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eRSP confirm shifts!

You will need to log on to eRSP and confirm your own shifts.

Here are the step-by-step instructions on how to confirm your shift(s):

1. Log into eRSP <https://tsc214.ersp.biz> click on caregivers with your user ID and password information.
2. Click on "My Calendar" – top left hand corner
3. You will notice all unconfirmed shift times will be in red, all shifts you have already confirmed will be in blue.
4. Click on the Red Time
5. Either Accept or Reject
6. If you reject you must send a message on eRSP to office staff with an explanation of why. This will then be copied into your file for future use.