

Schedule Time Code by Team Report – CBK for Partner Group

Finding Dates for When Scheduled OnCall Employee were Called Into Work (CBK)

1. You have the OnCall employees displaying on the ASV, hover the computer mouse over each name and record the Employee ID number
2. Select My Reports from the blue navigation bar, then select the Schedule and Staffing Reports folder, and then select Schedule Time Code by Team Report from the alphabetic list – the parameter page displays
3. Type the list of employee IDs separated by a comma (no spaces) in the Employee field, type CBK for the Time Code, enter a date 5 to 6 months prior to the call date for the start date, then enter the date of the OnCall shifts for the end date, and then select Go
4. If any OnCall employees do not display on the report, then they have not been called back in from OnCall within the start and end dates selected. *If nobody displays, you forgot to change the start date to an earlier date, go back to form and enter a past date for the start date and select Go.*

NOTE: The report will display in an HTML format, if you want to print the report, then while it is running or after it displays, select the PDF icon from the icons on the right side of the page that display once you select Go. The PDF version is printable. SEE SCREENSHOTS WITH STEPS AND EXAMPLES OF REPORT

Employee ID: 0211803

Employee Name: Bitsura, Jessica

Status: Active

Pay Group: MCB

Calc Group: HOURLY

Work Type: HOURLY

Employment Type: HOURLY

Mobile Phone: (412) 4207544

Jobs: Name RN-IP

My Reports > Schedule and Staffing Reports > Scheduled Time Code by Team Report

Scheduled Time Code by Team Report

Selection Parameters

Employee: 0211803,0194508,0178936,0126949,0 [ALL]

Team: [ALL]

Include Sub Teams:

Time Code: CBK [ALL]

Job: [ALL]

* Start Date: 01/01/2024

* End Date: 06/26/2024

* Show Parameters: Yes

Go Cancel

My Reports / Schedule and Staffing Reports

My Reports

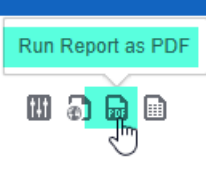
- My Reports
 - Epic Training Data
 - Team Access and Request Routing Reports
 - Schedule and Staffing Reports**
 - Approved Leave
 - Approved On Report
 - Assignment and Job Report
 - Schedule Compliance Violations
 - Schedule Detail Audit
 - Scheduled Employees with FLOAT Skill
 - Scheduled Overtime Projection Report
 - Scheduled Time Code by Team Report**
 - Self Scheduler Float Report
 - Self Scheduler Compliance Violations R
 - Shift Pattern Detail Report

HTML VERSION OF REPORT:

Scheduled Time Code by Team Report

Team	Time Code	Sched Job	Employee	Emp Number	FTE	Sched Date	Scheduled Time	Total Hours
VUH 5N	CBK	RN	Wilson, Justin P	0152336	.9	02/29/2024	13:00-19:00	6.00
					.9	04/15/2024	11:00-19:00	8.00
	CBK							
VUH 5N								14.00
VUH 6N NEURO	CBK	RN	Skrobko, Galina	0181665	.75	04/23/2024	06:45-19:15	12.50
					.75	04/28/2024	07:00-19:00	12.00
					.75	06/15/2024	06:45-19:15	12.50
CBK								37.00
VUH 6N NEURO								37.00
VUH 6T3	CBK	RN	Boling, Lauren	0194508	.9	03/22/2024	19:00-07:00	12.00
		RN-STROKE	Boling, Lauren	0194508	.9	01/29/2024	12:30-19:00	6.50
					.9	03/28/2024	19:00-07:00	12.00
CBK								30.50
VUH 6T3								30.50
VUH 7E	CBK	RN	Bitsura, Jessica	0211803	.9	02/11/2024	07:00-19:00	12.00
					.9	03/17/2024	07:00-19:00	12.00
					.9	04/08/2024	06:45-19:15	12.50
CBK								36.50
VUH 7E								36.50
VUH 7MT	CBK	RN	Sanders, Alethea K (VUH 7N CARD)	0126949	.9	05/11/2024	06:45-19:15	12.00
								CBK
VUH 7MT								12.00
VUH 7N CARD	CBK	RN	Sanders, Alethea K	0126949	.9	06/07/2024	06:45-19:15	12.50
								CBK
VUH 7N CARD								12.50
Summary								142.50

TO RUN AS PDF and PRINT:



Automatic Zoom

Print PDF

Scheduled Time Code by Team Report

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					.9	04/15/2024	11:00-19:00	8.00
	CBK							
VUH 5N								14.00
VUH 6N NEURO	CBK	RN	Skrobko, Galina	0181665	.75	04/23/2024	06:45-19:15	12.50
					.75	06/15/2024	06:45-19:15	12.50
					CBK			