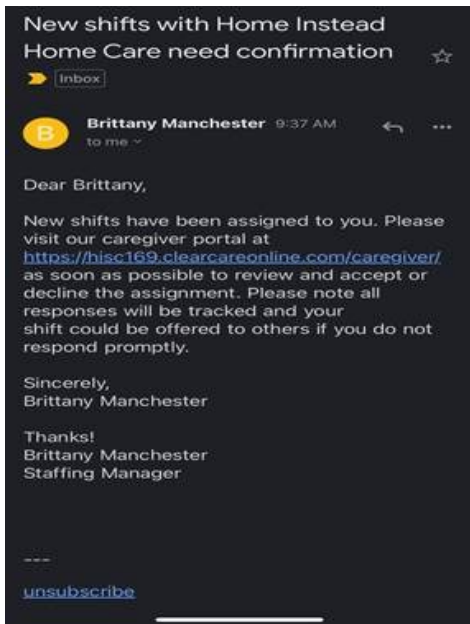


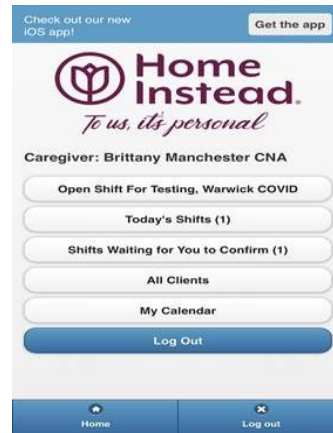
Pending Confirmations

This is how Staffing will add client shifts to your schedule in WellskyPC.

You will get the following email only (no sms):

