



# **Virtual Roster ESS Guide**

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# Table of Contents

<b>TABLE OF CONTENTS</b> .....	<b>2</b>
<b>LOGGING IN</b> .....	<b>3</b>
Logging out.....	4
<b>SCHEDULE</b> .....	<b>5</b>
Calendar view .....	5
Shift view .....	5
<b>NOTICEBOARD</b> .....	<b>6</b>
Viewing global messages .....	6
<b>TIME OFF</b> .....	<b>7</b>
Viewing Time Off balances .....	7
<b>DETAILS</b> .....	<b>8</b>
Viewing your details .....	8
Changing your password .....	8
<b>PREFERENCES</b> .....	<b>9</b>
Changing the language.....	9
Changing the date format.....	9
Changing the time format.....	9

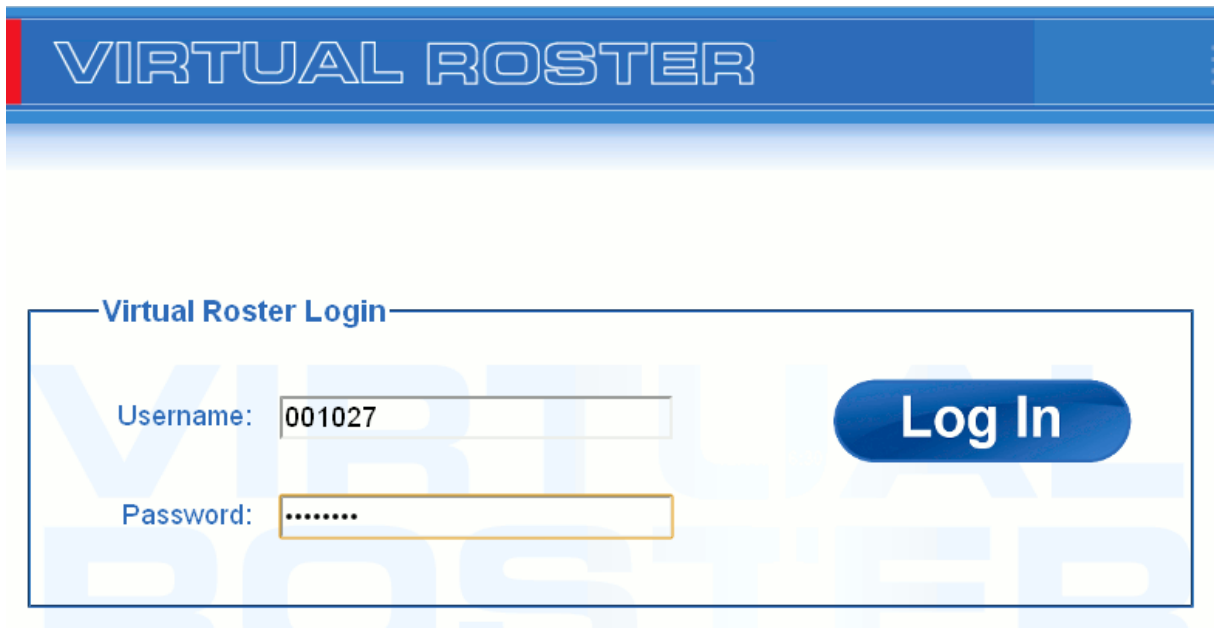
## Logging in

1. Open your web browser. Browse to the site <https://scheduling.mgmresorts.com>



Then:

1. Type in your Employee number into the 'Username' text field.
2. Type in your password into the 'Password' text field.
3. Click the 'Log In' button or press Enter on the keyboard.



**VIRTUAL ROSTER**

**Virtual Roster Login**

Username:

Password:

**Log In**

## Logging out

Log out from the ESS at any time by clicking the 'Log Out' link button on the top right corner. This will take you back to the 'Log In' screen and end your session.

**Tip:** It is good practice to log out from the ESS when you are finished using it so that someone else doesn't come along and start performing actions in your session.

**Note:** Your session will automatically expire after 5 minutes of inactivity to the ESS server. You will automatically be taken to the 'Log In' screen when it does expire.

