



CREW SCHEDULER & PAYROLL APPLICATIONS

Dashboard

- Manager dashboards are designed to give current information about a payroll period.
- Each header can be open/closed by clicking on the arrow in the right corner of each header.
- Notifications are specific for each module.
- New Mail is an extension of the supervisors employee portal mail tab.

Schedule Manager - Home

Payroll Numbers:

Report	Hours	Actions
Scheduled Hours Today	0	View Report
Actual Hours Today	0	View Report
Scheduled Hours - Pay Period	0	View Report
Actual Hours Worked - Pay Period	0	View Report
Overtime Log	n/a	View Report

Attendance:

Name	Note	From	To	Actions
------	------	------	----	---------

Open Shifts:

Time-Off Requests:

Trade-Credit Requests:

Notifications:

Subject	Date	Actions
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New Mail:

From	Subject	Date	Actions
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Schedule Templates

- Templates are used to create your open shifts before you fill them with employees.
- Create new templates and manage your existing templates.

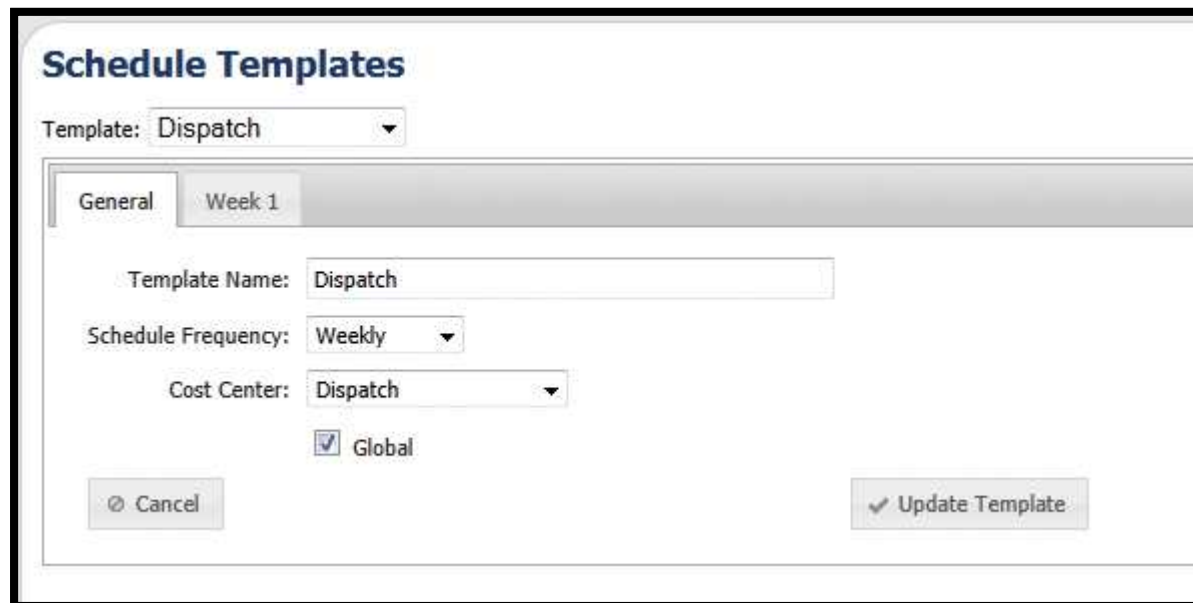
Schedule Templates ⌵ Add New Template

Template	Frequency	Global	Cost Center	Actions
Dispatch	Weekly	Yes	Dispatch	Edit Copy Delete
East	Weekly	Yes	East	Edit Copy Delete
PC West	Weekly	No	West	Edit Copy Delete
Pride Care 2	Weekly	No	East	Edit Copy Delete
Pride Care Office	Weekly	No	Office	Edit Copy Delete
W/C East	Weekly	Yes	Wheel Chair East	Edit Copy Delete
W/C West	Weekly	Yes	Wheel Chair West	Edit Copy Delete
West	Weekly	Yes	West	Edit Copy Delete

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Schedule Templates

- Assign a template name.
- Schedule Frequency is the availability of your shift profiles throughout the week.
- Assign the template to a Cost Center or make it Global for all schedules/admins to view.



The screenshot shows a web-based configuration window titled "Schedule Templates". At the top, there is a dropdown menu labeled "Template:" with "Dispatch" selected. Below this, there are two tabs: "General" and "Week 1", with "General" currently active. The "General" tab contains the following fields:

- "Template Name:" with a text input field containing "Dispatch".
- "Schedule Frequency:" with a dropdown menu set to "Weekly".
- "Cost Center:" with a dropdown menu set to "Dispatch".
- A checked checkbox labeled "Global".

At the bottom of the form, there are two buttons: "Cancel" on the left and "Update Template" on the right.

Schedule Templates

- Add new Shift Profile to templates
 - Select Shift Profile
 - Select Vehicle (optional)
 - Select Position
 - Select the frequency of the shift profile
- * *Note: This is the frequency of the shift, not the employee*

The screenshot displays the 'Schedule Templates' application. On the left, a table lists various shift profiles with their details. On the right, a dialog box titled 'Add New Shift Profile Assignment' is open, allowing users to configure a new assignment for a specific template and week.

