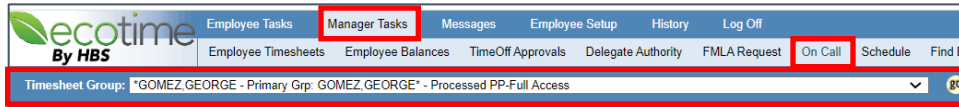


Supervisor/Timekeeper Assigning an Employee On-Call



Assigning an Employee On-Call

1. Open Web Browser, enter Ecotime URL
2. If **Single Sign On** displays, enter Active Directory **User Name** and **Password**, click **Login**
3. Select **Manager Tasks**, select **On Call**, select **Timesheet Group**, click **go**



4. The **On Call** page displays, **Employees**, calendar, and current **On Call Assignments**, select the desired employee

Employee On Call Schedule			
Employee Name	Assigned	On Call Today	
ALBERTER,LOIDA,JOSON (ALBERTER,LOIDA,JOSON (000008530/10361881))			
CARLSON,SHIELA,MARIE,E (CARLSON,SHIELA,MARIE,E (000126057/10421047))			
MENDOZA,JANELLE,ROSE,AQUILER (MENDOZA,JANELLE,ROSE,AQUILER (000035712/10403774))			
POON,GLORIA,ANN (POON,GLORIA,ANN (000665995/10415731))			
PRATARELLI,ANNE,MARIE (PRATARELLI,ANNE,MARIE (000671992/10416201))			

July 2020						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	29	30	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1

On Call Assignments				
Employee	Time In	Time Out	Restricted	Status

5. There are 2 sections on this page, **Add On Call Assignment** and **Employee On Call Schedule Assignments Search**
6. Use the **Add On Call Assignments**

Add On Call Schedule Assignment:						
Condition: Every Saturday	From Date: 07/06/2020	End Date: 08/06/2020	Cost Center: 	Restricted: <input type="checkbox"/>	Time In: 08:00 AM	Time Out: 12:00 PM

7. Enter the following data:
 - a. **Condition:** select day or days of the week
 - b. **From Date** and **End Date:** enter applicable dates
 - c. **Cost Center:** not used at this time
 - d. **Restricted:** not used at this time
 - e. **Time In** and **Time Out:** enter the applicable hours
8. Click **Save**
9. In **Employee On Call Schedule Assignments Search**, the new **On Call Schedule** displays

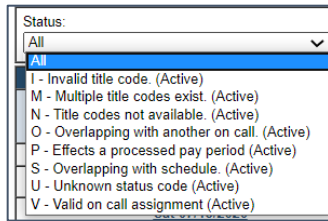
Employee On Call Schedule Assignments Search:						
Status: All	Date From: 07/06/2020	Date To: 08/06/2020	Retrieve Data			
Date	Time In	Time Out	Restricted	Status	Delete	Select All / Unselect All
Monday 07/06/2020 - Thursday 08/06/2020						
			Current			
Sat 07/11/2020	08:00 AM	12:00 PM		V	<input type="checkbox"/>	
Sat 07/18/2020	08:00 AM	12:00 PM		V	<input type="checkbox"/>	
Sat 07/25/2020	08:00 AM	12:00 PM		V	<input type="checkbox"/>	
Sat 08/01/2020	08:00 AM	12:00 PM		V	<input type="checkbox"/>	
Status Descriptions						
V - Valid on call assignment						

10. In the **Search**, the **Status** will reflect **All**, and displays newly created assignment

Supervisor/Timekeeper

Assigning an Employee On-Call

11. The **Status** for this assignment is **V = Valid On Call Assignment**
12. The various **Status Codes** are shown below:



13. In the **Delete** column, can **Select All** or select individual **Dates** to delete, and click **Delete**

Reminders

- On Call Schedule stays in effect until the **End Date** or is deleted
- If employee is called into work during On Call schedule, when entering time in and out, they will select **On Call/Call Back Worked**