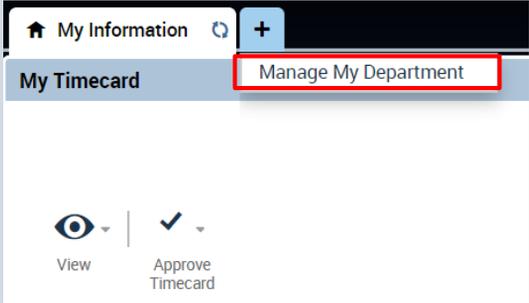
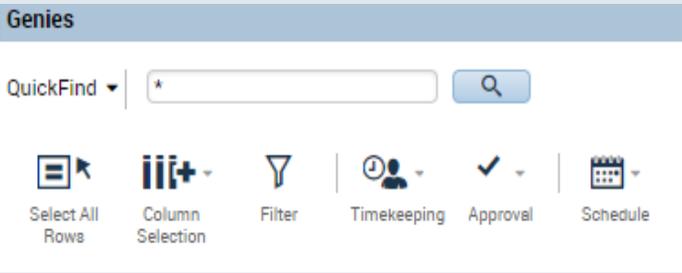
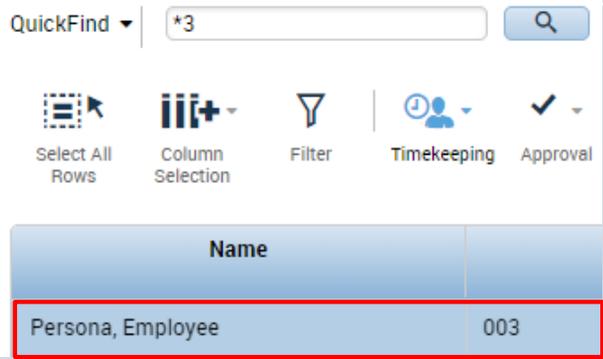
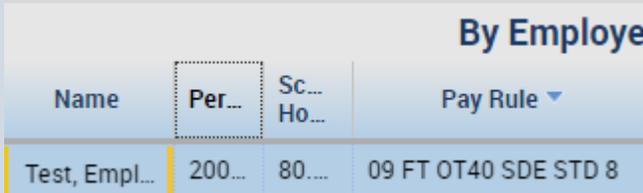


On Call Long Term Entry

Purpose:

This job aid will help you enter On Call on a long term basis.

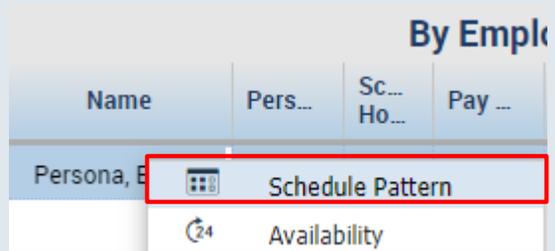
Note: If you choose this method of entry you will need to frequently validate the totals to make sure it is paying correctly

Steps	Screenshots								
Click on the '+' and select Manage my Department									
Use the QuickFind to search for the employees you want to see, searching '*' returns all of your employees.									
Click an employee name, then use the Go To button to navigate to their schedule planner.	 <table border="1" data-bbox="676 1321 1279 1456"><thead><tr><th data-bbox="676 1321 1139 1398">Name</th><th data-bbox="1139 1321 1279 1398"></th></tr></thead><tbody><tr><td data-bbox="676 1398 1139 1456">Persona, Employee</td><td data-bbox="1139 1398 1279 1456">003</td></tr></tbody></table>	Name		Persona, Employee	003				
Name									
Persona, Employee	003								
Expand the pay rule column next to the employee's name to view the complete pay rule assigned to them.	 <table border="1" data-bbox="686 1561 1329 1754"><thead><tr><th data-bbox="686 1561 853 1696">Name</th><th data-bbox="853 1561 953 1696">Per...</th><th data-bbox="953 1561 1039 1696">Sc... Ho...</th><th data-bbox="1039 1561 1329 1696">Pay Rule</th></tr></thead><tbody><tr><td data-bbox="686 1696 853 1754">Test, Empl...</td><td data-bbox="853 1696 953 1754">200...</td><td data-bbox="953 1696 1039 1754">80...</td><td data-bbox="1039 1696 1329 1754">09 FT OT40 SDE STD 8</td></tr></tbody></table>	Name	Per...	Sc... Ho...	Pay Rule	Test, Empl...	200...	80...	09 FT OT40 SDE STD 8
Name	Per...	Sc... Ho...	Pay Rule						
Test, Empl...	200...	80...	09 FT OT40 SDE STD 8						

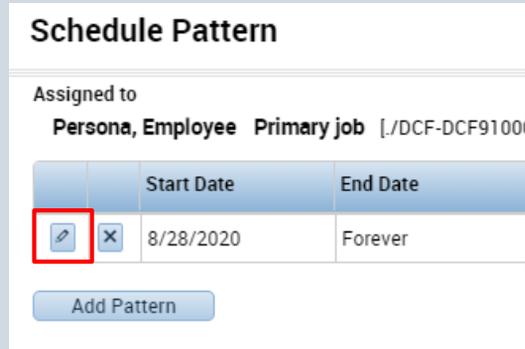
Steps

Right click on the employee name and select **Schedule Pattern**

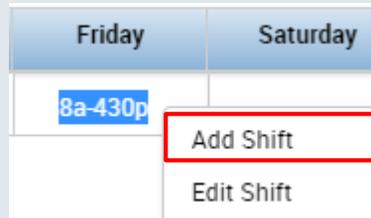
Screenshots



From the Schedule Pattern pop up, click the **pencil icon** to edit the pattern.

