

# Web Scheduler for ANSOS One-Staff

## Benefits

- Increases rate of filled shifts by improving access to open shift opportunities
- Supports overtime reduction by allowing open shifts to be posted first to part-time staff
- Improves employee and manager satisfaction through convenience of at-home schedule management
- Gives manager flexibility to approve or deny all requests and manage daily paid time off
- Maintains authority of the “master schedule” by conveying all changes to the base ANSOS One-Staff system
- Supports creation of equitable schedule by granting all employees the same access to scheduling information from ANSOS One-Staff

## Inspire Real-Time Communication

In a world powered by rapid access to information, there’s nothing more frustrating than blocked lines of communication. By harnessing the power of the Internet, McKesson’s Web Scheduler application breaks through the procedural red tape — providing real-time communication to your entire employee community over the Web. As a Web-based front end to McKesson’s ANSOS One-Staff® product, Web Scheduler grants both employees and managers the access they need to view and manage schedules.

## Authorize Schedule Access

After the schedule has been made and approved by the scheduler, all remaining open shifts are exported to Web Scheduler for employees to view. Personalized calendars use visual icons to show currently scheduled shifts and indicate available open shifts. As employees may only access those shifts for which they are eligible to work, there is no confusion regarding qualifications. Staff may submit requests to pick up an available shift, work a future scheduling period or take time off. If desired, Web Scheduler will also support complete self-scheduling, allowing employees to select shifts without manager intervention. ANSOS One-Staff streamlines scheduling with the following features:

- Facility determines each employee’s access to individual, unit and/or cost center schedules

- Conflict checking indicates potential scheduling overlaps, alerting both employees and managers via automatic e-mail notification
- Employees may add notes to any work or vacation request, enabling direct communication with manager
- Personalized calendars indicate status of all requests in monthly or daily format

## Refine Schedule Management

Web Scheduler is designed to facilitate effective and efficient scheduling. As Web Scheduler is synchronized with ANSOS One-Staff, managers can view the variance between required shifts and filled shifts in real-time, before scheduling shift release. Managers may review requests from home, using filters to help prioritize the request queue and address immediate needs first. All requests may be approved or denied, and managers may sort and view historical requests for individual employees or groups. Managers may also view pay categories – such as premium, standard or bonus – for each employee requesting work shifts. Changes made in Web Scheduler are immediately reflected in the base ANSOS One-Staff system.

## Features

- Publication of open shifts to qualified staff gives employees desired access, flexibility and control over their schedules
- Tiered release of open shifts supports equitable self-scheduling
- Easy-to-use Web interface eliminates trips to the facility to submit scheduling requests or pick up the final schedule
- Synchronization with the ANSOS One-Staff base application allows variable core and self-scheduling options for every unit
- Highly customizable security options provide flexibility and accountability

## Promote Equitable Scheduling

Managers may also time-stage open shifts by employee tiers, allowing the first tier to sign up for available shifts before the second and third tiers. These gradations of access help to ensure equitable self-scheduling for all employees. Staff can be assigned to tiers based upon any useful staging category, such as seniority or advanced credentials. Managers establish the guidelines for each unit, setting future and past limitations for both viewing schedules and making requests. ANSOS One-Staff promotes equitable and efficient scheduling with the following features:

- Request approval process automatically adds approved work shifts to the schedule

- Tiered employee staging promotes fair scheduling practices according to pre-established criteria
- Timeline management limits employees' access to view future posted schedules or initiate work requests
- Shift publication management and visible pay categories helps managers offer incentive pay for difficult-to-fill shifts

## For More Information

For more information about McKesson's Web Scheduler solution, contact your account executive or call 1.800.442.6767 and press "2".

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