How do I… Perform a Work Rule Transfer?

SCENARIO 1

I was not scheduled for standby but I was called back in

SCENARIO 2

I was not scheduled for standby but I performed phone work.

SCENARIO 3

I work in more that one job class.

ACTION

1. Click the Transfer cell for the row containing the entry you wish to apply phone work or callback to. A drop-down list appears.

2. Click the list arrow and then click Search. The Select Transfer dialog box appears.

3. Click the list arrow in the Work Rule drop-down list and then click the appropriate work rule.
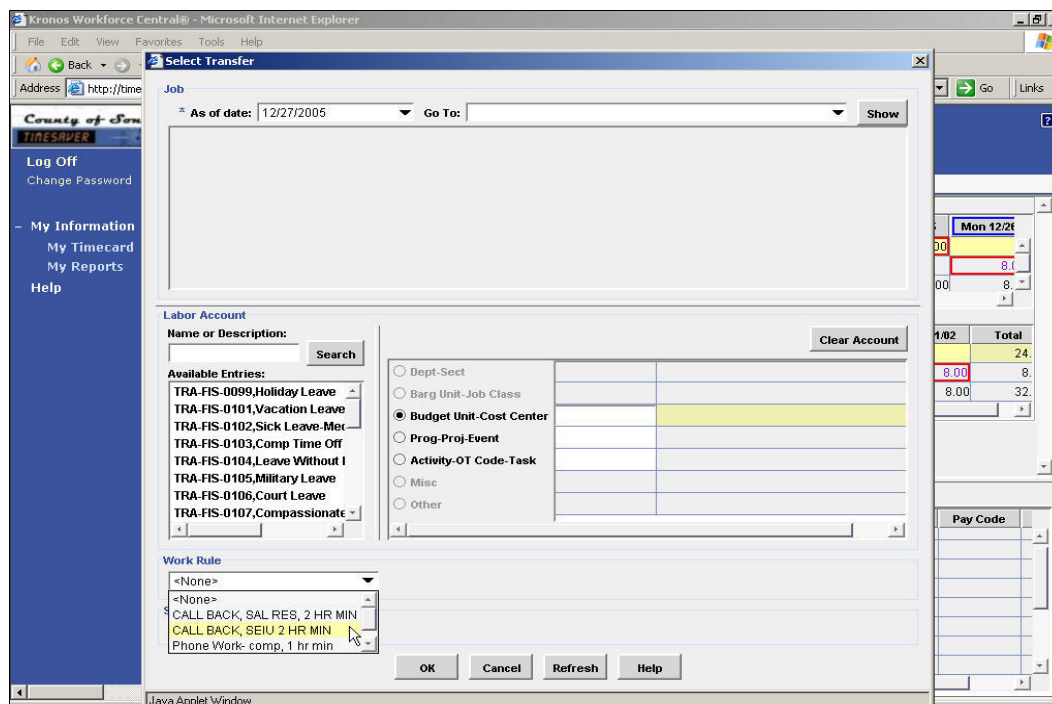
4. Click the OK button.

5. Click Save in the menu.

Figure 1