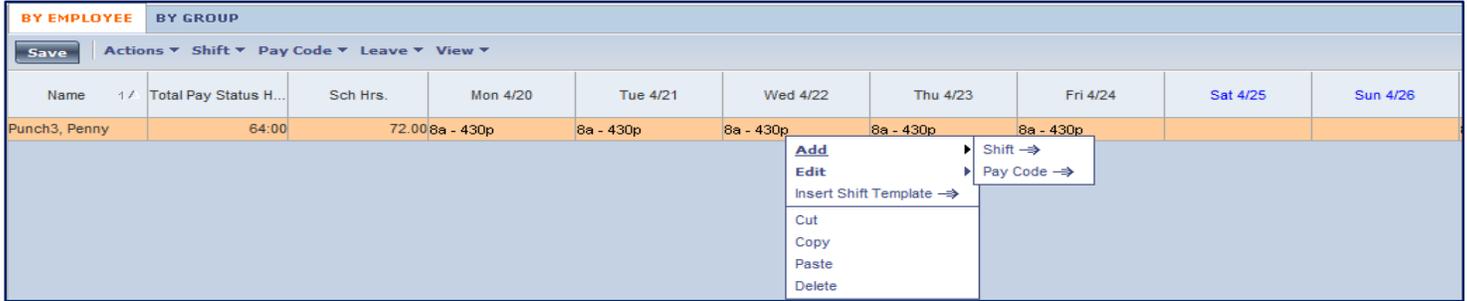


Adding the on-call shift for nurses

From **Schedule Editor**, select the employee to which the on-call shift applies.

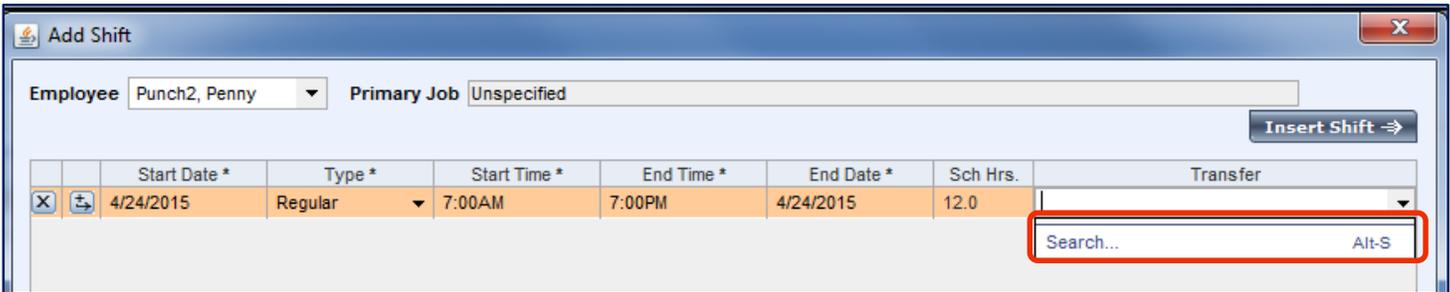
1. Select the **Time Period** of the shift.
2. Click in the date cell to which the shift will be applied.
3. Select **Shift>Add** or right-click in the cell and choose **Add>Shift**.



Name	Total Pay	Status H...	Sch Hrs.	Mon 4/20	Tue 4/21	Wed 4/22	Thu 4/23	Fri 4/24	Sat 4/25	Sun 4/26
Punch3, Penny	64.00		72.00	8a - 430p						