Shift Profile	Position	Sunday	
Dispatch 1800 (1)	Dispatcher: EMD Position 1	08:00-08:00 (next day) Weekly Recurring	10
Dispatch 1800 (2)	Dispatcher: EMD Position 2	18:00-08:00 (next day) Weekly Recurring	10
Dispatch 1800 (2)	Dispatcher: EMD Position 2	No Shift Non-Recurring	No
Dispatch 600 (1)	Dispatcher: EMD Position 1	06:00-18:00 Weekly Recurring	06
Dispatch 600 (2)	Dispatcher: EMD Position 1		
Dispatch 600 (3)	Dispatcher: Level 1 Position 1		
Dispatch 700	Dispatcher: EMD Position 1	No Shift Non-Recurring	No

Add New Shift Profile Assignment

Template: Dispatch
Week: 1

Shift Profile: Select Shift Profile
Vehicle: Select Vehicle
Position: Select Position

Sunday: No Shift | non-recurring
Monday: No Shift | non-recurring
Tuesday: No Shift | non-recurring
Wednesday: No Shift | non-recurring
Thursday: No Shift | non-recurring
Friday: No Shift | non-recurring
Saturday: No Shift | non-recurring

Buttons: Cancel, Add Assignment

Schedule Templates

- This will outline the frequency of each position of the shift profile

Schedule Templates

Template: Dispatch

General Week 1

[Add New Shift Profile Assignment](#)

Shift Profile	Position	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Actions
Dispatch 1800 (1)	Dispatcher: EMD Position 1	18:00-06:00 (next day) Weekly Recurring	18:00-06:00 (next day) Weekly Recurring	18:00-06:00 (next day) Weekly Recurring	18:00-06:00 (next day) Weekly Recurring	18:00-06:00 (next day) Weekly Recurring	18:00-06:00 (next day) Weekly Recurring	18:00-06:00 (next day) Weekly Recurring	Edit Delete
Dispatch 1800 (2)	Dispatcher: EMD Position 1	18:00-06:00 (next day) Weekly Recurring	18:00-06:00 (next day) Weekly Recurring	18:00-06:00 (next day) Weekly Recurring	18:00-06:00 (next day) Weekly Recurring	18:00-06:00 (next day) Weekly Recurring	18:00-06:00 (next day) Weekly Recurring	18:00-06:00 (next day) Weekly Recurring	Edit Delete
Dispatch 1800 (2)	Dispatcher: EMD Position 2	No Shift Non-Recurring	No Shift Non-Recurring	No Shift Non-Recurring	No Shift Non-Recurring	No Shift Non-Recurring	No Shift Non-Recurring	No Shift Non-Recurring	Edit Delete
Dispatch 600 (1)	Dispatcher: EMD Position 1	06:00-18:00 Weekly Recurring	06:00-18:00 Weekly Recurring	06:00-18:00 Weekly Recurring	06:00-18:00 Weekly Recurring	06:00-18:00 Weekly Recurring	06:00-18:00 Weekly Recurring	06:00-18:00 Weekly Recurring	Edit Delete
Dispatch 600 (2)	Dispatcher: EMD Position 1	06:00-18:00 Weekly Recurring	06:00-18:00 Weekly Recurring	06:00-18:00 Weekly Recurring	06:00-18:00 Weekly Recurring	06:00-18:00 Weekly Recurring	06:00-18:00 Weekly Recurring	06:00-18:00 Weekly Recurring	Edit Delete
Dispatch 600 (3)	Dispatcher: Level I Position 1	06:00-18:00 Weekly Recurring	06:00-18:00 Weekly Recurring	06:00-18:00 Weekly Recurring	06:00-18:00 Weekly Recurring	06:00-18:00 Weekly Recurring	06:00-18:00 Weekly Recurring	06:00-18:00 Weekly Recurring	Edit Delete
Dispatch 700	Dispatcher: EMD Position 1	No Shift Non-Recurring	No Shift Non-Recurring	07:00-19:00 Weekly Recurring	No Shift Non-Recurring	No Shift Non-Recurring	No Shift Non-Recurring	No Shift Non-Recurring	Edit Delete

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Publish Schedule Template

- View Generated templates based on dates ranges.
- Create new schedule by clicking on the “Generate Schedule.”
- Add new shifts to existing template by using the “Add shift to schedule date range.”

Publish Schedule Template

All Templates ▾ 04/01/2011 All Schedules ▾ [Generate Schedule] [Add Shift to Schedule (date range)]

Generated Schedules

Template	From	To	Date Generated ▾	Status
W/C West	06/19/2011	01/07/2012	05/15/2011 00:45	Complete
W/C East	06/19/2011	01/07/2012	05/15/2011 00:44	Complete
Pride Care Office	06/19/2011	01/07/2012	05/15/2011 00:43	Complete
East	06/19/2011	01/07/2012	05/15/2011 00:41	Complete
Dispatch	06/19/2011	01/07/2012	05/15/2011 00:40	Complete
West	05/08/2011	01/07/2012	05/06/2011 12:25	Complete
W/C West	05/08/2011	06/18/2011	04/21/2011 14:02	Complete
W/C East	05/08/2011	06/18/2011	04/21/2011 14:02	Complete
Pride Care Office	05/08/2011	06/18/2011	04/21/2011 14:01	Complete
East	05/08/2011	06/18/2011	04/21/2011 14:00	Complete
Dispatch	05/08/2011	06/18/2011	04/21/2011 13:49	Complete
W/C East	05/01/2011	05/07/2011	04/15/2011 10:13	Complete
West	04/03/2011	05/07/2011	03/21/2011 10:22	Complete
Dispatch	04/03/2011	05/07/2011	03/21/2011 10:19	Complete

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Publish Schedule Template

- Add new shifts to an existing template by using the “Add shift to schedule date range.”
- Fill in all properties of the shift, click “accept” when done.

