

Split Shift – How to split a shift for an employee

Steps for Splitting a Shift for an Employee- Load the ASV for the Employee or Team

1. Select the shift to split and then, select Split Shift from the function tabs
 2. Enter start time for split next to 'Split shift at' & then select Submit – *the shift will display in two segments*
 3. Select the segment for the additional job, *in this scenario the shift starting at 1300*, enter the job in the Position field and then select Save
- ❖ Best use for this function is for an employee working more than one job during a shift

36.00		D12 0645 WRK VUH 9S	D12 0645 WRK VUH 9S	D12 0645 WRK VUH 9S
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Copy Mark for Swap Delete Float Book-Off Unassign Add Shift Shift History Split Shift Shift Comments

Details	Day	Start Time	End Time	Unit	Position	Activity	Course name
*	▼	06:45	19:15	VUH 9S	CP	Q	WRK Q

36.00		D12 0645 WRK VUH 9S	D12 0645 WRK VUH 9S	D12 0645 WRK VUH 9S
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*	▼	06:45	19:15	VUH 9S	CP	Q	WRK Q

	D12 0645	D12 0645	D12 0645* WRK VUH 9S	D12 0645* WRK VUH 9S
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Shift displays in two segments

Employee: 01
 Status: Active
 Pay Group: MCB
 Calc Group: HOURLY
 Work Type:
 Employment Type:
 Home Phone: (8)

Jobs: PCA-HW
 MR
 CP-IP
 CP-DIP
 CP
 CP-HW

Skills: BLS PROVIDER
 BLS PROVIDER
 BLS PROVIDER

unspecified
Save Cancel View in Timesheet

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Details	Day	Start Time	End Time	Unit	Position	Activity	Course name
*	▼	13:00	19:15	VUH 9S	MR	Q	WRK Q

Add Work Add On-call

Breaks and Meals			Skills
Break Time	Type	Duration	Add
13:00	MEAL Q	15	Add