



OnCall Work Rule Transfer

Schedule Planner

Background

- OnCall is a work rule
- OnCall work rules have been built to match the pay rules currently eligible for OnCall pay
- If a team member is on call for a shift, the corresponding *OnCall Work Rule* must be added to the scheduled shift
- If the team member is working several consecutive on call shifts
 - o Add the OnCall Work Rule as a new shift each day

Scheduling OnCall for a Team Member

Select the team member's name and the date that the team member will be on call

• Locate the team member's Pay Rule

Schedule Pla	anner									
F Quick	2	Column		_	Gantt View	\$11\$ - Sorting	Je .	Engines	07-NE30-C-Shift P_1	
Actiona		Selection	y Empl				_		11/18 - 11/24	
Person Name	Job		5 T fot Wo	Pay	Rule	Ove_			Sun 11/25	
	RN		L.	07-NE30-C-Sh	ít P_1 -		7:00 - 19:30			

• Right Click and select Add shift

	HUC	-	7	2	12-NE30-NC-Shift T_1	7:00 - 19:30		
	RN		7	0	07-NE30-C-Shift P_1		0	Edit
	RN .		7	4	07-NE30-C-Shift P_1	7:00 - 19:30	• •	Add Pay Code Unassign Delete Find replacement
	PCA	VCA 7 2		2	12-NE30-NC-Shift T_1	19:00 - 7:30	×	
	RN	-	7	2	07-NE30-C-Shift P_1		≁ ₽	Cut Copy
	PCA		7	2	12-NE30-NC-Shift T_1		۵ *	Paste Add shift



- Verify the Start Date is correct
- Change *Regular* to *Transfer* under the Type (outlined below)
- Enter the Start and End Time of the OnCall Shift
- Click Tab to ensure the *Duration* calculates correctly (12.5 hours in example)
- Click the Work Rule transfer dropdown
 - Select the OnCall Work Rule that corresponds to the team member's pay rule (see call out)

Add S	hift										
Assigned	to	*	Shift Details	7:00-8:00(1.00	h)	Primary	Primary Job UVAHS/MC/PCS/MED-SURG/3E/RN				
Insert Template -			Shift Label			Repeat	this shift for 1				
	Start Date	Туре	Start Time	End Time	End Date	Duration	Job Transfer	Labor Level Transfer	Work Rule Transfer		
+ ×	11/25/2018	Transfer	7:00	19:30	11/25/2018	12.50			07-NE30 OnCall Shift P		
Commen	ts (0) Add Com	ment	07-	NE30 0	nCall Sh	ift P			Cancel Apply		

o Click Apply



- If the team member will be working their normal shift followed being *OnCall*, two separate shifts will need to be created for the day
 - $\circ~$ A shift for the normal hours followed by an OnCall shift

Kronos, Test3	RN	EST	72.00	2	07-NE30-C-Shift	Γ	7:00 - 19:30	
						L	19:30 - 6:45 (x;07-NE30 OnCall Shift P)	

• Click Save



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Note:

- It is important to note that an *OnCall Shift* should never extend past the end of the pay period
- If the team member will be working an *OnCall Shift* that extends to the next *Pay Period*:
 - $\circ~$ End the OnCall shift at 0000 on Sunday
 - o Create a separate OnCall Shift on Sunday that starts at 0000

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