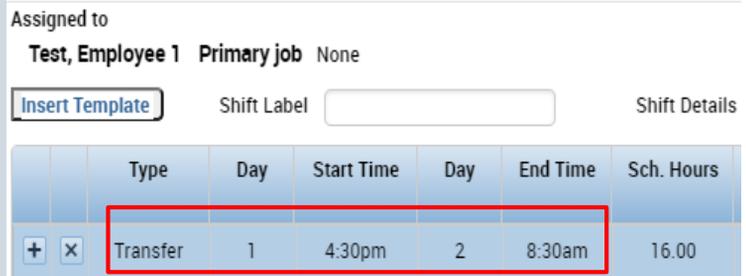


Click on the day in the pattern where you want the transfer and then right click, select **Add Shift**.



In the new shift, switch the type to transfer, and set the start time to be the end of the original shift, and the end time to be the start of the shift the following day.

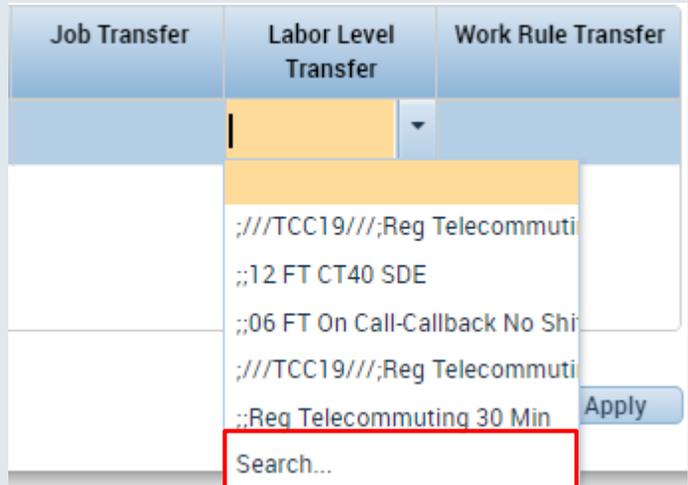
Schedule Pattern



Steps

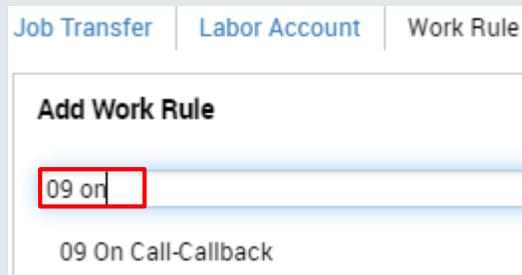
Under the labor level transfer drop down, click **Search**.

Screenshots



Switch to the Work Rule tab, then enter your BU and the word on, in this case "09 on" to find the appropriate work rule.

Note: If this employee does not punch in, they will earn the appropriate standby pay code



On unscheduled days, enter the 24 hour transfer as shown here.

		Type	Day	Start Time	Day	End Time	Sch. Hours	Job Tr...	L... Le...	Work Rule Transfer
+	x	Transfer	1	12:00am	2	12:00am	24.00			09 On Call-Callback

Friday and Sunday will require unique transfers given that they border the weekend, as an example Friday need the on call to end at midnight so it doesn't overlap with Saturday



Steps

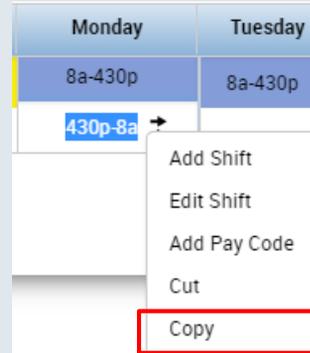
Sunday's on call would extend into Monday until 8am. Make sure the 8 am punch is set as day 2 when adding the new shift.

Screenshots

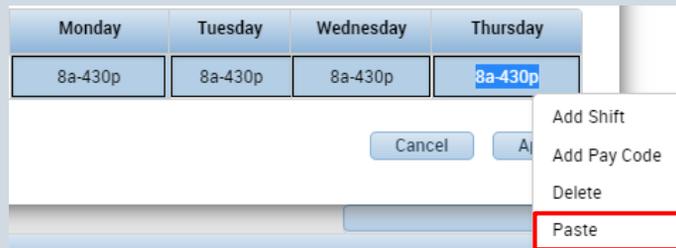


Day	End Time
2	8:00am

For the rest of the days of the week, click on a previous shift you just added, then right click and select **Copy**.



Highlight the rest of the days in the pattern and select **Paste**.



Steps

Screenshots

This is how your pattern will look once you have inserted the transfer on each day. Make sure the **Override Other Patterns** box is selected, then click **Apply** and **Save**.

Note:

- Although this should make the process automatic you will want to frequently check that it is being paid correctly.
- Use the totals section to make sure that the right balances and pay codes are computed.
- If employees deviate from their schedule you will need to manually adjust and potentially enter the transfers on that day.

Schedule Pattern

Assigned to

Test, Employee 1 Primary job None

	Start Date	End Date	Duration	Rotation
 	8/28/2020	Forever	1 week	1 Week:8a - 430p(Fri,Mon,Tue,Wed,Thu)

Edit Pattern

Anchor Date:* 8/28/2020  Start Date:* 8/28/2020  End Date:*  [Clear](#)
 Forever

Define Pattern for:* Week(s) Day(s)

Override Other Patterns

[Add Shift](#) | [Add Pay Code](#) | [Shift Template](#) ▼ | [Pattern Template](#) ▼

12a-12a ▼

[Find](#)

	No.	Friday	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday
 	1	8a-430p 430p-12a 	12a-12a 	12a-8a 	8a-430p 430p-8a 	8a-430p 430p-8a 	8a-430p 430p-8a 	8a-430p 430p-8a 

[Cancel](#)

[Apply](#)