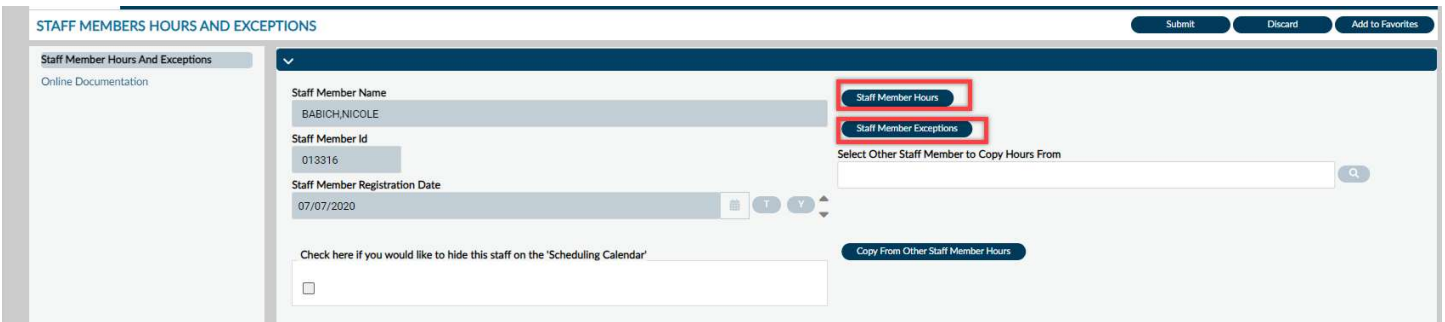


Staff Member Hours and Exceptions

Purpose: how to create/edit availability for providers in the Scheduling Calendar

Steps:

1. Open **Staff Members Hours and Exceptions** via the “What can I help you find?” search menu or via *My Favorites*
2. Type staff’s last name, click name, and click **OK**



This form will also allow you to hide a staff member on the scheduling calendar when they stop providing services.

To set Provider Availability:

1. Click **Staff Member Hours**
2. Select **New Row**
3. Enter Details:
 - a. **Effective Date** – schedule starts
 - b. **End Date** – leave blank for regular provider hours
 - Only add an end date when the provider’s schedule changes
 - c. **Day** – day of the week
 - d. **Site** - Clinic
 - e. **Start Time**
 - f. **End Time**
4. Review your data and Click **Save**
5. Click **Close/Cancel**
6. Click **Submit**

Index	Effective Date	End Date	Day	Site	Start Time	End Time
1	02/19/2024		Monday (2)	MCMHC (15)	01:00 PM	04:00 PM
2	06/15/2023	06/15/2023	Thursday (5)	MCMHC (15)	03:30 PM	04:00 PM
3	06/12/2023		Monday (2)	MCMHC (15)	10:00 AM	12:59 PM
4	06/12/2023	06/12/2023	Monday (2)	MCMHC (15)	03:30 PM	04:00 PM
5	06/12/2023		Tuesday (3)	MCMHC (15)	09:00 AM	11:00 AM
6	06/12/2023		Tuesday (3)	MCMHC (15)	12:00 PM	04:00 PM
7	06/12/2023		Thursday (5)	MCMHC (15)	09:00 AM	10:00 AM

New Row Delete Row Save Close/Cancel Copy/Paste Row Copy Cell Paste Cell

Rows can be edited or deleted as needed. In the sample above, note the provider’s scheduled time on Tuesday. Utilizing multiple blocks of time can eliminate need to add exception for a standard window like a lunch break.

To Set Time Away:

1. Click **Staff Member Exceptions**
2. Select **New Row**
3. Enter Details
 - a. **Site:** Clinic
 - b. **Recurring or Individual**
 - c. **Recurrence Pattern**
 - d. **Exception Date** – schedule starts
 - e. **Recurrence Factor** - Date range if blocking multiple days of
 - f. **# Of Sessions** - How many instances if recurring
 - g. **Exception End Date**
 - h. **Exception Description**
 - i. **Time Frame**
 - j. **Start Time** - If partial day
 - k. **End Time** – If partial day
4. Review your data. Click **Save**
5. Click **Close/Cancel**
6. Click **Submit**

Recurring Or Individual	Recurrence Pattern	Exception Date	Recurrence Factor	# Of Sessions	Exception End Date	Exception Type	Exception Description
Recurring (1)	Daily (1)	07/03/2023	Date Range (2)	--	07/07/2023		vacation
Individual (2)	--	06/29/2023	--	--	--		Meeting
Individual (2)	--	06/22/2023	--	--	--		Meeting
Individual (2)	--	06/20/2023	--	--	--		Meeting
Individual (2)	--	06/20/2023	--	--	--		Detention Coverage
New Row Delete Row Save Close/Cancel Copy/Paste Row Copy Cell Paste Cell							

Additional Tips:

As provider's schedules change, users can verify set-up by referencing the **Scheduling Calendar**.

White Space: available

Light Grey Space: unavailable per scheduled Staff Member Hours

Dark Grey Space: unavailable per added Staff Member Exceptions

Cream Bubbles: existing appointments

arkWeek View

> February 05 - 09, 2024 ▾

Mon, Feb 5
BABICH,NICOLE (013316)

7:00 AM
8:00 AM
9:00 AM
10:00 AM
11:00 AM
12:00 PM
1:00 PM
2:00 PM
3:00 PM
4:00 PM
5:00 PM

Thu, Feb 8
BABICH,NICOLE (013316)

12:00 PM TESTING,NETSMART - Non Covered Service - Location: