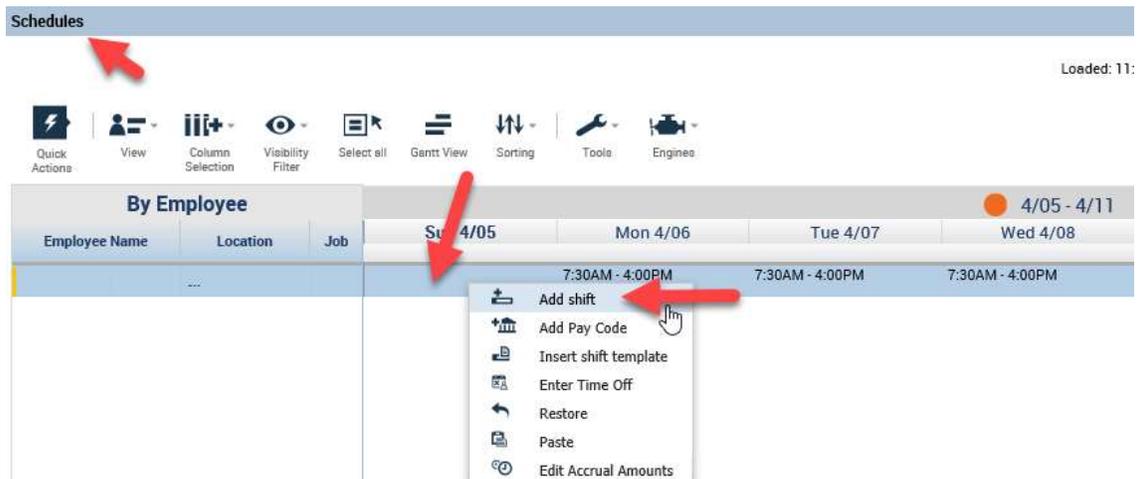


How to apply EWS Workrule transfer

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



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
3. 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



- 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

Edit Shift

Transfer

Name
Job
Labor Account
Work Rule

Extended Work Schedule MLP

Job Transfer | Labor Account | Work Rule

Add Labor Account Clear All

Company: COVID INDICA...

Location: Job Code:

Reports To: Record Numb...

Cost Center:

914 X

234914 HF Health Products

914000 Anesthesia-WH

914015 Cardiac Cath Lab-W

914030 Emergency Med-WI

days

Labor Level Transfer Work Rule Transfer

Extended Work Sched...

Cancel Apply

- 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.

Add Shift

Assigned to:

Shift Details: 7:30am-8:00pm(12.50h) Primary Job: None

Insert Template: Shift Label: Repeat this shift for: 1 days

	Start Date	Type	Start Time	End Time	End Date	Duration	Job Transfer	Labor Level Transfer	Work Rule Transfer
+ x	4/12/2020	Regular	7:30am	4:00pm	4/12/2020	8.50			
+ x	4/12/2020	Transfer	4:00pm	8:00pm	4/12/2020	4.00			EX UP30 Extended Work Schedule

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

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

Pay Code	Transfer	Sun 3/29	Mon 3/30	Tue 3/31	Wed 4/01	Thu 4/02	Fri 4/03	Sat 4/04	Total
Hours Worked			8.5	8.5	8.5	8.5	8.5		42.5
Hours Worked	///P EX UP30 Extended Work Schedule		4.0						4.0
-Enter Pay Code-									
Schedule			7:30..	7:30A..	7:30A..	7:30A..	7:30A..		
Daily Total			12.0	8.0	8.0	8.0	8.0		44.0

Location	Job	Account	Pay Code	Amount	Wages
		.036384/101475/COVID-19/F05722/0	Extended Work Schedule	4.0	\$0.00
		.74/0FP/036384/101475/vF05722/0	Regular	40.0	\$0.00

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.