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
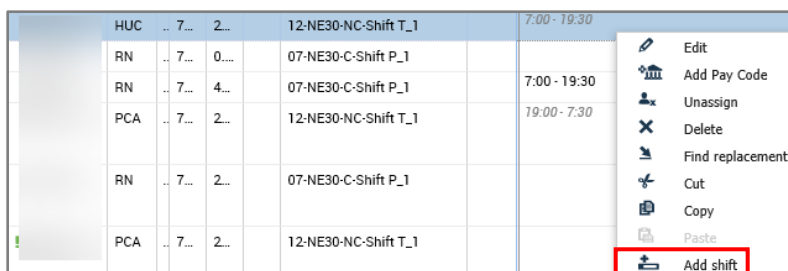 - Add the *OnCall Work Rule* as a new shift each day

Scheduling *OnCall* for a Team Member

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

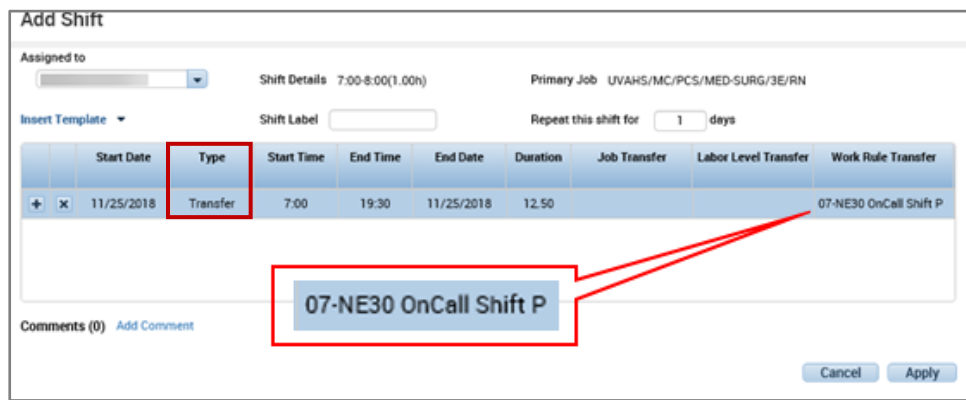- Locate the team member's *Pay Rule*
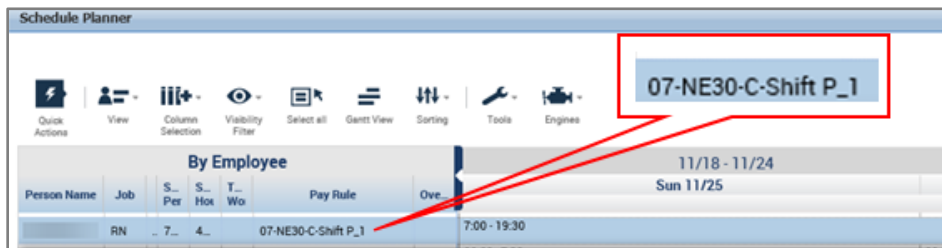
- *Right Click* and select *Add shift*

- 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)
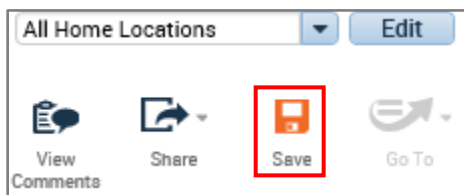

  - ○ Click *Apply*

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

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

- Click *Save*

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*:
  - End the OnCall shift at 0000 on Sunday
  - 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