NOTES for Finals Preparation

Finals Scheduling Notes
(In no particular order at this stage)

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1. Plot out in advance in a template – shifts in both building, prioritize in this stage (at least 1-3, possibly 4), makes W2W easier later
   - Not specific enough on plotting out template - minimum coverage, optimal, extra, etc,
   - Identify factors used to prioritize shifts (minimums, how hard to fill, etc)
   - Screenshots needed?
     a. Priority definitions:
        i. Priority 1: hard to fill essential shifts, like 1 person late nights, overnights, & weekends
        ii. Priority 2: Essential shifts, like 2nd person weekends, 1 person on all hours @ Science & ULib evenings
        iii. Priority 3: 2nd person on @ Science, 1-2 students all hours ULib
        iv. Priority 4: Anything else
   b. Get Jeff (and Glen’s) Feedback before proceeding to future steps
   c. Be sure to include days between end of finals through graduation Sunday
2. Reset work preference and availability for all student employees
   a. Reset work preference to back to “All No” for finals weeks (in preparation for newly submitted availability):

   ![Image of work preference settings]

   b. Regular schedule settings:
   c. Finals schedule settings Start off with 9/10 hours so it will auto-distribute hours. Bump up later to their preferred max:

   ![Image of auto-fill options]

3. Zero out unreliable students (this way they don’t get the initial batch of priority shifts)
   a. If after autofilling, you still have some priority shift you need filled, you can add their max hours back in and autofill starting at priority 1 through 4, but make sure to sit them down
4. Create web form for students to fill out - (example: May 2018 Availability Form)
   a. link/screenshot previous ones, regular semester vs finals, goals of form (common pitfalls when soliciting availability that we're trying to avoid) like giving availability when already have class/final
   b. Use subtitle function for a subheading (Regular Schedule + hours, Finals Schedule)
   c. Do not need to break down by building (that's done in the template and W2W)
5. Draft email to students to fill out web form
   a. If it’s the end of school year, add note regarding CWS minimum ($1000) and if responder is a graduating senior
   b. Be sure to be very clear about what the attendance expectations are once extended hours start (number of students working per hour compared to the regular schedule)
Good Morning!

Spring semester will be wrapping up very soon, and we are in full preparation mode for Finals!

The University Libraries will begin extended hours for Finals on Friday, 5/4. Our regular student schedule will still be in effect from Friday, 5/4 through Wednesday, 5/9. There will only be a few additional shifts for those days, so I will just be adding shifts to cover the extra hours that occur after our normal closing time.

Thursday, 5/10 is Reading Day. On that day, we will begin using a whole new schedule for all the hours the Libraries are open.

If you are planning to work during Finals, you need your availability for the new schedule that applies to those days only. As you know, shifts will be available seven days a week and 24 hours on some days. Please use the link below to submit your availability for each day. You must complete the entire form at once, so plan on spending a few minutes filling it out. Please complete it by Friday, April 20, 2018.

There will be less students scheduled per hour during the Finals Schedule compared to the regular schedule. This means it is critical that we don’t have any “no-shows” or “call outs.” Once you are assigned shifts during finals, they are your responsibility. Please plan on working them. If you absolutely cannot make a shift, you MUST get coverage.

If you are worried about meeting the minimum earning requirements for College Work Study ($1000), working during Finals is your last chance to work before Summer Vacation!

Finals Availability Form - Spring 2018

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c. Example:

6. Updating WorkPrefs in W2W
   a. Because of the dates that finals runs (multiple weeks) and differing student schedules for each day, do not use "set repeating weekly" be sure to move overnight prefs to the proceeding day (ie. Monday night 3am-5am will be put on Tuesday)
   
7. While creating the extended hours shifts in W2W for the first week of Finals (while the regular schedule is in effect), set the shifts to a different color. This helps when sorting regular shifts with the extra shifts.

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Auto filling in W2W: Good for our notes but needs to be expanded, include better instructions/screenshots

1) “Automagically fill”, order of operations (Autofill from weekly view, QC - Calendar View - daily, Statistics - Enough hours for everyone? If not, create more shifts)

   - Filter Priority 1, Autofill, Manually adjust
   - Filter Priority 2, Autofill, Manually adjust
   - Filter Priority 3, Autofill, Manually adjust
   - Set LHF hours
   - Filter Students, Autofill, Manually adjust
   - Quality Control
     - Too many hours in a row
     - Time for sleep
     - Multiple shifts with too many breaks in between
     - Moving back and forth between both libraries
   - Fill up schedule + create new shifts to get everyone scheduled

2) Manual adjusting plan – Dealing with gaps after autofill

   - Adjust shift length to fit
   - Use availability view to switch around
   - Reach out to students/Arm twist
   - Utilize unreliable students, if necessary/desperate
   - If coverage is good enough and Regina has students, maybe it’s ok?
   - Sometimes I’ll throw someone on an hour earlier/later than their availability and either reach out or wait for objections, maybe give someone an extra hour

3) What to do for gaps

   - Begging?
   - At least 2-3 bodies/building (including IMC)? Good enough
   - Talk to Tim/Kabel if extra OT needed
   - Move Emily? One of the last options, but talk to Glen first
4) Regular schedule - make new students fuchsia, Senior student assistants some other color

Emailing Excel Schedule to the Students

1) Export X 3: Position Name, Date, Start, End, Day of Week, Empl Name
2) Delete Regular Hours - Thursday 5/3 + All reg hours
3) Delete unassigned shifts
4) Reorder: Empl Name, Day of Week, Date, Start, End, Position Name
5) Replace Days of Week Thursday = 0
6) Replace Position with Science/ULib
7) Reorder Start Time, Date, Name
8) Filter out times Midnight-8am, add text previous day overnight "Monday (Sunday Night)"
9) Borders around Student