



How to apply EWS Workrule transfer

Purpose: How to add EWS Workrule on Schedule

Audience: Leadership and Timekeepers

1. Identify the day on the schedule, Right click in the day Add Shift

Schedules			
N			Loaded: 11:
Quick View Column Visibility Select all	Gentt View Sorting Tools Engines		
By Employee			6 4/05 - 4/11
Employee Name Location Job	Su 4/05 Mon 4/06	Tue 4/07	Wed 4/08
	7:30AM - 4:00PM Add shift Add Pay Code Insert shift template Enter Time Off Restore Paste O Edit Accrual Amounts	7:30AM - 4:00PM	7:30AM - 4:00PM

- 2. Add Shift box will appear, this is where you will provide the start/end times of the shifts, Cost Center transfer (if any) and the Work Rule transfer
- Click the dropdown arrow on the Work Rule to begin the search for the needed alternate work rule to assign. In this example we are looking for the EX UP30 Extended Work Schedule alternate work rule. Note: EX UP30 Extended Work Schedule – is for all others

EX UP30 Off Shift EWS – is for Mid-Level Provider's or those eligible for the shift block

L	d to 	•	Shift Details	7:30am-4:00	0pm(8.50h)	Print	ary Job N	lone			
ert Te	mplate +		Shift Label	0		Rep	eat this shill	t for	1 days	4	
	Start Date	Туре	Start Time	End Time	End Date	Duration	Job Transfer	Labor	Level Transfer	Work Rule Trans	2
×	4/12/2020	Transfer	7:30am	4:00pm	4/12/2020	8.50				EX UP30 Extended Work Sch	dule
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4. To process a Cost Center Transfer, click into the selected transfer field do the drop down to select Search, it will display Select Transfer box

Click the drop-down arrow on the Labor Level Transfer and click on search

Name Job Labor Account Work Rule Add Labor Account Work Rule Add Labor Account Company: Location: Job Code: Reports To: Reports To: 914 State	
Work Rule Extended Work Schedule MLP Jobi Transfer Labor Account Add Labor Account Work Rule Add Labor Account Clear All Company: COVID INDICA. Location: Job Code: Reports To: Record Numb. Cost Center: 914	k Rule Transfer
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5. For a Continuous Shift:

In the below example the employee is scheduled to work their Regular shift 730a-4p – but will continue to work an extra shift for 4 more hours

To add on the continuous shift – Click on the (+) sign to insert a row, it will auto populate the continuous shift start time with the last ending shift times, enter the end time accordingly, Tab over to add Labor Level and/or Work Rule Transfer as shown in steps 2. Hit APPLY.

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ssig	ned to			Shift Details	7:30am-8:00pr	m(12.50h)	Primary	Job None		
nsert	t Temp	plate 👻		Shift Label			Repeat	this shift for	1 days	-
1		Start Date	Туре	Start Time	End Time	End Date	Duration	Job Transfer	Labor Level Transfer	Work Rule Transfer
÷	×	4/12/2020	Regular	7:30am	4:00pm	4/12/2020	8.50			
+	×	4/12/2020	Transfer	4:00pm	8:00pm	4/12/2020	4.00			EX UP30 Extended Work Schedul





6. Click APPLY - & this will take you to the schedule to show that you have just scheduled a transfer

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By Employee										9 4/05 - 4/11	
Employee Name Location Job		Job	Sun 3/29	Mo	EX UP30 Extended Work Schedule		Thu 4/02	Fri 4/03			

Then hit SAVE – this will save the changes to the schedule

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As shown above – the timecard will display the regular work hours & the Extended Work Hours

The example shows a view for Daily only – by clicking on the date on the Timecard & changing the Totals & Schedule view from ALL to DAILY - & it shows 4hrs EWS.