NCALC SCHEDULER

User Documentation

For internal use only by authorized employees of Northern California Assistive Living Center.

While great efforts were made to ensure accurate and up-to-date information in this document, we makes no representations or warranties whatsoever, express or implied, as to the content of this document and the products and services described therein, including, without limitation, with respect to accuracy, completeness, non-infringement, merchantability, fitness for a particular purpose, or availability, and we disclaim any liability for losses or damages of any kind, including losses or damages resulting from the use of information taken from this documentation.

TABLE OF CONTENTS

# Main Menu

This form will allow you to navigate to the features of the NCALC Scheduler that you wish to use.

## BUTTONS:

* CREATE MEETING: This button takes you to the form to create a meeting for a specific house.
* ADD/EDIT CLIENT: This button takes you to the form to create or edit a client.
* [ADD/](#_Create_Employee)[EDIT EMPLOYEE](#_Edit_Employee): This button takes you to the form to create or edit an employee.
* ADD/EDIT HOUSE: This button takes you to the form to create or edit a house of clients.
* EDIT DEFAULT SHIFT: This button takes you to the form to edit the default weekly shift assignments for a house.
* VIEW CALENDAR: This button takes you to the form that will display all the shifts for a house in a 6-week period.

# Create Employee

In the [Main Menu](#_Main_Menu), click on the Create/Edit Employee button

Fill in all appropriate fields in this form and click on the Create button.

## FIELDS:

* EXISTING EMPLOYEES: This is not used to add an employee
* LAST: Employee’s Last Name. This is a required Field.
* FIRST: Employee’s First Name. This is a required Field.
* MI: Employee’s Middle Initial
* REGIONAL CENTER: This drop down will allow you to select which regional center is associated with this employee’s area of employment.
* PAY RATE: The Employee’s pay per hour. Do not enter values for daily/weekly/monthly/annual pay here.
* SICK LEAVE RATE: The rate at which an employee accrues sick leave. This metric is not yet defined.
* TITLE: The employee’s title with the organization
* PHONE: The employee’s phone number. Value may either be in 10 digit or 7 digit format.
* HIRE DATE: in 9/15/1999 format. If this is left blank it will default to the current day’s date.
* COMMENTS: Any additional notes about the employee can go here.

## BUTTONS:

* CREATE: This button will store all of the data entered about the employee and clear the screen.
* CLEAR: This will clear the screen of data and allow you to start over.
* CANCEL: This will clear the screen of data and return you to the Main Menu.

# Edit Employee

In the [Main Menu](#_Main_Menu), click on the Create/Edit Employee button

Select an employee from the Existing Employee drop down box.

Fill in all appropriate fields in this form and click on the Update button.

## FIELDS:

* EXISTING EMPLOYEES: Used to select an employee
* LAST: Employee’s Last Name. This is a required Field.
* FIRST: Employee’s First Name. This is a required Field.
* MI: Employee’s Middle Initial
* REGIONAL CENTER: This drop down will allow you to select which regional center is associated with this employee’s area of employment.
* PAY RATE: The Employee’s pay per hour. Do not enter values for daily/weekly/monthly/annual pay here.
* SICK LEAVE RATE: The rate at which an employee accrues sick leave. This metric is not yet defined.
* TITLE: The employee’s title with the organization
* PHONE: The employee’s phone number. Value may either be in 10 digit or 7 digit format.
* HIRE DATE: in 9/15/1999 format. If this is left blank it will default to the current day’s date.
* COMMENTS: Any additional notes about the employee can go here.

## BUTTONS:

* UPDATE: This button will store all of the data entered about the employee and clear the screen.
* DELETE: This button will delete the employee from the records.
* CLEAR: This will clear the screen of data and allow you to start over.
* CANCEL: This will clear the screen of data and return you to the Main Menu.
* ACTIVATE/DE-ACTIVATE: This button will toggle the active status of this employee.
  + On the top right of the form is a red/green light. This will also indicate if the employee is active (green) or inactive (red)
* IHSS: This button will open the IHSS Eligibility form for this employee.
* BLACKOUT DATES: This button will open the Blackout Dates form for this employee.