FLOATING AN EMPLOYEE TO ORIENT ON ANOTHER TEAM

Load the ASV for the date the employee is to be floated:

- 1. Select the employee's shift to be floated, and the details edit panel is displayed
- 2. Select Float from the function tabs, and the Float Wizard is displayed
- 3. In the Float to Unit field, type the team's name or select the team the employee is being floated to
- 4. In the Create New Shift field select or type the shift label, should match the employee's scheduled shift label, if available if there is not a matching shift label, then select the one closest to the time the employee will be working
- 5. Enter ORI for the activity, and then select Next
- 6. The Manage Relief page is displayed, select Float in the Float Code field, and then select Next
- 7. The confirmation page is displayed, make sure the information is correct, and then select Finish and then Okay

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Employee: 0	Сору	Mark for Swap	Delete	Float	Book-Off	Unassign	Add Shift	Shift History
Status: Active Pay Group: MCB Cale Group: HOURLY Work Type: Employment Type: Home Phane: 415, 123, 4587.		Details Day	Start Time	End	Time	Unit	Position	Activity
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Floating Shift	Manage Relief	Confirmation								
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Float To	04/09/2024 🛗	VUH 7T3 ORT.	CP QE	▼	18:45	07:15			_	
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SEE NEXT PAGE FOR LAST TWO STEPS

Floating Shift Manage Relief Confirmation

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Previous	Cancel Next								
Floating Shift	Manage Relief	Confirmation							
Employee	Status	Work Date	Unit	Shift	Position	Activity	Detail Day	Start Time	End Time

Employee	Status	Work Date	Unit	Shift	Position	Activity	Detail Day	Start Time	End Time
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	RNN	04/09/2024	VUH 9S	N12 1845	CP	ORI		18:45	07:15
Ztrain180535, Sa	Float To	04/09/2024	VUH 7T3 ORT	N12 1845	СР	ORI		18:45	07:15

Schedule Compliance Violation(s)



Workforce Management (WFM) infor