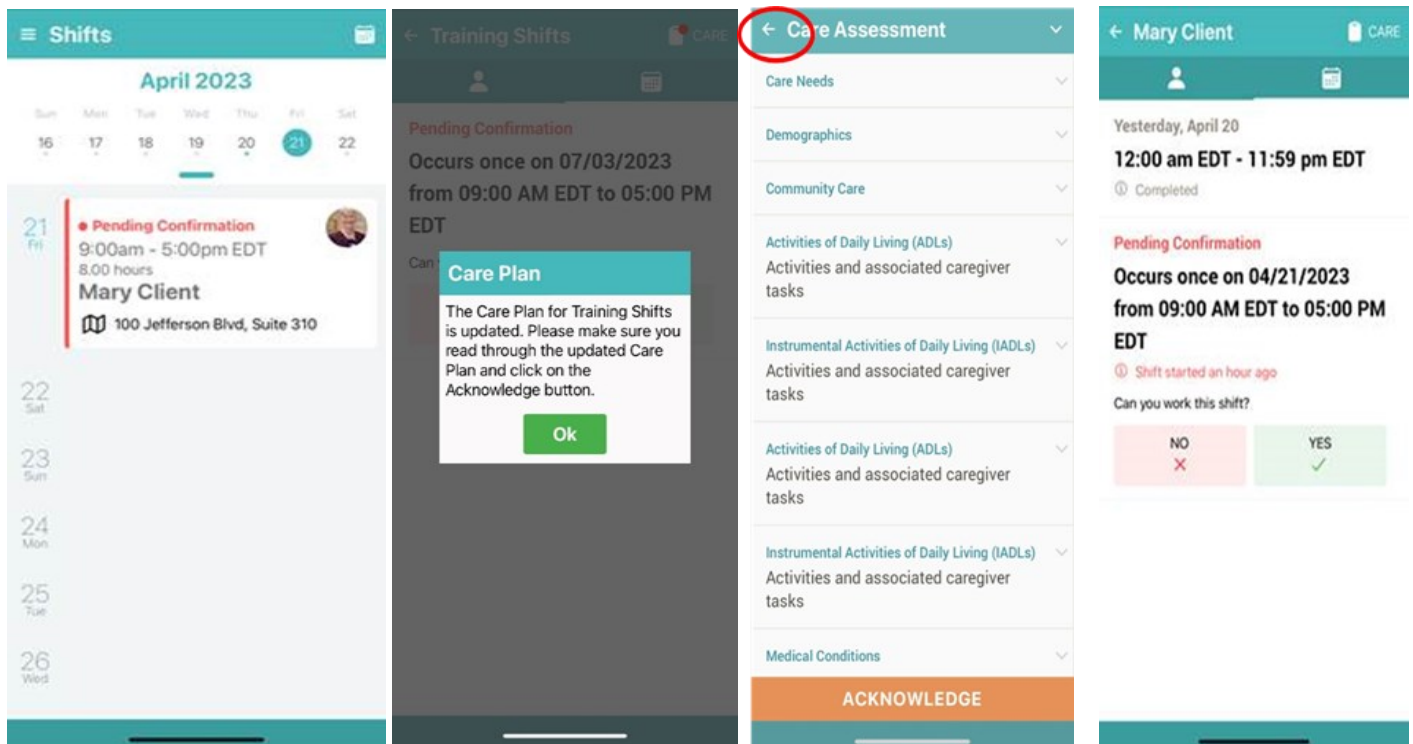


If you click on the link in said email, you will see this: **NOT RECOMMENDED**



RECOMMENDED: If you go into the WellskyPC app you will have to do the following steps:

Click on the RED Pending Confirmation shift, click OK, click the back arrow, click YES or NO. Please see below example.



Wellsky PC Features

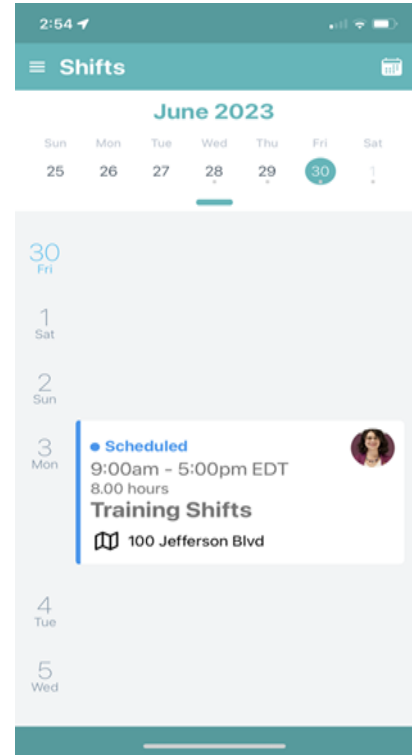
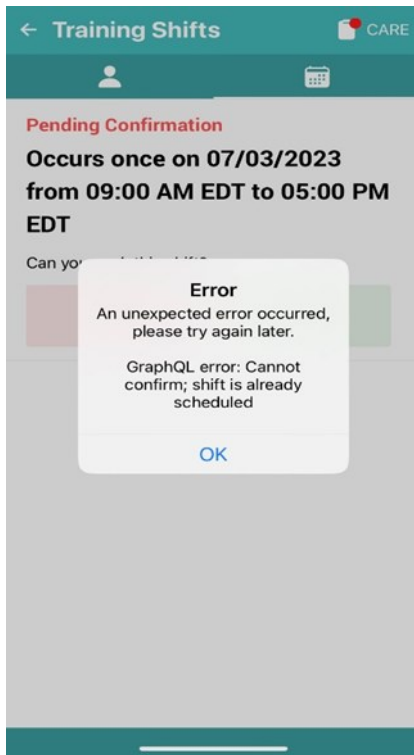
Pending Confirmations Continued

If you click YES to ACCEPT, you will see the message below.

*****The App has a bug where an ERROR message comes up****

Simply click OK then click the back arrow.

You will be automatically added to the shift in your app turning BLUE scheduled.



