

## On-Call Employee is Called into Work – How to update shift

Log into the Schedule Admin – Load the schedule for the employee on call or for your team

### Change an Employee from OCN to CBK

1. Select the On Call shift for the employee you are calling into work, and the schedule editor is displayed (note the on call shift has an outline of a telephone icon).
  2. Select the blue Add Work button and a row displays above the ONCALL details
  3. Enter the start time for when the employee is expected to report to work & the end time for the end of the shift and the activity of CBK.
  4. Select Save, located bottom-left of the edit screen.
  5. Step 5 is optional – approve and save compliance warning for employee will be in overtime.
- Note: The telephone icon on the shift is now black, indicating the employee has been called in to work.

The screenshot illustrates the process of updating an on-call shift. It shows the following steps:

- Step 1:** Selecting the on-call shift (DayOC) for employee Ztrain57860, Ebonique R [0].
- Step 2:** Clicking the "Add Work" button to create a new shift row.
- Step 3:** Editing the new shift row to set the start time to 06:45, end time to 19:15, and activity to CBK.
- Step 4:** Clicking the "Save" button to save the changes.
- Step 5:** A "Schedule Compliance Violations" dialog box appears, showing a warning for exceeding 40.0 hours for the week. The "Approve All" button is highlighted.

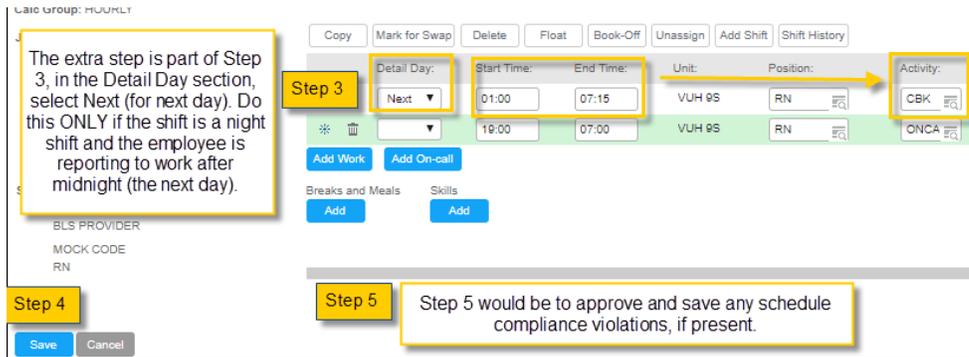
The final state shows the shift updated to CBK, with a black telephone icon and a compliance warning icon.

NOTE: The shift still displays with the OCN label, however the telephone icon is now black indicating the employee is no longer on call.

**\*If the employee is scheduled for night shift and they are expected to arrive after midnight:**

As part of Step 3, you will select **Next** in the Detail Day box located before the start time on the row where you are entering their expected arrival time.

Please Note: *You will do this only if the employee is working night shift and you expect them to report to work after midnight (the next day).*



**Things to note:**

- You do NOT delete or edit the ONCALL row.
- Hover the computer mouse over the employee’s name to view the employee’s telephone numbers, jobs, and skills.
- If they will be working a different job than the scheduled on call job, then change the job before saving.
- If they are being brought in from on call to float, then after saving the above changes, select the shift again and select the Float button. The activity for the created shift will be CBK.
- If the employee is starting at the beginning of the shift, be sure and enter the entire shift time, i.e., 0645-1915, 1845-0715.
- If the employee is arriving after the start of the shift, then enter the Start time for when you expect the employee to report to work, rounding to quarters. For example, you call the employee at 0920, then you would expect them to report to around 1020. You will enter 1030 for the start time.
- If night shift, arriving after midnight then select Next in the Detail Day field (see above screenshot).
- The telephone icon is white when an employee is on call.

The telephone is black when an employee is no longer on call- they are in the CBK activity