



## Call-In/Call-In Early Transfer to Regular Shift for Union Employee

To perform a call-in and call-in early transfer to a regular shift for a union employee, follow these steps:

### 1. Transfer to Regular Shift:

- Access the employee's timecard.

		Date	Schedule	Absence	Assignment	In	Out	Transfer	Pay Code	Amount
+	⊖	Sun 11/16								
+	⊖	Mon 11/17			Horticulturist ...	2:16 AM	10:47 AM	;UR Call-in BU1-BU3 11P 30 min;;		
+	⊖	Tue 11/18								

- Insert a new row and enter the IN punch to transfer to the regular shift. Tab out. This will automatically move the OUT punch to the new row.

		Date	Schedule	Absence	Assignment	In	Out	Transfer	Pay Code	Amount
+	⊖	Sun 11/16								
+	⊖	Mon 11/17			Horticulturist ...	2:16 AM		;UR Call-in BU1-BU3 11P 30 min;;		
+	⊖				Horticulturist ...	5:00 AM	10:47 AM			
+	⊖	Tue 11/18								

- In the "Transfer" column, enter the employee's regular work rule. This will automatically insert the regular shift start time to the original punch row.

		Date	Schedule	Absence	Assignment	In	Out	Transfer	Pay Code	Amount
+	⊖	Sun 11/16								
+	⊖	Mon 11/17			Horticulturist ...	2:16 AM	5:00 AM	;UR Call-in BU1-BU3 11P 30 min;;		
+	⊖					5:00 AM	10:47 AM	;UR BWH BU1 BU3 30 11p;;		
+	⊖	Tue 11/18								

### 2. Enter Pay Codes to make up the difference owed to the employee:

- Click on the day of the call-in or call-in early. Go to the **Total** tab at the bottom of the Timecard. Select **Daily**.

	Date	Schedule	Absence	Assignment	In	Out	Transfer	Pay Code	
+ ⊖	Sun 11/16								
+ ⊖	Mon 11/17			Horticulturist ...	2:16 AM	5:00 AM	:UR Call-in BU1-BU3 11P 30 min::		
+ ⊖					5:00 AM	10:47 AM	:UR BWH BU1 BU3 30 11p::		

  

Daily
All
☐ Show only unapproved totals
☒ Assignment grouping
Totals details for Mon 11/17/2025

Assignment	Location	Job	Pay Code	Amount
Horticulturist Wk Ldr Support Op URP200...	UR/UR/UNI/10/FACILITY/FACILITY/S...	UNION	UR Call in Pay OT Prem	2.73
Horticulturist Wk Ldr Support Op URP200...	UR/UR/UNI/10/FACILITY/FACILITY/S...	UNION	UR Call-In Pay	2.73
Horticulturist Wk Ldr Support Op URP200...	UR/UR/UNI/10/FACILITY/FACILITY/S...	UNION	UR Regular	5.28
Horticulturist Wk Ldr Support Op URP200...	UR/UR/UNI/10/FACILITY/FACILITY/S...	UNION	UR Shift Diff Night	8.02

  

Accruals
Totals
Historical corrections

- Manually calculate any remaining minimum and premium hours owed to the employee. Refer to the union contract for the applicable minimums and premiums for call-in and early call-in, as these differ.

In this example of “Call-in”, the union employee is entitled to a minimum of 4 hours Call-in (1 x hourly rate) and 4 hours Call-in premium (.5 x hourly rate).

- Call-in Minimum:  $4 - 2.73 = 1.27 \text{ hrs}$
- Call in Pay OT Prem:  $4 - 2.73 = 1.27 \text{ hrs}$
- Go back up to the Timecard and insert a new row(s), add the appropriate pay code(s), and hours owed. Press SAVE.

	Date	Schedule	Absence	Assignment	In	Out	Transfer	Pay Code	Amount
+ ⊖	Sun 11/16								
+ ⊖	Mon 11/17			Horticulturist ...				UR Call-In Minimum Pay	1.27
+ ⊖				Horticulturist ...				UR Call in Pay OT Prem	1.27
+ ⊖				Horticulturist ...	2:16 AM	5:00 AM	:UR Call-in BU1-BU3 11P 30 min::		
+ ⊖					5:00 AM	10:47 AM	:UR BWH BU1 BU3 30 11p::		

  

Daily
All
☐ Show only unapproved totals
☒ Assignment grouping
Totals details for Mon 11/17/2025

Assignment	Location	Job	Pay Code	Amount	Wages
Horticulturist Wk Ldr Support Op URP200...	UR/UR/UNI/10/FACILITY/FACILITY/S...	UNION	UR Call in Pay OT Prem	4.00	
Horticulturist Wk Ldr Support Op URP200...	UR/UR/UNI/10/FACILITY/FACILITY/S...	UNION	UR Call-In Minimum Pay	1.27	
Horticulturist Wk Ldr Support Op URP200...	UR/UR/UNI/10/FACILITY/FACILITY/S...	UNION	UR Call-In Pay	2.73	
Horticulturist Wk Ldr Support Op URP200...	UR/UR/UNI/10/FACILITY/FACILITY/S...	UNION	UR Regular	5.28	
Horticulturist Wk Ldr Support Op URP200...	UR/UR/UNI/10/FACILITY/FACILITY/S...	UNION	UR Shift Diff Night	8.02	

  

Accruals
Totals
Historical corrections

### 3. Review Totals.

These steps ensure that the appropriate minimums and premiums are applied correctly when transferring an employee from a call-in to their regular shift.