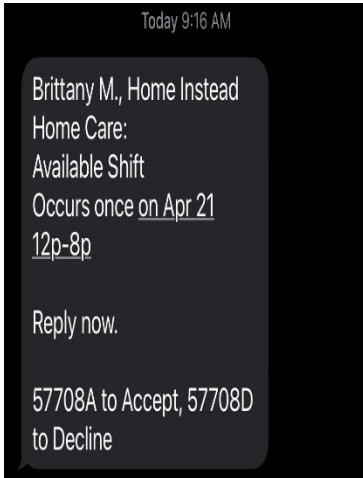
If you DECLINE, you will be taken out of the shift automatically, and it disappears from your schedule.

If you DO NOTHING, it stays on your schedule as pending. Staffing will reach out again until confirmed or declined.

FCFS- First Come First Serve

Staffing will send a blast to a specific group of Care Pros about 1 specific fill in shift.

You will receive a sms only (no email) with the info that looks like this:

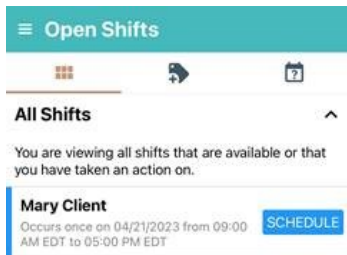


(The text would have more detail about the shift- this is just an example.)

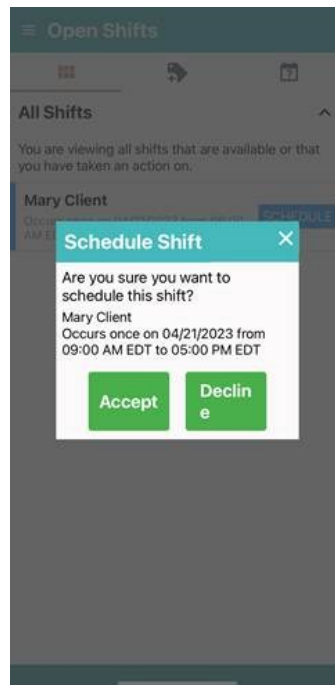
NOT RECOMMENDED: The CP can either ACCEPT or DECLINE through the sms by following the instructions in the text. With the above example the reply should be: 57708A or 57708D.

RECOMMENDED:

Please go into the app to view the fill in shift. You will see this:



Here, you can click SCHEDULE and either ACCPET or DECLINE.



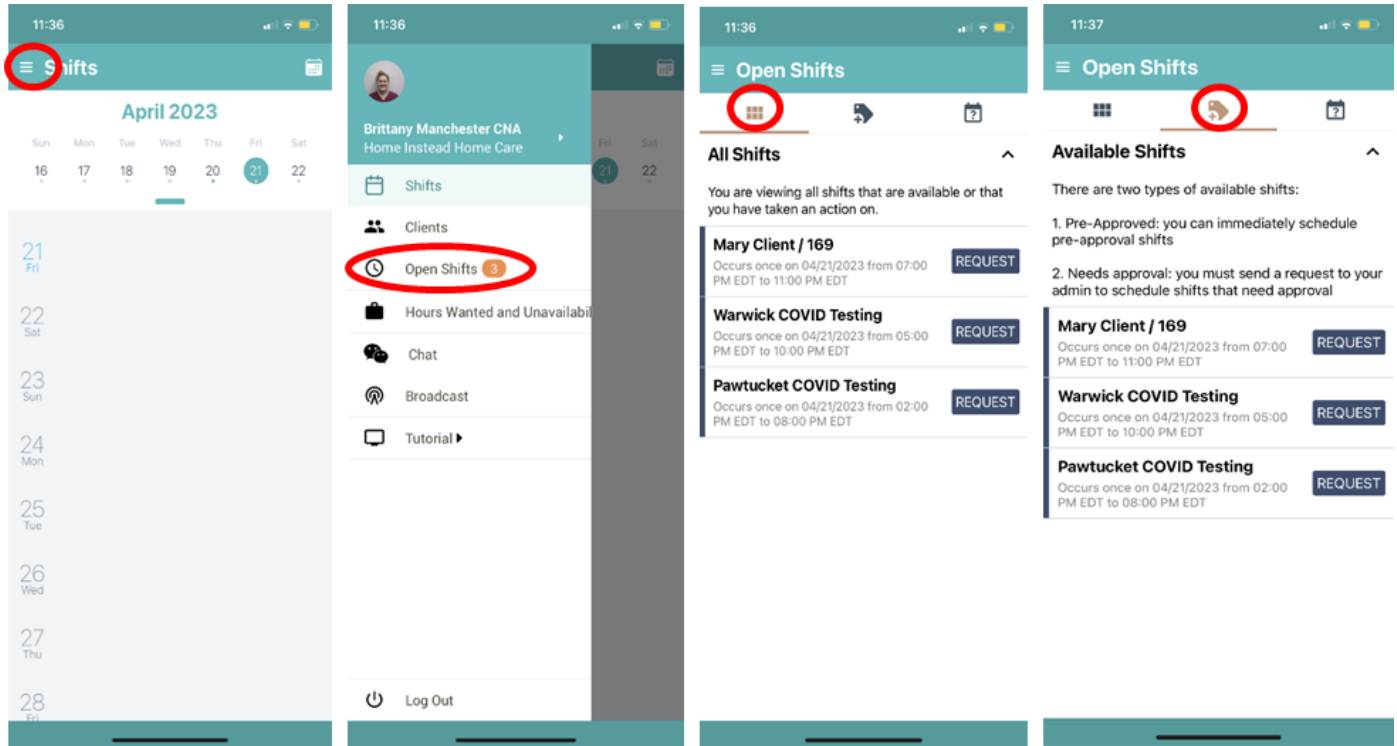
If you ACCEPT, you will automatically be added into the shift on your WellskyPC app.

