How to Schedule an On-Call shift in Kronos

1. On-Call shift is a workrule transfer instead of a paycode
2. When scheduling a regular shift and an On-Call shift on same day, always use a separate line in Schedule Manager to schedule two separate shifts
3. When displaying 2 separate shifts the system expects to see in/out punches for both shifts if applicable
4. The regular work shift & the On Call hour shift hours should not overlap with each other

The schedule should look like this:

By Employee			Thu 6/25
ame	Location	Job	
	... al Svcs/204275	RN	
na L	... al Svcs/204275	RN	
	... al Svcs/204275	Lead	D5 1:30PM - 9:30PM (x;NE OnCall 3 CB1.5 Min2)

How On-Call shift is paid on timecard

Use On-Call workrule NE OnCall 3 CB1.5 Min2 as example

On-Call rate= $3.00/hr When called back pays @ 1.5rate
When CallBack>2hrs: Kronos Pay=CallBack time@1.5rate + (OnCall – CallBack)hrs*3$

Regular On-Call with Call Back
- The hours will be scheduled separately for the Regular & On Call shift (if applicable)
- The employee will punch in/out for the time worked on regular shift
- When the employee is On Call & called back to work, the employee will need to punch in/out for each instance.
- Note: If shift and/or weekend shift zones are worked it will be auto applied to hours worked

		Date	Schedule	In	Out	Transfer	Pay Code	Amount	Shift	Daily
+		Wed 6/24								
+	x	Thu 6/25	5:00AM-1:30PM	4:59AM	1:33PM			regular shift	8.0	
+	x		1:30PM-9:30PM							
+	x			1:30PM			On Call	On-Call shift	5.0	
+	x			3:30PM	6:30PM	;;NEMS OnCall 3 CB 1.5 Min2 WE2			3.0	
+	x	Fri 6/26								
+	x	Sat 6/27								

Totals	Accruals	Audits	Comments	Approvals and Sign-Offs	Historical Corrections

Daily / All   Totals for 6/25/2020

Location	Job	Account	Pay Code	Amount	Wages
...HFH/HFH/Surgical Svcs/204275	Lead	...'US/096890/204275/-/F02238/0	Call Back 1.5	3.0	$0.00
...HFH/HFH/Surgical Svcs/204275	Lead	...'US/096890/204275/-/F02238/0	On-Call Pay - 3.00	5.0	$15.00
...HFH/HFH/Surgical Svcs/204275	Lead	...'US/096890/204275/-/F02238/0	Regular	8.0	$0.00
...HFH/HFH/Surgical Svcs/204275	Lead	...'US/096890/204275/-/F02238/0	Shift Differential - 7Pct	3.0	$0.00