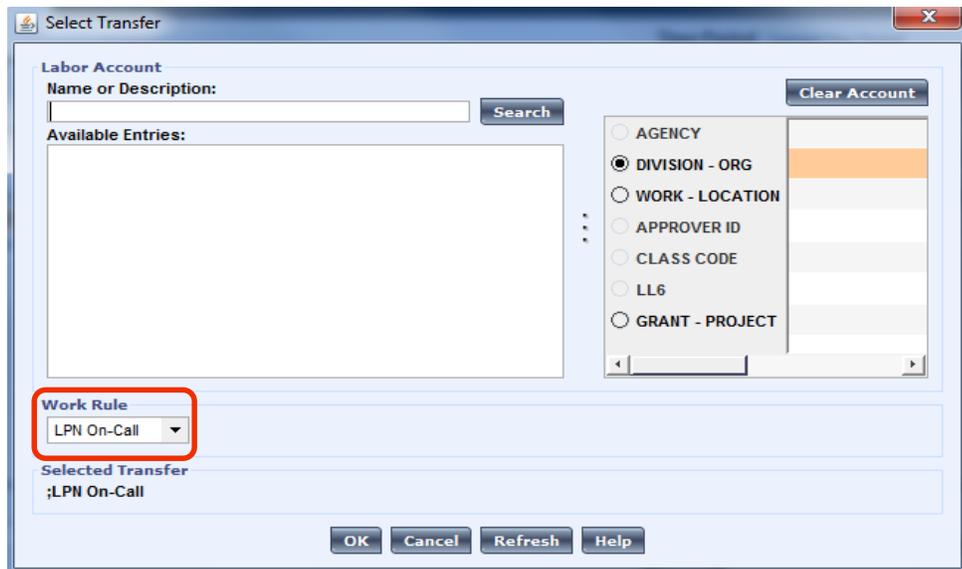
4. The Add Shift window displays. Key the **Start Time** and **End Time** of the shift.
5. From the **Transfer** drop-down, select **Search**.

Note: Once the work rule has been retrieved, it should be populated in the **Transfer** drop-down.



Start Date *	Type *	Start Time *	End Time *	End Date *	Sch Hrs.	Transfer
4/24/2015	Regular	7:00AM	7:00PM	4/24/2015	12.0	Search... Alt-S

6. The **Select Transfer** window displays.
7. From the left bottom portion of the screen, open the **Work Rule** drop-down.
8. Select either the **LPN-On Call** rule or the **RN-On Call** rule. For a contract nurse, select **CN LPN On-Call**, **CN RN On-Call** or **CN SHIFT 5 On-Call**.
9. Click **OK**.



Labor Account
Name or Description: Search Clear Account

Available Entries:

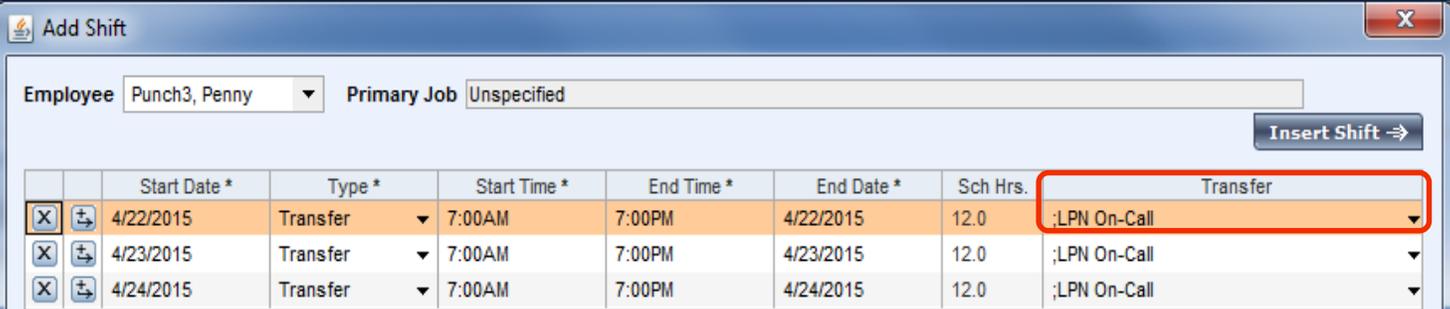
- AGENCY
- DIVISION - ORG
- WORK - LOCATION
- APPROVER ID
- CLASS CODE
- LL6
- GRANT - PROJECT

