

## Split Shift – How to use this function in the Advanced Schedule View (ASV)

### FIVE most common uses for using the Split Shift Function (scenarios for each with steps below)

- 1) An employee is going to be assigned more than one job during a shift
- 2) Two employees are splitting a shift – Employee A is leaving early, and Employee B is coming into work to cover the remainder of the shift
- 3) Employee A is leaving early and Employee B from next shift is coming in early to cover for Employee A
- 4) Two employees are swapping half of their shift each date
- 5) Splitting an unassigned shift into small segments of time for posting

**Note:** Both segments of a split shift will retain the shift label originally assigned. For example, you split a night shift, N12 1845 at 0100, two segments will display, both as N12 1845\*. An asterisk after the shift start time indicates the shift has been modified, could be the start or end time has change, the job has change, etc.

You can select each segment to see the updated shift time, or from the function tabs at the top-right of calendar, select the Display Option (cogwheel) icon, and then select Start/End Time. The start/end time displays for all shifts.

The screenshot shows a calendar view with a shift 'D12 0645' selected. Below the calendar is a toolbar with buttons: Copy, Mark for Swap, Delete, Float, Book-Off, Unassign, Add Shift, Shift History, Split Shift (highlighted with a green circle and '1'), and Shift Comments. Below the toolbar is a form with fields for Details Day, Start Time (06:45), End Time (19:15), Unit (VUH 8N), Position (CP), Activity (WRK), Department (0), and Project (0).

#### Split Shift

| Employee           | Work Date  | Shift    | Start Time | End Time | Unit   | Position    |
|--------------------|------------|----------|------------|----------|--------|-------------|
| Ztrain171965, C... | 06/05/2024 | D12 0645 | 06:45      | 19:15    | VUH 8N | MR, LAB, CP |

Split shift at:  Submit Cancel

**Note, now you have two segments for the shift**

|           |     |
|-----------|-----|
| D12 0645* | WRK |
| VUH 8N    |     |
| D12 0645* | WRK |
| VUH 8N    |     |

### Scenario one – employee working more than one job during the shift

1. Select the shift to be split, then select Split Shift
2. Enter the start time for the split and then select submit - the shift will display in two segments, one ending the time of the split and then, one starting the time of the split
3. Select the segment for the new job assignment and then select or type the job in Position field
4. Select Save – the shift displays with updated job

**Scenario two – Employee A is leaving early, and Employee B is coming in to cover the away segment**

1. Select the shift that Employee A will be leaving early, then select Split Shift
2. Enter the time Employee A is leaving and then select submit - the shift will display in two segments, one ending the time of the split and then, one starting the time of the split
3. Select Edit Mode (wand) icon from function tools and then select Mass Edit
4. Select the portion of the shift to be assigned to Employee B, shift will be shaded green, and then select Employee B's name to be assigned from Employee column of schedule calendar
5. A message displays that you are about to assign the shift to Employee B, select Ok to proceed or Cancel to cancel the transaction

**Scenario three– Employee A is scheduled for a D12 0645 shift and employee B is scheduled for N12 1845 shift; employee A is leaving at 1700 and employee B will come in early at 1700 to cover**

1. Select shift assigned to employee A, then select Split Shift
2. Enter time Employee A will be leaving early, in this scenario they are leaving at 1700
3. Select the portion of the shift to be assigned to Employee B and change the end time to 1845 so it does not overlap with Employee B's scheduled start time, and then save
4. Select Edit Mode (wand) icon from function tools and then select Mass Edit
5. Select the portion of the shift to be assigned to Employee B, shift will be shaded green, then select Employee B's name from Employee column of schedule calendar
6. A message displays that you are about to assign the shift to Employee B, select Ok to proceed or Cancel to cancel the transaction

**Scenario four– \*Two employees are trading half of their shifts**

1. Select the shift to be split
2. Enter the start time for the split, and then select submit - the shift will display in two segments, one ending the time of the split and then, one starting the time of the split
3. Then, repeat steps one and two above for Employee B
4. Select the segment to swap from Employee A, and then select Mark for Swap, shifts display green
5. Select the segment to swap with Employee B, and then select Swap
6. Verify information is correct, and then select Submit

**\*Partial shift trades using the Shift Trade form in the Employee Self Service cannot be processed.**

**Employees must manually be swapped by leaders on the Advanced Schedule View using the above steps in Scenario four.**

**Scenario five– You want to divide an unassigned shift into smaller segments to post**

1. Select the unassigned shift to be split
2. Enter the start time for the split, and then select submit - the shift will display in two segments, one ending the time of the split and then, one starting the time of the split
3. Change to edit mode to mass edit, select segments to be posted, selected shift(s) display green
4. Select the pencil icon, select Send to Billboard, select the group or groups for posting, and then select Submit.

**REMEMBER: Both segments of a split shift will retain the shift label originally assigned.** For example, you split a night shift, N12 1845 at 0100, two segments will display, both as N12 1845\*. An asterisk after the shift start time indicates the shift has been modified, could be the start or end time has change, the job has change, etc.