

HEB Tech Scheduling Manager Guide

To create open shift needs click on the Tech Job Request link under the Tech Scheduling tab.

Select the reason for the open shift under the Shift Tag Type dropdown, the shift time, and add an optional note. Then select the days you would like the shifts to populate for. Then click Submit.

Tech - 557 - Waco 7 - Job Request Form [Back](#)

Select Shift Tag Type: ←

Select shift time for posting the requests: ←

Note for all shifts:

Next Months

July 2019 Select All

M	T	W	R	F	S	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

August 2019 Select All

M	T	W	R	F	S	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

September 2019 Select All

M	T	W	R	F	S	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

October 2019 Select All

M	T	W	R	F	S	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

←

A list of shifts to be created will appear. On this screen you can adjust the number of shifts you need per day and modify the shift time and note for individual days. Once you have finalized your selections click Complete Process to create the shifts.

Tech - 557 - Waco 7: Job Request Form

Staffing Request For Tech - 557 - Waco 7 Number of Shifts **1** ▼

Employee Profile	Employee Type	Schedule Type	Request Desc	Start Date	End Date	No. of Shifts	Shift Note
RxTech	Store Staff	Core	8A - 4P ▼	Tue, 07/16/19	Tue, 07/16/19	1 ▼	
RxTech	Store Staff	Core	8A - 4P ▼	Wed, 07/17/19	Wed, 07/17/19	1 ▼	
RxTech	Store Staff	Core	8A - 4P ▼	Thu, 07/18/19	Thu, 07/18/19	1 ▼	

The shifts will appear on the Tech Store calendar. These shifts will be available for part time techs to pick up beginning the Friday prior to the work week.

Click on the red Delta to modify the shifts.

[LOGOUT](#)

[Calendar](#) | [Schedules](#) | [Messages](#) | [Profile](#) | [Entitlement](#) | [User Acct](#) | [Enter Availability](#) | **Tech Scheduling**

Tech - 557 - Waco 7: Monthly [Tech Job Request](#) [Mar](#) | [Apr](#) | [May](#) | [Jun](#) | **July, 2019** | [Aug](#) | [Sep](#) | [Oct](#) | [Nov](#)

Mon	Tue	Wed	Thu	Fri	Sat
1 ▲	2 ▲	3 ▲	4 ▲	5 ▲	6 ▲
8 ▲	9 ▲	10 ▲	11 ▲	12 ▲	13 ▲
15 ▲	16 ▲ Open 8A - 4P Tec X	17 ▲ Open 8A - 4P Tec X	18 ▲ Open 8A - 4P Tec X	19 ▲	20 ▲
22 ▲	23 ▲	24 ▲	25 ▲	26 ▲	27 ▲

The shifts for the week you have selected will appear. Click the Fill link to schedule someone into the open shift.

Then click Schedule to the right of the Tech you would like to schedule.

NOTE: Filled shifts cannot be removed/deleted once tech scheduling opens on the Friday prior to the work week. Open shifts can be removed at anytime.

To Edit the shift time click the E link listed under the shift you would like to modify.

Then select a new shift time from the dropdown OR enter the military time for the shift if it does not exist in the dropdown.

Modify Shift Timings
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Shift 8A - 4P

New Shift 9A - 5P ←

OR Enter New Shift Times in Military Format

Shift Start
7A = 0700

Shift End
7P = 1900 ←

Display shift on <-select->

To Delete a shift click on the X link displayed under the shift you would like to remove.

NOTE: Filled shifts cannot be removed/deleted once tech scheduling opens on the Friday prior to the work week. Open shifts can be removed/deleted at anytime.

Mon	Tue	Wed	Thu	Fri	Sat	Sun
15	16 Open 9A - 5P FILL X E VAC	17 Open 8A - 4P FILL X E VAC	18 Open 8A - 4P FILL X E VAC	19	20	21

To return to the Tech Store calendar click on the Return to Store Coverage link.

Mon	Tue	Wed	Thu	Fri	Sat	Sun
15	16	17 Open 8A - 4P FILL X E VAC	18 Open 8A - 4P FILL X E VAC	19	20	21

To open shifts for Full Time Techs to self schedule click the H link displayed to the right of the open shift to designate it as a HOT/Critical need shift.

NOTE: Shifts can only be made HOT beginning the Friday prior to the work week.

The screenshot shows a web interface for 'Tech Scheduling'. At the top, there are navigation tabs: Calendar, Schedules, Messages, Profile, Entitlement, User Acct, Enter Availability, and Tech Scheduling. Below the tabs, it says 'Tech - 557 - Waco 7: Monthly' and 'Tech Job Request'. The calendar shows the month of July 2019. The Thursday, July 11th shift is highlighted in green and labeled 'Open 8A - 4P Tec X H'. A red arrow points to the 'H' link.

The dispatch screen allows you to alert people to the Open HOT/Critical need shift. Select how you would like to alert those qualified for the open shift. You can also add/modify the information listed in the text box. Once you have finalized the messaging details click the Dispatch Message button.

The screenshot shows a 'Dispatch Message' screen. On the left, there is a text box with the message: 'Open Core Hot Shift Thursday - Jul 11, 2019 8A - 4P at Tech - 557 - Waco 7. Login now or call central staffing to accept.' Below the text box is a 'Dispatch Message' button with a red arrow pointing to it. On the right, there is a table of staff members with columns for Name, Weekly Targets (Actual, Required), Primary, Secondary, EMail, Cell Text, Secondary Email, Status on 07/11/19, and Week Status. A red arrow points to the 'Dispatch Message' button.

The shift is now HOT and available for Full Time techs to pick up.

The screenshot shows the 'Tech Scheduling' interface again. The Thursday, July 11th shift is now labeled 'Open 8A - 4P Tec HOT X Dispatch'. A red arrow points to the 'HOT' link.