Kiosk messages.
Leave	Absence from work with the employer's approval. The leaves listed on the Schedule Editor's drop down menu that the GNWT will use are vacation, sick and special leave. Leave (and overtime) hours will have to be entered manually by the employee on PeopleSoft.
Reports	Area that contains a list of many configurable reports available for generation, viewing and/or printing. Some of the more common ones we anticipate will be used by the GNWT are the Day Jobs Statistics, Schedule Export report, Bid Line report and Overtime report.