

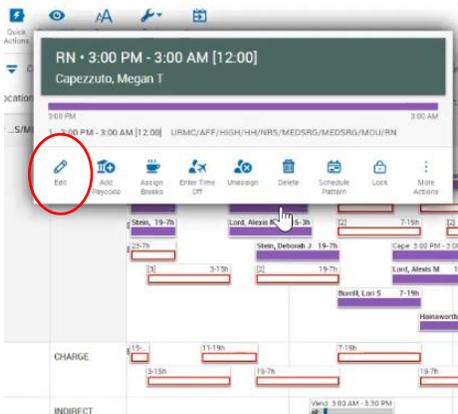
Transfer a Portion of a Shift Using Segments

Nurse Managers, Assistant Nurse Managers, and Schedulers can transfer part of an employee’s shift (or a segment) to work something other than regular hours. In the steps below, you’ll see how to transfer “indirect” hours, but you could also choose another job such as “charge” – see **Note** on page 3.

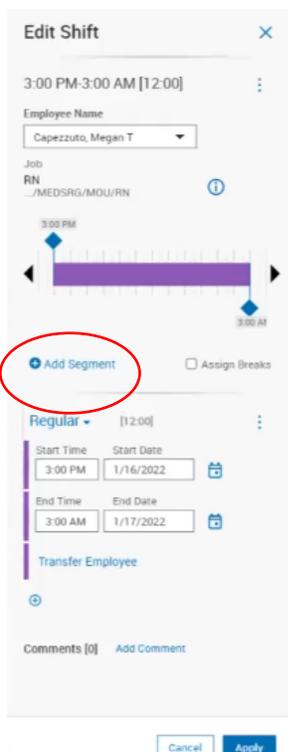
Note: You may not have the permissions to complete this activity for your own schedule.

Instructions:

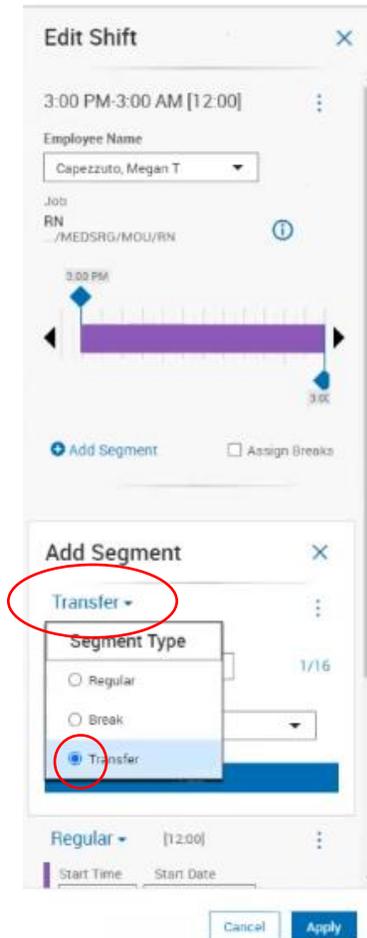
On the schedule, right-click on an employee’s name and click **Edit**



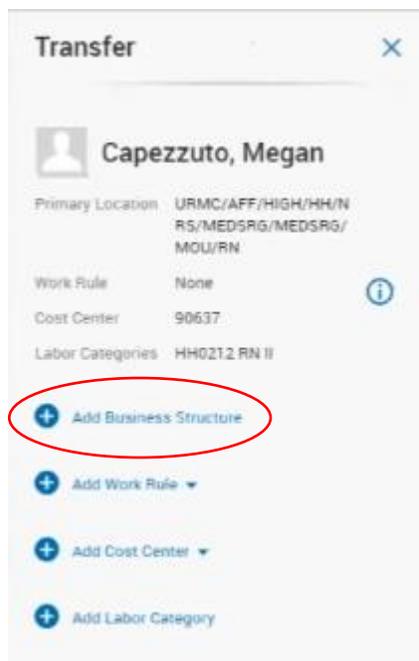
Click **Add Segment**



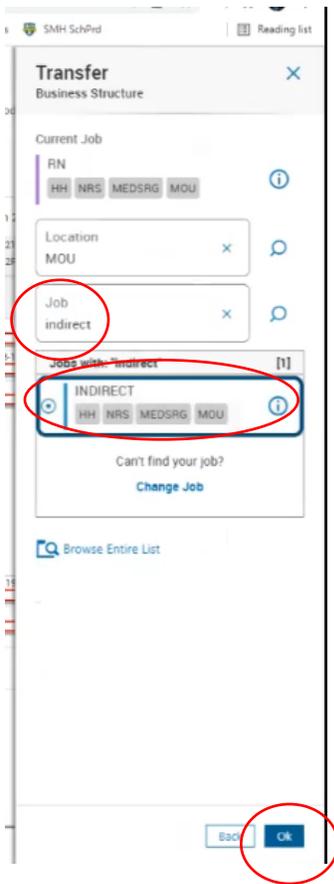
Under Add Segment, click the Transfer drop-down arrow and click the **Transfer** button:



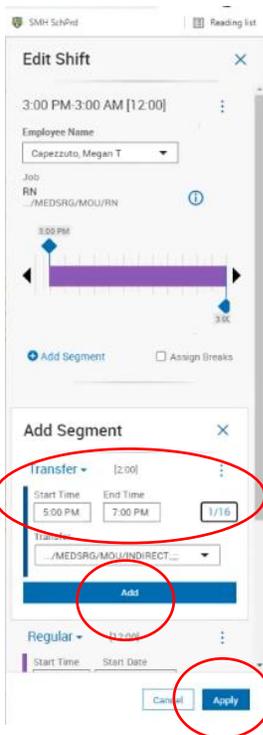
Click **Add Business Structure**



The Business Structure will show your default Location and Job. In the Job field, type **Indirect**, click **INDIRECT**, click **OK**. **Note:** This is also where you could type “charge” if you were transferring part of someone’s shift while they are in charge)



Enter the times of the indirect hours in the Transfer section (example: 5:00 PM – 7:00 PM), click **Add**, click **Apply**



You can now see from 3:00 PM - 5:00 PM, the employee is working their regular shift, then transferring to indirect hours from 5:00 PM - 7:00 PM, then the next day back to a regular shift (7:00 PM – 3:00 AM). Click **Apply**.

The screenshot displays the 'Schedules' application interface for the University of Rochester. The main area shows a calendar grid for the period from Sun 1/02 to Sat 1/15. The grid is organized by job type (RN, CHARGE, INDIRECT) and time slots (12A, 4A, 8A, 12P, 4P, 8P). Various shift blocks are visible, with employee names such as Kim-Keenan, Eur, Vandermeid, Alan, and others. The 'INDIRECT' row shows a shift block for 'Wed 3:00 AM - 3:30 PM'. On the right side, the 'Edit Shift' sidebar is open, showing the current shift configuration. The 'Regular' shift is selected, with a duration of [2:00]. The 'Start Time' is 3:00 PM and the 'End Time' is 5:00 PM. Below this, the 'Transfer' dropdown menu is open, showing the selected shift as 'Transfer Employee' and the 'Transfer' dropdown menu. The 'Start Time' and 'End Time' fields are also visible, with the 'Start Time' set to 5:00 PM and the 'End Time' set to 7:00 PM. The 'Apply' button is highlighted in red. A red arrow points from the 'Transfer' dropdown menu to the 'INDIRECT' shift block in the calendar.