

Booking Off an Employee – How to steps

Book-Off from the Assignment Sheet:

This is the easiest and quickest way to book off an employee for their full shift!

1. Load the Assignment Sheet.
2. The Book Off is located at the bottom of the page.
3. Select the drop-down next to Book Off Employee and select the employee you want to book off (*anyone scheduled for work display in the lists*).
4. Select the time code - *ABS displays as the default time code*. You can select a different time code, click the drop-down to view and select the appropriate time code.
5. Comments are optional; comments entered displays in the shift details on the ASV.
6. Select Book Off. *The employee displays on the Assignment Sheet under Employees in Non-Productive Time Codes. If the timecode is a confidential code, it will be masked. Actual timecode used will display on the ASV and Approved Leave Report.*

NOTE: You can only book off a full shift from the Assignment Sheet. Load the ASV to book off a partial shift or to cancel a book off made in error.

Book-Off from the Advanced Schedule View (ASV): Load the schedule for the employee or team

1. Select the shift to be booked off, and the Details Edit Panel is displayed.
2. Select the Book-Off function button, and the Book-Off Wizard is displayed.
3. Select the book-off code. A comment is optional.
4. Click Submit. The shift will display with book-off code and will be shaded a color based on the book-off code.

Book-Off a partial shift from the ASV: Load the schedule for the employee or team

1. Select the shift to be booked off, and the Details Edit Panel is displayed.
2. Select the Book-Off button, and the Book-Off Wizard is displayed.
3. Modify the time to reflect the time in the book-off code. For example: The employee is leaving early – the start time of when they are leaving is entered as the start time of the book-off.
4. Select the book-off code, add a comment if needed.
5. Select Submit. *The shift will display with book-off code and will be shaded a color based on the book-off time. A partial shift book-off is shaded tea (cerulean, bluish green).*

Note: Depending on the number of hours the employee will be working, you may see a message related to shortening the break. Ignore and click OK to continue. Meal breaks are done through Kronos.

The next page list the book-off codes with descriptions & if the code goes to Kronos for non-exempt employees

***Time codes are masked on printed schedules and assignment sheets**

Book Off Codes	Descriptions	Goes to Kronos for Non-Exempt Staff
ABS	Unscheduled Absence - PTO	Yes, as PNS, <i>may need to update PNU in Kronos</i>
ABS-GFS	Unscheduled Absence - Grandfathered Sick	Yes, as SICK
ABS-OCN	Unscheduled Absence for On Call Shift	No
ADJ	Adjustment to Schedule (Master Rotation)	No
APR	Approved Time Off	No
BRV	Bereavement	Yes, as paid time, not PTO
CXM	Canceled Mandatory	No
CXOC	Canceled On Call Shift	No
CXV	Canceled Voluntary	Yes, as PNS
EDEP	Early Departure	No
FML-ABS*	Employee Call Out – Unsch FMLA PTO	Yes, PNS
FML-NONFMLA*	NonFMLA MUST BE APPROVED by HR	No
FML-PL*	FMLA – Planned Absence	No
HOL-PTO	Holiday-PTO	Yes, PNS
ISV	In-service Hours – does not count toward FTE	No
ISV-WK	In-service Hours – counts toward FTE	No
JRY	Jury Duty	Yes, paid time, not PTO
LTAR	Late Arrival	No
MIL	Military Leave – Unpaid	No
NO-SHW*	No Call No Show	Yes, as PNS, <i>may need to update PNU in Kronos</i>
PAL*	Paid Administrative Leave	Yes (paid time, not PTO)
PERS	Paid Time Off – Day off, Excused	Yes, PNS
POC	Placed on Call	No
POFF	Preferred Off Day	No
PPL*	Paid Parental Leave	No
SHG	Shared Governance Hours – does not count toward FTE	No
SHG-WK	Shared Governance Hours – counts toward FTE	No
UNPAL*	Unpaid Administrative Leave	No