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.

Step 4

D12 064

WRK
VUH RW6/10S

DayOCN
ONCALL
VUH RW6/10S

D1

VUH

egan L [0]

15-123-4567
615-123-4570
4879

B
URLY

STAY

Step 5

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

	Details Day:	Start Time:	End Time:	Unit:	Position:	Activity:
❄	▼	06:45	19:15	VUH RW6/1(	RN	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
				Step 7	POC	UNFIL
Ztrain95763, Megan L	D12 0645	06/16/2019	06:45	11:30	POC	UNFIL

Employee Balance Info

Comments

FMLA Serv...HOURS 0

URS 0

Step 8

Submit   Cancel

Step 9

D12 064: *

WRK

VUH RW6/10S

DayOCN
ALL

D12 064

VUH RW6/

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:
❄	🗑	▼	06:45	11:30	VUH RW6/1(	RN	POC
❄	🗑	▼	11:30	19:15	VUH RW6/1(	RN	WRK

Add Work   Add On-call

dule Group: HOURLY

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

Skills: RN

		Details Day:	Start Time:	End Time:	Unit:	Position:	Activity:
❄	🗑	▼	06:45	11:30	VUH RW6/1(	RN	POC
❄	🗑	▼	11:30	19:15	VUH RW6/1(	RN	CBK

Add Work   Add On-call

Step 10

Breaks and Meals

Skills

		Break Time:	Type:	Duration:
❄	🗑	12:45	MEAL	30

Add

Add

Step 10 continued

Unavailable

Save   Cancel