Reed Talent Solutions

Shift Management User Guide

UNIVERSITY OF SUSSEX

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Introducing Shift Management

At The University of Sussex, we want to make the lives of our temporary workforce easier, ensuring you get the work you want, when you want it.

We have invested in our user experience to deliver a bespoke workforce management system to give you increased visibility, and flexibility in managing temporary work assignments.

Once you are set up with your profile, you can then access Shift Management on any laptop, tablet, or mobile device.

This user guide will show you how to:

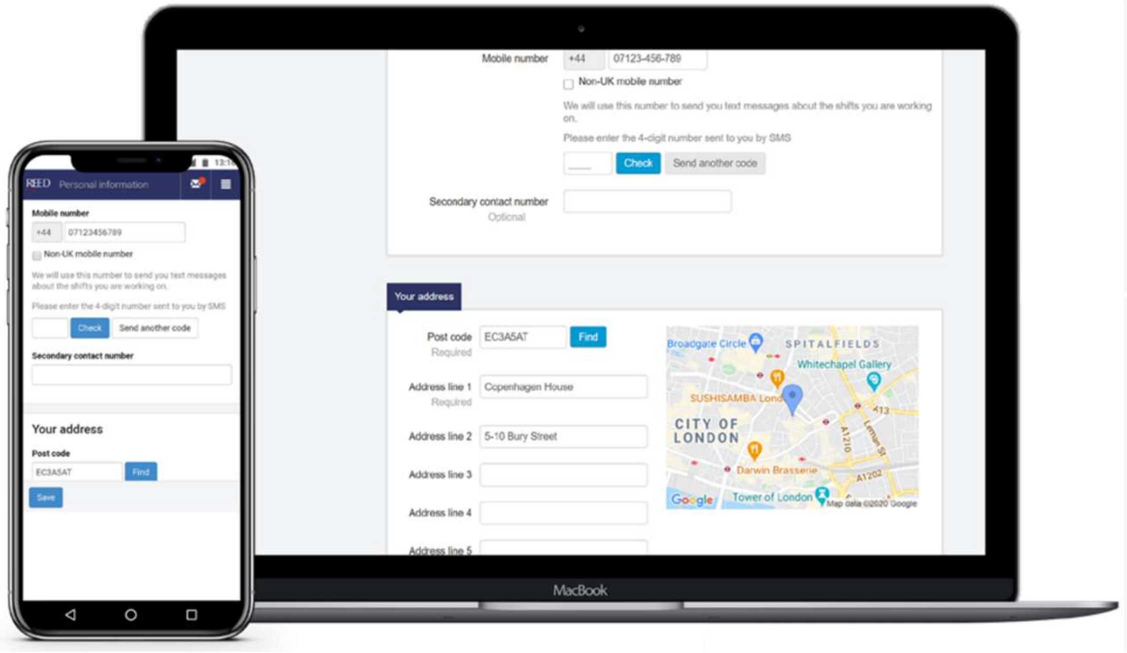
- Set up your profile on Shift Management - getting started
- Use your availability calendar - update your availability in real-time and view all your assignments in one place
- Receive work - receive assignments and view them with the click of a button
- Get paid - log your hours, view your timesheets and manage your pay

Setting Up Your Profile

1 To get started, you will receive an email from talentpool.uos@reed.com inviting you to complete your profile on Shift Management.

2 Click the link. You will then be asked to set up a strong password for your profile that meets the security requirements. Create your password and keep it safe.

3 Next, you will need to authenticate your phone number. Enter your phone number and click the 'Verify the number' button. You will then receive a text with a four-digit verification code - enter this code into the appropriate section.



Mobile number: +44 07123-456-789

☐ Non-UK mobile number

We will use this number to send you text messages about the shifts you are working on.

Please enter the 4-digit number sent to you by SMS

Secondary contact number (Optional):

Your address

Post code (Required): EC3A5AT

Address line 1 (Required): Copenhagen House

Address line 2: 5-10 Bury Street

Address line 3:

Address line 4:

Address line 5:

Check
Send another code
Find
Broadgate Circle
SPITALFIELDS
Whitechapel Gallery
SUSHISAMBA Lond
CITY OF LONDON
Darwin Brasserie
Tower of London
A13
A1210
Leman St
A1202
Google
Map data ©2020 Google
MacBook
REED
Personal information
13:1
Your address
Save

