

## Scheduling Time Off with Coverage

This manual details the steps to enter a staffing record that requires the hiring back of staff to meet manning requirements.



Open the scheduling console by selecting the **Sched** button on the main Firehouse task bar

Figure 1

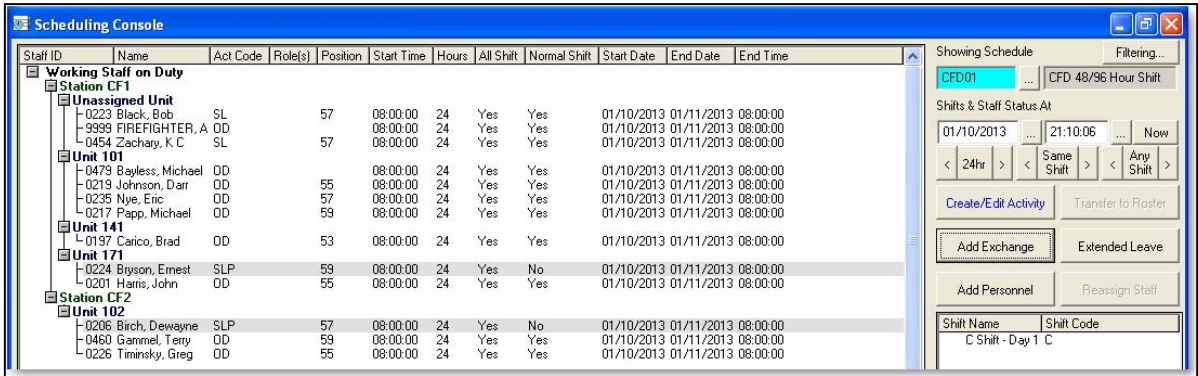


Figure 2

When the scheduling console opens, your screen should be similar to the one shown above.

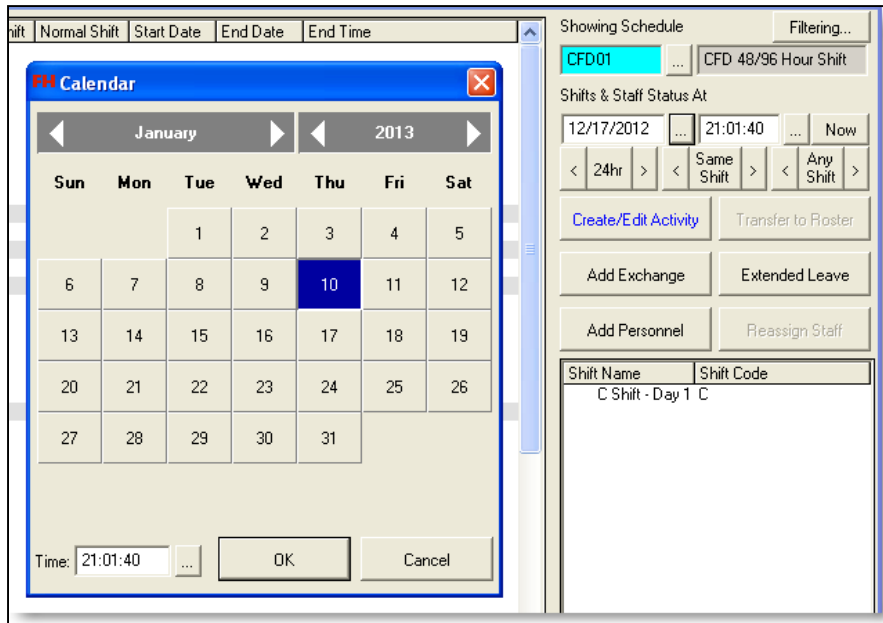


Figure 3

Using the calendar button on **Shifts & Staff Status At**, go to the first shift for the member that you need to schedule shift coverage for.

Assigned ID	Assigned Name	Replacement ID	Replacement Name	Role(s)	Position	Start Time	Hours	All Shift	Start Date	End Date	End Time
There are no Approved Exchanges											
There are no Unapproved Exchanges											
Approved Reassignments											
0226	Timinsky, Greg	0226	Timinsky, Greg			08:00:00	0	Yes	11/30/2013	12/01/2013	08:00:00
There are no Unapproved Reassignments											

Figure 4

Before creating a new exchange, check in the bottom box to see if there is already an approved exchange for the staff member.

If there is an exchange, double on the exchange and open the record.

Figure 5

Select the **Delete** button to delete the existing record.

Figure 6

A confirmation screen will open, asking if you are sure you want to delete the exchange. Select the **Yes** button.

Figure 7

After the record has been deleted, select the **Close** button to continue.