Publish Schedule Template

All Templates ▾ 04/01/2011 All Schedules ▾ 1 Apply Filter [Generate Schedule] [Add Shift to Schedule (date range)]

Template	From	To
W/C West	06/19/2011	01/07/2
W/C East	06/19/2011	01/07/2
Pride Care Office	06/19/2011	01/07/2
East	06/19/2011	01/07/2
Dispatch	06/19/2011	01/07/2
West	05/06/2011	01/07/2
W/C West	05/06/2011	06/18/2
W/C East	05/06/2011	06/18/2
Pride Care Office	05/06/2011	06/18/2
East	05/06/2011	06/18/2
Dispatch	05/08/2011	06/18/2
W/C East	05/01/2011	05/07/2
West	04/03/2011	05/07/2
Dispatch	04/03/2011	05/07/2

Search Refresh Columns

Add Shift to Schedule (date range)

Add Date Range of New Shifts

Template - Select Template - ▾
Schedule - Select Schedule - ▾
Schedule Item Type Regular ▾
Shift Profile - Select Shift Profile - ▾ - Select Position - ▾
Vehicle - Select Vehicle - ▾
Qualification
Select Employee - Open Shift - ▾
Start Date
End Date
Shift Select Shift ▾
Days Sun Mon Tue Wed Thu Fri Sat
Comments
Accept

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Employee Schedule

- Fill in your employee schedules.
 - Select Date range.
 - Select rotation schedule (weekly, bi-weekly, etc...).
 - Place checks in the days they will work.
 - Select each drop down going from left to right.
- * *Note: Auto-populate will automatically populate last known schedule*

The screenshot shows the 'Employee Schedule' web application interface. It includes a header with navigation icons, a 'Create Schedules' section with dropdowns for 'Select Employee' (Bailey, Leo), 'Template' (East), and 'Select Schedule Start/End Date' (July 1, 2011 to September 26, 2011). There are also links for 'Unassign Shifts' and 'Delete Shifts'. Below this is a 'Select Schedule View' dropdown set to 'Weekly' and an 'Update Start/End Dates' button. A section for 'Select Shift Recurrence for Leo Bailey' has an '(Auto-Populate)' link. The main area displays a table for 'Week #1' with columns for date, day, template, schedule type, shift profile, position, shift assignment, and recurrence. The table shows shifts for Sunday through Saturday, with Sunday and Monday marked as unassigned. A 'View Schedule (Week Shift View)' link and a 'Submit Schedules' button are at the bottom.

Week #1	Date	Day	Template	Schedule Type	Select Shift Profile	Select Position	Shift Assignment	Select Recur
<input type="checkbox"/>	Sun (06/26)	East	Template	Schedule Type	Select Shift Profile	Select Position	Shift Assignment	Select Recur
<input type="checkbox"/>	Mon (06/27)	East	Template	Schedule Type	Select Shift Profile	Select Position	Shift Assignment	Select Recur
<input checked="" type="checkbox"/>	Tue (06/28)	East	East	Vehicle	Shift B 500	EMT Level I	06:00-18:00	weekly recurring
<input checked="" type="checkbox"/>	Wed (06/29)	East	Template	Schedule Type	Select Shift Profile	Select Position	Shift Assignment	Select Recur
<input checked="" type="checkbox"/>	Thu (06/30)	East	East	Vehicle	Shift A 500	Paramedic Intro	05:00-17:00	weekly recurring
<input checked="" type="checkbox"/>	Fri (07/01)	East	East	Vehicle	Shift A 500	Paramedic Intro	05:00-17:00	weekly recurring
<input checked="" type="checkbox"/>	Sat (07/02)	East	East	Vehicle	Shift A 500	Paramedic Intro	05:00-17:00	weekly recurring

Schedule Wizard

- Manage your schedule in bulk by date range or pay period.
- Filters allow you to narrow down your search.
- Modify employee, shift profile, start time, duration, cost center, earning code, vehicle and open shifts.

