

How to Assign a Staff Member/Casual to a Published Shift

Supermarket Test Store

Week 14 from 27/06/2022

27/06/2022

Mon 27 Jun 2022 Tue 28 Jun 2022 Wed 29 Jun 2022 Thu 30 Jun 2022 Fri 01 Jul 2022 Sat 02 Jul 2022 Sun 03 Jul 2022

Bakery Original Weekly \$ Sales: \$0 Target Hours: 0 Target Productivity Index: 111
Revised Weekly \$ Sales: \$0 Hours Rostered : 282 Productivity Index: 0

Various Times

Job Role	Mon 27 Jun 2022	Tue 28 Jun 2022	Wed 29 Jun 2022	Thu 30 Jun 2022	Fri 01 Jul 2022	Sat 02 Jul 2022	Sun 03 Jul 2022
Bakery - Assistant	3	2	3	4	3	2	2
Bakery - Baker	1	2	1 *		3	3	2
Department Manager	0	1	1	0	1	1	0

Assign to Job Confirmation?

Click the "Assign To Job" button below to assign the following job to Walid Badir:

Bakery - Baker Job # 1526829

Wednesday, 29 June 2022

8:00 am to 10:00 am

Job Role: Bakery - Baker

Published By: Store Manager - 29/06/2022 9:59 AM

Assign To Job Cancel

Staff & Requirements

No Require skill sets to be enforced?

Published Job # 1526829

Times: 8:00 am to 10:00 am
Published: 29/06/2022 9:59 AM
Notifications Sent: 2
Casuals Required: 1

Show the Job Notification

Show Non-Responders

Accepted:

Walid Badir +
Wilfried Zaha +

If required:

The following applied for the job, but asked to be selected only if you really need them - therefore please only select one of these people if you are unable to find someone else.

Ben Chilwell +

Declined:

Natasha Dowie +

- 1 Select the **Rostering** button
- 2 Select the Department
- 3 Select the **Weekly** view
- 4 You will see an asterisk where you have published a job – click on it

A A summary of the published job is displayed here

B The responses to your job are displayed here

5 To assign casuals to the shift, click on the green +

6 Click **Assign to Job**

C Click here to view the list of casuals who have not responded. You can assign a casual from this list, however, please ensure you have verbal confirmation from the casual before you do so

* Casual job published to find replacement for absent staff

* Casual job published for additional staff

Note: The asterisk will disappear once you have filled the job