# Schedule

## Calendar view

To view your schedule, click on the 'Schedule' tab. This will display a calendar view of your schedule.

The current day is shown with a light blue border. Past days are shaded light grey.

If you are currently in the shift view of your schedule, click on the 'Switch to calendar view' link button.



Note: Days shaded in light grey are in the past.

## Shift view

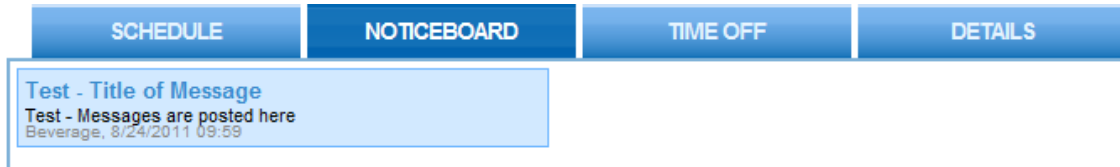


## Noticeboard

### Viewing global messages

Schedulers in Virtual Roster can post global messages to employees from certain departments which can then be viewed from the ESS.

1. Click the 'Noticeboard' tab.
2. Read any global messages from departments at the top of the screen.



Note: There is no way to interact with the global messages. They are there only to be viewed.

# Time Off

## Viewing Time Off requests

To view previously requested Time Off simply click on the 'Time Off' tab. Your time off requests will be listed in the table.

Note: As many time off requests as possible will be listed that can fit on the page at one time. To view time off requests beyond those displayed, use the 'Next >' and '< Prev' buttons below the table.



## Viewing Time Off balances

To view your time off balances simply click on the 'Time Off' tab. Your time off balances will be displayed above the time off requests table.

Note: The values of the balances displayed are as of the current day.



## Details

### Viewing your details

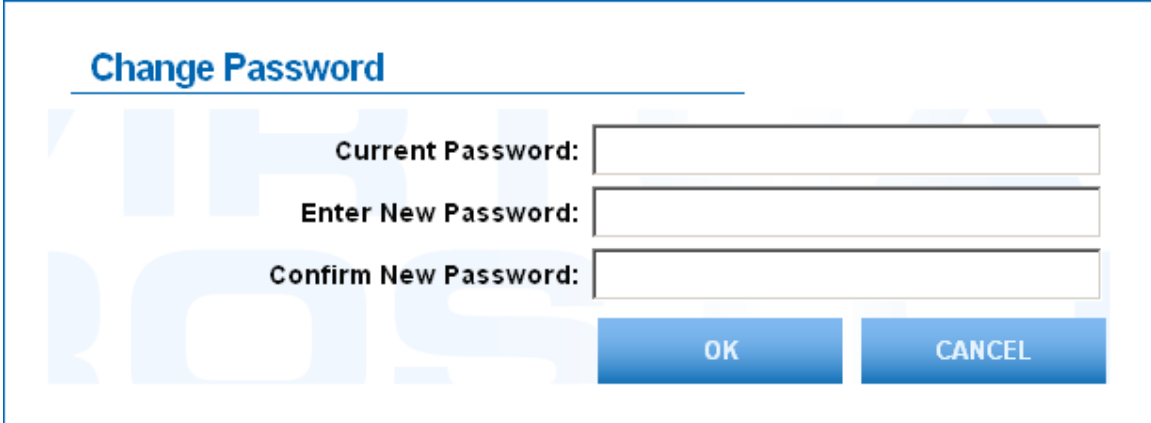
Your contact details can be viewed by clicking the 'Details' tab. From this screen you can use the navigation buttons down the left side of the screen to change between which details are displayed.

### Changing your password

You can change the password you use to log into the ESS.

1. Click the 'Details' tab.
2. Click the 'Change Password' button.
3. Enter your current password into the 'Current Password' text field.
4. Enter your new password into the 'Enter New Password' text field.
5. Enter your new password again into the 'Confirm New Password' text field.
6. Click the 'Ok' button.