Schedule Wizard

Search Options

Query By: Date Range Pay Period Add Filter: -- Select Filter --

Filters

Employee: OPEN SHIFTS

Start Date: 09/01/2011 End Date: 09/30/2011

Shift ID	Employee Name	Shift Profile Name	Qualification	Vehicle	Date	Start	End	Duration	Cost Code	Earning Code	Full Selected	Delete Selected	Actions
117905	-- OPEN SHIFT --	Caravan E	WheelChair	--	09/01/2011	09:00	12:00	3:00	Wheel Chair West	REG			Edit Delete
117896	-- OPEN SHIFT --	Caravan C	WheelChair	--	09/01/2011	04:30	14:30	10:00	Wheel Chair West	REG			Edit Delete
117895	-- OPEN SHIFT --	Caravan B	WheelChair	--	09/01/2011	04:30	18:30	14:00	Wheel Chair West	REG			Edit Delete
118851	-- OPEN SHIFT --	SHIFT A 500	Paramedic - Level I	--	09/01/2011	08:00	17:00	12:00	East	REG			Edit Delete
118852	-- OPEN SHIFT --	SHIFT A 500	Paramedic - Intro Level	--	09/01/2011	08:00	17:00	12:00	East	REG			Edit Delete
116028	-- OPEN SHIFT --	W/C 548	WheelChair	--	09/01/2011	05:00	12:00	7:00	Wheel Chair East	REG			Edit Delete
117898	-- OPEN SHIFT --	Caravan E	WheelChair	--	09/01/2011	05:00	15:00	10:00	Wheel Chair West	REG			Edit Delete
118849	-- OPEN SHIFT --	Richard 530	Paramedic - Level I	--	09/01/2011	05:00	17:00	12:00	East	REG			Edit Delete
118850	-- OPEN SHIFT --	Richard 530	EMT - Level I	--	09/01/2011	05:00	17:00	12:00	East	REG			Edit Delete
116029	-- OPEN SHIFT --	W/C 538 (B)	WheelChair	--	09/01/2011	05:30	15:30	10:00	Wheel Chair East	REG			Edit Delete
116028	-- OPEN SHIFT --	W/C 538	WheelChair	--	09/01/2011	05:30	15:30	10:00	Wheel Chair East	REG			Edit Delete
116034	-- OPEN SHIFT --	W/C 538 (C)	WheelChair	--	09/01/2011	05:30	15:30	10:00	Wheel Chair East	REG			Edit Delete
108211	-- OPEN SHIFT --	Dispatch 600 (2)	Dispatcher - Level I	--	09/01/2011	08:00	18:00	12:00	Dispatch	REG			Edit Delete
108215	-- OPEN SHIFT --	Dispatch 600 (2)	Dispatcher - EMT	--	09/01/2011	08:00	18:00	12:00	Dispatch	REG			Edit Delete
108088	-- OPEN SHIFT --	Dispatch 600 (1)	Dispatcher - EMT	--	09/01/2011	08:00	18:00	12:00	Dispatch	REG			Edit Delete
118854	-- OPEN SHIFT --	SHIFT B 600	Paramedic - Level I	--	09/01/2011	08:00	18:00	12:00	East	REG			Edit Delete
118855	-- OPEN SHIFT --	SHIFT B 600	EMT - Level I	--	09/01/2011	08:00	18:00	12:00	East	REG			Edit Delete
116857	-- OPEN SHIFT --	SHIFT C 620	EMT - Level I	--	09/01/2011	08:30	18:30	12:00	East	REG			Edit Delete
118856	-- OPEN SHIFT --	SHIFT C 630	Paramedic - Level I	--	09/01/2011	08:30	18:30	12:00	East	REG			Edit Delete
117899	-- OPEN SHIFT --	Caravan F	WheelChair	--	09/01/2011	08:30	18:30	10:00	Wheel Chair West	REG			Edit Delete

Refresh | Columns

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Time-Off Request

- Manage all your time-off requests.
- View all employees or choose one from the dropdown menu.
- Default date range will always be today + 6 months.
- Click edit to interact with each request.

Time-Off Requests

All Employees | 09/18/2011 | 03/18/2012 | Pending Requests | Apply Filter

Employee	Start Date	End Date	Date Requested	Type	Status	Actions
McMillen, April	09/23/2011 1:00pm	09/23/2011 5:00pm	09/16/2011 11:54am	Vacation Time	Pending	Edit
Blocker, Stacey	09/30/2011 [All Day]	09/30/2011 [All Day]	09/16/2011 9:26am	Vacation Time	Pending	Edit
Blocker, Stacey	09/29/2011 [All Day]	09/29/2011 [All Day]	09/16/2011 8:59am	Vacation Time	Pending	Edit
Bell, Glenda	10/07/2011 [All Day]	10/08/2011 [All Day]	09/13/2011 6:13pm	Vacation Time	Pending	Edit
Collier, Gabby	10/11/2011 [All Day]	10/11/2011 [All Day]	09/13/2011 1:04pm	Sick Time	Pending	Edit
Shull, Amanda	03/02/2012 [All Day]	03/12/2012 [All Day]	09/13/2011 12:02pm	Vacation Time	Pending	Edit
Feinstra, Joyce	10/20/2011 [All Day]				Pending	Edit
Shappee, Carolyn	12/01/2011 0:00am				Pending	Edit
Shoemaker, Sherry A	12/26/2011 [All Day]				Pending	Edit
Shoemaker, Sherry A	11/25/2011 [All Day]				Pending	Edit
Welch, Shelby	12/24/2011 [All Day]				Pending	Edit
Dragit, Casey	10/16/2011 6:00am				Pending	Edit
VanderWeele, Michael	09/25/2011 [All Day]				Pending	Edit
Vesely, Lisa	12/25/2011 [All Day]				Pending	Edit
Maneke, Todd	11/24/2011 [All Day]				Pending	Edit
Bailey, Lea	10/21/2011 [All Day]				Pending	Edit
Weaver, Thad	12/26/2011 [All Day]				Pending	Edit
Sikes, Cassie	12/15/2011 8:00am				Pending	Edit
Welch, Shelby	03/02/2012 [All Day]				Pending	Edit
Weeks, Joseph	11/23/2011 [All Day]				Pending	Edit

Edit Time-Off Request

Requested By: **April McMillen**
 Type: Vacation Time
 Submitted On: 09/16/2011 11:54am

From: 09/23/2011 1:00pm
 To: 09/23/2011 5:00pm


Comments: We are going to a conference in Chicago, and Mike just now told me what time it starts at and how long it takes to get there... sorry for the kinda late notice.

Date	Start	End	Duration	Shift Type	PTO Hours	Status	Actions
<input type="checkbox"/> 09/23/2011	13:00	17:00	4 Hrs	None	0	Pending	Approve Deny

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Trade/Swap Request

- Manage all your trade/sub requests.
- View all employees or choose one from the dropdown menu.
- Default date range will always be today + 6 months.
- Click edit to interact with each request.