*If there are multiple exchanges listed in the bottom box, follow the previous three steps until all exchange records for the staff member have been deleted.*

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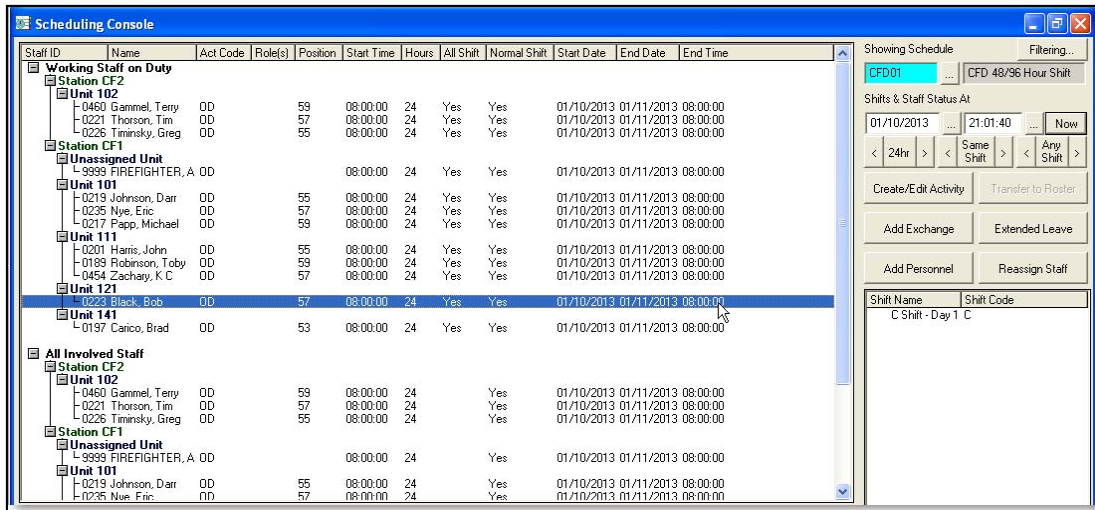


Figure 8

Once you are on the correct date and deleted any existing records, highlight the members name and double click on it. This will open the **Schedule Personnel Exchange** screen.

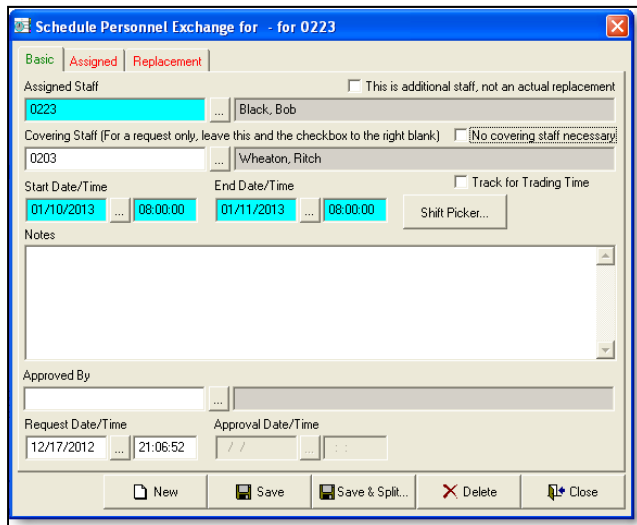


Figure 9

Once the **Schedule Personnel Exchange** screen opens, enter the replacement staff ID in the **Covering Staff** field.

Next select the **Assigned** tab.

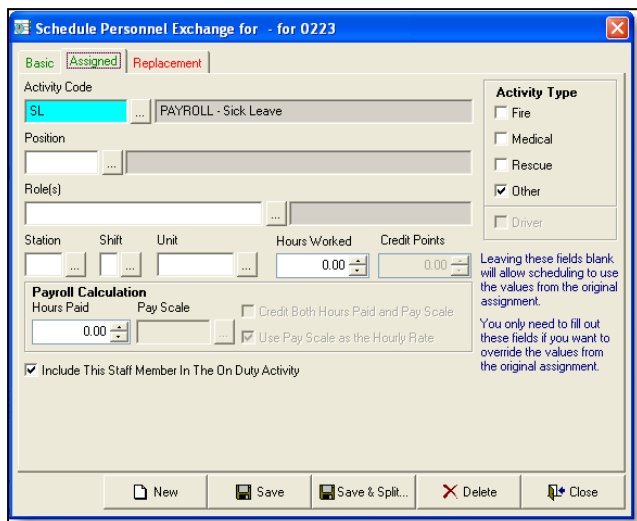


Figure 10

In our example in Figure 10, the **Activity Code** for sick leave has been entered. This is the only entry that needs to be made on this tab.

Next select the **Replacement** tab.

Figure 11

In our example in Figure 11, the **Activity Code** for sick leave pay was automatically entered when the sick leave code was entered on the assigned tab.