Work Rule
LPN On-Call

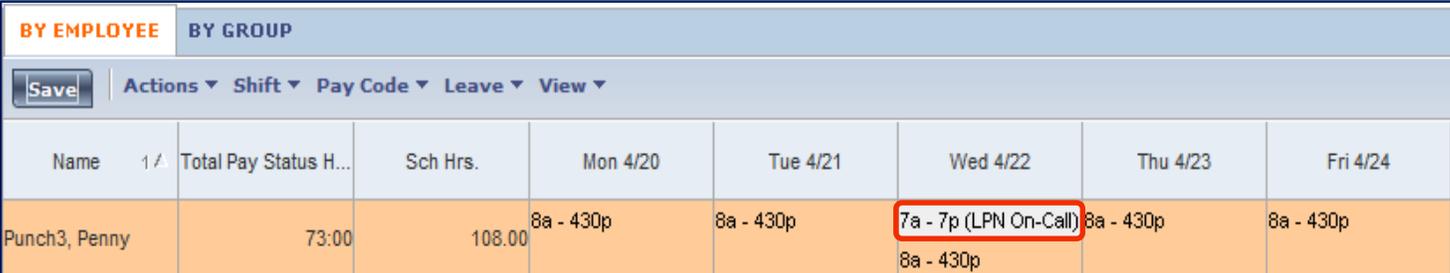
Selected Transfer
;LPN On-Call

OK Cancel Refresh Help

10. The work rule now displays in the **Transfer** field on the **Add Shift** page.
- If needed, the shift may be added to other dates during the selected time period.
11. Select the **Insert Row** button on the **Add Shift** page. A new row is added to the page.
12. Change the **Start Date** on the new row. And select **Transfer** from the **Type** drop-down.
13. Then key the start and end times of the shift.
14. Choose the work rule from the **Transfer** drop-down.
15. Change the **End Date** on the new row.
16. Repeat as needed until the shift has been added to all applicable dates.
17. Click **OK**.

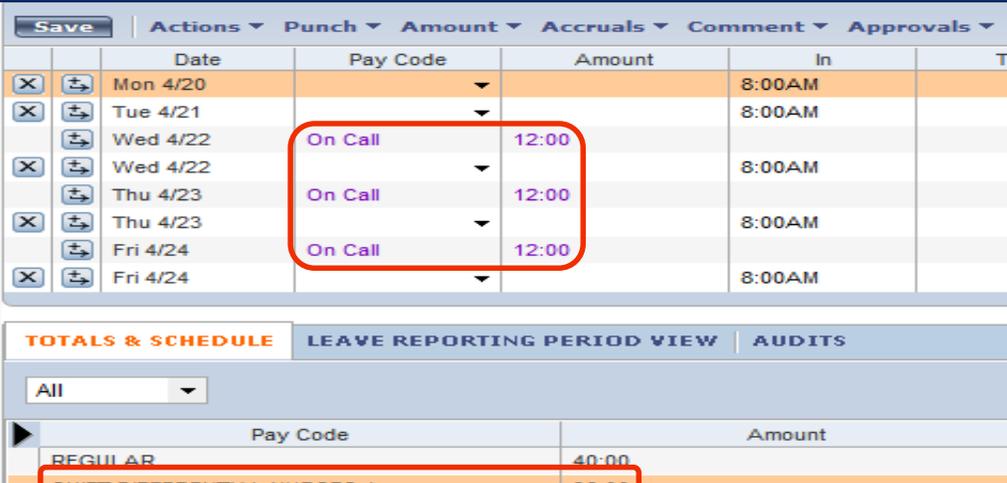


18. When the Schedule Editor page displays again, note that the on-call shift only displays in the cell for the start date. In this example, the 22nd.



Name	Total Pay Status H...	Sch Hrs.	Mon 4/20	Tue 4/21	Wed 4/22	Thu 4/23	Fri 4/24
Punch3, Penny	73:00	108.00	8a - 430p	8a - 430p	7a - 7p (LPN On-Call) 8a - 430p	8a - 430p	8a - 430p

19. Access the **Timecard**. The **On Call** pay code will display in the **Pay Code** column. The associated number of hours displays in the **Amount** column.
20. Also, the **Shift Differential** amount will display from the **Totals & Schedule** tab.



Date	Pay Code	Amount	In	Tr
Mon 4/20			8:00AM	
Tue 4/21			8:00AM	
Wed 4/22	On Call	12:00		
Wed 4/22			8:00AM	
Thu 4/23	On Call	12:00		
Thu 4/23			8:00AM	
Fri 4/24	On Call	12:00		
Fri 4/24			8:00AM	

Pay Code	Amount
REGULAR	40:00
SHIFT DIFFERENTIAL NURSES 1	36:00