

# On Call Transfer

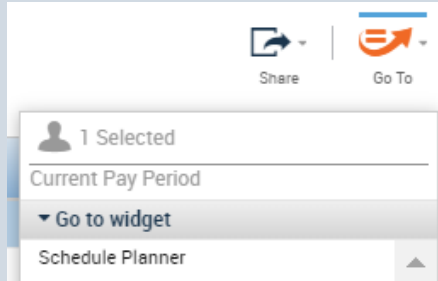
## Purpose:

How to enter 24 hr On Call around a regular scheduled shift.

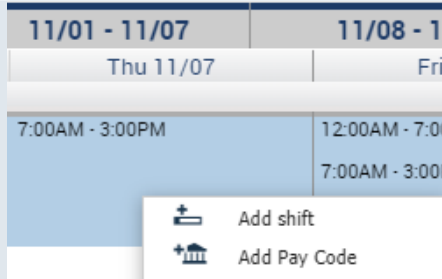
## Steps

Use the QuickFind to select the employee you want to use. Click their name and then use the Go To button to navigate to the schedule planner.

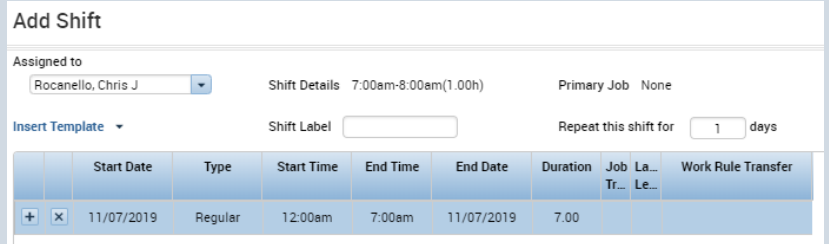
## Screenshots



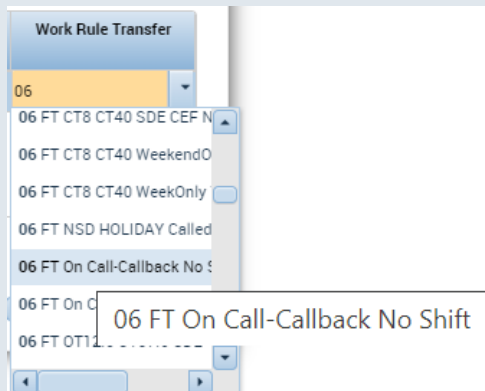
Right click on the scheduled day you want to add on call to, select **Add Shift**



If the employee is a 24 hour on call employee, enter on call shifts before and after their regularly scheduled shift.



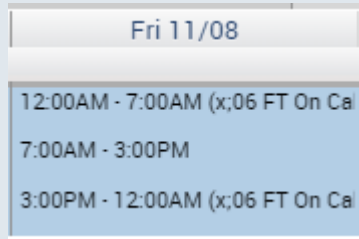
Select the work rule transfer column, and type in 06 to only see 06 work rule transfers, select the type of on call you want to use (With or without shift differential).



## Steps

After entering both shifts of on call this will be the appearance on the schedule planner.

## Screenshots



# On Call Called In

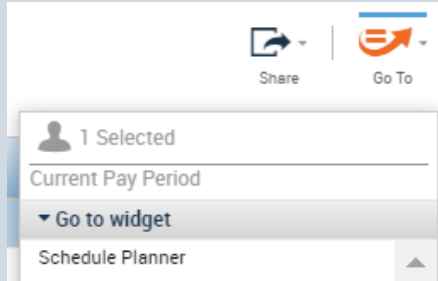
## Purpose:

How to enter On Call Call In on an unscheduled day for employees.

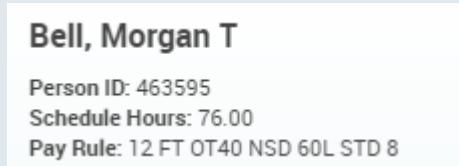
## Steps

## Screenshots

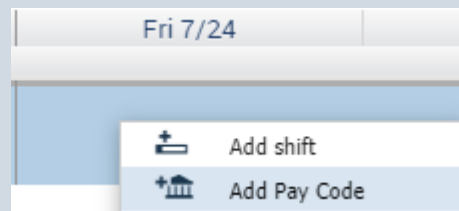
Use the QuickFind to select the employee you want to use. Click their name and then use the Go To button to navigate to the schedule planner.



