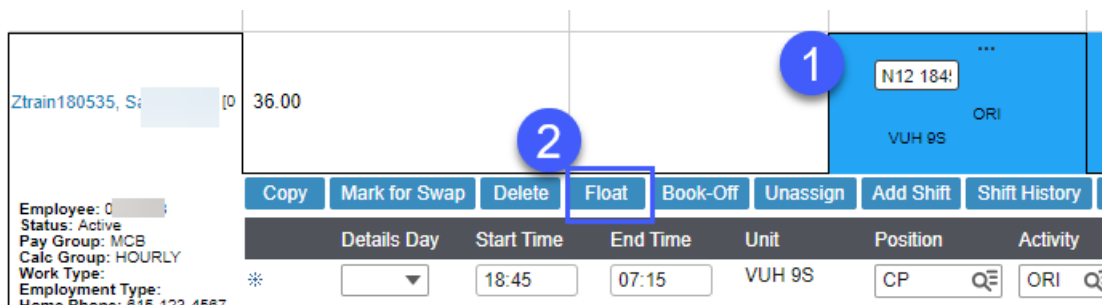


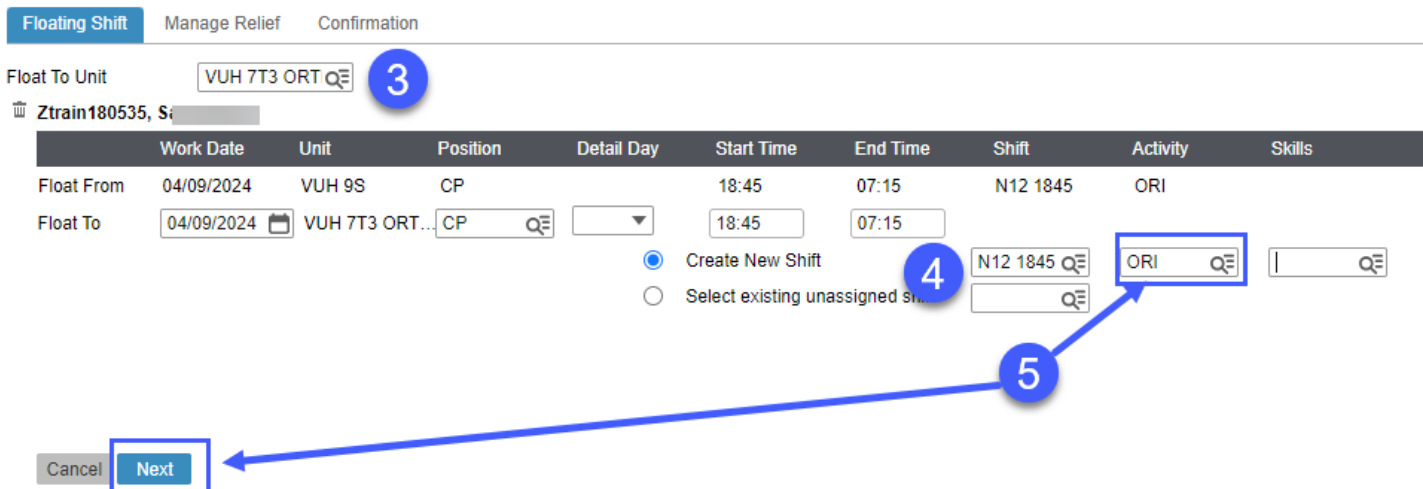
FLOATING AN EMPLOYEE TO ORIENT ON ANOTHER TEAM

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



Float Wizard



SEE NEXT PAGE FOR LAST TWO STEPS

Float Code FLOA'QE

6

Create Relief for floated part of Original Shift

| Employee | Status | Work Date | Unit | Shift | Position | Activity | Detail Day | Start Time | End Time |
|---------------------|--------|------------|--------|----------|----------|----------|------------|------------|----------|
| | RNN | | | | | | | | |
| Ztrain180535, Sa... | RNN | 04/09/2024 | VUH 9S | N12 1845 | CP | ORI | | 18:45 | 07:15 |

Previous

Cancel

Next

| Employee | Status | Work Date | Unit | Shift | Position | Activity | Detail Day | Start Time | End Time |
|---------------------|------------|------------|----------------|----------|----------|----------|------------|------------|----------|
| Ztrain180535, Sa... | Float From | 04/09/2024 | VUH 9S | N12 1845 | CP | ORI | | 18:45 | 07:15 |
| | 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 | CP | ORI | | 18:45 | 07:15 |

Schedule Compliance Violation(s)

Previous

Cancel

Finish

7

i Float Wizard ×

Shift successfully floated.

Ok