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.

	Totals	January							
上 Employee	VV/1	Sun 23	Mon 24	Tue 25	Wed 26	Thu 27	Fri 28	Sat 29	
↓ RN									
Ztrain121052, Karen ^[0,9]	36.00		 N12 1845 WRK VUH 8N				N12 1845 WRK VUH 8N	N12 1845 WRK VUH 8N	
Ztrain121248, Michaela [0.9]	24.00	Error Encountered ×					N12 1845 WRK VUH 8N		
Ztrain124881, Kathleen [0.9]	38.00		Ztrain121052, Karen exceeded 4 consecutive days with 12.0 or more hours from [01/20/2022 - 01/24/2022].						
		N12 1845	N12 1845	N12 1845					

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:

La Employee	iotai:							-
= Employee	W1*	W2	Thu 20	Fri 21	Sat 22	Sun 23	Mon 24	
→ RN								
Ztrain121052, Karen [0.9]	36.00	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:

Late dropp: Robult 1 det::RN-UP RN-UP RN-UP RN-UP RN-UP RN-UP RN-UP RN-UP CP-07 CP-		1 0) B 12 1845 WRK VUH 8N			N12 1845 WRK VUH 8N
Employee 517264 Copy Co	Show Qualified Only				
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Livitation: Livitation: Edd Switz: Image: Livitation: Edd Switz: Image: Livitation: Edd Switz: Image: Livitation: Image: Livitation: <	RN-DIP RN-LATE STAY RN-LATE	Add Work Add On-call Breaks and Meals	Skills		
MOCK CODE Structure	CP-ISV CV19 POOL Skills:	* 🗑 00:45 MEAL 🛒			_
Ztrain 121052, Karen [0.9] Train 121052, Karen [0.9] Train 121052, Karen [0.9] Home Phone: 015:123-4507 Mobile Phone: 015:123-4507 Brobay: 015:121-4507 Employee: 0173764 Statt: Time: End Time: Unit: Position: Activity: Docket: Activity: Docket: N12:1845 0: 0 0 0 0 0 0 0 0 0 0 0 0 0	MOCK CODE BUT OVIDER 4 OVIDER				
Ztrain 121052, Karen [0.9]	OPTION 2 SCREENSHOTS	<u>S</u> :		Ì	
Ztrain 121052, Karen [0.9] N12 N12 1845 WRK VUH 8N Home Phone: 615-123-4570 Employee: 0173764 Status: Active Pay Group: MCB Cale Group: HOURLY Image: Construction of the state of	Ztrain121052, Karen [0.9]		N12 1845 WRK		
Mobile Phone: 615-123-4570 Employee: 0173764 Status: Active Pay Group: MCB Cale Group: HOURLY Jobs: RN-IP RN-DIP RN-LATE STAY RN-LATE CP-OT CP-OT CP-ISV Breaks and Meals CY19 POOL CP RN @ 0:45 MEAL = 0:45	Ztrain121052, Karen [0.9]	3.	12 1845 WRK		
JOBS: RN-IP Details Day: Start Time: End Time: Unit: Position: Activity: Docket: RN-DIP RN-LATE STAY ※ ✓ 18:45 07:15 VUH 8N RN @ 0 RN-LATE STAY Add Work Add On-call @ 0 0 CP-OT Add Work Add On-call § 0 CP ISV Breaks and Meals Skills Skills CP Break Time: Type: Duration: Add RN 📽 00:45 MEAL 📆 30	Mobile Phone: 615-123-4570 Employee: 0173764 Status: Active Pay Group: MCB			0	<u>.</u>
RN-LATE Add Work Add On-call CP-OT CP-ISV Breaks and Meals CV19 POOL Break Time: Type: CP Break Time: Type: RN 100:45 MEAL 10	RN-DIP			Position: Activity:	
CV19 POOL Break Time: Type: Duration: Add CP RN * 100:45 MEAL #3 30	RN-LATE CP-OT	Add Work Add On-call			
	CP				
Add			30		
4 Save Cancel	4	Add			

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.