

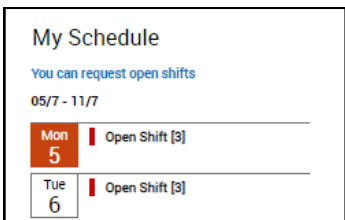
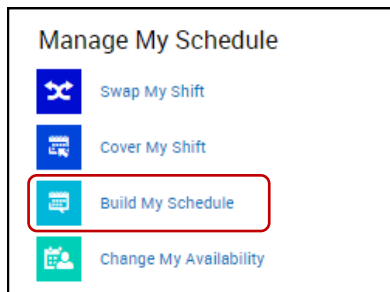


Self-scheduling with open shifts.

If your area of work does self-scheduling from open shifts, and shifts are available for a future roster, you will see the **Build My Schedule** link in the **Manage My Schedule** tile.

You will also see **Open Shifts** in the **My Schedule** tile with the number of shifts available e.g. **Open Shift [3]**.

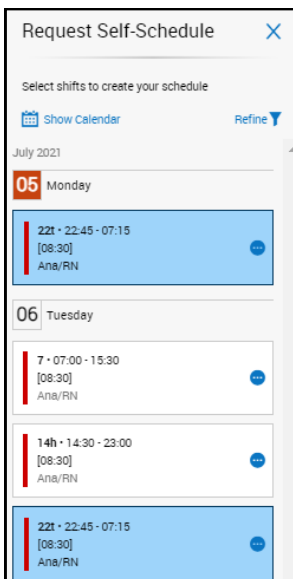
Click on **Build My Schedule** to see the list of shifts that are available. Click on each shift from the list that you want (selected shifts will be blue). Once you have selected the shifts you want, click on the **Review** then **Submit** buttons.



This self-scheduling request will be sent to your manager's schedule for review.

Mahi e Taea will stop you submitting shifts that overlap, and will not normally show you jobs that are not applicable to you. After submission, the link will change to **Edit My Schedule** for further requests or updates.

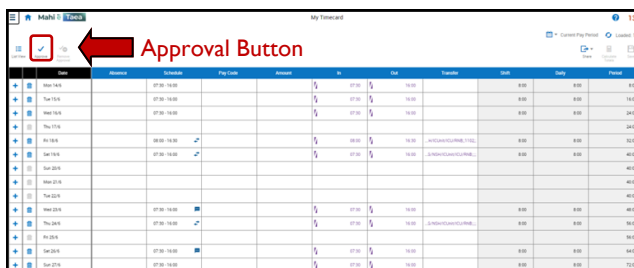
Once the submission period closes, you cannot make further edits. You will need to contact your manager.



Managing Your timecard

It is a DHB requirement that all employees review their timecards to check that their hours, penal rates etc. are correct.

Please **do not** make alterations in your timecard unless directed to do so by your manager e.g. to record Call-Backs for On-Call. For most employees, your timecard will update



from the schedule. For technical reasons, Mahi e Taea regards timecards as the last record of 'truth'. Each day you change in timecard will be **permanently unlinked from your schedule**, as the timecard becomes the main source of information.

Please make sure that your weekly or fortnightly hours are correct. Please make sure that all the shift times are correct. If you have done additional work, agreed to overtime, or been on call, please make sure these have been entered. See inside for more about your timecard.

If everything is correct, **approve your timecard** by 8am on the Monday of your pay week (7am on a public holiday).

If anything appears incorrect, please contact your manager. If you discover this after Monday morning in the week you get paid, it is likely you will need to talk to your manager about doing an historic correction.

Further Help

Workforce Dimensions Team - Waitemata DHB
LGF, 44 Taharoto Road, Takapuna.
Ph: Helpdesk, 487 4896, ext 44896 (8am-4pm, Mon to Fri)
Email: MahieTaea@Waitematadhb.govt.nz
StaffNet: for guides and videos

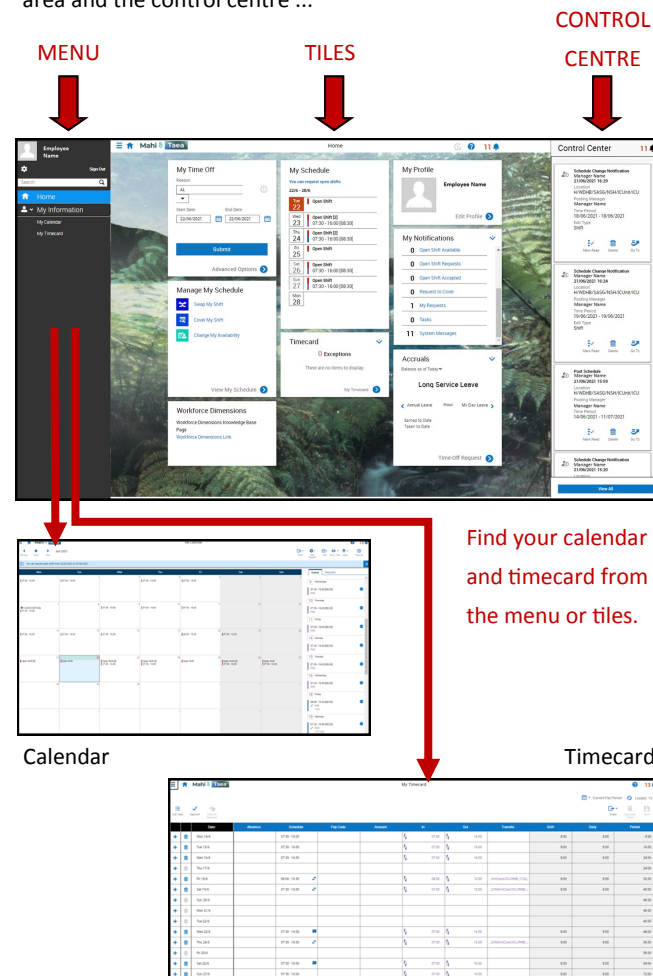


Mahi e Taea (DIMENSIONS)

Employee guide

Use this handy pocket guide for all of your day-to-day scheduling

Employee homepage has three main areas: the menu, the tile area and the control centre ...