Note: The minimum length and complexity the new password must be is based on the ESS settings.



**Change Password**

**Current Password:**

**Enter New Password:**

**Confirm New Password:**

**OK** **CANCEL**



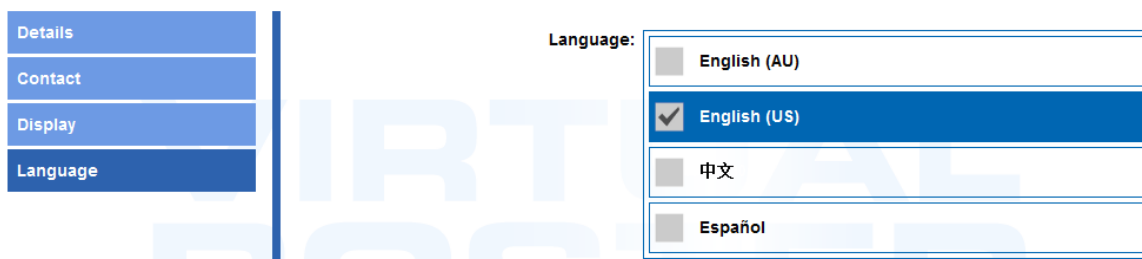
## Preferences

### Changing the language

You can change which language is used in the ESS.

1. Click the 'Details' tab.
2. Click the 'Language' button to the left.
3. Select the language you would like text displayed in by clicking the option.
4. Click the 'Submit' button.

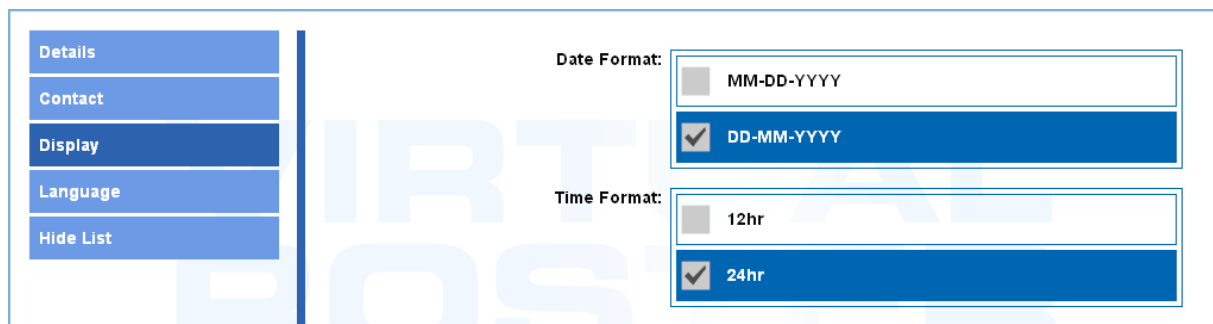
Note: Text coming directly from the database is not affected by the language chosen here.



The screenshot shows a sidebar on the left with four tabs: 'Details', 'Contact', 'Display', and 'Language'. The 'Language' tab is selected. To the right, under the heading 'Language:', there is a list of four options: 'English (AU)', 'English (US)', '中文', and 'Español'. The 'English (US)' option is selected, indicated by a checkmark in a box to its left.

### Changing the date format

1. Click the 'Details' tab.
2. Click the 'Display' button to the left.
3. Select the date format you would like dates displayed as by clicking the option.
4. Click the 'Submit' button.



The screenshot shows a sidebar on the left with five tabs: 'Details', 'Contact', 'Display', 'Language', and 'Hide List'. The 'Display' tab is selected. To the right, there are two sections: 'Date Format:' and 'Time Format:'. Under 'Date Format:', there are two options: 'MM-DD-YYYY' and 'DD-MM-YYYY'. The 'DD-MM-YYYY' option is selected. Under 'Time Format:', there are two options: '12hr' and '24hr'. The '24hr' option is selected.

### Changing the time format

1. Click the 'Details' tab.
2. Click the 'Display' button to the left.
3. Select the time format you would like times displayed as by clicking the option.
4. Click the 'Submit' button.