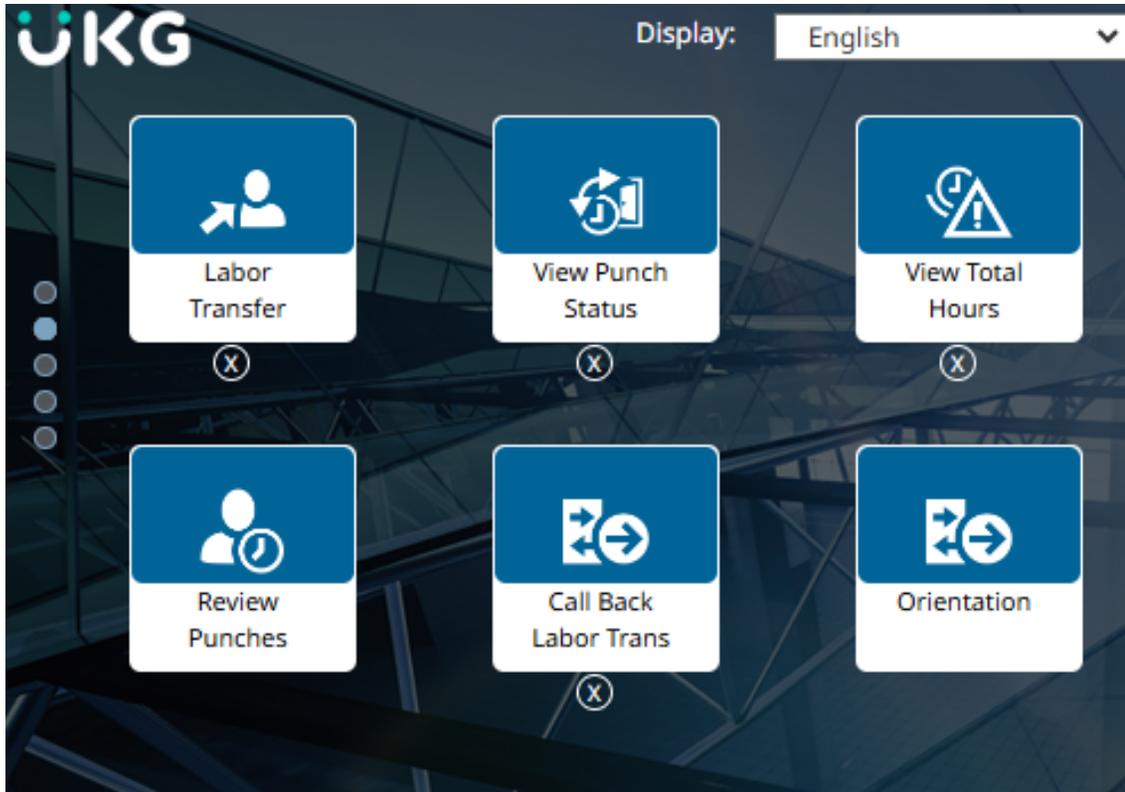




How to Manage Employees' Orientation Hours

Employees clocking into orientation:

- Employees will select the **Orientation** soft key on the time clock and then swipe.



- When the shift is over, the employee **MUST** select the **Punch** soft key before swiping.



Leaders managing orientation hours on the timecard

- Select the **Manage Timecards** tile from the home screen
- Verify the time frame and location.



- Select the date row that corresponds to the worked orientation hours.
- Select the cell in the **Transfer** column.
- Choose **Select** from the dropdown menu.
- Select **Add Work Rule**
- Select **Orientation**
- Select **Apply**



- List View
- Zoom
- Analyze
- Accrual Actions
- Go To

		Date	Schedule	Absence	In	Out	Transfer	Pay Code	Amount
+	-	Wed 4/23							
+	-	Thu 4/24							
+	-	Fri 4/25							
+	-	Sat 4/26							
+	-	Sun 4/27							
+	-	Mon 4/28							
+	-	Tue 4/29							
+	-	Wed 4/30			7:00 AM	7:00 PM	;PUP Duration;;	PUP	
+	-	Thu 5/01	7:00 AM - 7:30 PM		7:00 AM	7:30 PM	Choose:		
+	-	Fri 5/02					USA/902/LAB/902703-CW Blood Bank/MED TECHN...		
+	-	Sat 5/03	7:00 AM - 7:30 PM		7:00 AM	7:30 PM	Search...		

Primary Location USA/907/NURSING/907
627-Prov 8th Floor/RN

Work Rule None

Cost Center 907627

Labor Categories H40192,00

+ Add Business Structure

+ Add Work Rule

Search

OAL Duration

OJI Duration

Orientation

PTO Duration

PTR Duration

PUP Duration

Accruals Totals Historical Corrections Audits

Cancel Apply