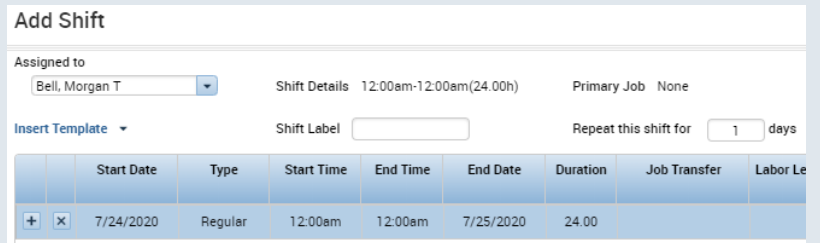
Hover over the employee name in schedule planner, and check their pay rule to see their bargaining unit.



Right click on the unscheduled day you want to add on call to call in and, select **Add Shift**



Change the type of shift to transfer and then enter the 24 hour duration for the start and end times.



## Steps

Select the work rule transfer column, and type in "12 On" to see all the pay rules for employees in BU 12 for On Call

This will be what the day looks like on the scheduled planner, any time the employee punches in for will automatically be paid out correctly.

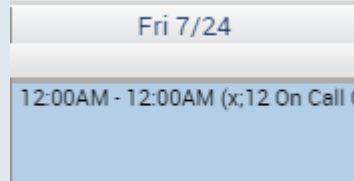
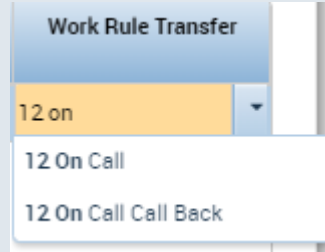
If the employee is BU06, punched in time will need to be entered as Off time in order for it to pay correctly.

Change the Type to Off time, which is necessary for any unscheduled time that's worked, then adjust the start and end time to agree with their worked hours

**Note: On scheduled days, when you are called in off time should not be used to make sure the employee is paid correctly**

Select the work rule transfer column, and type in "12 On" to see all the pay rules for employees in BU 12 for On Call

## Screenshots

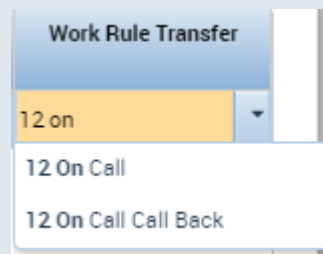


### Add Shift

Assigned to:  Shift Details: 12:00am-1:00am(1.00h) Primary Job: None

Insert Template:  Shift Label:  Repeat this shift for:  days

|     | Start Date | Type | Start Time | End Time | End Date  | Duration | Job Tr... | Labor Level Transfer | Work Rule Transfer |
|-----|------------|------|------------|----------|-----------|----------|-----------|----------------------|--------------------|
| + x | 8/03/2020  | Off  | 7:00am     | 1:00pm   | 8/03/2020 | 6:00     |           |                      |                    |



## Steps

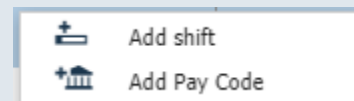
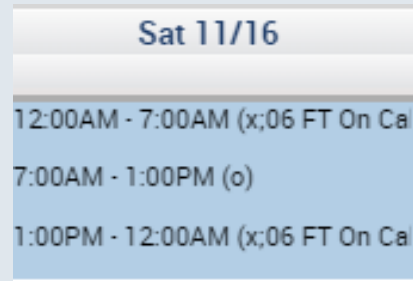
The off time will be reflected on your schedule planner with the "(o)", this shift will be your entered on call shift that will also receive OT.

If an employee in 06 takes On Call phone calls, this equates to a certain amount of overtime at 1.5, in order to enter this navigate to the day and add a pay code

Right click on the day in the schedule planner and select **Add Pay Code**

Select the pay code, and the amount based on BU rules, click **Apply** when completed

## Screenshots



### Add Pay Code

Assigned to

Rocanello, Chris J

Effective Date:\*

11/07/2019

Pay Code:\*

On Call - Standby 1.50

Amount (HH.hh):\*

0.50

# On Call Pay Codes

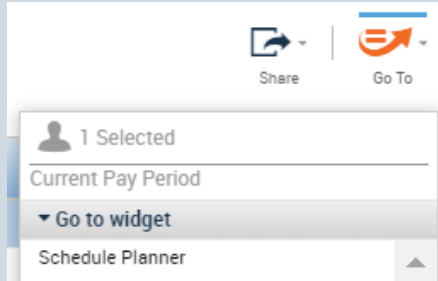
## Purpose:

How to enter the On Call pay codes.