You will need to complete the following fields to complete the exchange record,

**Position**  
**Station**  
**Shift,** and  
**Unit**

**Note:** When you enter the shift, the **Approved By** field is updated at this time.

Figure 12

Figure 12 represents what a completed exchange record looks like when it is completed.

Select the **Save** and **Close** buttons to complete the record.

Figure 13

If you look at the **Basic** tab before you close the exchange record, you will see the **Notes** field was updated with a description of the staff exchange.

There are rules in place to update the **Notes** field based on most of the payroll codes where there are matching codes, i.e.

- Sick Leave - Sick Leave Pay**
- Workmen's Comp - Workmen's Comp Coverage**
- Transitional Work - Straight Time**
- Personal Leave - Straight Time**
- Personal Trade Off - Personal Trade Worked**
- On-Duty Training - Training Coverage, Straight Time**

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Assigned ID	Assigned Name	Replacement ID	Replacement Name	Role(s)	Position	Start Time	Hours	All Shift	Start Date	End Date	End Time
<b>Approved Exchanges</b>											
0223	Black, Bob	0203	Wheaton, Ritch		57	08:00:00	0	Yes	01/10/2013	01/11/2013	08:00:00
There are no Unapproved Exchanges											
There are no Approved Reassignments											
There are no Unapproved Reassignments											

Figure 14

In the bottom scheduler screen, where the approved, unapproved exchanges and reassignments are listed, your entry will show up under the approved exchanges section.

Staff ID	Name	Act Code	Role(s)	Position	Start Time	Hours	All Shift	Normal Shift	Start Date	End Date	End Time
<b>Working Staff on Duty</b>											
<b>Station CF2</b>											
<b>Unit 102</b>											
	0460 Gammel, Terry	OD		59	08:00:00	24	Yes	Yes	01/10/2013	01/11/2013	08:00:00
	0221 Thorson, Tim	OD		57	08:00:00	24	Yes	Yes	01/10/2013	01/11/2013	08:00:00
	0226 Timinsky, Greg	OD		55	08:00:00	24	Yes	Yes	01/10/2013	01/11/2013	08:00:00
<b>Station CF1</b>											
<b>Unassigned Unit</b>											
	9999 FIREFIGHTER, A	OD			08:00:00	24	Yes	Yes	01/10/2013	01/11/2013	08:00:00
<b>Unit 101</b>											
	0219 Johnson, Darr	OD		55	08:00:00	24	Yes	Yes	01/10/2013	01/11/2013	08:00:00
	0235 Nye, Eric	OD		57	08:00:00	24	Yes	Yes	01/10/2013	01/11/2013	08:00:00
	0217 Papp, Michael	OD		59	08:00:00	24	Yes	Yes	01/10/2013	01/11/2013	08:00:00
	0203 Wheaton, Ritch	SLP		57	08:00:00	24	Yes	No	01/10/2013	01/11/2013	08:00:00
<b>Unit 111</b>											
	0201 Harris, John	OD		55	08:00:00	24	Yes	Yes	01/10/2013	01/11/2013	08:00:00
	0189 Robinson, Toby	OD		59	08:00:00	24	Yes	Yes	01/10/2013	01/11/2013	08:00:00
	0454 Zachary, K C	OD		57	08:00:00	24	Yes	Yes	01/10/2013	01/11/2013	08:00:00
<b>Unit 141</b>											
	0197 Carico, Brad	OD		53	08:00:00	24	Yes	Yes	01/10/2013	01/11/2013	08:00:00
<b>All Involved Staff</b>											
<b>Station CF2</b>											
<b>Unit 102</b>											
	0460 Gammel, Terry	OD		59	08:00:00	24		Yes	01/10/2013	01/11/2013	08:00:00
	0221 Thorson, Tim	OD		57	08:00:00	24		Yes	01/10/2013	01/11/2013	08:00:00
	0226 Timinsky, Greg	OD		55	08:00:00	24		Yes	01/10/2013	01/11/2013	08:00:00
<b>Station CF1</b>											
<b>Unassigned Unit</b>											
	9999 FIREFIGHTER, A	OD			08:00:00	24		Yes	01/10/2013	01/11/2013	08:00:00
<b>Unit 101</b>											
	0219 Johnson, Darr	OD		55	08:00:00	24		Yes	01/10/2013	01/11/2013	08:00:00
	0235 Nye, Eric	OD		57	08:00:00	24		Yes	01/10/2013	01/11/2013	08:00:00
	0217 Papp, Michael	OD		59	08:00:00	24		Yes	01/10/2013	01/11/2013	08:00:00

Figure 15

The entry will also show up in the **Working Staff On Duty** section on the top part of the schedule module.

The entry will show the replacement staff member and the activity code that was selected when the exchange was created.