Purpose

Extra Shifts (i.e. Overtime) are essential to Scheduling. Tracking who, when and how these shifts are assigned to the most qualified associate to a job is significant to the organization.

In conjunction with the extra shift we must put in place certain pay codes on the schedule on that date.

In the event the agency needs historical Overtime assignments in Kronos, a csv file can be submitted. Required columns and layouts are on the following section.

The Catchup source file will have the name OvertimeVotMot.csv and can be modified in Excel but must be uploaded as a Comma Delimited File to the Cloud WIM_IN\ Overtime_VOT_MOT_Import folder.

DOP - Date that employee used the "Pass**", must be manually tracked. (Kronos will not take this into account)** (employees have one pass per quarter: Jan-Mar, April-June, July-Sep, Oct-Dec)

The Interface Overtime VOT MOT **Import** is adhoc, executed by the Kronos Admin only.

The interface Overtime VOT MOT **Update** *scans 30 days in the past and future (this a system performance precaution)* and runs on a daily schedule. In addition, it can be executed adhoc by the Kronos System Administrator.

ExtraShift-VOTMOT-import.csv

This file is for a one-time historical catchup, it must be uploaded via secure FTP Kronos Cloud location.

Field #	Kronos Field	Sample Value	Derived
1	Employee ID	10080	Unique identified for employee
2	Employee Name	Edwards, Larry	
3	Latest VOT Date	04/28/2020	Last Voluntary Overtime Date for the employee
4	Latest MOT Date	05/05/2020	Last Mandatory/Forced Overtime Date for the employee MM/DD/YYYY
5	DOP	01/01/2020	Not used in Kronos, informational only MM/DD/YYYY

Schedule Planner Genie

The Schedule Planner below displays the two custom fields (VOT Date and MOT Date) for Scheduler employees

By Employee										5/08 - 5/14						
Name	Sc...Ho...	Wor...Type	L...	Job	S...F...	V	MOT Date	C...	P...N	Fri 5/08	Sat 5/09	Sun 5/10	Mon 5/11	Tue 5/12	Wed 5/13	Thu
Denson, Snarm...	0.00	Part ...	...n	CSW	8...											
Edwards, Duan...	0:00	Part ...	...n	CSW	1...		2/15/2020		1...							
Evelyn, Patrick H	0:00	Full ...	...n	CSWL...	2...											
Kilduff, Robert ...	0:00	Full ...	...n	CSW	1...		12/20/20...									
Letellier, Micha...	0:00	Full ...	...n	CSW	1...		6/16/2019									
Leventhal, Cor	0:00	Full ...	...n	CSWL...	1...											

Indicators

Rule Violations   Daily Coverage   Staffing Assistant
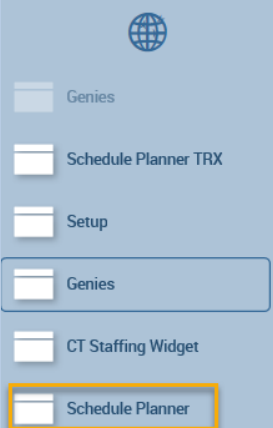
| Fri 5/08 7:00 am - 3:30 pm ...ding 8/Sachem/CSW ▼ | Solneit South Sachem ▼ | Edit | 2-DCF MOT Solnit Prima... ▼ | Load | Last time loaded: 1: |

	No.	Outcome	Contacted On	Name	Schedule Hours	Pay Rule	Worker Type	Locat...	Job	Seniorit... For Shift	VOT Date	MOT Date	S...	Certificat...	Phone Number
☐	1	Select ▼	-	Biggs, Justin F	0.00	10 FT OT8 ...	Full Time	...achem/.	CSW	3/22/2012				TACE, Mand...	18603981802
☐	2	Select ▼	-	Burnham, William	0.00	10 FT OT8 ...	Full Time	...achem/.	CSW	12/13/2013				TACE, Mand...	12035842502
☐	3	Select ▼	-	Bartell, Anthony	0.00	10 FT OT8 ...	Full Time	...achem/.	CSW	1/06/1996	04/13/2020	02/27/2020		TACE, Mand...	18606851140

Schedule Planner

	Steps to Validate Import – MOT and VOT	
1	From the Home Page, click the Plus "+" next to the My Information Tab. Next select *Manage My Department*	
2	From the Related items list, click **Scheduler Planner**. When you want to view a normal Primary Job list	
3	In the Location Show drop-down list, select a department from the Organization Map which will display employees for you to view. In the screen shot used a Location Query that contains all Caroline or Solnit site.	

4	In the **Time Period** drop down list, select a specific **schedule period**. Or Select the Start and End Dates. Click OK. Click Apply.	
5	Highlight the row of an associate The Columns are updated with the VOT or MOT Date values	**By Employee** | Name	Sc... Ho...	Wor... Type	L...	Job	S... F...	V	MOT Date	C...	P. N
---	---	---	---	---	---	---	---	---	---
Denson, Sharm...	0.00	Part ...	... n	CSW	8...				
Edwards, Duan...	0:00	Part ...	... n	CSW	1...		2/15/2020		1...
Evelyn, Patrick H	0:00	Full ...	... n	CSWL...	2...				
Kilduff, Robert ...	0:00	Full ...	... n	CSW	1...		12/20/20...		
Letellier, Micha...	0:00	Full ...	... n	CSW	1...		6/16/2019		
Leventhal, Cor...	0:00	Full ...	... n	CSWL...	1...					

Schedule Planner

	Steps to assign – MOT and VOT	
1	Execute steps 1-4 above	
2	Ensure **Workload** and **Census** are updated	
3	**Calculate Open Shifts** if necessary	

3	Select the **Staffing Assistant** Tab. Select an Open Shift from the Staffing Assistant or the schedule Each row for a location contains the last name, first name, and job (in the unit)	
4	Add a Pay Code "Voluntary Overtime" in the same cell as the shift. Ensure the Override Shift option is unchecked. Click "Apply	

Add Pay Code

Assigned to
Bonfiglio, Denise M

Effective Date:* 5/08/2020

Pay Code:* Voluntary Overtime

Amount (HH.hh):* Full sched day

☐ Create Open Shift

Uncheck Override Shift

☐ Override Shift   Unavailable Start Time: 7:00AM
● Whole Shift   ○ Partial Shift   Unavailable Amount (HH.hh): 24.0

Start Time:* 7:00AM

Repeat for: 1 days   Transfer Job:
Transfer Labor Level:

Comments (0) Add Comment

Cancel   Apply

By Employee | 5/03 - 5/09

Name

Turner, Junior L

Bonfiglio, Deni... | 7:00AM - 3:30PM
Voluntary Overtime [8.0]

Name	Sche... Hours	Wo... Type	L...	J...	S... F...	VOT Date	M	C...	P N	Fri 5/08
Open Shifts[54] ▸										16
Bonfiglio, Deni...	16.00	Full...	...le	C...	8...	05/08/2020		T...		7:00AM - 3:30PM Voluntary Overtime [8.0]

5	The interface scans schedules of employees for the following pay codes, 30 days in the past and 30 days in the future. It set VOT and MOT Dates to be the maximum date retrieved in the format of mm/dd/yyyy.	

Pay Codes impact VOT Date	Pay Codes impact MOT Date
Overtime Accepted	Mandatory Overtime
Overtime Refused	
Overtime Offered CPC	
Voluntary Overtime	
Could Not Contact	