

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

Employee: Sam [0.9]
 Status: Active
 Pay Group: MCB
 Calc Group: HOURLY
 Work Type:
 Employment Type:
 Home Phone: (6)

Jobs: LAB, RN-IP, CV19 RN, RN-DIP, RN, CV19 RNASST, SL, SL-ONCALL, SL-SSP

Skills: RN, SL, BLS PROVIDER

Details Day	Start Time	End Time	Unit	Position	Activity	Department
36.0	19:00	07:00	VUH 9S	RN	ONCAQ	0
	00:30	07:15	VUH 9S	RN	CBK	0
	19:00	07:00	VUH 9S	RN	ONCAQ	0

Buttons: Copy, Mark for Swap, Delete, Float, Book-Off, Unassign, Add Shift, Shift History, Shift Comments

Buttons: Add Work, Add On-call

Buttons: Add, Add

Buttons: Copy, Mark for Swap, Delete, Float, Book-Off, Unassign, Add Shift, Shift History, Shift Comments

Buttons: Add Work, Add On-call

Buttons: Add, Add

Buttons: Save, Cancel, View in Timesheet

Annotation: Night shift reporting to work after midnight

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: Hope [0.9]
 Status: Active
 Pay Group: MCB
 Calc Group: HOURLY
 Work Type:
 Employment Type:
 Mobile Phone: ()

Jobs: RN-IP
 IAR

24.00 N12 1845 WRK
 VUH 9S

1

2

Cancel Book-Off Add Shift Shift History Shift Comments

Details Day Start Time End Time Unit Position A

* 18:45 07:15 VUH 9S RN Q

Hope 04/09/2024 18:45 07:15

2 Window displays - select Submit

Submit Cancel

Employee: Hope [0.9]
 Status: Active
 Pay Group: MCB
 Calc Group: HOURLY
 Work Type:
 Employment Type:
 Mobile Phone: ()

Jobs: RN-IP
 LAB
 RN

36.00 N12 1845 WRK
 VUH 9S

3

Copy Mark for Swap Delete Float Book-Off Unassign Add Shift Shift

Details Day Start Time End Time Unit Position A

* 18:45 07:15 VUH 9S RN Q

Add Work Add On-call

Book-Off Wizard

Employee	Shift Label	Work Date	Start Time	End Time	Book-Off Code	Send To Relief Queue
					POC Q	Relief Not Neede
Hope	N12 1845	04/09/2024	18:45	00:45	POC Q	Relief Not Neede

4

Comments

5

Submit Cancel