Purpose: How to add On Call shift to the Schedule Audience: Leadership and Timekeepers

- Schedules Loaded: 3:10PM 1/17/2021 - 1/3 = = 111 -11(+ •• Visibility Filter Select all Gantt View Quick Column Sorti Tools Enginea Actions Selection By Employee 1/17 - 1/23 Sun 1/24 Mon 1/25 Tue 1/26 Wed 1/27 Location Job Employee Name 7:00AM - 7:30PM 7:00AM - 1:00PM 7:00AM - 1:00PM 2 Add shift *血 Add Pay Code 1.00.0
- 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.

Insert Template 🔻			Shift Label			Repeat this shift for 1 days				L
	Start Date	Туре	Start Time	End Time	End Date	Duration	Job Transfer	Labor Level Transfer	Work Rule Transfer	ŀ
+ ×	1/24/2021	Transfer	7:00am	7:30pm	1/24/2021	12.50			C 25 CB 15 Pct MLP	÷
									NE W2 OT40 UP30 FT	
									NE W2 OT40 UP30 PT	
									OC 25 CB 15 Pct MLP	
							OC 25 MLP			
Comments (0) Add Comment							OnCall \$1			
								(OnCall \$10	
_									OnCall \$2	
	4								•	•

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
×	Hours Worked			6.0	12.5	6.0	12.5
\times	On Call		12.5				
\times	<enter code="" pay=""></enter>						
\times	Schedule		7:00AM-7:30PM 🛟	7:00AM-1:00PM	7:00AM-7:30PM	7:00AM-1:00PM	7:00AM-7:30PM
\times	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
×	Hours Worked			6.0	12.5	6.0
×	Hours Worked	;;0C 25 CB 15 Pct MLP	4.0			
×	On Call		8.5			
×	<enter code="" pay=""></enter>					
×	Schedule		7:00AM-7:30PM 📫	7:00AM-1:00PM	7:00AM-7:30PM	7:00AM-1:00PM