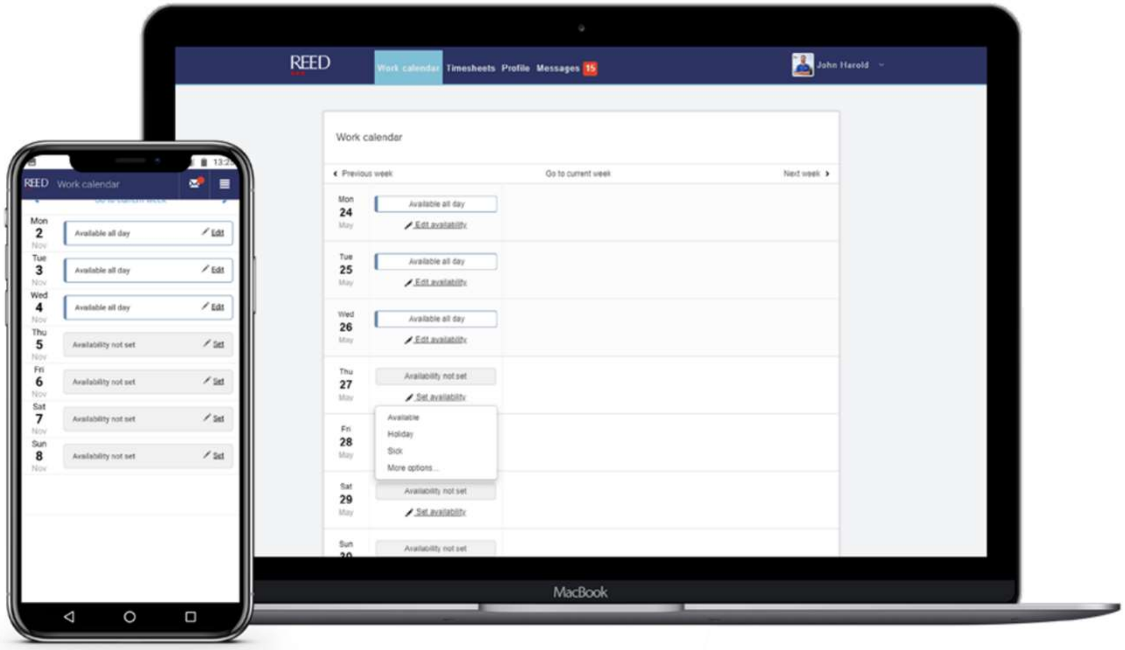
Adding Availability

The work calendar is the central point for you to manage your work on a daily basis. Here you can set your availability for work and view your schedule in the past, present and future.

Available – Should only be selected for days when you are sure you are available, as the Temporary Resourcing team will book you into shifts that match your location, skills, and qualifications

Unavailable – Let your consultant know when you are unavailable for work

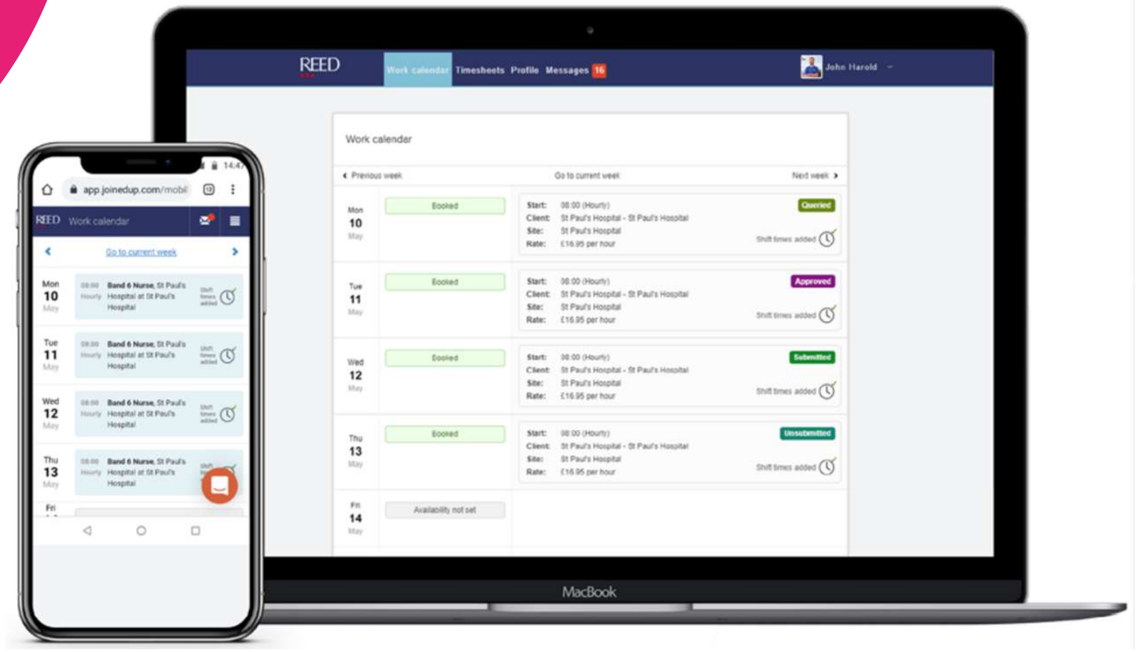
Sick – If you are unable to work due to sickness then please let us know immediately


