

## HOLIDAYS – HOW TO ADD EMPLOYEES TO WORK

**Pre-populating holidays** – Do not load the holiday schedule. You must assign a published shift to the employees from the **CURRENT SCHEDULE** – Load the current week’s schedule and follow steps below:

1. Change the Edit mode to Mass Edit – select the wand icon located on the row of function tool, upper right side of page, and then select Mass Edit.
2. Select a working shift(s) for each shift time and job to be assigned, shifts will be shaded green. *You can choose to add one job or shift at a time or add all at one time.*
3. Select the pencil icon, located with the function tools, and then select Copy.
4. Select the lookup, then find and select all employees for the associated job & shift time to be scheduled, repeat this step for each job/shift time, look closely at the job and shift time on each row, it does not display in the order on the ASV (see TIP below about populating employee IDs).
5. On each row, change the date of the shift to the date of the holiday to be scheduled, and then select Save.
6. A message displays, “Your date is outside of the selected schedule range,” select Ok to acknowledge.

If you load the schedule for the holiday, or run the Draft Printed Home Team Schedule, you will see the shifts have been added as working shifts and are published. When you generate a shift template the unassigned shifts created less the published shifts.

**TIP:** If you have a list of employees that will be working specific holiday, you can create a list of their employee IDs separated by a comma, no space. Use the list of employees to copy into the Employee field on Copy Shifts. If you add a new employee to the list, simply add their ID to the list and if you have someone that is coming off the list, simply remove their ID and the comma.

The screenshot illustrates the steps for adding employees to a holiday schedule. It shows a grid with columns for 'Wed 19' and 'Thu 20'. Rows represent different jobs and shift times, such as 'N12 1845' and 'D12 0645'. The shifts for 'Wed 19' are highlighted in green, indicating they are selected. A callout box labeled '1' shows the 'Mass Edit' option selected in the edit mode menu. A callout box labeled '2' points to the green shaded shifts in the grid. A callout box labeled '3' points to the 'Copy' option in the function tool menu.

Copy Shifts

Employee	Work Date	Start Time	End Time	Unit	Position	Activity
010 0,015 € Q	09/02/2024	06:45	19:15	VCH PHO	RN	WRK
		12:45	13:15	VCH PHO	RN	MEAL
015 0,0 9 € Q	09/02/2024	06:45	19:15	VCH PHO	CP	WRK
		12:45	13:15	VCH PHO	CP	MEAL
017 1,020 € Q	09/02/2024	18:45	07:15	VCH PHO	RN	WRK
				VCH PHO	RN	MEAL
021 0,018 € Q				VCH PHO	CP	WRK
				VCH PHO	CP	MEAL

Sep 2024

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21

**Save** Cancel

Copy Shifts

Shift(s): 1,2,3,4, Your date is outside of the selected schedule range. Please confirm.

**6**

**Ok** Cancel

Se	
M	
2	
<b>CP(s)</b>	
Ztrain14045 8, Sara(.9)	1845 0715
Ztrain17400 7, Destiny(.9)	1845 0715
Ztrain18153 8, Brenaycia(.9)	0645 1915
Ztrain93496, Jessica N(.9)	0645 1915
<b>RN(s)</b>	
Ztrain11706 0, Brittany M(.9)	0645 1915
Ztrain12481 1, Morgan Kayla(.9)	1845 0715
Ztrain12969 4, C. Patdy(.9)	1845 0715
Ztrain13860 5, Rylee(.9)	0645 1915
Ztrain16330, Corrie F(.75)	1845 0715
Ztrain24892, Morgan A(.9)	0845 2115
Ztrain41139, Temitope O(.9)	0645 1915