

How do I... Schedule Standby?

OVERVIEW

Standby hours need to be entered in the employee's schedule by the supervisor, scheduler, or payroll clerk. **NOTE:** The employee must have an **hourly** timesheet.



Entering standby in the scheduler with a work rule transfer automatically sets up the system to do all of the following:

- ✓ Calculate and pay call back correctly for any hours worked during the standby period, including any shift differential due.
- ✓ Enter the standby hours into the employee's time sheet.
- ✓ Reduce standby compensation by any call back hours actually worked.

ACTION

From the *My Genie* menu choose *Schedule Editor*

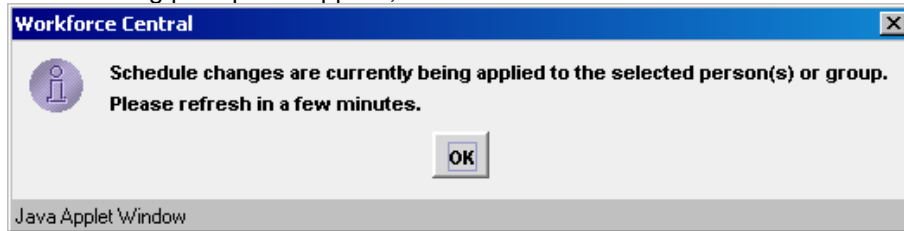
1. Select the correct time period in the Hyperfind Query menu.
2. Double click on an employee
3. Enter the *Work Start Date* (the date the schedule is to begin on) by clicking on the ▼
If necessary, enter an end date if this is a temporary schedule and you know the end date. Otherwise, *forever* is the default.
4. Select *Weeks* or *Days* and the number of times the shift(s) is *Recurring*.
5. Select the appropriate day(s) you wish to schedule.
6. Choose *Shift Editor...*
7. Click on *Regular*, then ▼ and choose *Transfer* (from the dropdown menu)
8. Enter the *Day* and *Start Time* of the standby shift (e.g. Day 1, Start Time 5p)
9. Enter the *Day* and *End Time* of the standby shift (e.g. Day 2, End Time 8p)

	* Type	Day	* Start Time	Day	* End Time	Sch Hrs.	Transfer
 	Transfer	1	5:00PM	2	8:00AM	15.0	▼

Day 2, if the shift crosses the day divide (e.g. the shift starts before 11:59pm and ends after 12:00am the following day)

10. Scheduled hours automatically calculate
11. Click on the down arrow in the transfer box and choose *Search*
12. To locate the correct *Work rule* (e.g. SAL RES CB2), click on the drop down menu located under *Work Rule*, and select appropriate work rule. Click *OK*.
If standby is to be charged to the home labor account, no action in upper part of box is required. If charged to other than home account, choose Org Map location and/or Labor Level transfer
13. Click *OK* again to exit out of the *Shift Editor*.
14. Click *OK* once more to exit out of the *Pattern Editor*.
15. Click *Save*

16. The following prompt will appear, click OK.



Regardless of account to be charged, a work rule must be selected to tell the system which callback rule to apply to any hours worked during the scheduled standby shift.

17. Click on the ▼ and choose the Bargaining Unit and Callback minimum that applies to this employee

E.g. an SEIU employee in the maintenance bargaining unit would get a work rule assignment of SEIU maintenance CB2. This will automatically calculate the 2-hour minimum for any hours entered into the timecard during the scheduled standby period. Employee should always enter their actual time worked and not the minimum, so the system can record both the actual hours worked and the correct compensation.

Optional - Enter a shift label. Click OK. This label appears instead of shift start and end times when you select View > Shift > Labels