Split Shift – How to use this function in the Advanced Schedule View (ASV)

FOUR most common uses for using the Split Shift Function (scenarios for each with steps below)
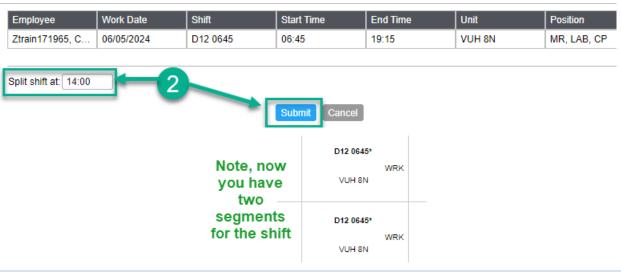1) An employee is going to be assigned more than one job during a shift
2) Two employees are splitting a shift – one employee is leaving early, and another employee is coming into work for the first employee's shift for the time away
3) Two employees are swapping half of their shift each date
4) You want to divide an unassigned shift into small segments of time for posting

FIRST TWO STEPS FOR ALL SCENARIOS USING SPLIT SHIFT:
1. Select the shift to be split
2. Enter the start time for the split, and then select submit - the shift will display in two segments, one ending the time of the split and then, one starting the time of the split

Scenario one – employee working more than one job during the shift
Follow the above two steps "when using split shift" and then,
3. Select the segment for the new job assignment, and then select or type the job in Position field
4. Select Save – the shift displays with updated job

Scenario two – Employee A is leaving early, and Employee B is coming in to cover the away segment
Follow the above two steps "when using split shift" and then,
3. Select the segment for Employee B and select unassign
4. Select the unassigned shift, select employee B from the list, and then select Save

Scenario three– Two employee are swapping half of their shift each date (Employee A & B below)

Follow the above two steps "when using split shift" for Employee A

3. Then, repeat steps one and two above for Employee B
4.   Select the segment to swap from Employee A, and then select Mark for Swap, shifts display green
5. Select the segment to swap from Employee B, and then select Swap
6. Verify information is correct, and then select Submit

Scenario four– You want to divide an unassigned shift into smaller segments to post

Follow the above two steps "when using split shift" however, in step 2, if you are dividing the shift into more than one segment, enter the start time of the second segment, then select this new segment and split again to the start time of the next segment, once you have all segments needed:

3. Change to edit mode to mass edit, select all segments, shift display green
4. Select the pencil, select Send to Billboard, select the group or groups for posting, and then select Submit.