

LRMC MYSHIFT

What is MyShift?

MyShift is a web-based program that allows employees to go online to view and request to work open shifts in any department for which they are qualified. MyShift provides convenience and flexibility to both staff and managers because it can be accessed 24 hours a day, seven days a week from any internet connection or from the LRMC intranet.

Why MyShift?

LRMC cares about the challenges staff face every day as they strive to *improve lives by delivering exceptional healthcare*. LRMC provides staff with the power to view and request open shifts in any department for which you are qualified to work. MyShift provides choice and flexibility in scheduling by making it simple for staff to schedule shifts.

Who Can Use MyShift?

Full time and part time employees within eligible departments will use MyShift to request extra shifts. STEP employees within eligible departments will request all shifts (commitment and additional) through MyShift.

For a list of eligible job titles, visit lrmc.bidshift.com, and click on the Frequently Asked Questions (FAQ) link at the bottom of the page.



LRMC MYSHIFT

How Does MyShift Work?

Open shifts are posted on MyShift after the core schedule is completed. The core schedule contains shifts for full-time and part-time staff up to their authorized hours.



- Staff members looking to pick up shifts log in to view the open shifts and request those they are interested in working.
- Managers then choose from the list of requesters, make their selection and add that person to the schedule.
- Staff members then log back into MyShift to see if they were assigned the shifts they requested (you can also receive an email notification for shifts you are assigned if you provide an email address upon enrollment).

It is important to remember that full and part time staff must meet their regular unit's authorized hours to be eligible to request additional shifts through MyShift.



LRMC
MYSHIFT

LRMC MYSHIFT

How Do I Get Started?

Enroll in just 5 minutes!

If you are in the hospital, go to the intranet and click on the MyShift link or from outside the hospital, visit the lrmc.bidshift.com web site using any Internet browser. (Do not enter www in the address.)

1. Select "Click here to enroll!"
2. User name: Enter the first three letters of your first name, the first letter of your last name, and then your employee ID/badge number as a one word username that you will use to log in to MyShift.
3. Type in a minimum five character password of your own choosing. Your password is case sensitive and should be kept confidential.
4. Fill in your email address if you would like to receive notifications of assigned shifts (remember: this should be the email address you check most often). If you provide two addresses (one of which may be the address used to send a text message to your phone), email confirmations will be sent to both.
5. Enter your personal demographic and position information.
6. Click through the Skill Listing and indicate all your current areas of experience. These are used to match your skills with the skills needed for a particular shift.
7. Click "Submit Registration" to submit your profile. Your manager will review and approve your profile. Once approved, you will receive an email that your profile has been activated, or you can check with your manager.

LRMC MYSHIFT

How do I request shifts?

1. Via the intranet, click on the MyShift link, or from outside the hospital, visit **lrmc.bidshift.com**.
2. Enter the username and password you selected during sign up.
3. Choose "All Shifts" to view all open shifts for which you qualify or click on one of the other categories to see a shorter list.
4. Click on the shift you want to work.
5. Click "Request this Shift" and "Done". If two request buttons display, click on the one that reads, "Request Identical Shifts."
Note: You can request as many shifts as you are willing to work. If you are assigned a shift, any other shifts you requested that overlap the time of the assigned shift will be automatically removed. If you are not assigned all of the shifts that you requested; you can re-visit MyShift and request additional shifts!
6. You can log-on and view the shifts you have requested and the shifts you have been selected to work by clicking on the corresponding tab at the top of the screen.
7. If you have questions about MyShift, please contact your manager or administrative supervisor.

Check this out...

- Click on the "My Calendar" tab to see all available shifts and those you have requested/been assigned. You can click on the day to see shift details or see a list of shifts for that time frame.
- Click on the "Search" tab to run a custom search for particular types of shifts. You can also receive email notifications when certain types of shifts are posted.
- Click on the "My Profile" to update your email address or other contact information.

A few things you should know...

- Open shifts are posted on MyShift after the core schedule is completed for full-time and part time staff up to their authorized hours.
- Feel free to request to work in departments other than your home department.
- If you need to retract your request for a particular shift, click on the "MyShifts" tab, click on the appropriate requested shift, and click "Retract My Request". You can do this up until the shift has been assigned.
- It is your responsibility to check back to the MyShift site to see if you have been assigned a shift you requested. You can also receive an email notification if you opted to provide an email address.
- Assigned shifts are considered scheduled shifts and are subject to attendance, cancellation and any other applicable policies.
- If you do not show up for an assigned shift, it is counted as a No Call/No Show. You must follow the established policy if you cannot work an assigned shift.
- Shifts will be assigned as soon as possible, but no later than 24 hours prior to the shift start.
- Shifts described as "available" (where you are indicating your desire to work if needed) will be assigned closer to shift start, but no later than 2 hours prior to the start of the shift.
- If you are interested in working a portion of a shift you see on MyShift, contact the department manager.

