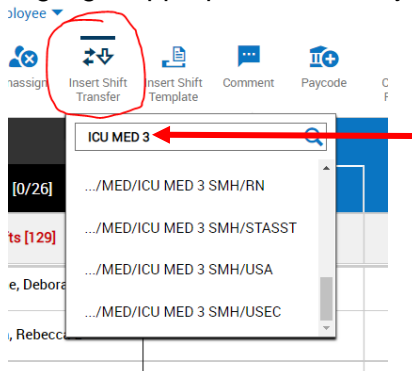


“Push” an Employee to Another Unit

Note: Staff should be encouraged to pick up their own shifts on another unit using the self-service tools available in Dimensions either during collaborative scheduling or when picking up shifts after the schedule has posted. If they are unable, there are a couple of ways for the home unit manager/scheduler to “push” them:

Option 1: Use Quick Actions to transfer the shift:

1. Click **Insert Shift Transfer**
2. Type location or job (ICU Med 3 or RN)
3. Highlight appropriate location/job



4. Apply to shift by clicking on the scheduled shift. This can be applied to multiple shifts by simply clicking on an existing shift.
5. **Save**

Option 2: Use the Schedule to transfer the shift:

1. Go in to the schedules
2. Select the desired employee
3. Assign a shift to the employee
(Right-click on the shift)

Sun 3/28 - Sat 4/03		Sun 4/04 - Sat 4/10	
Sun 5/09		Mon 5/10	
18		18	
7-19h			

4. Select **Transfer Employee**

JOB
CNE
.../ADULT CRN/CNE

7:00 AM

7:30

+ Add Segment

Regular [12:30]

Start Time	End Time	
7:00 AM	7:30 PM	5/09

Transfer Employee

Comments [0] [Add Comment](#)

5. Select **Add Business Structure**

Primary Location URM/URMC/STRONG/
SMH/NRS/CNFLOAT/C
NFLOAT/ADULT CRN/C
NE

Work Rule None

Cost Center 10086

Labor Categories 8465 Nurse Educator

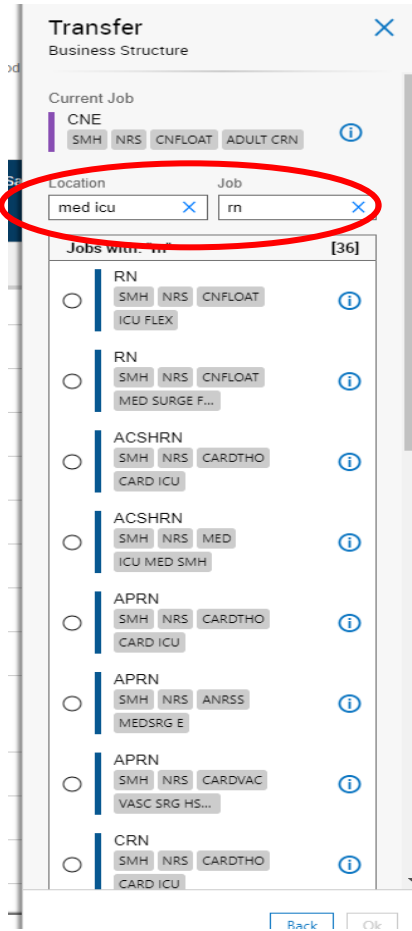
+ Add Business Structure

+ Add Work Rule

+ Add Cost Center

+ Add Labor Category

6. Utilize **Location** and **Job** search bars to filter results



7. Select the appropriate job and location, then apply to the user