REED
Work calendar
Timesheets
Profile
Messages 15
John Harold
Work calendar
Previous week
Go to current week
Next week
Mon 24 May
Available all day
Edit availability
Tue 25 May
Available all day
Edit availability
Wed 26 May
Available all day
Edit availability
Thu 27 May
Availability not set
Set availability
Available
Holiday
Sick
More options...
Fri 28 May
Sat 29 May
Availability not set
Set availability
Sun 30
Availability not set
MacBook
REED Work calendar
Mon 2 Nov
Available all day
Edit
Tue 3 Nov
Available all day
Edit
Wed 4 Nov
Available all day
Edit
Thu 5 Nov
Availability not set
Set
Fri 6 Nov
Availability not set
Set
Sat 7 Nov
Availability not set
Set
Sun 8 Nov
Availability not set
Set

Accessing Your Shifts

As soon as you are booked into a shift, this will appear on your work calendar on the relevant day(s).

- Click on the shift to see more details
- See your shift’s pay rate and planned start and stop times
- Message your manager and consultant at the same time using the messaging functionality



	Mobile shift
Mon 10 May	08:00 Hourly **Band 6 Nurse**, St Paul's Hospital at St Paul's Hospital — Shift times added
Tue 11 May	08:00 Hourly **Band 6 Nurse**, St Paul's Hospital at St Paul's Hospital — Shift times added
Wed 12 May	08:00 Hourly **Band 6 Nurse**, St Paul's Hospital at St Paul's Hospital — Shift times added
Thu 13 May	08:00 Hourly **Band 6 Nurse**, St Paul's Hospital at St Paul's Hospital

Work calendar

Previous week · Go to current week · Next week

Day	Availability	Start	Client	Site	Rate	Status
Mon 10 May	Booked	08:00 (Hourly)	St Paul's Hospital - St Paul's Hospital	St Paul's Hospital	£16.95 per hour	Queried Shift times added
Tue 11 May	Booked	08:00 (Hourly)	St Paul's Hospital - St Paul's Hospital	St Paul's Hospital	£16.95 per hour	Approved Shift times added
Wed 12 May	Booked	08:00 (Hourly)	St Paul's Hospital - St Paul's Hospital	St Paul's Hospital	£16.95 per hour	Submitted Shift times added
Thu 13 May	Booked	08:00 (Hourly)	St Paul's Hospital - St Paul's Hospital	St Paul's Hospital	£16.95 per hour	Unsubmitted Shift times added
Fri 14 May	Availability not set					

