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.
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
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
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.
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
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