Trade Requests 

All Employees ▼ 09/18/2011 03/18/2012 Any Status ▼

Submitted Trade-Credit Requests

Employee	Cost Center	From	To	Position	Level/Rank	Shift Profile	Vehicle	Filled By	Shift	Comments	Status	Actions
Melissa Betts		05/23/2009 8:00am	05/23/2009 8:00pm	EMT	Level 1	Station 6	4110	Tangle Crumb	8:30am-8:30am		pending	Edit
Melissa Betts		09/21/2009 7:30am	09/22/2009 7:30am	Driver	Driver	W/C 800		Michael Hopp	8:00am-6:00pm		approved	
Melissa Betts		02/06/2010 8:00am	02/07/2010 8:00am	Driver	Driver	W/C 530	W/C 908	Rodger Turney	5:30am-3:30pm		approved	
Nicole Decker		02/11/2009 9:30pm	02/11/2009 9:30pm	Driver	Driver	Wheelchair 530 (2)		William Nelson	5:30am-3:30pm		pending	Edit
Nicole Decker		02/25/2009 9:30pm	02/25/2009 9:30pm	Driver	Driver	Wheelchair 530 (3)		William Nelson	5:30am-3:30pm		approved	
Nicole Decker		03/11/2009 9:30pm	03/11/2009 9:30pm	EMT	Level 1	Station 3		Tangle Crumb	8:00pm-8:00am		approved	
Nicole Decker		03/25/2009 9:30pm	03/25/2009 9:30pm	EMT					7:30am-7:30am		approved	
Nicole Decker		04/17/2009 8:00am	04/18/2009 8:00am	EMT					6:30am-6:00pm		approved	
Nicole Decker		07/19/2009 7:30am	07/20/2009 7:30am	Driver					12:00pm-10:00pm		approved	
Nicole Decker		07/10/2009 7:30am	07/11/2009 7:30am	Dispa					6:00am-12:00pm		approved	
Nicole Decker		07/24/2009 7:30am	07/25/2009 7:30am	(stabi					7:00pm-7:00pm		approved	
Eric Ferrell		02/26/2009 7:30am	02/26/2009 7:30pm	Param					7:30am-7:30am		approved	
Tabitha Flatau		06/04/2009 8:00am	06/04/2009 8:00pm	Office					9:00am-7:30pm		approved	
William Nelson		11/04/2009 6:00pm	11/04/2009 10:00pm	EMT					6:00am-6:00pm		approved	
Amy Oosterlinck		09/24/2009 10:00am	09/24/2009 10:00pm	Driver					5:00am-12:00pm		approved	
Cheryl Stadler		04/04/2009 8:00pm	04/05/2009 8:00am	EMT					12:00pm-6:30pm		approved	
Cheryl Stadler		05/28/2009 8:30am	05/29/2009 8:30pm	Driver					12:00pm-10:00pm		approved	
Max Streater		07/21/2009 8:00am	07/22/2009 8:00am	Param					6:30am-6:30pm		approved	
Rodger Turney		07/05/2010 8:00am	07/06/2010 8:00am	Param					8:00am-8:00am		approved	
Rodger Turney		08/28/2009 8:00am	08/28/2009 8:00pm	Driver		Bus 45		Michael Hopp	8:00am-6:00pm		approved	

Edit Trade-Credit Request ✕

From: 09/29/2010 8:30am Employee: Melissa Betts
 To: 09/30/2010 8:30am Filled by: Tangle Crumb

Status: — select one — ▼

Comments:

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Pickup Shifts

- Manage all your Pickup Shift requests.
- View all employees or choose one from the dropdown menu.
- Default date range will always today + 6 months.
- Click edit to interact with each request.
- Shift Pickups – Turn on and off individual open shift one at a time or in bulk through Schedule Wizard.

Pickup Open Shift Requests

All Employees | 09/18/2011 | 11/17/2011 | All Requests | Apply Filter

Employee	From	To	Shift Profile	Position	Level/Rank	Scheduled Hours	Actual Hours	Total w/ Shift	Status	Actions
Shawn Osterlind	09/18/2011 18:00	09/19/2011 06:00	Dispatch 1800 (2)	Dispatcher	EMD	22	8.9	34	Approved	
Shawn Osterlind	09/20/2011 08:00	09/20/2011 18:00	W/C 800					32	Approved	
Shawn Osterlind	09/24/2011 04:00	09/24/2011 14:00	Carevas A					20	Approved	
Shawn Osterlind	09/25/2011 07:00	09/25/2011 17:00	Caravan D					20	Pending	Edit

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Edit Pickup Open Shift Request

Employee: Shawn Osterlind | Open Shift: Driver / Driver

Scheduled Hours: 10 | From: 09/25/2011 07:00

Actual Hours: 0 | To: 09/25/2011 17:00

Total w/Shift: 20

Status: Pending

Cancel | Update Status

View Schedule

- View a schedule based on a the Number of weeks dropdown (top right hand corner of page)
- View schedule by Cost Center
- Colored boxes are your open shifts (Note: color set in shift qualifications)
- Interact and fill your shifts by using the right click menu.