Calendar

Timecard

Find your calendar and timecard from the menu or tiles.

Mahi ē Taea (Dimensions)

View the next week

Find out which days you have been scheduled from the calendar or the **My Schedule** tile, which shows the next seven days:

Job and job location. Shifts in your home location will be in **PURPLE**.

Shifts with transfers will be in **BLUE**.

Self-scheduling Open Shifts will be in **RED** if your area does self-scheduling.

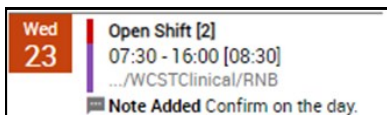
Leave request and status (e.g. submitted, approved, refused).

The shift will have the start and finish times and a total time (including the unpaid break if applicable) e.g. 07:30-16:00 [08:30].

For **Open Shifts**, the number in brackets is the number of shifts still available on that day.

Click (or touch on mobile) to go to your main calendar.

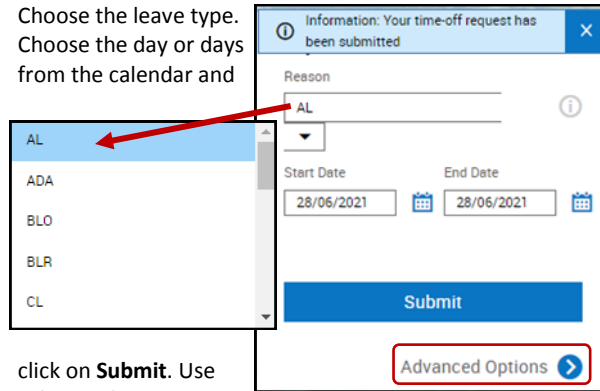
The current day will be expanded to show more information, for example, **Location** and any **Notes** or **Transfers**. In the example below, the shift is a Registered Nurse Bureau (RNB) shift allocated to the Waitematā Central Staffing Team (WCST or Bureau):



Employee Pocket Guide

Book leave from the My Time Off tile

Choose the leave type. Choose the day or days from the calendar and

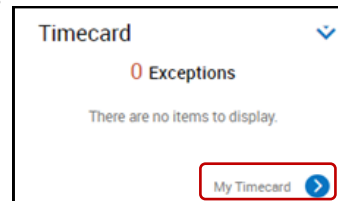


click on **Submit**. Use **Advanced Options** to book **Partial Days**. Your manager will get a notification and will be able to see this request in the schedule.

Although there is an **Accruals** tile, please check your **Accruals** and **Leave Balances** in **Kiosk** as Mahi ē Taea only updates when the pay files are sent and may be one-two weeks out of date.

More About Your Timecard

It is a DHB requirement that **every employee checks and approves their timecard**. Please use the **Menu** or **Timecard** tiles to find your timecard.



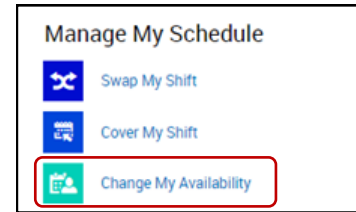
Mahi ē Taea will try and tell you if there is a technical problem (Exception) with your timecard. However, all employees should check that their timecards are correct.

If there has been an error on your timecard, please discuss this with your manager at the earliest. If **Historic Corrections** are completed by Wednesday morning of your pay week, at the latest, your pay should be corrected for that pay week. If not, the updated pay change will go into your next pay fortnight.

Availability requests

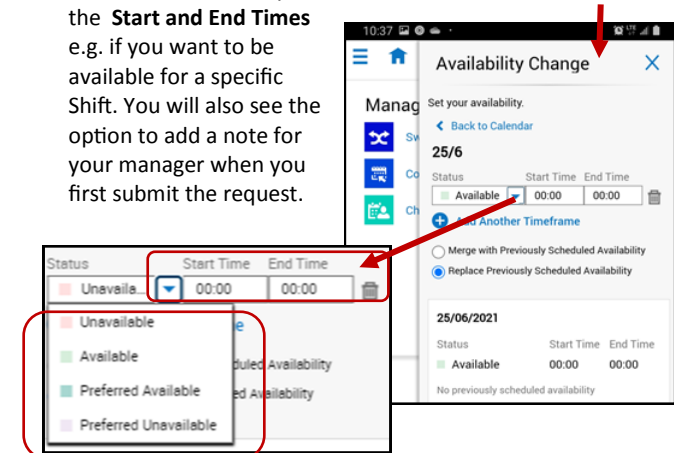
This system updates and replaces the **'Red Request'** system that may have been used in your area.

In some DHB areas, employees are allowed to make a number of requests that the scheduler will try to honour - if possible. This is usually related to shift work / unsocial hours. Please note, this is custom and practice and may differ, depending where you work. Please consult your manager and colleagues.



To make an **Availability Request** for a future roster go to the **Manage My Schedule** tile:

Select the availability you want to request, see the key below. Your area may use two or all four from this list. Set the **Start and End Times** e.g. if you want to be available for a specific Shift. You will also see the option to add a note for your manager when you first submit the request.



Colour	Name	Description
	Preferred Available	'Red Request' To Work – I really want to work on this day.
	Preferred Unavailable	'Red Request' To Be Off – I really want to be off on this day.
	Available	Would like to work this day.
	Unavailable	Would like to be off this day.
	No Request	No request made