



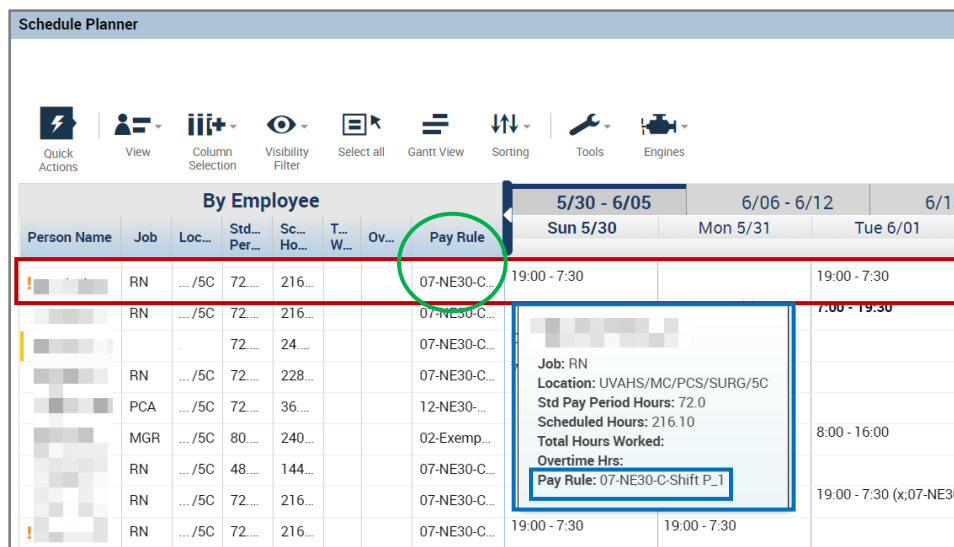
Scheduling Work Rule Transfers in the Schedule

Purpose of Work Rule Transfers:

- Entering a *Work Rule Transfer* in a team member’s schedule applies when a team member should receive additional pay outside of the team member base wage or for tracking purposes e.g., on-call, charge, education, orientation, companion or incentive pay.
- When the transfer is recorded in the schedule, the transfer information automatically populates into the timecard accordingly for the actual worked time.

How to Enter/Apply a Work Rule

- When in the *Schedule Planner*, select a team member, review the team member’s *Pay Rule* (green callout) or hover over the name and see the information highlighted in blue



The screenshot shows the 'Schedule Planner' interface. At the top, there are various tool icons like 'Quick Actions', 'View', 'Column Selection', 'Visibility Filter', 'Select all', 'Gantt View', 'Sorting', 'Tools', and 'Engines'. Below this is a 'By Employee' table with columns for 'Person Name', 'Job', 'Loc...', 'Std... Per...', 'Sc... Ho...', 'T... W...', 'Ov...', and 'Pay Rule'. The table is organized by dates: 5/30 - 6/05, 6/06 - 6/12, and 6/13. A tooltip is visible over a shift, displaying the following information:

- Job: RN
- Location: UVAHS/MC/PCS/SURG/5C
- Std Pay Period Hours: 72.0
- Scheduled Hours: 216.10
- Total Hours Worked:
- Overtime Hrs:
- Pay Rule: 07-NE30-C-Shift P_1

- *Right Click* on the shift and select *Edit*



By Employee									5/30 - 6/05	6/06 - 6/1
Person Name	Job	Loc...	Std. Per.	Sc... Ho...	T... W...	Ov...	Pay Rule		Sun 5/30	Mon 5/31
	RN	.../5C	72...	216...			07-NE30-C...	19:00 - 7:30		
	RN	.../5C	72...	216...			07-NE30-C...			
			72...	24...			07-NE30-C...	Dual Job xfer [8.0](x		
	RN	.../5C	72...	228...			07-NE30-C...	7:00 - 19:30		
	PCA	/5C	72	36			12-NE30-			

- Edit shift will display (verify the team member selected is the team member that needs the work rule added)
- If the work rule needs to be added to the entire shift, click in the Work Rule Transfer cell
- If the work rule needs to be added for a portion of the shift, an additional line will need to be added to segment the shift. Click the + to segment the shift then change the shift lengths as appropriate

Edit Shift

Assigned to: [Employee Name]

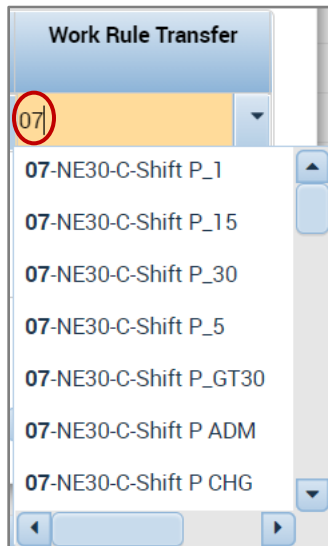
Shift Details: 19:00-7:30(12.50h) Primary Job: UVAHS/MC/PCS/SURG/5C/RN

