

Error for Exceeded Consecutive Shifts

An employee cannot schedule themselves for >4 consecutive 12-hour shifts. Admin can add them to the schedule by changing the 'Activity' code to 'Approved On.' The shift in the screenshot below was being added to Sun 1/23 by typing the shift label on the calendar and looks like it would only be two shifts in a row. Note the dates in the error message are 1/20-1/24/2022, so the system is including Thurs/Fri/Sat of the previous week.

Employee		Totals	January						
		W1	Sun 23	Mon 24	Tue 25	Wed 26	Thu 27	Fri 28	Sat 29
RN									
Ztrain121052, Karen [0.9]	38.00		[]	N12 1845 WRK VUH 8N				N12 1845 WRK VUH 8N	N12 1845 WRK VUH 8N
Ztrain121248, Michaela [0.9]	24.00								N12 1845 WRK VUH 8N
Ztrain124881, Kathleen [0.9]	38.00								N12 1845 WRK VUH 8N

Error Encountered

Ztrain121052, Karen exceeded 4 consecutive days with 12.0 or more hours from 01/20/2022 - 01/24/2022

OK

Below are two options for adding the shift, each way has four steps:

1. If you have an unassigned shift posted to the billboard, use that shift to assign to the employee, which removes the shift from the billboard.
 - a. Select the unassigned shift for the date to be added
 - b. Change the Activity to Approved On
 - c. Select the employee's name from the dropdown menu
 - d. Select Save
2. The next option
 - a. Click on the calendar for the day you want to add the shift – you will see a rectangular box; this field is case sensitive:
 - b. Type the shift label for the shift exactly as it is listed on a shift for another day, i.e., N12 1845 & press the tab key on the computer
 - c. The details for the shift are displayed, change the Activity to Approved On
 - d. Select Save

After either option, the shift will display with the activity code of APPROVED ON:

Employee		W1*	W2	Thu 20	Fri 21	Sat 22	Sun 23	Mon 24
RN								
Ztrain121052, Karen [0.9]	38.00	48.00		N12 1845 WRK VUH 8N	N12 1845 WRK VUH 8N	N12 1845 WRK VUH 8N	N12 1845 ... APPROVED ON VUH 8N	N12 1845 WRK VUH 8N

OPTION 1 SCREENSHOTS:

1

2

3

4

OPTION 2 SCREENSHOTS:

1

2

3

4

If you are bringing in an employee from OnCall to CBK and receive the error message for consecutive days, you will need to enter APPROVED ON as the activity instead of CBK or change one of the other shifts to Approved On and save and then modified the OnCall shift to the activity of CBK and save.