Purpose

The purpose of this document is to provide clear instructions on how schedules should be completed in advanced scheduler when scheduling overtime or extra shifts.

Due to how overtime is calculated in Kronos Timekeeping, the process of scheduling of overtime/extra shifts is crucial as it will impact how the employee is paid.

It is important to note that based on if the employee is remaining in their home unit or transferring to another unit the process will differ.

Related Documents:

- Kronos VOT, MOT, ESOS
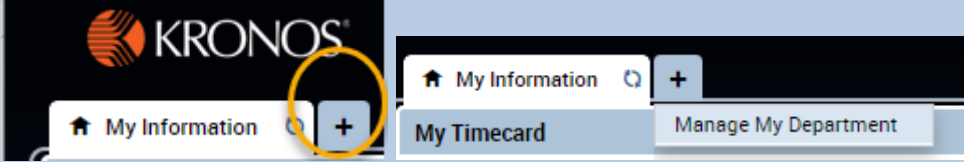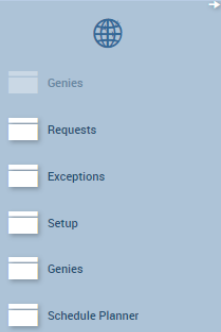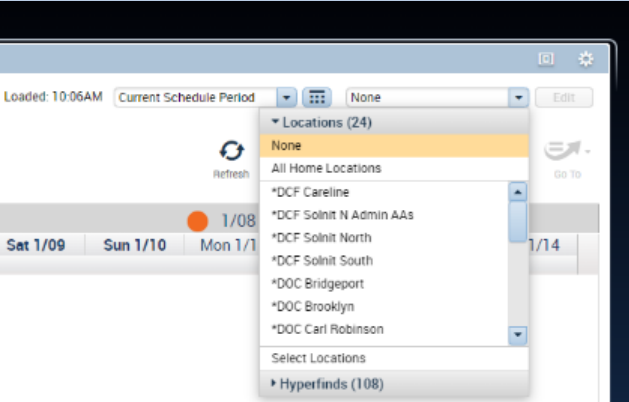
Schedule Shift Type	Description
Regular	A schedule shift type of Regular indicates that the employee is working their regular shift. The daily coverage numbers will reflect accurately with this schedule shift type.
Transfer	A schedule shift type of Transfer indicates that the employee is transferring from their home unit to another location. The daily coverage numbers will display accurately in the location that the employee is transferring.
Unavailable	A schedule shift type of Unavailable indicates that the employee is Unavailable. For the purposes of scheduling, using this type will show in a grayed-out form with a (u) on the schedule to show that the employee is scheduled. **This type will not carry the schedule over to Timekeeper.** This is important because for Timekeeper to pay the employee Overtime, Timekeeper needs to think the employee was not scheduled. This type should be used on the employee when scheduling extra shifts **in the employee's home unit.** (i.e. a typical regular shift)

Scheduling Overtime/Extra Shifts in Employee's Home Unit

	Steps to scheduling overtime and extra shifts in an employee's home unit.	
1	From the Home Page, click the Plus "+" next to the My Information Tab. Next select *Manage My Department*	
2	From the Related Items pane, select **Schedule Planner**	
3	In the **Show** drop-down list, select a department location query OR select **Select Locations** to pull up your population of employees. ***Note – if your location query does not include the Float Pool you will want to modify so that you also see the Float Pool.**	

4	In the **Time Period** drop down list, select a specific time period or Range of Dates	
5	In this example, on Tuesday 1/12/2021 there is a vacancy for **Second Shift**. The employee working First Shift from 6:45AM – 3:15PM has decided to stay and work the extra shift in the **Second Shift** zone from 3:15PM – 11:15PM.	

6	Right click and **Add Shift**.	
7	In the Add Shift box, enter the **Start Time** and **End Time** of the shift. In the **Type** drop-down box, select **Unavailable**. **Note**: Choosing the type of **Unavailable** will allow for the schedule to remain in the Schedule Planner, but will look as though the employee is not	

	scheduled in **Timekeeper**. **This will allow for the employee to receive Overtime pay accurately.** Click Apply and Save your changes.	
8	The shift now appears in the employee's schedule and is grayed out with a (u) next to the shift that indicates "**Unavailable**." Notice how the daily coverage numbers have not changed and the Schedule Planner still appears as though there is a vacancy on Second Shift. This is because the type of Unavailable does not count towards the daily coverage numbers. In order for the daily coverage to reflect	

	accurately, proceed to the next step.	
9	Next, in order to track and count the extra worked shift, the **Voluntary Overtime** or **Mandatory Overtime** pay codes will also need to be added for that shift. Right click and **Add Pay Code**. Choose the appropriate pay code and **Apply** and **Save** your changes. Note: If one of these codes is not added to the employee's schedule for this day then the system will not count or track the extra worked shift. *When entering Mandatory Overtime, a work rule transfer should be used so that the employee is paid	6:45AM - 3:15PM *3:15PM - 11:15PM (u)* Voluntary Overtime [8.0] Bravo/RN ▾ Time Span View All ▾ 1/1 0/1 1/1

	Overtime at Double Time. Refer to the VOT/MOT job aid that is linked in this document.	
10	From the Float Pool, select a Float Pool person with the same job type as the person working the extra shift. (i.e. Float Pool RN for an RN) **Add Shift** to insert the extra shift on the day for the Float Pool placeholder employee.	

| 11 | Since the Float Pool employee's home unit is the Float Pool, a transfer to the correct location will need to be completed.

