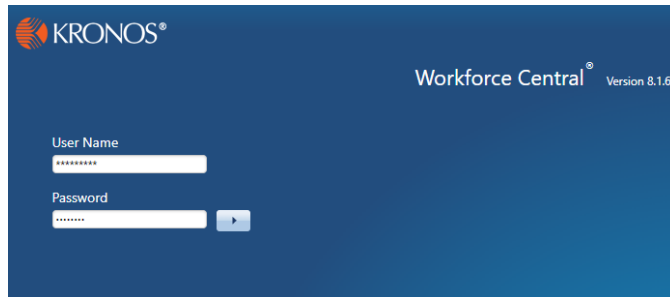
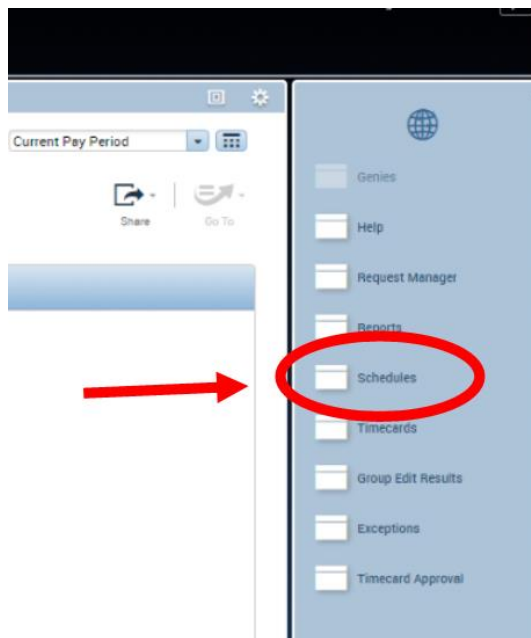
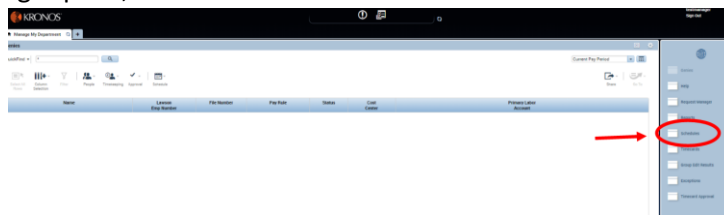