Insert Template: P Repeat this shift for: days

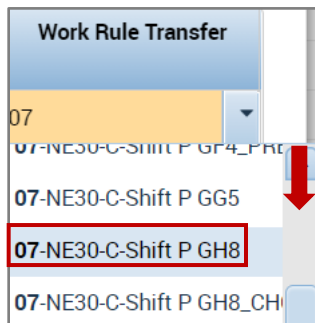
	Start Date	Type	Start Time	End Time	End Date	Duration	Job Transfer	Labor Level Transfer	Work Rule Transfer
+ x	5/30/2021	Regular	19:00	7:30	5/31/2021	12.50			

Comments (0) [Add Comment](#)

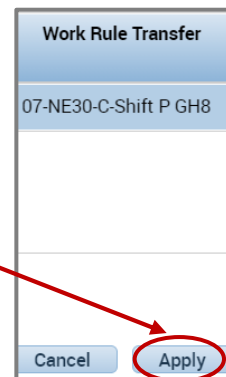
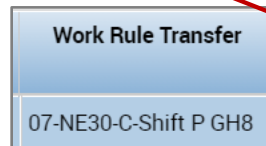
- Workrule transfers correspond to the team member’s pay rule (in this case 07)



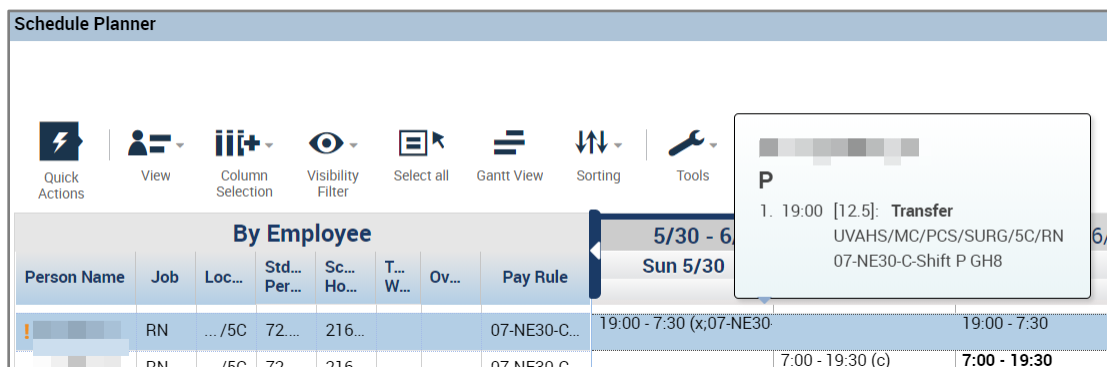
- Scroll down to the correct work rule. In this example, we add adding the \$20 staffing incentive (GH8)



Verify correct *Work Rule Transfer* was selected, then *Click Apply*

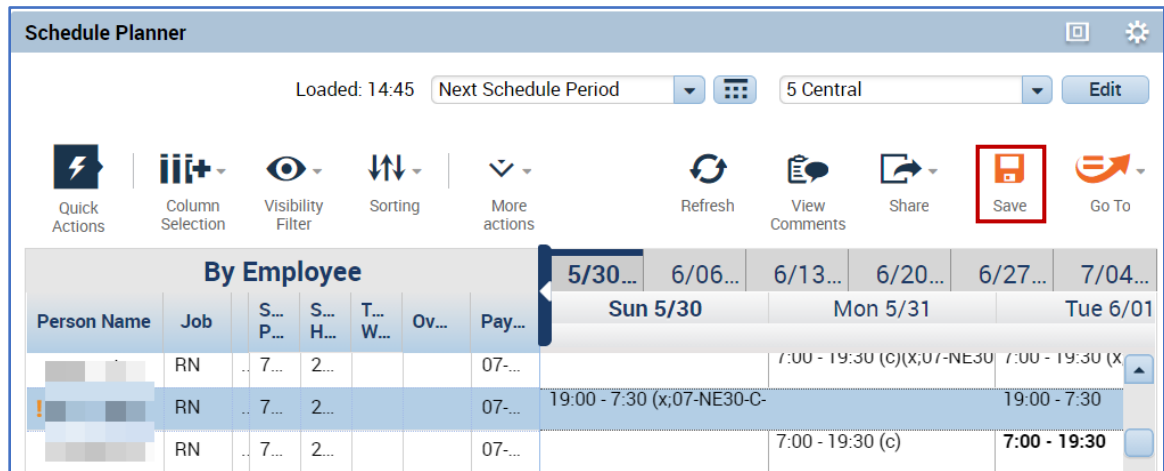


- Hovering over the shift in the schedule will display the work rule





- In order for the change to be committed to the schedule the *Work Rule Transfer* must be saved



- If the Icon turns gray, then saving the edit was successful



Additional Questions?

- Call the Help Desk at 434-924-5334
- OR
- Go to KNOWLEDGELINK and enter a ticket online



See job aid located on the *Kronos Welcome Page* titled: *Submit a Help Desk Ticket On-line*