Shift Bidding Quick-Guide

Login to Lawson Workforce Management Self Service:
1. Open Internet Explorer and type in http:// in the address bar to access the Lawson Workforce Management Self Service web portal Login screen.
2. Type in your User ID and Password.
3. Select your Facility, Department, and Unit from the dropdown menus.
4. Select the Change Password box to be prompted to change your password.
5. Select the Enter button.

Navigate to Bidding:
1. Select the Scheduling tab.
2. Select the Bid tab.

A list of shifts sent to auction for which you are qualified to work will appear. The results can be filtered by Date Range, Area, Type, Time of Day, and Status.

Bid Offering Definitions:
When a shift is sent out to auction the Schedule Coordinator can select a method for compensating the staffer that works the shift. The policies of the facility will dictate which of the following compensation methods may be offered:

- **Hourly Rate Bidding**: In Hourly Rate Bidding, the compensation for working the shift is determined by your personal hourly pay rate. Shift differential and overtime is calculated when applicable. “At your pay rate” displays next to the shift.

Depending on whether the Schedule Coordinator has opted to manually approve bids or to have bids automatically approved, you will either select the Request this shift button or Work this shift button. When you select Request this shift, other qualified staffers can also request the shift. The Schedule Coordinator will
manually award the shift to one of the requestors. When you select **Work this shift**, the shift will not be available for others to request unless the Schedule Coordinator denies your request.

- **Rate Type Bidding**: In Rate Type Bidding, the compensation for working the shift is determined by the hourly pay rate associated with a particular rate type. Typical rate types are Regular (your normal pay rate), Holiday, Differentials, and Overtime. “At [rate type]” displays next to the shift.

- **Set Price Bidding**: In Set Price Bidding, the compensation for working the shift is a monetary amount per hour as determined by the Schedule Coordinator. The hourly dollar amount displays next to the shift.

- **Decremental Bidding**: In Decremental Bidding, you can bid on a shift against other qualified staffers at an hourly rate lower than the current bid by a set amount.

  When you select the **Bid on this Shift** button your bid will be submitted at the next lowest increment from the current bid. For instance, if the current bid for the shift is $31.00, selecting **Bid on this shift** will give you the opportunity to place an offer for $29.00 if the increment set by the Schedule Coordinator is $2.00. The next bidder will see $29.00 and will be given the opportunity to place a bid for $27.00 per hour.

  You will receive a Bid Notification on your Home page when you have been underbid by another staffer.

- **Decremental Rate Type Bidding**: In Decremental Rate Type Bidding, you can bid on a shift against other qualified staffers at a rate type “lower” than the current bid’s associated rate type.

  When you select the **Bid on this Shift** button your bid will be submitted at the next rate type offered. For instance, if the current bid for the shift is for the Night Shift Differential rate type, selecting **Bid on this shift** may give you the opportunity to place an offer for Evening Shift Differential rate type as set by the Schedule Coordinator. The next bidder will see Evening Shift Differential rate type and may be given the opportunity to place a bid for the Regular rate type, which would be at the staffer’s normal hourly pay rate.

  You will receive a Bid Notification on your Home page when you have been underbid by another staffer.

**Bonus Hours**: Bonus Hours serve as an additional incentive to encourage staffers to sign up for shifts that are out to bid. Incentives such as reward points and special rate types offering high compensation may be expressed as Bonus Hours by the Schedule Coordinator. Bonus Hours may be used in conjunction with the abovementioned compensation methods. The Schedule Manager can also designate a number of hours, or points, to apply the Bonus Hours incentive to the winning bidder.

**Approval of Bids**: Once the bid time limit expires, you can check the status of your bid by navigating to the Assignments tab in the Lawson Workforce Management Self Service web portal and checking to see if you have been assigned the shift on the date of the bid. You can also monitor the Notification Center on the Home page for Bid Notifications stating that you have been assigned a shift.