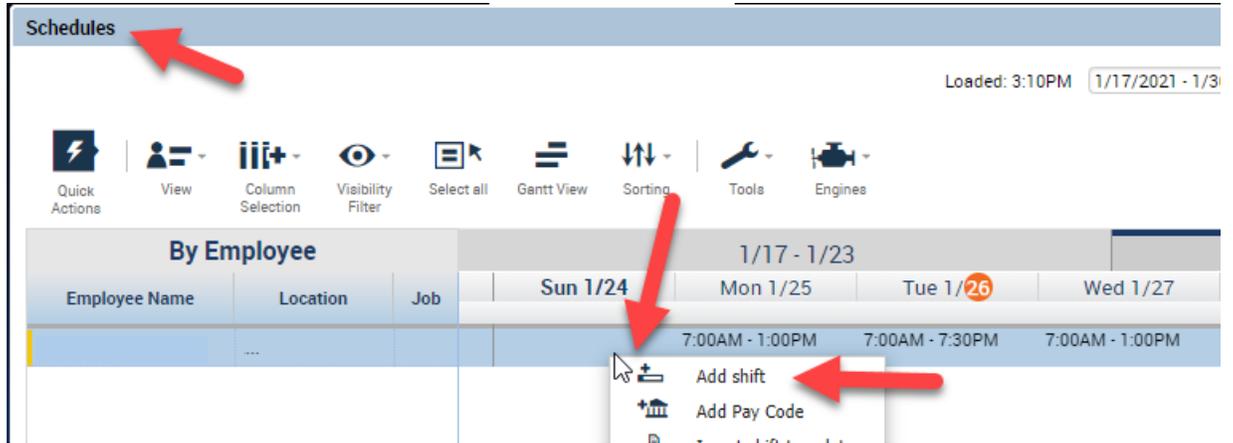


How to apply On Call shift for APP

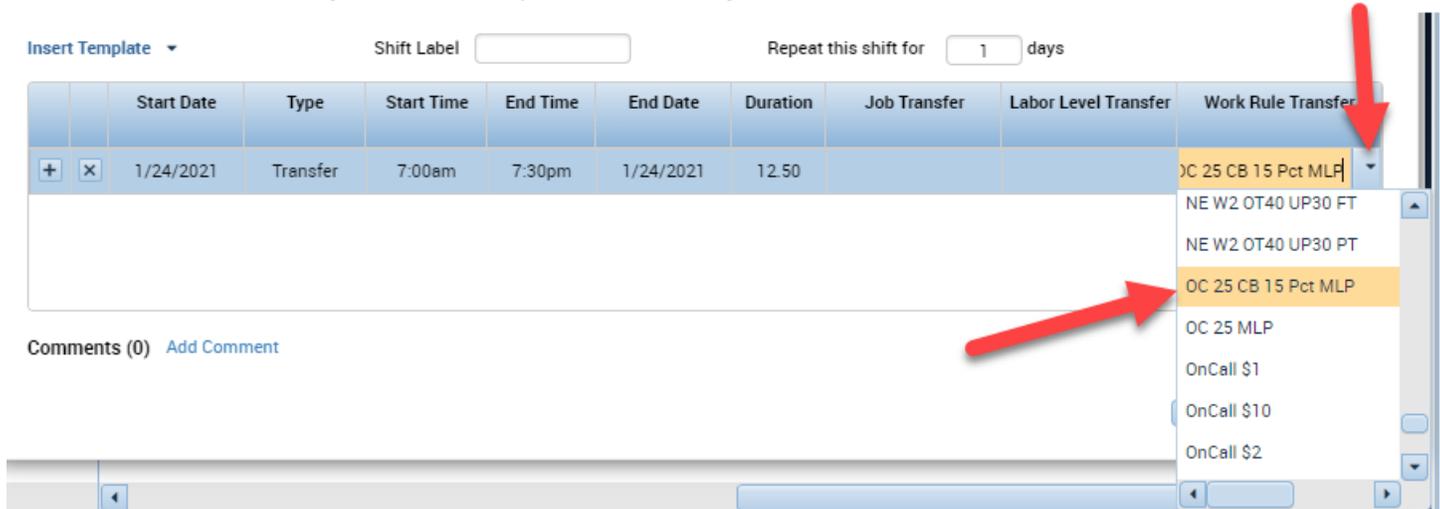
Purpose: How to add On Call shift to the Schedule

Audience: Leadership and Timekeepers

1. Identify the day on the schedule, right click in the day and 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 for On Call.
3. Click the dropdown arrow on the Work Rule Transfer to begin the search for the needed alternate work rule to assign. In this example we are looking for the **OC 25 CB 15 Pct MLP** alternate work rule.



4. The timecard will display the scheduled On Call hours, if the employee is called in to work then an adjustment will need to be made on the timecard to reflect the hours worked. These hours will be paid in 4 hour blocks.

In the Enter Pay Code line choose the **Hours Worked** pay code, add the **OC 25 CB 15 Pct MLP** work rule under the Transfer and amount of hours worked. The system will auto populate the deduction of worked hours from the On Call hours.

	Pay Code	Transfer	Sun 1/24	Mon 1/25	Tue 1/26	Wed 1/27	Thu 1/28
<input checked="" type="checkbox"/>	Hours Worked			6.0	12.5	6.0	12.5
<input checked="" type="checkbox"/>	On Call		12.5				
<input checked="" type="checkbox"/>	<Enter Pay Code>						
<input checked="" type="checkbox"/>	Schedule		7:00AM-7:30PM	7:00AM-1:00PM	7:00AM-7:30PM	7:00AM-1:00PM	7:00AM-7:30PM
<input checked="" type="checkbox"/>	Daily Total			6.0	12.0	6.0	12.0

	Pay Code	Transfer	Sun 1/24	Mon 1/25	Tue 1/26	Wed 1/27
<input checked="" type="checkbox"/>	Hours Worked			6.0	12.5	6.0
<input checked="" type="checkbox"/>	Hours Worked	...;OC 25 CB 15 Pct MLP	4.0			
<input checked="" type="checkbox"/>	On Call		8.5			
<input checked="" type="checkbox"/>	<Enter Pay Codes>					
<input checked="" type="checkbox"/>	Schedule		7:00AM-7:30PM	7:00AM-1:00PM	7:00AM-7:30PM	7:00AM-1:00PM