

Call-In Scenarios (Timekeepers)

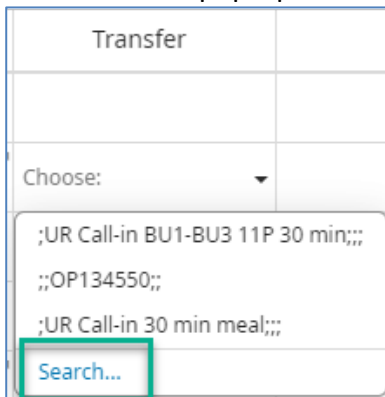
These steps will not be needed if the Employee selected **Call-In**, **Call-In Early**, or **Call-In While On Call** at the Clock. The work rules will be auto populated.

If they did not, the Timekeeper will do the following for the scenarios below:

- Call-In
- Call-In While On Premises
- Call-In While On Call

From the **Employee's Timecard** -

1. On the row reflecting the employee's time worked for the call-in, navigate to the "**Transfer**" column.
2. Press **Search** and a pop-up will display on the right.



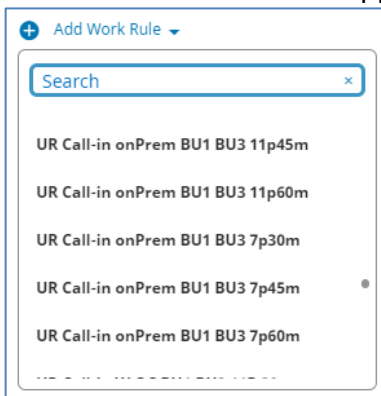
Transfer

Choose: ▾

;UR Call-in BU1-BU3 11P 30 min;;;
 ;;OP134550;;
 ;UR Call-in 30 min meal;;

Search...

3. Under "**Work Rule**" select the appropriate **Call-in** rule and press **Apply**.



+ Add Work Rule ▾

Search x

UR Call-in onPrem BU1 BU3 11p45m

UR Call-in onPrem BU1 BU3 11p60m

UR Call-in onPrem BU1 BU3 7p30m

UR Call-in onPrem BU1 BU3 7p45m •

UR Call-in onPrem BU1 BU3 7p60m

.....

4. Click **Save**