

Homepage

Homebase

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scheduling

SCHEDULING POLICIES:

- Please publish your schedules a minimum of two weeks in advance. Ideally, a month in advance is preferred.
- Instruct your Retail Associates on how to use Homebase to ask for time off.
- No time off is guaranteed for the months of November and December.
- Be sure Retail Associates know that it is their responsibility to cover their own shifts if they are not able to make it.
- If you need to adjust your schedule by adding Retail Associates or hours to their already published schedule, please note the following:
 - If within 96 hours (4 days) of the change, you must reach out to the Retail Associate via Homebase and ask them if you can add them. Homebase is the preferred method for this so there is a record of your conversation.
 - Deleting hours or changing hours to less than what was originally scheduled is okay. For instance, if the schedule was 12:00pm-6:00pm and you change it to 12:00pm-4:30pm, that is acceptable.