In the **Job Transfer** drop-down box, transfer the POOL employee to the correct unit/job. The **Start Time** and **End Time** fields should match the extra shift that the regular employee is working.

Click **Apply** and **Save** | **Add Shift**

Assigned to
DVA Pool RN 1, DVA Poo... ▼   Shift Details 3:15pm-11:15pm(8.00h)   Primary Job ./DVA/Float Pool/RN

Insert Template ▼   Shift Label [   ]   Repeat this shift for [1] days

<table><tr><td></td><td>Start Date</td><td>Type</td><td>Start Time</td><td>End Time</td><td>End Date</td><td>Durat...</td><td>Job Transfer</td><td>Labor Level Transfer</td><td>Work Rule Transfer</td><td>Skills & Cert. Profiles</td></tr><tr><td>+ ×</td><td>1/12/2021</td><td>Transfer</td><td>3:15pm</td><td>11:15pm</td><td>1/12/2021</td><td>8.00</td><td>...enter/Bravo/RN</td><td></td><td></td><td></td></tr></table>
Comments (0) Add Comment

                                                    Cancel   Apply |

| 12 | The daily coverage numbers are now updated and accurate.

If the employee transferred to another location not in their home unit refer below for next steps. | |

Scheduling Overtime/Extra Shifts when an employee transfers to another location

	Steps to scheduling overtime and extra shifts when an employee transfers to another location.	
1	From the Home Page, click the Plus "+" next to the My Information Tab. Next select *Manage My Department*	
2	From the Related Items pane, select **Schedule Planner**	
3	In the **Show** drop-down list, select a department location query OR select **Select Locations** to pull up your population of employees. ***Note – if your location query does not include the Float Pool you will want to modify so that**	

4	In the **Time Period** drop down list, select a specific time period or Range of Dates	Current Schedule Period ▾ 🔳 Previous Schedule Period Current Schedule Period Next Schedule Period After Next Schedule Period Week to Date Last Week Yesterday Today Yesterday,Today,Tomorrow Yesterday plus 6 days Last 30 days
5	In this example, on Saturday 3/13/2021 there is a vacancy for **Second Shift** on another unit. Right click and **Add Shift**.	**3/12 - 3/18** Fri 3/12 — Sat 3/13 — Sun 3/14 10:45PM - 7:15AM / 10:45PM - 7:15AM 6:45AM - 3:15PM / 6:45AM - 3:15PM 2:45PM - 11:15PM 10:45PM - 7:15AM / 10:45PM - 7:15A / 6:45AM - 3:15PM Add shift Add Pay Code Insert shift template Enter Time Off Availability Override Restore Paste Edit Accrual Amounts

you also see the Float Pool.

| 7 | In the Add Shift box, enter the **Start Time** and **End Time** of the shift. In the **Type** drop-down box, select **UNAVAILABLE**.

***Note**: Choosing the type of **UNAVAILABLE** will allow for the schedule to remain in the Schedule Planner, but will look as though the employee is not scheduled in **Timekeeper**.

This will allow for the employee to receive Overtime pay accurately.