View: Weekly Calendar West Date: 09/18/2011 Number of Weeks: 1 Go

Previous Week Previous Month Next Week Next Month

Week of 9/18 - 9/24

West		Sun 9/18	Mon 9/19	Tue 9/20	Wed 9/21	Thu 9/22	Fri 9/23	Sat 9/24
Keeler	Paramedic	Rouse, Brian	Owen, Vance	Berthoud, Bryan	McNair II, William	Ferrell, Eric	Rouse, Brian	Nills, Melissa
	EMT	Reddick, Andre	Wilson, Sarah	Nelson, Greg	Decker, Nicole		Krupp, Staci	Kruger, Jason
Station 1	EMT	Noakes, Mary	Decker, Nicole	Mills, Melissa	Reddick, Andre	Nelson, Greg	Reddick, Andre	Nelson, Greg
	Paramedic	Quinn, Matt	Butler, Nicci	Kirby, Chad	Butler, Nicci	Owen, Vance	Quinn, Matt	Butler, Nicci
Station 2	Paramedic	Walters, Duane	Caldwell, Rick	Tharp, Lane	Zirkle, Jessica	Shappee, Carolyn	Statler, Cheryl	Caldwell, Rick
	EMT	Sharpe, Ian	Bemis, Nathan	Streeter, Max	Haney, Mark	Streeter, Max	Noakes, Mary	Wilson, Sarah
Station 3	EMT		NO SHIFT	NO SHIFT	Bemis, Nathan			
Station 4	Paramedic	McNair II, William	Zirkle, Jessica	Shappee, Carolyn	Walters, Duane	Tharp, Lane	McNair II, William	Shappee, Carolyn
	EMT	Lowder, Steve	Lowder, Steve	Kruger, Jason	McGowan, Markie	Williams, Mark	Decker, Nicole	Streeter, Max
Station 5	Paramedic	Kirby, Chad	Peterson, Jessy	Ferrell, Eric	Chumney, Duane	Caldwell, Rick	Walters, Duane	Camp, Darrell
	EMT	Price, Dakota	McGowan, Markie	Flatau, Tabitha	Price, Dakota	Nelson, William	Price, Dakota	McGowan, Markie
Station 7	Paramedic	Chumney, Duane	Camp, Darrell	Statler, Cheryl	Camp, Darrell	Mills, Melissa	Peterson, Jessy	Chumney, Duane
	EMT	Krupp, Staci	Nelson, William	Sharpe, Ian	Wilson, Sarah	Kruger, Jason		Williams, Mark

Daily Discrepancy

- Manage all deviations from your schedule per day.
- Adjust punches.
- Reallocate Cost Centers.
- View Reasons for late punch outs by employee.
- Compare actual punches to schedule.
- Create new punches for shifts, allocate shifts to absences.

Daily Discrepancy Wizard

Date: refresh

Name	Employee ID	Scheduled Start Time	Scheduled End Time	Scheduled Duration	Punched In	Punched Out	Punch Total	Discrepancy
<u>Arnold, Mallory</u>	1173	09/18/2011 05:30	09/18/2011 17:30	12:00	09/18/2011 06:00	09/18/2011 18:50	12:50	Late Punchin (30 minutes). Late Punchout (80 minutes).
Shift Profile: Shift A 500 Qual: Paramedic:Level I Discrepancy Reason Given: Overtime: On a Call - cardiac arrest. paperwork, report East [New Timesheet Entry] [Sick] [Absent]					Start <input type="text" value="06:00"/> End <input type="text" value="18:00"/> Dur <input type="text" value="12:50"/> <input type="checkbox"/> Approve <input type="button" value="UPDATE"/>			
<u>Fredericks, Melanie</u>	1208	09/18/2011 05:00	09/18/2011 17:00	12:00	09/18/2011 05:01	09/18/2011 06:00	00:59	Late Punchout (89 minutes).
Shift Profile: Shift A 500 Qual: EMT:Level I East [New]					Start <input type="text" value="05:01"/> End <input type="text" value="06:00"/> Dur <input type="text" value="00:59"/> <input type="checkbox"/> Approve <input type="button" value="UPDATE"/>			
					09/18/2011 06:00	09/18/2011 18:29	12:29	
					Start <input type="text" value="06:00"/> End <input type="text" value="18:29"/> Dur <input type="text" value="12:29"/> <input type="checkbox"/> Approve <input type="button" value="UPDATE"/>			
<u>Gibson, Kelly</u>	438	NOT SCHEDULED	NOT SCHEDULED		09/18/2011 06:00	09/18/2011 06:25	00:25	NOT SCHEDULED
Shift Profile: -- Qual: --					[New]			

Payroll Log

- Manage all your employees punches.
- Create new punches manually
- Edit existing punches while maintaining employees actual punches
- Post comments for any changes to punches
- Associate punches to scheduled shifts

Payroll Log

From: 09/17/2011 To: 09/17/2011 Employee: All Employees Cost Center: All Cost Centers Display New Time Sheet Entry

Emp	Clock In	Clocked Out	Hrs	
Smith, Kent	09/17/11 19:00	09/18/11 06:00	11:00	Edit Delete
Warnicke, Mark	09/17/11 19:00	09/18/11 02:02	07:02	Edit Delete
Bailey, Leo	09/17/11 18:30	09/18/11 06:00	11:30	Edit Delete
Walcott, Denise	09/17/11 18:30	09/18/11 06:00	11:30	Edit Delete
Collier, Gabby	09/17/11 18:00	09/18/11 05:56	11:56	Edit Delete
Gibson, Kelly	09/17/11 18:00	09/18/11 06:00	12:00	Edit Delete
Rader, Jennifer	09/17/11 18:00	09/18/11 05:57	11:58	Edit Delete
Streeber, Nicholas M	09/17/11 18:00	09/18/11 06:00	12:00	Edit Delete
Arnold, Mallory	09/17/11 17:30	09/18/11 06:00	12:30	Edit Delete

Location : Time Sheet

Employee: Shift: Last Edited By:

Paid Punches

Start Date : Start Time : Comment :

End Date : End Time :

[Edit Raw Punch](#)

Timesheet Wizard

- Manage your schedule in bulk by date range or pay period.
- Filters allow you to narrow down your search.
- Modify Employee and Cost Center.

The screenshot displays the 'TimeSheet Wizard' interface. At the top, there is a header 'TimeSheet Wizard' with a small icon. Below it, a section titled 'Modify/Search Timesheets' contains 'Search Options'. The search options include 'Query By:' with radio buttons for 'Date Range' (selected) and 'Pay Period'. There is an 'Add Filter:' dropdown menu currently set to '- Select Filter -'. The 'Order By:' dropdown is set to 'Shift Date'. Below these are 'Filters' with an 'Employee:' dropdown set to 'All Employees'. The 'Start Date:' is '09/01/2011' and the 'End Date:' is '09/01/2011'. There are 'Search' and 'Clear' buttons.

