New Worker Training Induction

How do I view or access my call sheet rosters and events and how to I confirm my attendance to my call sheet rosters and events?

Iconic Productions and Iconic Performances uses Google Business Calendar (GSuite) to roster all workers on their call sheets and events to perform at. As a worker with the company you will be given access to our Google Business Calendar to:

1. View your Call Sheets and Event Rosters
2. Access the content and notes of all Call Sheets and Event Rosters.
3. Confirm your attendance to all your Call Sheets and Event Rosters.

Event Rosters and the touring schedule are done in advance and you will be rostered, depending on your work status in advanced.

Call Sheets however are planned approximately two weeks before the period of work and is often sent out when approved within the first 7 days of the upcoming week. Depending on the workload of the event managers it can be at minimum 3 days before the upcoming week.

When your rostered on an Event or call sheet or a work shift you will be notified on SLACK of the roster. You will then need to access the Google Calendar with the appropriate login details provided to you and view the call sheets and rostered events on the Business Calendar and confirm your attendance.Â Not all planned work shifts are listed on your Call Sheet Rosters.

To confirm your Attendance to a Call Sheet or Rostered Event do the following:

1. Login into the GSuite Business Calendar https://www.google.com/calendar with your username and password provided to you.
2. Follow the onscreen prompts.
3. You will enter the Calendar and you may view the calendar in either Day, Week, or Month.
    1. To view in Day press D
    2. To view the Week press W
    3. To view the Month press M.
4. You will see all your call sheets and events. Those you have not yet confirmed will be displayed in White.

5. Those you have accepted and confirmed will be displayed in a solid color.

6. To confirm your call sheets and rostered events click on each individual event on your calendar. At the very bottom of the event you will see the following options

   Yes = meaning you have accepted the call sheet roster or event and attending.
   No = meaning you are not attended the call sheet roster or event (see notes below)
   Maybe = DO NOT PRESS OR USE under any circumstances. Iconic Servers do not recognize this command from Google Calendar.

    1. You are required to confirm your acceptance of this event by clicking on the **YES** button on the event on the calendar.
    2. Do not click on the word â€œACCEPTâ€ or any other links as the system will not accept this and do not use any other software to confirm your attendance as this may make your acceptance void and your shift will be given to someone else.
    3. Please note, DO NOT press MAYBE as staff are required to either accept or not accept their attendance to a shift.
    4. You should not be pressing **NO** on any of the call sheets, as most of your unavailability would have been provided to the event managers on Slack and using the notification for leave form. Pressing **NO** on a call sheet can result in termination

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of your work with the company.

7. To view the details and specific notes for the Call Sheet or Event, you only need to press on each individual rostered call sheet and read the content. Any edits or changes you make, will on be reflected on your view of the calendar. **So it is recommended that you do not make changes to the event notes and only use your access to view your roster and call sheets.**
8. The Google Calendar feature that you have access to, is not for providing the events staff with your availability. It is to use to view your roster, call sheets, locations of venues and rostered work. No communication other than YES and NO is received between the Google Calendar and Iconic Servers.
9. All communication of your unavailability should be provided on Slack and the use of the form and provided in the time required as per the unavailability policy.
    1. It is important to start your work at the same time of your planned and allocated scheduled rosters, call sheets or work shifts.Â Changes to your scheduled rosters, call sheets or work shifts require a minimum of 5 days notice to your supervisor and need to be approved.Â For urgent changes a minimum of 24 hours notice is required and approval obtained by your supervisor.

The calendar is always set to use the Standard Australian Eastern Timezone. Please ensure that when you are looking at your roster that you do not make changes to the settings as this can interfere with the timing of your call sheets and event rosters.

If you are casual, your unavailability must be provided to the event managers 1 month in advance on Slack or by using the Leave of Absence form that is found on the company server.

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IMPORTANT INFORMATION about CALL TIMES and the CALL SHEETs.

1. Iconic Productions has partnered with Rome2Rio and this is a free service for you to use. The site gives you approximate directions, bus and train numbers to collect and estimated costs to allow you to plan your best way to get at your location and work on time.

2. Call Sheets should be confirmed within 48 hours of receiving the notifications and/or invitations.

Questions Asked and Answered:

1. David Phillip | 11-May-2020 02:03 |
   Suggestion: as all employees should never press "maybe" and availability should always be given at least 1 month in advance, simply have "Yes" as the only option?
    a. answered by @beau.sherman | 15-May-2020 10:29 |
        a. David while this is a good suggestion understand that the rostering system for our call sheets are done using G-Business Suite (Google's) third party program and Google software is not designed just for our needs. We do not have permission or access to Google's source code.Â The other thing to know is employees are not the only ones who work at the offices.Â There are freelancers, volunteers and contractors and they need to have different allowances in accepting the rostered work by using the No or Maybe options.Â Can I suggest for you and for other employees to only press YES and to learn and read the steps here.Â It is not too hard to press YES and to know what you are needing to do.Â I am sorry but your suggestion cannot be added to a development evolution for an upgrade because of these reasons.

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Attached files:

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