Add On Call to a Shift – Hourly Employees

1. Log in to Kronos

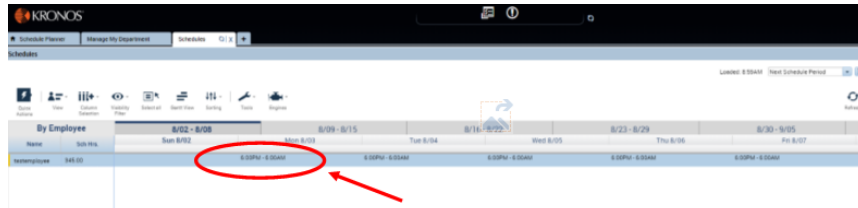


2. On the right pane, click "Schedules"

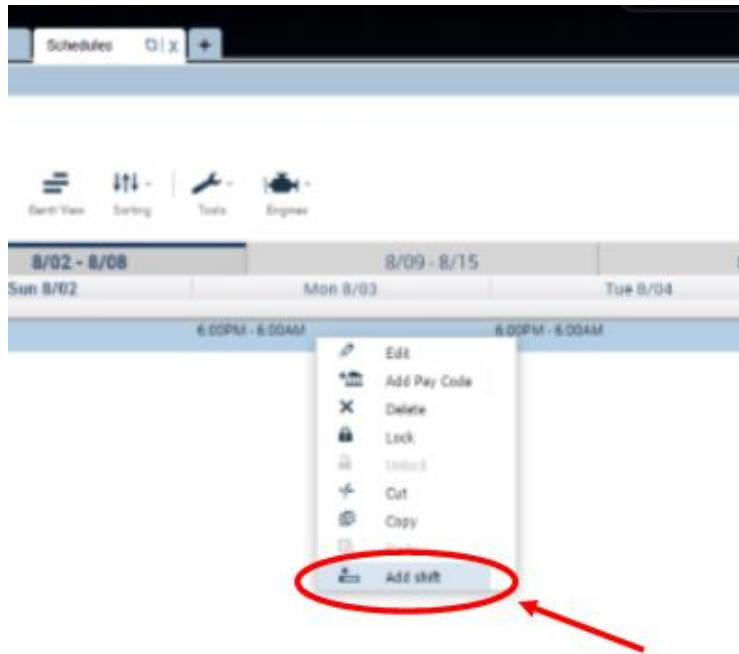


Add On Call to a Shift – Hourly Employees

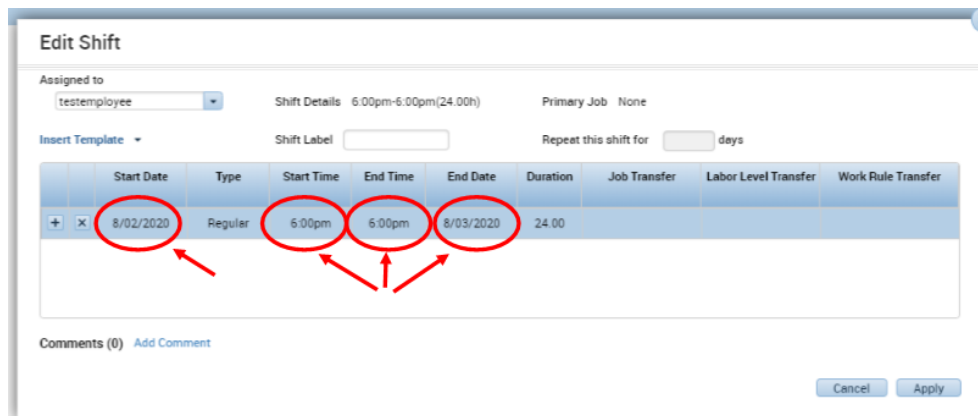
- 3. Add a new shift
 - a. Select the employee you want to add an On Call shift
 - b. Right Click the day you want to add the on call to



- c. Select "Add Shift"



- d. Select the dates you want to add the On Call shift to start and stop, modify the time for the appropriate coverage



Add On Call to a Shift – Hourly Employees

- e. Add the On Call transfer rule
 - i. Go to Search in the Labor Level Transfer box

Add Shift

Assigned to: testemployee | Shift Details: 6:00pm-7:00pm(1.00h) | Primary Job: None

Insert Template: | Shift Label: | Repeat this shift for: 1 days

Start Date	Type	Start Time	End Time	End Date	Duration	Job Transfer	Labor Level Transfer	Work Rule Transfer
8/02/2020	Regular	6:00pm	6:00pm	8/03/2020	36.00			

Comments (0) [Add Comment](#)

Search dropdown menu:
 ...A104 Call in 400THWKY SH O
 ...HOME!!!!
 Search...
 Search...
 Cancel Apply

- f. Go to the “Work Rule” tab, then search for the On Call work rule that is appropriate for your staff and department. Click Apply when finished.

Transfer

Name: testemployee
 Job:
 Labor Account:
 Work Rule:

Job Transfer | Labor Account | **Work Rule**

Add Work Rule Clear All

Search List

- 001 NonEmp Travelers
- 100 400T KY-OT HW
- 101 400T HW SH ONC
- 102 400T HW SH ONC
- 103 400T HW SH ONC
- 104 400T KY-OT HW SH ONC
- 105 400T KY-OT HW SH
- 106 400T KY-OT HW SH ONC
- 107 400T HW SH ONC
- 108 400T HW SH \$4x4 ONC

Cancel **Apply**

- g. Now you will see the work rule that you selected populated in the “Work Rule Transfer” section. Click Apply when finished.

Edit Shift

Assigned to: testemployee | Shift Details: 6:00pm-6:00pm(24.00h) | Primary Job: None

Insert Template: | Shift Label: | Repeat this shift for: days

Start Date	Type	Start Time	End Time	End Date	Duration	Job Transfer	Labor Level Transfer	Work Rule Transfer
8/02/2020	Transfer	6:00pm	6:00pm	8/03/2020	24.00			A104 Call in 400THWK

Comments (0) [Add Comment](#)

Cancel **Apply**

- h.

Add On Call to a Shift – Hourly Employees

- i. Now you will see the On Call work rule applied to the shift.
 - i. Repeat this for each day an On Call work rule needs to be added
 - ii. When finished, be sure to click “Save” in the upper right corner.

