



## Call-In Scenarios (Timekeepers)

These steps will not be needed if the Employee selected **Call-In**, or **Call-In Early**, 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. Go to "**Transfer**" column
2. Press **Search** and a pop-up will display on the right.
3. Under "**Work Rule**" select the appropriate **Call-in** rule and press **Apply**.
4. Click **Save**

Transfer	
Choose:	▼
;UR Call-in BU1-BU3 11P 30 min;; ;;OP134550;; ;UR Call-in 30 min meal;;	
Search...	

+ 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