



HASTUS Self Serve **PREFERRED WORKDAYS** (aka Pref. Workdays)

Bulletin #23-4-26-002

Title: HASTUS Self Serve Preferred Workdays	
Date:	4/26/23
<p>** ATTENTION OPERATORS **</p> <p>The <u>Pref. Workdays</u> Tab in HASTUS Self Serve is <u>ONLY</u> for informational purposes. You <u>cannot</u> use this to sign up for <u>OT/Day Off Work</u>.</p> <p>Operators whom are interested in working their day off, <u>MUST</u> sign up via HASTUS Self Serve by selecting the "<u>OT Availibility</u>" Tab. This sign up must be completed by 800am the day prior to your day off. All available day off work will be assigned by seniority on a rotational basis for each day of the week.</p> <p>Please direct any questions to the Scheduling Section and/or Union Office.</p>	

Scott Nesbit
Senior Supervisor, Scheduling

Post Indefinitely