Click **Apply** and **Save** your changes. | Edit Shift content |

Edit Shift

Assigned to [▼]   Shift Details 2:45pm-11:15pm(8.50h)   Primary Job ...ing Office/HCC - Healthcare Center/Charlie/RN
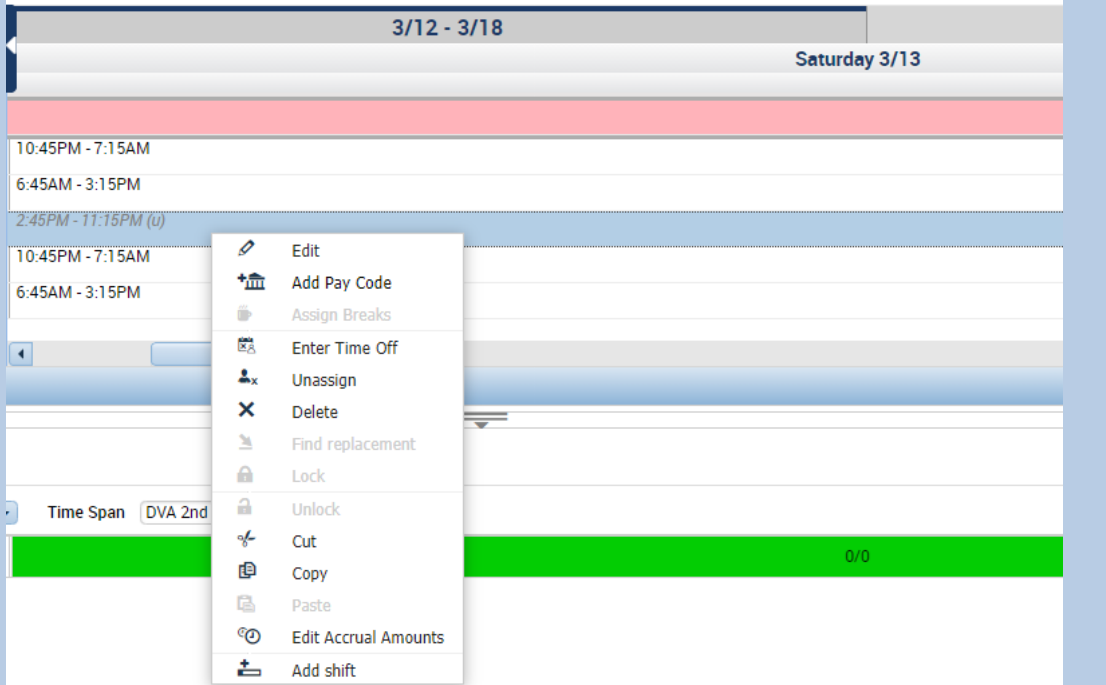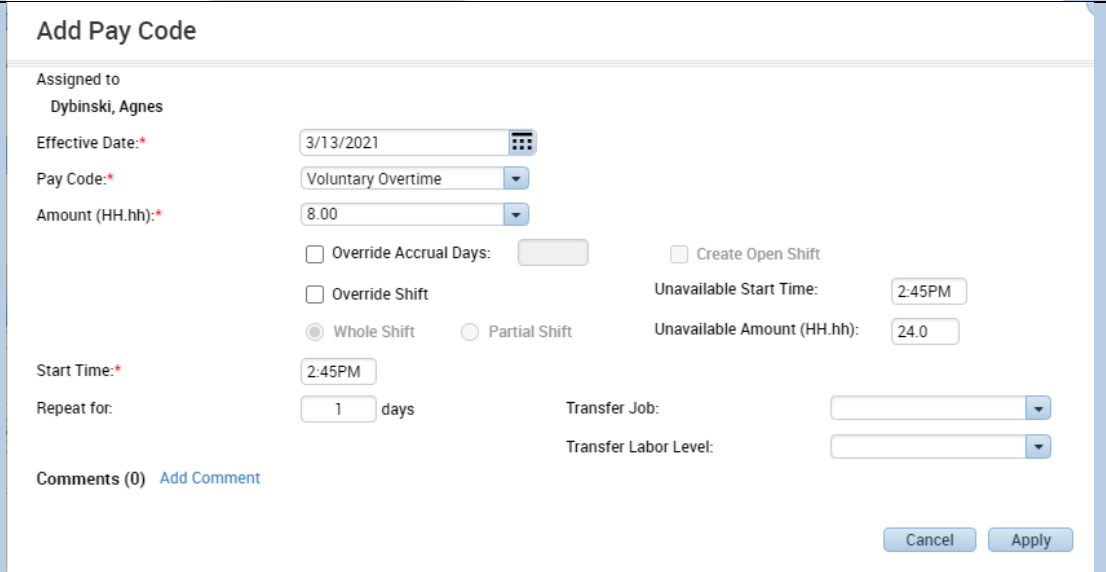
Insert Template ▼   Shift Label [   ]   Repeat this shift for [   ] days

		Start Date	Type	Start Time	End Time	End Date	Durat...	Job Transfer	Labor Level Transfer	Work Rule Transfer	Skills & Cert. Profiles
+	×	3/13/2021	Unavailable	2:45pm	11:15pm	3/13/2021	8.50				

Comments (0) Add Comment

Cancel   Apply

Next, in order to track and count the extra worked shift, the **Voluntary Overtime** or **Mandatory Overtime** pay codes will also need to be added for that shift. Right click and **Add Pay Code**.	
Select the **pay code** from the **pay code drop-down box**. Enter the **Amount** of hours and correct **start time** of the shift. Click **Apply** and **Save** your changes.	

In referencing the **daily coverage** for the unit that the employee transferred to, notice how the daily coverage numbers have not changed and the Schedule Planner still appears as though there is a vacancy on Second Shift.

If you want the daily coverage numbers to reflect accurately, follow steps then a placeholder employee will need to be transferred to the applicable location in the schedule planner.

3/12 - 3/18	
	Saturday 3/13

10:45PM - 7:15AM
6:45AM - 3:15PM

2:45PM - 11:15PM (u)
Voluntary Overtime [8.0]

10:45PM - 7:15AM
6:45AM - 3:15PM

Time Span   DVA 2nd Shift

0/0

	To transfer the employee to the correct location, highlight the employee and select GO TO **Timecard**	
	After the employee has worked the shift and their IN and OUT punches are on their timecard, you can enter a transfer to another location in the Transfer drop-down box. Select the **Transfer** drop-down box and click **Search**.	

In the **Job Transfer** section, follow the path to select the job within the transferred location that the employee worked. Click **Apply** and **Save** your changes.	
Reference the timecard to confirm that the job transfer is now listed. **Approve** any hours listed as "**Unapproved – outside of STD HRS**."	