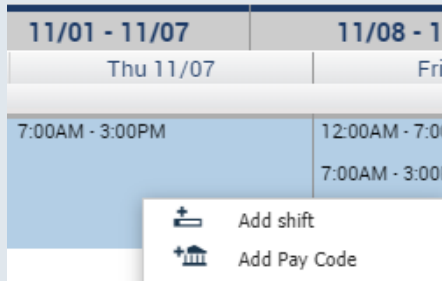
## Steps

## Screenshots

Use the QuickFind to select the employee you want to use. Click their name and then use the Go To button to navigate to the schedule planner.



Right click on the scheduled day you want to add the on call pay code and select Add Pay Code

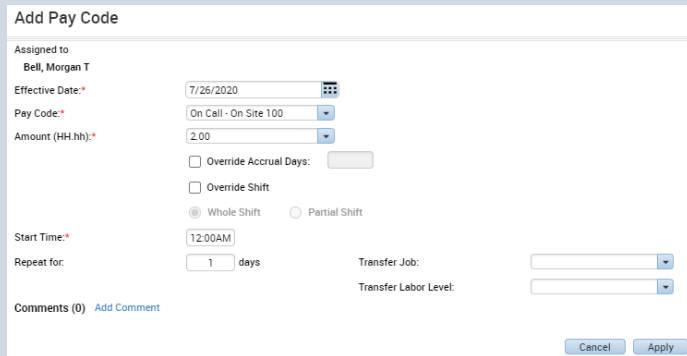


Select the type of on call that you want to use, enter the duration and the start time, then click **Apply**.

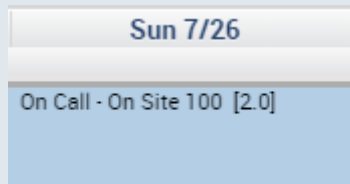
Below is the mapping from Core TRC to Kronos pay codes.

XOCMH – OnSite = On Call – On Site 100

XOCLH – BackUp = On Call – Standby 50



This is how the on call pay codes will be reflected on the schedule planner once entered.



## Steps

For 1199 employees who are on call through lunch, on call will need to be manually entered to replace that lunch time.

Hover over the employee name to check the lunch rule that they are assigned. You will either see “60L”, “45L”, or neither which means they have the default 30 minute lunch.

Enter the amount of on call time they would receive during lunch, add the duration, and the start time, then select **Apply**.

## Screenshots

**Bell, Morgan T**

Person ID: 463595

Schedule Hours: 76.00

Pay Rule: 12 FT OT40 NSD **60L** STD 8

### Add Pay Code

Assigned to

Bell, Morgan T

Effective Date\*

7/26/2020

Pay Code\*

On Call - Standby 50

Amount (HH.Hh)\*

1.00

Override Accrual Days:

Override Shift

Whole Shift

Partial Shift

Start Time\*

12:00PM

Repeat for:

1 days

Transfer Job:

Transfer Labor Level:

Comments (0) [Add Comment](#)

Cancel

Apply

# On Call Process BU51

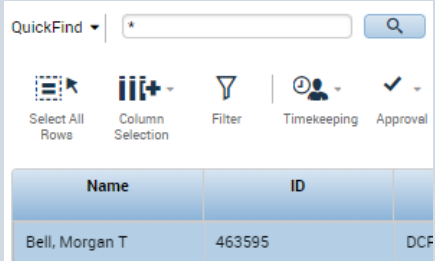
## Purpose:

How to enter On Call Comp time for BU51 employees who work a full week of on call.

## Steps

## Screenshots

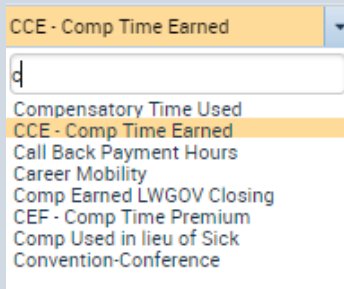
Use the QuickFind to select the employee you want to use. Double Click their name to navigate to their timecard.



Look at the days where the employee has worked on call and find any week where they worked every day on call.

|          |                |         |     |          |
|----------|----------------|---------|-----|----------|
| Fri 7/24 | 12:00AM-8:00AM |         |     |          |
|          |                | On Call | 8.0 | 12:00... |

On the Thursday right after they worked the full week of on call, add a new row and enter the Comp Time Earned pay code. Click on the pay code drop down and enter 'C' to find all the comp pay codes.



Enter in the amount of 8 hours and click **Save**.

|          |                |                        |     |  |
|----------|----------------|------------------------|-----|--|
| Fri 7/24 |                | CCE - Comp Time Earned | 8.0 |  |
|          | 12:00AM-8:00AM |                        |     |  |
|          |                | On Call                | 8.0 |  |