Using Slack

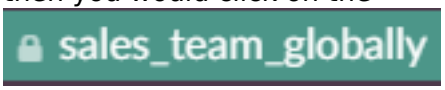
Codes to use on Slack for starting a work shift, breaks and ending a work shift

Not all employees and contractors are required to use these codes, however if you are a sales or event manager or have been asked by your Team Supervisor to use them, then as part of your job, you would be required to use the following clodes on slack to indicate things like ...

1. Time you logged in and started your shift
2. Time you went on a break
3. Time you returned from a break.
4. Time you finished your shift.

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WHAT CHANNEL & WHERE TO ENTER CODES ON SLACK?
The shift log codes are entered in the channel of the main department you have been employeed or contracted to work in.Â While most employees and contractors may have multiple channels they are subscribed to, your main role within the company would be exactly where your shift log codes would be entered.Â If you are unsure, always speak with your Team Supervisor or a colleague on Slack.Â As an example here is are some samples of where your shift log codes would be entered.

- If you are a sales representative or sales person and working as part of the sales department then you would click on the


channel and enter your log codes here.

- If you are an event manager and working in events as part of the event management department then you would click on the


channel and enter your log codes here.

- If you are an accounts manager and working in accounts in the accounts department then you would click on the


channel and enter your log codes here.

- If you mainly work in film, as a script writer or cameraman or stage hand or film crew or production staff then you would click on the


channel and enter your log codes here.

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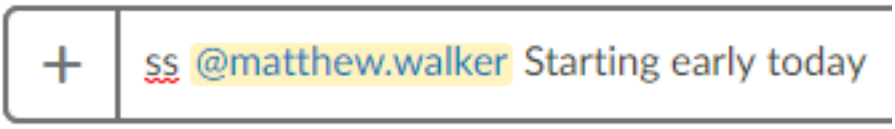
CODES to use on SLACK to indicate your log in and log out times:

1. **ss** = start shift.Â This is the code you enter on Slack when you have commenced work and started your shift.
    1. After entering the ss code, make sure you enter your Team Supervisor's name.Â Example

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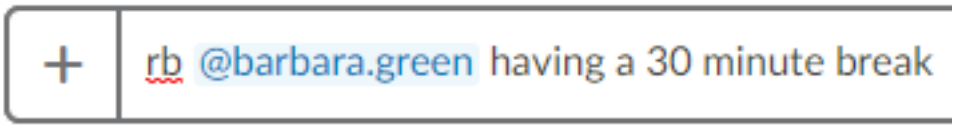


Then you can add any extra information after notification of your Team Supervisors name. **Example**:



Then press Enter or Send to send your start shift code.

2. When you go on a break, use the following codes to indicate your break and type of break ***Remember to always enter your Team Supervisors name after the code or @eventmanagers.***Â **Example**



1. **rb** = rest break
2. **tb** = toilet break
3. **sb** = smokers break
4. **brk** = lunch break or tea break or meal break

5. **fmb** = sleep/rest break fatigue management policy. **Important:** Only use the ***fmb*** break work code when you are planning to physically sleep to manage fatigue.Â This is not to be used if resting but you are staying awake.

3. **rfb** = returned from break.Â This is important that each time you go on a break, when you return to recommence your work, you must enter the code that you have returned from your break.
Again, don't forget to add your Team Supervisors Name.

4. **es** or **eos** = end shift or end of shift.Â Use this code when you have finished working for the day and have ended your shift.
Remember to always enter your Team Supervisors name after the code or @eventmanagers.Â **Example**



Attached files:

Unique solution ID: #1319

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