

If you are sick and unable to make your shift on a Sunday...



Send a message out to the groupme, see if anyone can cover for you.

Email Jared (feathejj@jmu.edu) and Joan Fahrney (fahrnejb@jmu.edu) and state who is covering for you.

If you cannot find anyone to cover for you, do the following.

1

Mark any open appointments as "placeholders" on WConline. This prevents a client from making an appointment with you.

disability accommodations you need for the session. :

Admin Options: Walk-In/Drop-In: | Missed: | Placeholder: | Email Client?

SAVE APPOINTMENT CLOSE WINDOW

Click on your open appointment, scroll to the bottom, and select "Placeholder." Click "Save Appointment."

2

Move your appointment to an available tutor, if possible. Un-check "Email client" (it causes confusion)

Click on your appointment, scroll to the bottom, and select "Move Appt." Select the available tutor you are moving the client to. Un-check "Email Client". Click "Save Appointment."

Admin Options: MOVE APPT.

Walk-In/Drop-In: | Missed: | Placeholder: | Email Client?

Add New Client Report Form or View Existing Forms for Other Appointments.

Move to: Catherine Evans on Oct 5 2017

SAVE CHANGES CANCEL THIS APPOINTMENT CLOSE WINDOW

3

If there is no tutor available, email client and let them know you will not be able to meet with them.

4

Contact the UWC Welcome Team member for your shift and let them know of your absence.

In case the client doesn't get your email, the UWC Welcome Team member can notify them.

5

Email Jared (feathejj@jmu.edu) and Joan Fahrney (fahrnejb@jmu.edu) to let them know of your absence. Remember: you cannot put hours you did not work on your timesheet.