

## FLOATING AN EMPLOYEE TO WORK ON ANOTHER TEAM

### Load the ASV for the employee or team for the date to be floated

1. Select the shift to be floated, and the details edit panel displays
2. Select Float from the function tabs, and the Float Wizard displays to the Floating Shift page
3. Select the team the employee is being floated to at the top of the page in the Float To Unit field
4. Next to Create New Shift, enter the shift label for this shift or the closest to shift time available for the receiving team, and then select Next
5. The Manage Relief page displays, select Float or type float in the Float Code field, and then select Next
6. The confirmation page displays, verify the information is correct, and then select Finish
7. A message displays that the shift successfully floated; to acknowledge the message select Ok

### SEE SCREENSHOTS WITH STEPS BELOW:

Float Wizard

Floating Shift **Manage Relief** Confirmation

Float Code  **5**

Create Relief for

Find	Activity Name	Activity Description
Clear		
	ADJ	Adjust to schedule
	CALL OUT WORK SHIFT	
	<b>FLOAT</b>	Float Code
	SWAP	

< Prev 1 Next > **Reset**

Float Code  **5**

Create Relief for floated part of Original Shift

Employee	Status	Work Date	Unit	Shift	Position	Activity	Detail Day	Start Time	End Time
	RNN								
Rachel [0.9]	RNN	04/09/2024	VUH 9S	N12 1845	CP	WRK		18:45	07:15

**Previous** **Cancel** **Next**

Float Wizard

Floating Shift **Manage Relief** **Confirmation**

Employee	Status	Work Date	Unit	Shift	Position	Activity	Detail Day	Start Time	End Time
Rachel [0.9]	Float From	04/09/2024	VUH 9S	N12 1845	CP	WRK		18:45	07:15
	RNN	04/09/2024	VUH 9S	N12 1845	CP	WRK		18:45	07:15
Rachel [0.9]	Float To	04/09/2024	VUH 9N	N12 1845	CP	WRK		18:45	07:15

Schedule Compliance Violation(s)

**Previous** **Cancel** **Finish** **6**

**Float Wizard** x

Shift successfully floated.

**7** **OK**

**RESULTS**

N12 1845	WRK	N12 1845 ☆	WRK
VUH 9S		VUH 9N	