



Job Aid

On Call Shifts

Using Work Transfer Rules in your existing shift templates to remove On Call hours from your staff's *Scheduled Hours*

On Call Shifts

Specific shift templates can be built for regularly scheduled On Call shifts (labeled “OC”). What makes these shift templates different is that they will **not** count toward an employee’s *Scheduled Hours*.

If you do not have On Call Shift Templates or you need to use an irregular shift for On Call, you can remove On Call hours from your staff’s *Scheduled Hours* Total view by performing a Work Rule Transfer.

Work Rule Transfer / On Call Shifts:

1. Right-click a shift and select **Edit**. The **Edit Shift** panel appears.
2. For the segment or segments to transfer, select **Transfer Employee** to display the transfer menu. The **Transfer** panel appears.

3. Click the **Add Work Rule** dropdown and select **OC Schedule Only**.
4. Select **Apply** to make the change.
5. Select **Save**.
6. The transfer now appears on the scheduled shift and the hours are removed from the employee's *Scheduled Hours* on the Schedule Planner.