



## On Call Shifts

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

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.

