

ANSOS SCHEDULER
4 Week Scheduling Time Guide
STARTING 9/11/09

<i>Period Beginning</i>	<i>Requests By Staff In By</i>	<i>Staffing Updates Anso</i>	<i>Manager Process Schedule</i>	<i>Manager Post Schedule</i>	<i>Manager Post Extra Help Report on Home Unit</i>	<i>Manager Handwrites Extra Help on Sched.</i>	<i>Staffing Update/Prints Extra Help changes in Anso</i>	<i>Staffing Posts Revised Extra Help Reports</i>	<i>Manager Approves Extra Help</i>	<i>Staffing Notifies Employee</i>
11-Sep-09	1-Aug-09	6-Aug-09	6-Aug-09 - 12-Aug-09	14-Aug-09	14-Aug-09 - 20-Aug-09	20-Aug-09 - 24-Aug-09	25-Aug-09 - 28-Aug-09	28-Aug-09 - 4-Sep-09	7-Sep-09 - 9-Sep-09	10-Sep-09
9-Oct-09	29-Aug-09	3-Sep-09	3-Sep-09 - 9-Sep-09	11-Sep-09	11-Sep-09 - 17-Sep-09	17-Sep-09 - 21-Sep-09	22-Sep-09 - 25-Sep-09	25-Sep-09 - 2-Oct-09	5-Oct-09 - 7-Oct-09	8-Oct-09
6-Nov-09	26-Sep-09	1-Oct-09	1-Oct-09 - 7-Oct-09	9-Oct-09	9-Oct-09 - 15-Oct-09	15-Oct-09 - 19-Oct-09	20-Oct-09 - 23-Oct-09	23-Oct-09 - 30-Oct-09	2-Nov-09 - 4-Nov-09	5-Nov-09
4-Dec-09	24-Oct-09	29-Oct-09	29-Oct-09 - 4-Nov-09	6-Nov-09	6-Nov-09 - 12-Nov-09	12-Nov-09 - 16-Nov-09	17-Nov-09 - 20-Nov-09	20-Nov-09 - 27-Nov-09	30-Nov-09 - 2-Dec-09	3-Dec-09
1-Jan-10	21-Nov-09	26-Nov-09	26-Nov-09 - 2-Dec-09	4-Dec-09	4-Dec-09 - 10-Dec-09	10-Dec-09 - 14-Dec-09	15-Dec-09 - 18-Dec-09	18-Dec-09 - 25-Dec-09	28-Dec-09 - 30-Dec-09	31-Dec-09
29-Jan-10	19-Dec-09	24-Dec-09	24-Dec-09 - 30-Dec-09	1-Jan-10	1-Jan-10 - 7-Jan-10	7-Jan-10 - 11-Jan-10	12-Jan-10 - 15-Jan-10	15-Jan-10 - 22-Jan-10	25-Jan-10 - 27-Jan-10	28-Jan-10
26-Feb-10	16-Jan-10	21-Jan-10	21-Jan-10 - 27-Jan-10	29-Jan-10	29-Jan-10 - 4-Feb-10	4-Feb-10 - 8-Feb-10	9-Feb-10 - 12-Feb-10	12-Feb-10 - 19-Feb-10	22-Feb-10 - 24-Feb-10	25-Feb-10
26-Mar-10	13-Feb-10	18-Feb-10	18-Feb-10 - 24-Feb-10	26-Feb-10	26-Feb-10 - 4-Mar-10	4-Mar-10 - 8-Mar-10	9-Mar-10 - 12-Mar-10	12-Mar-10 - 19-Mar-10	22-Mar-10 - 24-Mar-10	25-Mar-10
23-Apr-10	13-Mar-10	18-Mar-10	18-Mar-10 - 24-Mar-10	26-Mar-10	26-Mar-10 - 1-Apr-10	1-Apr-10 - 5-Apr-10	6-Apr-10 - 9-Apr-10	9-Apr-10 - 16-Apr-10	19-Apr-10 - 21-Apr-10	22-Apr-10
21-May-10	10-Apr-10	15-Apr-10	15-Apr-10 - 21-Apr-10	23-Apr-10	23-Apr-10 - 29-Apr-10	29-Apr-10 - 3-May-10	4-May-10 - 7-May-10	7-May-10 - 14-May-10	17-May-10 - 19-May-10	20-May-10
18-Jun-10	8-May-10	13-May-10	13-May-10 - 19-May-10	21-May-10	21-May-10 - 27-May-10	27-May-10 - 31-May-10	1-Jun-10 - 4-Jun-10	4-Jun-10 - 11-Jun-10	14-Jun-10 - 16-Jun-10	17-Jun-10
16-Jul-10	5-Jun-10	10-Jun-10	10-Jun-10 - 16-Jun-10	18-Jun-10	18-Jun-10 - 24-Jun-10	24-Jun-10 - 28-Jun-10	29-Jun-10 - 2-Jul-10	2-Jul-10 - 9-Jul-10	12-Jul-10 - 14-Jul-10	15-Jul-10
13-Aug-10	3-Jul-10	8-Jul-10	8-Jul-10 - 14-Jul-10	16-Jul-10	16-Jul-10 - 22-Jul-10	22-Jul-10 - 26-Jul-10	27-Jul-10 - 30-Jul-10	30-Jul-10 - 6-Aug-10	9-Aug-10 - 11-Aug-10	12-Aug-10
10-Sep-10	31-Jul-10	5-Aug-10	5-Aug-10 - 11-Aug-10	13-Aug-10	13-Aug-10 - 19-Aug-10	19-Aug-10 - 23-Aug-10	24-Aug-10 - 27-Aug-10	27-Aug-10 - 3-Sep-10	6-Sep-10 - 8-Sep-10	9-Sep-10
	(A)		(B) (C)	(D) (E)	(F)	(G) (H)	(I)	(J)	(K)	(L)

Directions

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| (A) Requests are given by staff to the Manager | (G) Manager handwrites Extra Help changes on schedule |
| (B) Manager enters schedule | (H) Manager sends revised Extra Help Reports to Staffing |
| (C) Manager prints schedule | (I) Staffing updates and prints revised Extra Help Reports |
| (D) Manager posts schedule | (J) Staffing posts Extra Help Reports by 4pm for one week in the Staffing Office |
| (E) Manager prints Extra Help Report | (K) Manager approves extra help |
| (F) Manager posts Extra Help Report for 1 week on home un | (L) Staffing notifies employees if they are needed |