

Contract Employee Interface Guide

BIS Online Scheduling System

www.bisscheduling.com

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Welcome to Birnbaum Interpreting Services' online scheduling system. We are excited to be able to offer a system that you can access at your leisure to check for available work, report transportation, and take care of almost all of your scheduling needs!

NOTE: To save your time and energy, be sure to have Internet Explorer's Autocomplete feature turned on. To do so, in I.E., click on TOOLS, INTERNET OPTIONS, CONTENT, AUTOCOMPLETE, and be sure "Web addresses" and "Forms" are checked. Then, click OK until you are all the way out to the normal I.E. page. From then on, when you make a data entry, it will save what you have typed so you can simply select it from a drop down list when you start typing.

OPENING PAGE AND "MY HOMEPAGE":

LEFT FRAME/MAIN MENU: My Homepage, Employee Information, Printable Schedule, Report Mileage, Evening/ Weekend Jobs, Search Available Jobs, Emergency Oncall, Expense Voucher, Timesheet Info, Availability, Messages (All), Password & Login, Email BIS Coordination, System Help. Each of these will be explained in the following sections

RIGHT FRAME:

Top section: An abbreviated view of last-minute available assignments for the next week in the case where you might become available at the last minute. To see your own personal schedule, click on the "For a quick view of your personal schedule, click here" link. You are also able to see available primary and secondary emergency oncall dates with the next link.

Bottom section: A messaging system has been created for you as a way to simply and easily exchange information and make announcements. These messages are displayed only to those who are able to log into the system, which include BIS staff and contract employees. Please be mindful of the messages you send out to everyone; be sure that the message would apply to everyone, or just send the message to a particular person.

LEFT FRAME MAIN MENU:

EMPLOYEE INFORMATION:

This section allows employees to change most of their employment information including: name, address, phone contacts, email address(es), instant messaging address, certifications held, number of years interpreting, skills and abilities, educational background, general comments to the BIS coordination, professional affiliations, login

and password information, a photo, an electronic copy of your resume, and whether or not you would like to receive weekly notification of available assignments.

We ask that you keep all information up-to-date as requestors and deaf consumers might have the need and can view this information. Please forward a head shot photo to BISCoord@BISWorld.com; for contract employees, this will only be viewable by deaf consumers and co-interpreters. In the resume section, please note that you should not include personal contact information such as addresses and/or phone numbers as this information can be viewed by requestors and deaf consumers.

NOTE: If you make a change in the employee information section, remember to click the CHANGE button at the very bottom. Also, if you change your mailing address, please also notify accounting by clicking on the link provided next to the address field.

MY SCHEDULE:

This link from the main menu opens a window that lists your current schedule of assignments from today forward. If you need job information for a previous job, see the TIMESHEET INFO section. The first page shows you the assignment basics: Dates, times, and client names. Click on the VIEW DETAILS link corresponding to the assignment you'd like to see. If you need a printer-friendly copy, click the PRINTER-FRIENDLY VERSION. This will open a printer-friendly copy of all of the assignment details including assignment information, deaf participants, and co-interpreters. This printer-friendly copy also shows location directions, two on-site contacts, deaf consumer comments and contact information, co-interpreters contact information and much more for your convenience.

REPORT MILEAGE

You now are able to report your own transportation online. The top section will show assignments that reimburse transportation. *Note: you will not see assignments you've done that do not reimburse transportation.* If you had an assignment that pays transportation, you will see it listed in the top box. Click on CLICK TO EDIT BELOW to call up the assignment in the record box on the bottom. Enter the total number of miles related to this assignment, other expense type(s) associated to this assignment (text - i.e., bus, metro, cab), and the total of the other expenses together. Once you enter the miles and/or the other amount, the total expenses section will automatically calculate the total transportation being reported for the assignment. The system will not allow you to submit if the total is more than \$25.60.

Once completed, click the SUBMIT button and you will see the submitted amounts in pink font in the top section to show the submission processed completely. Repeat this process for each assignment that needs transportation reported. If you have any concerns about transportation, see your BIS supervisor, the Vice President of Operations, Ron Burke.

NOTE: There is a \$25.60 or 80 mile per assignment maximum transportation reimbursement. You must report your transportation within THREE days (consecutive days, not business days).

EVENING/WEEKEND JOBS:

This link leads to a page that has two sections: the left (middle) section show criterion you can use to view available assignments and the far right section shows assignments to which you are currently assigned to help you determine your availability.

To limit the list of available assignments, you can enter a date on which you would like to start your search (otherwise defaulted to today), a start time after which you would like to start your days, and end time you would like to be finished by, a preferred client name (not deaf consumer, but paying client), if you would like to see only assignments that pay transportation, a preferred assignment location, a particular state you would like to limit your search (if you live in Maryland and only want to see Maryland jobs), and a particular zip code you'd like to search for assignments in. Once you entered the criterion you would like to employ, click SEARCH. *Note: If you enter no criterion, you will see all available evening/weekend assignments.*

The center box shows all evening/weekend assignments that meet the criterion you've entered (or all if you left the first page blank). This page shows the assignment's basics: Date, times, job type, and general location. Click on CLICK FOR DETAILS OR ACCEPT to see all the details of the particular assignment you select. Please remember you are bound by the code of ethics; only click to view assignments you are truly interested in.

