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QUICK REFERENCE · EVERYONE

Scheduling: who does what

Front-loaded once, then a weekly rhythm. Most of it belongs to one person — so the first thing worth knowing is whether that is you.

BUILDING IT

Once, at the start

Add your staff, name the shifts you use, set leave allowances.

The real legwork. Worth slowing down for.

BUILDING IT

Every week

Copy last week forward, adjust, then publish it.

Quick, because the setup did the work.

BUILDING IT

Every morning

Read the Day Board. Cover gaps, then publish again.

A cover that isn't published hasn't been told to anyone.

WORKING IT

All the time

Check your shifts, set availability, ask for time off.

Submitted isn't approved. Check the status.

Build → Check the rooms → Publish → Cover a change → Publish again

Three things people get wrong

- **Publishing freezes what staff see.** Every edit after it is private to you until you publish again.
- **A scheduled shift isn't proof anyone worked.** Schedule, attendance and timesheets are three separate records. Payroll uses attendance.
- **An empty room usually means missing shifts.** Someone added to your team but never scheduled appears on no day at all.

Who builds it is your decision, not Bloomily's

At a small center it is often the director. Past a dozen or so staff it usually should not be — an office manager or admin lives in this screen far more naturally, and the access to do it is set per person under Settings. What matters is that one named person owns publishing.

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IF YOU WORK A SHIFT

Where your schedule lives

All of it sits under **Me** in the staff dashboard at bloomily.app, whether you are in a classroom, the office or anywhere else on the rota. In a classroom, the iPad's **Manage → My Schedule** also shows the next two weeks for a look mid-shift.

My Schedule	The shifts you are rostered for, and which rooms
Time Off	Requesting leave, and the status of what you asked for
Availability	When you can generally work — what your scheduler builds from
Open Shifts	Shifts going spare that you could pick up
Shift Swaps	Trading a shift with a colleague
My Requests	Everything you asked for, and the answers

Not all of these will be switched on

Open Shifts, Shift Swaps and Availability depend on how your center runs its rota. If one is missing from your menu it is not enabled — ask whoever builds your schedule rather than assuming it is broken.

Submitted is not approved.

Your request and its answer both appear under **My Requests**. Check the status there before you make plans.

Your schedule and your hours are different

Your schedule is what you were *meant* to work. Your hours are what you *did* — those live under **My Hours**, and they are what payroll uses. The two will not always match, and that is normal. What matters is that your hours are right.

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PIN THIS UP

When a shift changes

Schedules move. What matters is that you hear about it without going looking.

Schedule changes leave this one on

Shift reminders a nudge before a shift starts

Both live under **Notifications**, and each can reach you by push, email, or both.

If a shift looks wrong

1. Check **My Schedule** on the dashboard rather than a classroom iPad — the iPad shows two weeks only
2. Check **My Requests** in case something is still waiting rather than approved
3. Then ask whoever builds your schedule

A change only reaches you once it is published.

Whoever builds your schedule can rearrange a week without you seeing any of it. That is normal and it is not a fault — the week you can see is the last one they published. If a colleague mentions a change you cannot see, that is the explanation, and it is worth a quick word rather than a worry.

Asking for time off

Requests go in from **Time Off**. Once submitted, the request and its answer appear under **My Requests**, so you can see what was approved and what is still waiting without having to ask. Every screen has a **?** guide button, and anything else goes to support@bloomily.app.