

Place On Call (POC) Employee Called into Work-How to update shift

Load the schedule for the employee being called into work or for the team

To bring in the POC employee:

1. Select the booked off shift that is shaded bright orange labeled POC
2. Select Cancel Book-Off from the function tabs in the details
3. Select Submit to confirm cancellation - *The POC is canceled, and the shift is back as working*
4. Select the shift again, now scheduled as working
5. Select the Book-Off and the Book-Off Wizard is displayed
6. Select or type the Book-Off Code of POC in the Book-Off Code field
7. Modify the End Time to the time the employee is expected to report to work
8. Comment is options, select Submit
9. *You are done unless your team wants you to update WRK to CBK – this is unit specific, if yes for your team, then select the shift and then in the details change the Activity of WRK to CBK
10. Select Save – the shift will display teal (bluish green)

All teams change schedule On-Call shifts to the activity CBK, but not all teams do this for employees POC. This is because the employee was originally scheduled to work, so they leave their work time as WRK. Other teams, say since they were placed on call, we want them in the activity of CBK for the time they were called back into work. Check with your management team if you are unsure.

The screenshot shows the WFM interface for employee Megan L. [0]. A shift is highlighted in orange, labeled 'POC' with 'VUH RW8/10S'. To the right, there are icons for 'DayOCN' and 'D12 0645'. Below the shift, a details view is shown with buttons for 'Cancel Book-Off', 'Add Shift', and 'Shift History'. The details view includes fields for Day, Start Time (06:45), End Time (19:15), Unit (VUH RW8/1), Position (RN), and Activity (POC).

The screenshot shows the 'Cancel Book Off' dialog box. It has a table with the following data:

Employee	Work Date	Start Time	End Time	Book-Off Code	Leave Reason	Comment
Ztrain95763, Megan L	06/16/2019	06:45	19:15	POC		

Below the table, there are buttons for 'Submit' and 'Cancel'. Step 3 highlights the 'Submit' button.

Step 4 [D12 064] WRK VUH RW6/10S

Step 5 DayOCN ONCALL VUH RW6/10S

15-123-4567
815-123-4570
1879

B
MURLY

STAY

Copy Mark for Swap Delete Float **Book-Off** Unassign Add Shift Shift History

Details Day: Start Time: End Time: Unit: Position: Activity:

* [v] 06:45 19:15 VUH RW6/1 RN [m] [m] WRK

Add Work Add On-call

Book-Off Wizard

Step 6

Employee	Shift Label	Work Date	Start Time	End Time	Book-Off Code	Send To
					POC [m] [m]	UNFILI
Ztrain95763, Megan L	D12 0645	06/16/2019	06:45	11:30	POC [m] [m]	UNFILI

Step 7

Employee Balance Info

FMLA Ser... HOURS 0

HOURS 0

Step 8

Submit Cancel

Comments

Step 9 [D12 064: *] WRK VUH RW6/10S

Select the shift then find the Activity of WRK

Mark for Swap Float Book-Off Cancel Book-Off Add Shift Shift History

Details Day: Start Time: End Time: Unit: Position: Activity:

* [v] 06:45 11:30 VUH RW6/1 RN [m] [m] POC [m] [m]

* [v] 11:30 19:15 VUH RW6/1 RN [m] [m] **WRK [m] [m]**

Add Work Add On-call

Jobs: RN-LATE
RN-LATE STAY
RN-HW
RN-DIP
RN
RN-IP

Skills: RN

Step 10 continued

Breaks and Meals

Break Time	Type	Duration
* [v] 12:45	MEAL [m] [m]	30

Step 10 CBK [m] [m]

Save Cancel