Bringing in On Call & POC to Work

WHEN YOU ARE BRINGING IN YOUR ON-CALL EMPLOYEE BEFORE THE BEGINNING OF THE SHIFT:

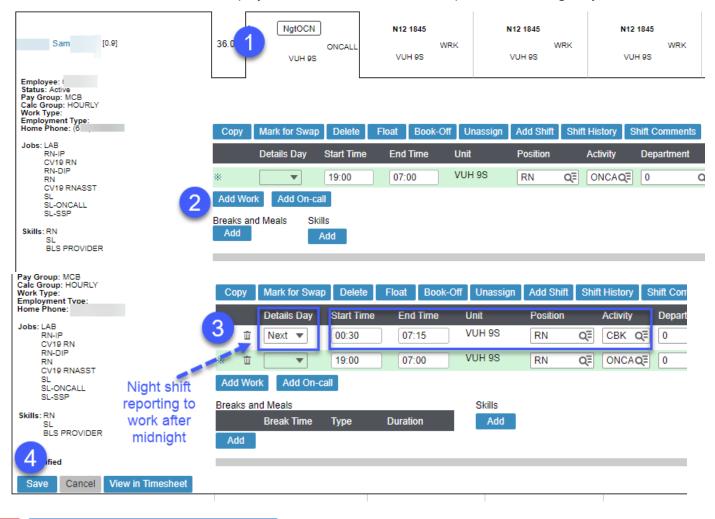
Load the schedule in the ASV for the employee or for the team

- 1. Select the on-call shift for the employee that you are bringing in to work
- 2. In the details section, select Add Work to create a new row
- 3. On the new row, enter the Start and End times the employee will be working and the Activity of CBK (callback)
- 4. Select Save and the shift displays the oncall shift with a black phone, indicating they have been called in

WHEN YOU ARE BRINGING IN YOUR ON-CALL EMPLOYEE AFTER THE SHIFT HAS STARTED:

Load the schedule in the ASV for the employee or for the team

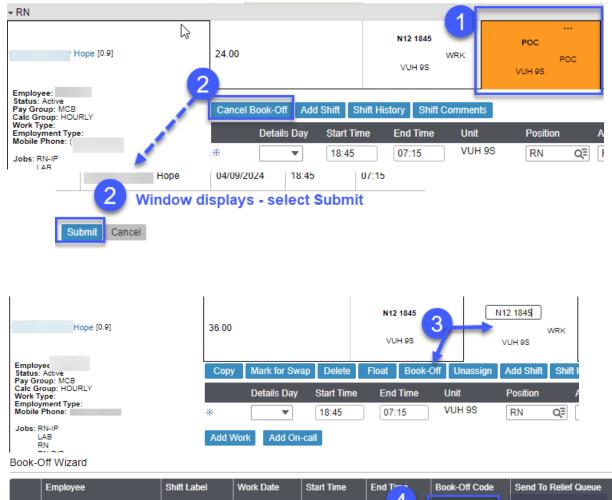
- 1. Select the on-call shift for the employee that you are bringing in to work
- 2. In the details section, select Add Work, to create a new row
- 3. On the new row, enter the Start and End times the employee will be working and the Activity of CBK (callback), if the employee is night shift and reporting to work after midnight select Next from the dropdown in the field before the start time
- 4. Select Save and the shift displays the oncall shift with a black phone, indicating they have been called in



WHEN YOU ARE BRINGING IN THE EMPLOYEE THAT WAS Placed On-Call (POC) TO WORK:

Load the schedule in the ASV for the employee or for the team

- 1. Select the employee's shift that was booked off to POC
- 2. In the details section, select Cancel Book-Off, and then select Submit
- 3. The shift is back on the schedule as working, select the shift and then select Book-Off
- 4. Select or type the book-off code of POC, changing the next column to relief not needed is optional, and then changed the end time to the time the employee is expected to report to work
- 5. Comments are optional, select Submit



	Employee	Shift Label	Work Date	Start Time	End	Book-Off	Code	Send To Relief Queue
					4	POC	QĒ	Relief Not Need 💌
Ð	Норе	N12 1845	04/09/2024	18:45	00:45	POC	QE	Relief Not Neede 🔻
		Comments						

