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.

L Employee	Totals				January	January				
	W/1	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	\rm er	Error Encountered ×							
Ztrain124881, Kathleen [0.9]	38.00	Ztra 01/2	in121052, Karen excee 24/2022].	eded 4 consecutive da	ys with 12.0 or more I OK	hours from <mark>(01/20/202</mark>	2 -			
		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:

1 Employee	iotai							-
 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 01 12 1845 VUH 8N WRK			N12 1845 WRK VUH SN
Ztrain121052, Karen [0.9] (: ~) Show Qualified Only Show Available Only				
Home Phone: 615-123-4567 Mobile Phone: 615-123-4570 Employee: 0173764 Pay Group: MCB Cale Group: HOURLY	Copy Paste Mark for Swap Delete Details Day: Start Time:	E Send to Relief Offer via Mobility Se End Time: Unit: Position	end To Billboard Cancel Billboard Posting	a Departmen
Jobs: RN-IP RN-DIP RN-LATE STAY RN-LATE CP-DT	Add Work Add On-call Breaks and Meals	07:15 VUH 8N RN		
CP-ISV CV19 POOL Skills:	Break Time: Type:	Duration: Add		
MOCK CODE BU OVIDER DVIDER Save Cancel				
DPTION 2 SCREENSHO	<u>TS</u> :		Î	
Ztrain121052, Karen [0.9]		 N12 1845 WRK VUH 8N		
Ztrain121052, Karen [0.9]	2 N12 N12	 2 1845 WRK JH 8N		
Home Phone: 615-123-4567 Mobile Phone: 615-123-4570 Employee: 0173764 Status: Active Pay Group: MCB Cale Group: HOURLY				`
Jobs: RN-IP RN-DIP	Details Day: Start Time:	End Time: Unit: Po	osition: Activity:	Docket:
RN-LATE STAY RN-LATE CP-OT	* 18:45 Add Work Add On-call	07:15 VUH 8N F		0
CP-ISV CV19 POOL	Breaks and Meals	Skills		
CP RN	Break Time: Type: mEAL =	= 30		
Skills:	Add	a) <u>ov</u>		
Save Cancel				

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.