

HOW TO BOOK OFF AN EMPLOYEE FROM THE ASSIGNMENT SHEET

How to Load the Assignment Sheet

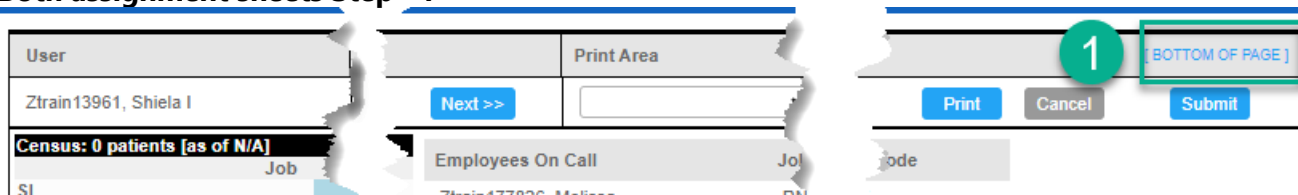
1. Select Assignment Sheet or Area Assignment (depending on which your team uses) and the parameter page displays with current date, team, and day part
2. Update parameters as needed, then select Submit or Continue on the Area Assignment Sheet, *the assignment sheet for the date, team, and day part selected displays*

How to Book-Off an Employee from the Assignment Sheet:

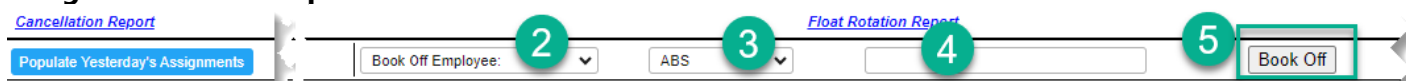
1. Select [BOTTOM OF PAGE] link to go to the bottom of the page, link is located on the right side of page, above the Submit button, *the bottom of the page displays*
2. Select the dropdown next to Book Off Employee, then select the name of the employee to book off.
3. The book off code defaults to ABS - may select a differed code using the dropdown next to ABS (*see next page for list of book-off codes with descriptions and if the employee's time will be sent to Kronos*)
4. Comments are optional and if entered will display on the ASV in details edit for the shift
5. Select Book Off and the employee is booked off to the book-off code selected, *you will see a message at the top of the page, shaded blue, that the employee has been booked off successfully, listing the book-off code used and the start and end time of the book-off.*

Only full shifts can be booked off from the assignment sheet. For booking off a partial shift you will go to the Advanced Schedule View (ASV)

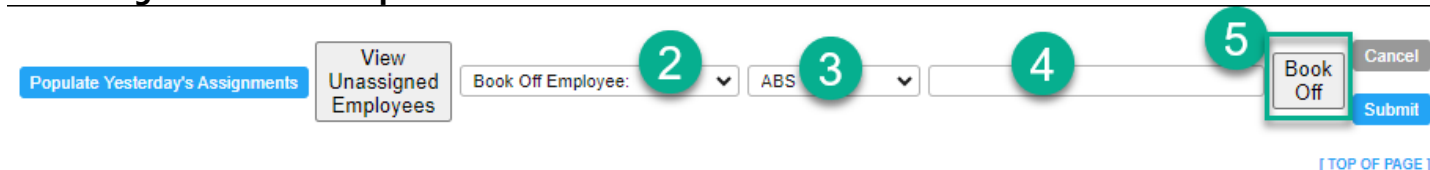
Both assignment sheets Step #1



Assignment Sheet Steps 2-5:



Area Assignment Sheet Steps 2-5:



BOOK OFF TIMECODES WITH DESCRIPTIONS

*Time code is masked on printed schedules and assignment sheets

Book Off (Activity) Codes	Descriptions	Goes to Kronos for Non-Exempt Staff
ABS	Unscheduled Absence - PTO	Yes, as PNS, <i>may need to update PNU in Kronos</i>
ABS-GFS	Unscheduled Absence - Grandfathered Sick	Yes, as SICK
ABS-OCN	Unscheduled Absence for On Call Shift	No
ADJ	Adjustment to Schedule (Master Rotation)	No
APR	Approved Time Off	No
BRV	Bereavement	Yes, as paid time, not PTO
CXM	Canceled Mandatory	No
CXOC	Canceled On Call Shift	No
CXV	Canceled Voluntary	Yes, as PNS
EDEP	Early Departure	No
FLOAT	Float Code Used for Master Rotation	No
FML-ABS*	Employee Call Out – Unsch FMLA PTO	Yes, PNS
FML-NONFMLA*	NonFMLA MUST BE APPROVED by HR	No
FML-PL*	FMLA – Planned Absence	No
HOL-PTO	Holiday-PTO	Yes, PNS
ISV	In-service Hours – does not count toward FTE	No
ISV-EPIC	In-service for Epic Training Code from LMS	No
ISV-WK	In-service Hours – counts toward FTE	No
JRY	Jury Duty	Yes, paid time, not PTO
LTAR	Late Arrival	No
MIL	Military Leave – Unpaid	No
NO-SHW*	No Call No Show	Yes, as PNS, <i>may need to update PNU in Kronos</i>
NR-ISV	In-service – Nurse Residency training	No
PAL*	Paid Administrative Leave	Yes (paid time, not PTO)
PERS	Paid Time Off – Day off, Excused	Yes, PNS
POC	Placed on Call	No
POFF	Preferred Off Day	No
PPL*	Paid Parental Leave	No
PREC-ISV	In-service – Preceptor Training Code from LMS	No
SHG	Shared Governance Hours – does not count toward FTE	No
SHG-WK	Shared Governance Hours – counts toward FTE	No
UNPAL*	Unpaid Administrative Leave	No