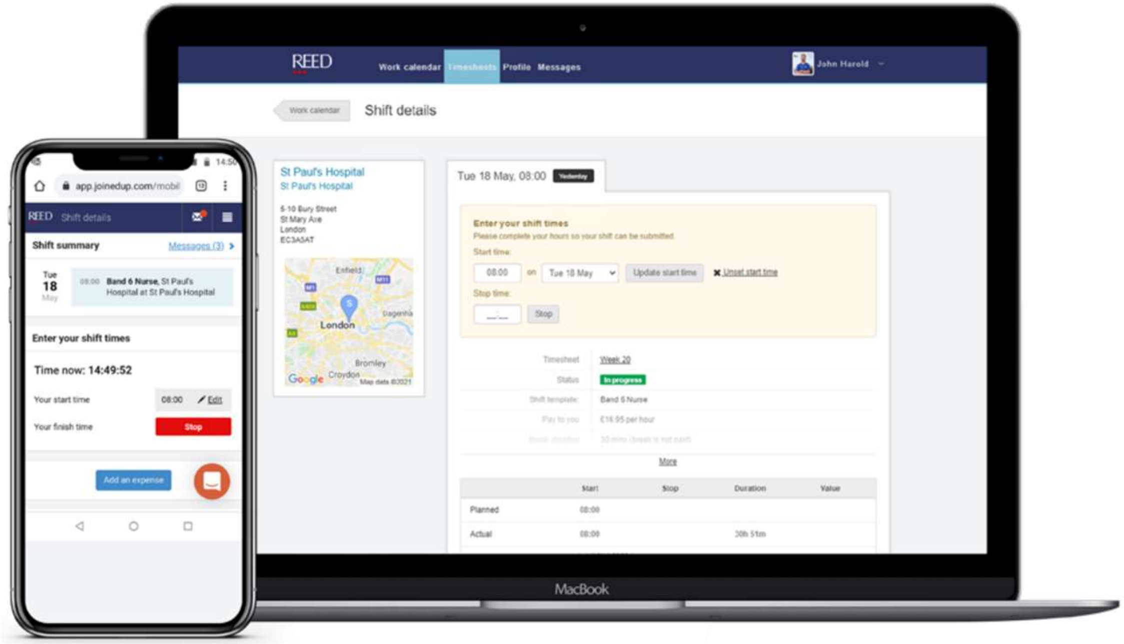
Entering Your Hours

As soon as you finish your shift, you need to input the start and end times for your day's work. You can do this in three simple steps:

1 Navigate to the 'Work calendar' in the top banner menu. Then click into today's shift.

2 Enter your shift start and stop timings. Press the 'Stop' or 'Update stop time' buttons in order to confirm the timings.

3 This will update your shift from 'Add shift times' to 'shift times added' in your work calendar.


REED
Work calendar
Timesheets
Profile
Messages
John Harold
Work calendar
Shift details
Yesterday
Update start time
Unset start time
Stop
More
MacBook
app.joinedup.com/mobil
Shift details
Messages (3)
Edit
Stop
Add an expense

St Paul's Hospital
St Paul's Hospital
5-10 Bury Street
St Mary Axe
London
EC3A5AT

Tue 18 May, 08:00

Enter your shift times

Please complete your hours so your shift can be submitted.

Start time: 08:00 on Tue 18 May

Stop time: __:__

Timesheet: Week 20
Status: In progress
Shift template: Band 6 Nurse
Pay to you: £16.95 per hour

	Start	Stop	Duration	Value
Planned	08:00			
Actual	08:00		30h 51m	

Shift summary

Tue 18 May — 08:00 **Band 6 Nurse**, St Paul's Hospital at St Paul's Hospital

Enter your shift times

Time now: 14:49:52

Your start time: 08:00

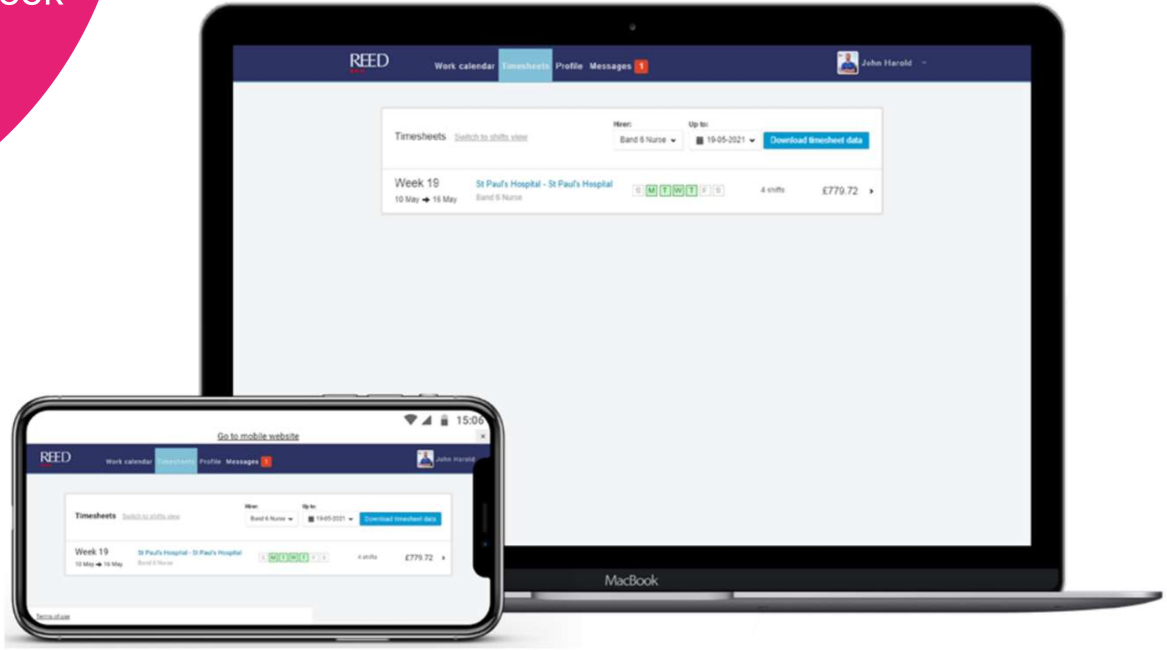
Your finish time

Viewing Your Pay

The Timesheet section allows you to see your historic timesheets, and most importantly, how much you are going to be paid.