Below the search options is a table with the following columns: All, Time ID, Shift ID, Employee Name, Date, Punch In, Punch Out, Duration, Cost Center, and Update. The table contains 7 rows of data.

All	Time ID	Shift ID	Employee Name	Date	Punch In	Punch Out	Duration	Cost Center	Update
<input type="checkbox"/>	60503	134563	Tham, Lane	09/01/2011	19:20	07:30	00:00	West	Edit
<input type="checkbox"/>	60504	127047	Mumford, Gary	09/01/2011	19:00	22:26	00:00	East	Edit
<input type="checkbox"/>	60502	110867	Koeneke, Chris	09/01/2011	19:00	07:00	00:00	East	Edit
<input type="checkbox"/>	60501	110866	Crown, Kai	09/01/2011	19:00	06:51	00:00	East	Edit
<input type="checkbox"/>	60499	110864	Suzek, Tyler J	09/01/2011	18:30	06:48	00:00	East	Edit
<input type="checkbox"/>	60500	110874	Balev, Lea	09/01/2011	18:30	06:41	00:00	East	Edit
<input type="checkbox"/>	60498	110863	Gibson, Kelly	09/01/2011	18:00	06:03	00:00	East	Edit

Timecard Summary

- Select payroll period.
- Approve all timecards.
- Breakdowns of Regular, Overtime, Double Time, Sick, Vacation, and Holiday pay.
- Red colored employees represent “NOT Approved timecards.”
- Green colored employees represent “Approved timecards.”
- Export payroll in custom CSV, Comma Delimited, or any format your payroll requires.

Timecard Summary

Payroll Summary - Employee Detail:

Pay Period #37: (9/11/2011 to 9/18/2011) Close Pay Period Export Print

Location: Payroll Summary - Employee Detail

Employee:	EmpID	Primary	REG	REG/\$	OT	OT/\$	DT	DT/\$	SICK	SICK/\$	HOL	HOL/\$	VAC	VAC/\$	Total	TOTAL/\$
Ailers, Grant	585	East	40	\$372.00	11.7	\$163.22	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	51.7	\$535.22
Anderson, Andy	1182	West	40	\$480.00	13.26	\$198.95	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	53.26	\$598.90
Arnold, Makari	1173	East	40	\$520.00	9.66	\$188.37	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	49.66	\$708.37
Bailey, Lisa	1196	East	40	\$460.00	28.85	\$497.66	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	68.85	\$957.66
Barnes, Bob	268	Wheel Chair East	40	\$364.00	3.28	\$44.77	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	43.28	\$408.77
Bell, Glenda	1251	Wheel Chair West	31.29	\$239.37	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	31.29	\$239.37
Bemis, Nathan	680	West	40	\$296.00	6.55	\$72.71	0	\$0.00	24	\$177.60	0	\$0.00	0	\$0.00	70.55	\$546.31

Timecard Summary

- Compare Actual Punches to Scheduled Shifts.
- View automatically collected Commission.
- View Employees Approval Status.
- Edit punches directly from timecards.
- Reallocate Cost Centers.
- View any Pay period.
- Timecard now allows for holidays to be added manually for employees' primary cost center only.

Pay Period #37: (9/11/2011 to 9/18/2011) Timecard for Pay Period Ending 09/16/2011 for Grant Allers
Paycode: Dispatch

Pay Period - Employee Actual Punches PTO [\[Refresh\]](#)

Name	Date	Start Time	End Time	Cost Center	Paid	Non-Paid	OT	DT	Hol	Reg	Total Time
Allers, Grant	09/11/2011 (Sun)	06:00	18:05	East (Pr.)			0.00	0.00	0.00	12.09	12:06 (12.09)
Allers, Grant	09/12/2011 (Mon)	06:00	18:05	East (Pr.)			0.00	0.00	0.00	12.10	12:06 (12.10)
Allers, Grant	09/14/2011 (Wed)	06:00	18:00	East (Pr.)			0.00	0.00	0.00	12.01	12:01 (12.01)
Allers, Grant	09/16/2011 (Fn)	06:00	18:00	East (Pr.)							12:00 (12.00)
Allers, Grant	09/16/2011 (Fri)	18:00	21:30	East (Pr.)			11.7	0.00	0.00	3.8	03:30 (3.50)
Overtime - Week (over 40 hours): 23.4											
					Totals: 11.7 0 0 40 51:42 (51.70 Hours)						

Pay Period - Scheduled Shifts * Items in red text are unpaid
* Items in orange text are pto

Date	Shift Profile	Description	Start Time	End Time	Duration
09/11/2011	Dispatch 600 (2)	Dispatcher	06:00	18:00	12:00
09/12/2011	Dispatch 600 (3)	Dispatcher	06:00	18:00	12:00
09/14/2011	Dispatch 600 (3)	Dispatcher	06:00	18:00	12:00
09/16/2011	Dispatch 600 (3)	Dispatcher	06:00	18:00	12:00
09/16/2011	BLS Standby 2	EMT	18:00	22:00	04:00
Total For Pay Period					52:00

VA Commissions [\[Edit\]](#)

Run Number	Date	Total Time
- No Commissions Found -		
Total Time For Pay Period		0:00

Supervisor Approval Status: Pending
Employee Approval Status: Pending

[Next Timecard](#)

Cost Center Summary

- After you close pay periods view the dollar breakdown per cost center.
- Receive breakdowns of Regular, Overtime, Double Time, Sick, Vacation and Holiday pay.
- Print if you need hard-copy.
- Change between pay periods.

