

Scheduling with Time off Requests

The purpose of this change is to fix an issue where with scheduled hours being shortened when an employee submits a time off request.

When time off requests were being approved and the schedule was adjusting based on the new scheduled hours, this was causing an employee to receive Overtime at Straight Time on their timecard for that shift instead of regular worked hours for their shift.

It was determined that in order to fix this, employees need to retain their entire schedule for that day, regardless of time off hours.

Scenario 1: Advanced Scheduling

The employee is scheduled to work from 6:45AM to 3:15PM. The employee is leaving early at 1:15PM and taking 2 hours of Vacation time.

1. When an employee submits a time off request and once that request is approved, the request will now display the full shift length in the timecard as opposed to automatically shortening the shift.

Before:

Sat 12/19
6:45AM - 1:15PM
Vacation [2.0]

After:

Sat 12/19
6:45AM - 3:15PM
Vacation [2.0]

Due to this change, the daily coverage will also visibly change.

Before:

The employee is scheduled from 6:45AM to 1:15PM and because the employee is not working their full 8 hour shift on First Shift, the daily coverage is showing a vacancy in the First Shift zone.

In this example, the only “true” vacancy is from 1:15PM to 3:15PM

To cover the shift, the schedulers can either float an employee from another unit to cover the 2 hour vacancy, ask a second shift employee to work earlier or call in someone for 2 hours.

Ba...	0.00	11 FT...	Full...	...le	RN		3	
Dy...	8.00	11 PT...	Par...	...le	RN		2	2:45PM - 11:15PM
Ni...	8.00	11 PT...	Par...	...le	RN		1	6:45AM - 1:15PM Vacation [2.0]

Indicators	
Rule Violations	Daily Coverage
View	Counts
Job	Nursing Office/HCC - Healthcare Center/Charlie/RN
Time Span	View All
DVA First Shift	0/1
DVA Second Shift	1/1
DVA Third Shift	0/1

After:

The employee is scheduled from 6:45AM to 3:15PM and since the employee is scheduled to work the entire shift, the zone requirement is fulfilled and therefore there is no visual indication of a vacancy. However, we know that the employee is scheduled to take Vacation time at 1:15PM. Schedulers will need to be aware of this when balancing their unit schedules and will need to fill vacancies as needed.

Open Shifts								
Ba...	0.00	11 FT...	Full...	...le	RN		3	
Dy...	8.00	11 PT...	Par...	...le	RN		2	2:45PM - 11:15PM
Ni...	10...	11 PT...	Par...	...le	RN		1	6:45AM - 3:15PM Vacation [2.0]

Indicators	
Rule Violations	Daily Coverage
View	Counts
Job	Nursing Office/HCC - Healthcare Center/Charlie/RN
Time Span	View All
DVA First Shift	1/1
DVA Second Shift	1/1
DVA Third Shift	0/1

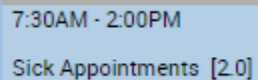
Scenario 2: Basic Scheduling

The employee is scheduled to work from 7:30AM to 4:00PM and is leaving early for a Sick Appointment at 2:00PM.

***Note daily coverage functionality is not applicable**

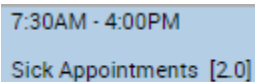
1. When an employee submits a time off request and once that request is approved, the request will now display the full shift length in the timecard as opposed to automatically shortening the shift.

Before:



7:30AM - 2:00PM
Sick Appointments [2.0]

After:



7:30AM - 4:00PM
Sick Appointments [2.0]

Timecards:

Note that in keeping the scheduled shift, the system will identify this as an Exception for Late In/Early Out. This is because Kronos is seeing that the employee should be scheduled, but if the employee arrives late due to an appointment then Kronos will think the employee is late and visa vera for leaving early.