The timesheet tab includes:

- The dates worked
- The role
- The days worked
- The number of shifts that week
- The total gross pay


REED
Work calendar
Timesheets
Profile
Messages 1
John Harold
Switch to shifts view
Hirer:
Band 6 Nurse
Up to:
19-05-2021
Download timesheet data
S M T W T F S
Go to mobile website
15:06
Terms of use
MacBook

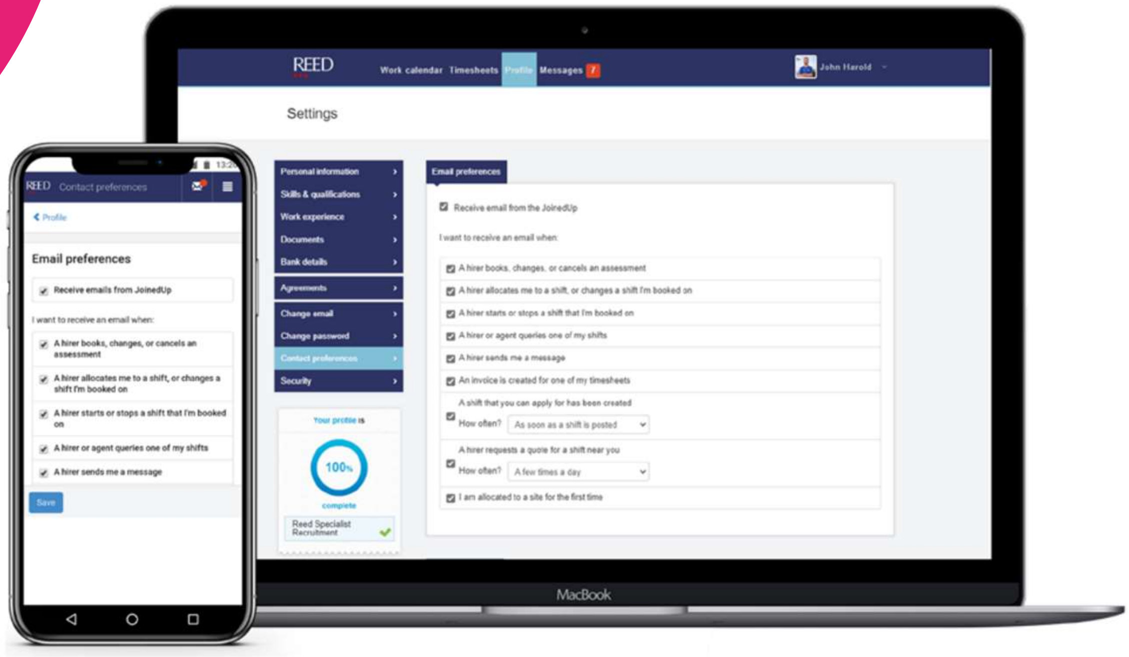
Timesheets

Week 19
10 May → 16 May
St Paul's Hospital - St Paul's Hospital
Band 6 Nurse
4 shifts
£779.72

Managing Notifications

This section is designed to help you manage your Shift Management notifications via SMS or email.

- Personalise your text notifications to ensure you are alerted at the right time on your phone
- Personalise your email notifications to ensure you are contacted about the notifications that matter to you


REED
Contact preferences
Profile
Save
REED
Work calendar
Timesheets
Profile
Messages 7
John Harold
Settings
Personal information
Skills & qualifications
Work experience
Documents
Bank details
Agreements
Change email
Change password
Contact preferences
Security
Your profile is
100%
complete
Reed Specialist Recruitment
MacBook

Email preferences

☑ Receive emails from JoinedUp

I want to receive an email when:

☑ A hirer books, changes, or cancels an assessment

☑ A hirer allocates me to a shift, or changes a shift I'm booked on

☑ A hirer starts or stops a shift that I'm booked on

☑ A hirer or agent queries one of my shifts

☑ A hirer sends me a message

Email preferences

☑ Receive email from the JoinedUp

I want to receive an email when:

☑ A hirer books, changes, or cancels an assessment

☑ A hirer allocates me to a shift, or changes a shift I'm booked on

☑ A hirer starts or stops a shift that I'm booked on

☑ A hirer or agent queries one of my shifts

☑ A hirer sends me a message

☑ An invoice is created for one of my timesheets

☑ A shift that you can apply for has been created
How often? As soon as a shift is posted

☑ A hirer requests a quote for a shift near you
How often? A few times a day

☑ I am allocated to a site for the first time

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