Employee Self Service – Bidding

Units will be posting requests to Self Service (Intragale) for you to review/select. See the instructions below on how to view and pick up shifts.

1. Open a web browser and go to https://intragale.jhmi.edu.
2. Log into Self Service (Intragale).

Notification Center

A notification will appear with all of the shifts that have been sent out to bid.

Viewing Open Shifts

1. Select the Scheduling tab.
2. Select the Bid tab.
3. In the Date Range filter – select Specify.
4. Enter a date range.
5. In the Area filter – select All.
6. Shifts will load based on the filter criteria.
Note: If the button says ‘Work this shift’ the shift was posted using ‘First Come First Serve’. If the button reads ‘Request this shift’ the shift was posted using ‘Bid Manager.’ Selecting ‘Work this shift’ will automatically add the shift to your calendar. Selecting ‘Request this shift’ will send your request to the Bid Manager for approval.

Selecting a shift
1. Review the shift details.
2. Select ‘Work this shift.’

3. Review the conflicts screen and select ‘Submit.’
4. A confirmation screen will load, click ‘Ok.’

5. Other shifts that were available on the date that you selected will be removed from the view.
6. A notification will be sent to the notification center with a confirmation.
7. The shift will be displayed on the Assignments calendar.

The shift will appear on the ShiftMaker schedule for the appropriate unit and no longer be available for other employees to select.

**Requesting a shift**
1. Review the shift details.
2. Select ‘Request this shift.’

3. Review the conflicts and select ‘Submit.’
4. A confirmation screen will load reading ‘Your offer has been saved.’ Click ‘Ok.’
5. The shift information will update as shown below (bid count will update and the button will be disabled).

The following shifts are available based on your credentials.

<table>
<thead>
<tr>
<th>Shift Information</th>
<th>Time Left</th>
</tr>
</thead>
<tbody>
<tr>
<td>AM RN2 (7am-7:30pm)</td>
<td>1 ED</td>
</tr>
<tr>
<td>Wednesday, February 02, 2011 7:00:00 AM to 7:30:00 PM</td>
<td>4 days, 23 hours, 56 minutes</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Shift Information</th>
<th>Time Left</th>
</tr>
</thead>
<tbody>
<tr>
<td>AM RN3 (7am-7:30pm)</td>
<td>0 BDs</td>
</tr>
<tr>
<td>Wednesday, February 02, 2011 7:00:00 AM to 7:30:00 PM</td>
<td>4 days, 23 hours, 56 minutes</td>
</tr>
</tbody>
</table>

The employee will receive a notification once their request has been approved or declined.