Call-In Transfer to Regular Shift (Union)

When a union employee is Called-In, or Called-In Early, Timekeepers will need to determine if the call-in should have the "Call-in" or "Call-in Early" minimums and premiums applied and manually enter them in UKG.

- Manually calculate worked time between "Call-in" **IN** punch and when **Regular shift** begins – *ex. Regular Shift is 8a-4:30p, Called-In Tuesday at 6a punched out at 4:30p is 2hrs*.

		Date	Assignment	In	Out	Transfer
+	⊖	Mon 5/20	Mechanic A UFS ...	8:00 AM	4:30 PM	🨅
+	⊖	Tue 5/21	Mechanic A UFS ...	6:00 AM	4:30 PM	🨅

- Once the amount is calculated the Timekeeper will **Transfer** the employee to their *Regular shift* and apply the appropriate **Work Rule** to the Call-In line.

- Insert a new row ➕ and enter **IN** punch to transfer to regular shift.

		Date	Assignment	In	Out	Transfer
+	⊖	Mon 5/20	Mechanic A UFS ...	8:00 AM	4:30 PM	🨅
+	⊖	Tue 5/21	Mechanic A UFS ...	6:00 AM	4:30 PM	🨅
+		Add Row	Mechanic A UFS ...	8:00 AM		

- Click in the **"Transfer"** column and enter the employee's regular **work rule**, and hit **Save**. The **OUT** punch will auto drop to 2nd row and the transfer **IN** punch will auto populate on original row.

Assignment	In	Out	Transfer
⫽ Mechanic A UFS ...	8:00 AM	4:30 PM	👤
⫽ Mechanic A UFS ...	6:00 AM ⫽	8:00 AM	👤
	8:00 AM	4:30 PM	👤 ...I-BU3 11P 30 min;;;

- Manually calculate the remaining minimum amount and premium amounts owed to the employee. Insert a new row ➕ and add the appropriate **Pay Code** and **Amount.**

		Date		Pay Code	Amount
➕	⊖	Mon 5/20			

Click Save.

		Date	Schedule	Absence	Assignment	In	Out	Transfer	Pay Code	Amount
➕	⊖	Mon 5/20			⫽ Mechanic A UFS ...	8:00 AM	4:30 PM	👤		
➕	⊖	Tue 5/21			⫽ Mechanic A UFS ...			👤	UR Call-In Early Mi...	2.00
➕	⊖				⫽ Mechanic A UFS ...	6:00 AM ⫽	8:00 AM	👤		
➕	⊖					8:00 AM	4:30 PM	👤 ...I-BU3 11P 30 min;;;		

UR Call-in Called Off
UR Call-In Early - BU1-BU3
UR Call-In Early Min - BU1-BU3
UR Call-in Early OnPrem- BU1-BU3
UR Call-In Minimum Pay
UR Call-In Pay
UR Call in Pay OT Prem - BU1-BU3