Payroll Summary by Cost Center:

Pay Period #35: (8/28/2011 to 9/04/2011) Print

Location : Payroll Summary by Cost Center

Cost Center:	REG	REG/\$	OT	OT/\$	DT	DT/\$	SICK	SICK/\$	HOL	HOL/\$	VAC	VAC/\$	Total	TOTAL/\$
Dispatch	295.64	\$3,512.23	44.61	\$765.63	0	\$0.00	24	\$277.32	0	\$0.00	0	\$0.00	364.25	\$4,555.18
East	1971.41	\$20,999.95	462.87	\$8,428.86	0	\$0.00	136	\$1,731.60	0	\$0.00	0	\$0.00	2570.28	\$33,160.41
Office	306.89	\$4,245.53	3.56	\$112.95	0	\$0.00	32	\$406.00	0	\$0.00	0	\$0.00	342.55	\$4,764.48
West	1503	\$14,758.35	758.91	\$11,292.62	0	\$0.00	85	\$577.26	0	\$0.00	0	\$0.00	2327.91	\$26,628.23
Wheel Chair East	441.87	\$4,033.31	80.86	\$789.04	0	\$0.00	10	\$88.50	0	\$0.00	0	\$0.00	512.73	\$4,910.85
Wheel Chair West	455.38	\$3,754.64	34.59	\$943.19	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	489.97	\$4,297.83
Grand Total:	4574.19	\$53,304.01	1366.5	\$21,932.29	0	\$0.00	267	\$3,080.68	0	\$0.00	0	\$0.00	6607.69	\$78,316.98

Availability

Employees may enter their availability by clicking on the “schedule” tab in the employee portal. Then select “Click here to manage your preferences” under **Availability – Work Preferences**.

Home Mail Schedule My File Care Program Staff Directory Virtual

General Schedule - Information

Employment Status:	Full Time
Scheduled Time This Period:	56
Actual Time Worked To-Date:	0
Paid Time Off Total	240
Vac Time Paid:	0
Vac Time Unpaid:	0
Sick Time Paid:	14
Sick Time Unpaid:	0
Paid Time Off Remaining:	226

Availability - Work Preferences

[Click here to manage your preferences](#)

Once selected, a pop-up window will appear with the employee’s calendar. By clicking on a date, an employee can select their availability start and end times for that day.

Availability Calendar Show Events: All All Times in Eastern time zone

month week day today

October 2011

Sun	Mon	Tue	Wed	Thu	Fri	Sat
25	26	27	28	29	30	1
2	3	4	5	6	7	8
9	10	11 Available 20:00-23:00	12 Available 10:00-23:00	13 Available 06:00-08:00 Available 09:00-16:00	14 Available 07:00-11:00	15 Available 06:00-09:00 Available 11:00-14:00
16	17	18 Available 06:00-10:00 Available 15:00-24:00	19	20 Available 07:00-09:00	21 Available 00:00-03:00	22

Add Availability Block : Wed Oct 19 2011 X

Enter the hours you are available on this day:

Start: 00:00 End: 00:00

Cancel Add Availability

Availability

- Managers can access a summary of their employees' availability through the "Employee Availability" report.
- The report can be found in the Management Portal by clicking on the Human Resources dropdown and then selecting Reports. The Employee Availability report is listed under the Schedule category.
- The report displays the weekly availability for all employees with the selected cost center. (Cost centers can be selected in the top right-hand corner of the screen.)



Ambulance ▾ AMB - 1 ▾ A ▾ Dispatch ▾ Submit

- Once selected, choose a start date and the number of weeks you would like to view and click "Go."

Location : Employee Requested Availability

Date: 10/16/2011 Number of Weeks: 1

Week of 10/16 - 10/22

Employee	Sun	Mon	Tue	Wed	Thur	Fri	Sat
Oosterlinck, Amy		09:00-15:00	09:00-15:00	09:00-15:00	09:00-15:00	09:00-15:00	
Gordon, Michael							
Roder, Jennifer							
Morrison, Audree J.							
Draqt, Casey							
Oosterlinck, Shawn			06:00-10:00 15:00-24:00		07:00-09:00	00:00-03:00	

Availability

Employee availability is added to the “Manage Assigned Schedule Entry” page either by clicking on “Availability” or as a column within the “Available Employees” link. This paged is used when editing or adding a shift within the Daily Worksheet.

Manage Assigned Schedule Entry

Date: 10/16/2011 [Sun] Shift Profile: Dispatch 600 (2)
 Start Time: 10/16/2011 06:00 Duration: 12:00 Qualification: Dispatcher:EMD

Template Dispatch
Schedule Dispatch 2
Schedule Item Type Regular
Shift Profile Dispatch 600 (2) #1) Dispatcher:EMD
Qualification Dispatcher:EMD
Date 10/16/2011 [Sun]
Select Employee - Select Employee - [Info](#) [Available Employees](#) [Availability](#)
Start Time 06 : 00
Duration 12 : 00
Comments
 Notify Employee

Availability: a list of all employees and their availability for that day. You may select an employee by clicking on the employee’s name.

Employee	Availability
Allers, Grant	-
Anders, Karen	-
Anderson, Andy	-
Arnold, Mallory	-

Available Employees: A list of employees starting with the most cost effective option. Availability for each employee has been added as the final column on the right.

Employee	Position	Level	M List	Sched Hrs	Actual Hours	PT	FT	Availability
Anders, Karen	Paramedic	Level I	<input type="checkbox"/>	0	0		Y	
Anderson, Andy	EMT	Level I	<input type="checkbox"/>	0	0		Y	
Austin, Sylvia	Driver	Driver	<input type="checkbox"/>	0	0	Y		
Bailey, Lea	Paramedic	Intro	<input type="checkbox"/>	0	0		Y	
Baker, Christina	Driver	Driver	<input type="checkbox"/>	0	0	Y		