If you DECLINE, you will automatically be added to the declined list to notify Staffing. The shift will stay on your Open Shifts list in the WellskyPC app until it is filled with someone else.

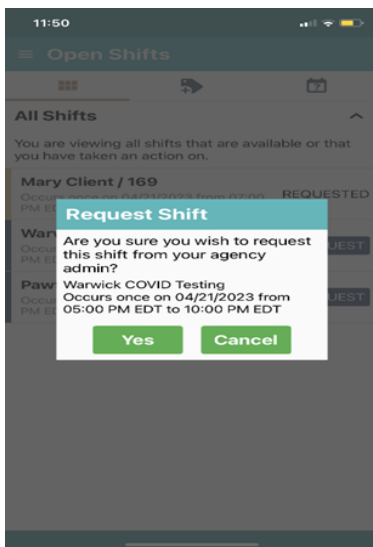
FCSS- First Come Self-Serve

This is for the Clients with open shifts and Care Pros who have been there in the last “30” days. This also can list open shifts on your WellskyPC app for said day through the next 2 weeks.

You will be able to see what is available to you on your [WellskyPC](#) app. It will look like this:

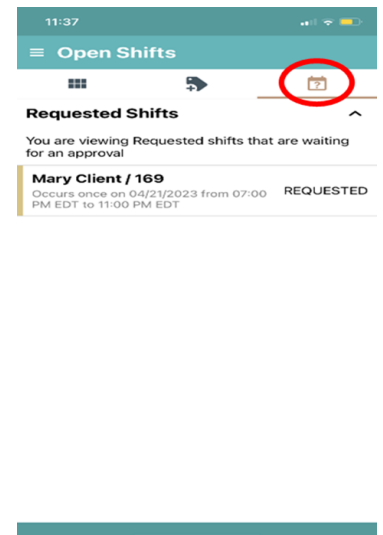


Once you get to this point, you can either DO NOTHING or REQUEST it. REQUEST looks like this:



If you click CANCEL, nothing happens, it will stay on your list until filled by someone else

Once you have clicked REQUEST on the shift, it will the move to the REQUESTED SHIFTS section.



The staffing department will then receive a message about your interest in said shift.

- If Staffing assigns you to the requested shift, you will automatically be added to the shift in the app and Staffing will sms/email you to notify you your request has been approved.
- If Staffing declines your request, Staffing will sms/email you to notify you your request has been declined.