Once you find an assignment you are interested in, simply click the TENTATIVELY ACCEPT button at the bottom of the assignment details page and click SUBMIT. The BIS coordination will check all the details of the assignment to be sure you are eligible for the assignment and confirm the assignment when approved. You will see whether an assignment is approved or not on your schedule page from MY HOMEPAGE. If an assignment you are on is still marked as not approved, please call the office BEFORE you go to the assignment to be sure everything is appropriate.

NOTE: On the details page, you can see if that particular assignment is on-going or only a one-time assignment. If you choose to accept the on-going assignment, you could see all of the dates it is available.

SEARCH ALL AVAILABLE JOBS:

This link leads to a section that is very similar to the EVENING/WEEKEND JOBS link. You again have the ability to narrow your search of available assignments, but this link will show you ALL assignments, including but not limited to evening/weekend assignments. The rest of the information and process is exactly like the EVENING/WEEKEND JOBS link just described.

One addition on this page is the link [CLICK HERE TO SEE OTHER JOBS IF YOU DON'T SEE SOMETHING OF INTEREST ABOVE](#). This will allow one to view other assignments that are technically filled, but that the BIS coordination staff might be able to free up to place you on that assignment and have the assigned interpreter do one of the other available assignments. If you see something of interest on the page that opens, simply call or email the coordination to see about making that switch.

EMERGENCY ONCALL

This link brings up the emergency on-call section of the online system. The first section shows on the left the available primary oncall dates available and whether or not BIS pays the \$25 stipend to be oncall that day. On the left, you will see the secondary emergency oncall dates available and whether or not the stipend is paid.

If you have any questions about what it means to be oncall, the second section gives a complete description.

The third section shows the schedule of oncall coordinators that respond to the emergency voicemail box in the BIS voicemail system. If you need to get a hold of a coordinator after-hours, simply leave a message in the emergency voicemail box (802) and the person listed will be the one responding to you.

If you have any questions about the emergency oncall, contact the primary coordinator, Chris Webster, who coordinates this schedule.

EXPENSE VOUCHER

Expense vouchers should be submitted following the same schedule as BIS timesheets. This link opens a separate page that allows you to enter a start date and end date for the expense voucher you would like to view/print. *Note: follow the same dates that are listed on your timesheet for the pay period you are submitting your timesheet.*

Simply print the expense voucher generated, sign, date, and submit with your timesheet.

NOTE: You must print the expense voucher in landscape format to allow accounting to see all of the expense totals on the far right side.

TIMESHEET INFO

This link takes you to a page that allows you to enter a start and end date to view your schedule for a certain period of time for the purpose of verifying and completing your timesheet. Please follow the pay period dates distributed by accounting and that should also be listed on your timesheets. The dates on the first page are defaulted to match the pay period dates if viewed on the next day after the end of a pay period. Otherwise, you'll need to manually enter the start (always a Monday) and end date (always a Sunday) and click SEARCH.

The timesheet listing shows the pertinent information needed to fill out your timesheet like charge numbers, client names, and hours.

AVAILABILITY

This link allows one to enter date(s) and comments about that date when one is available, but after searching the system there is no available assignment of interest for that day. One can also add comments regarding your availability for that day (i.e., all day, AM only, 10am-4pm, NOT available). Please keep checking the online system regularly as it changes constantly and an assignment might become available that interests you on the date you are available. We will also contact you if one does become available on that date.

MESSAGES (ALL)

These two links are related to the messaging board that you see when you first open the contract employee interface. If you click on MESSAGES, you will see a section where you can enter a message you would like to place with three sections: 1. section to add a new or edit an existing message(s), 2. search section to search the messages you've entered, and 3. list of messages you've entered. Remember that these messages will be going out to every person that has a log in into this system unless you select a particular person to send the message to. Only enter general messages here that you would basically want all BIS staff persons to read.

The ALL link basically shows you what you see when you first come into the contract employee interface - a list of all messages.

PASSWORD & LOGIN

This link opens a page to quickly and easily change your primary email address, your employee login, and/or your password. *NOTE: BIS highly encourages you to use your email address as your login because every login must be unique from every other login.*

EMAIL BIS COORDINATION

This link opens a blank email addressed to the BIS Coordination based on the email default settings of your computer. If this link does not work because of your settings, you can also address an email to BISCoord@BISWorld.com.

SYSTEM HELP

If you experience any errors/problems or would like to make a suggestion on how to make this system more user-friendly or useful, please click on the link in this section which will send an email addressed to webmaster@bisworld.com. If your email defaults are not set up to do this, simply send an email addressed to that email address. Be sure to include all of the pieces of information requested on the page to ensure we can re-create the problem and address it.

Thank you so much for all of your hard work and we look forward to a long mutually beneficial relationship with you!

BIS Management