## 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.



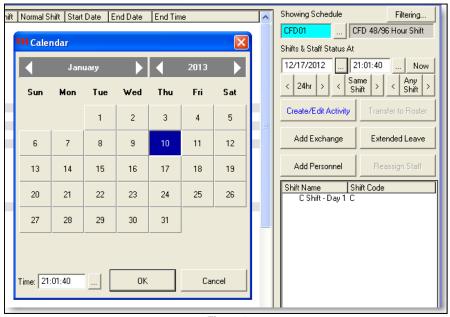
Open the scheduling console by selecting the Sched button on the main Firehouse task bar

Figure 1

taff ID	Name	Act Code Role	s) Position	Start Time	Hours	All Shift	Normal Shift	Start Date	End Date	End Time	~	Showing Schedule	Filtering
	ng Staff on Duty											CFD01 CFD 48/	96 Hour Shift
	on CF1												oo moar onar
	assigned Unit											Shifts & Staff Status At	
	0223 Black, Bob	SL	57	08:00:00	24	Yes			01/11/2013				
	9999 FIREFIGHTER, A			08:00:00	24	Yes	Yes		01/11/2013			01/10/2013 21:10:06	6 Nov
	0454 Zachary, K.C	SL	57	08:00:00	24	Yes	Yes	01/10/2013	01/11/2013	3 08:00:00			
	nit 101											< 24hr > < Same >	Any
				08:00:00	24	Yes			01/11/2013			< 24nr > < Shift >	< Shift
	0219 Johnson, Darr	OD	55	08:00:00	24	Yes			01/11/2013				
	0235 Nye, Eric	OD	57	08:00:00	24	Yes			01/11/2013			Create/Edit Activity Tra	
	0217 Papp, Michael	OD	59	08:00:00	24	Yes	Yes	01/10/2013	01/11/2013	3 08:00:00		director contributing	insterite inseter
	iit 141												
	0197 Carico, Brad	OD	53	08:00:00	24	Yes	Yes	01/10/2013	01/11/2013	3 08:00:00		Add Exchange Ex	tended Leave
	iit 171											Add Excitange	tended Ecove
	0224 Bryson, Ernest	SLP	59	08:00:00	24	Yes	No		01/11/2013				
	0201 Harris, John	OD	55	08:00:00	24	Yes	Yes	01/10/2013	01/11/2013	3 08:00:00		Add Personnel B	eassign Staff
	on CF2											Add Personner	
	nit 102											Carrier Lawrence	
	0206 Birch, Dewayne	SLP	57	08:00:00	24	Yes	No		01/11/2013		2	Shift Name Shift Cod	ie
	0460 Gammel, Terry	OD	59	08:00:00	24	Yes	Yes		01/11/2013			C Shift - Day 1 C	
L	0226 Timinsky, Greg	OD	55	08:00:00	24	Yes	Yes	01/10/2013	01/11/2013	3 08:00:00		and the second second	

Figure 2

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



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.

Figure 3

## FIREHOUSE USER MANUAL

Assigned ID	Assigned Name	Replacement ID	Replacement Name	Role(s)	Position	Start Time	Hours	All Shift	Start Date	End Date	End Time	
There a	ire no Approvec	l Exchanges										
There a	ire no Unapprov	ved Exchanges										
	ed Reassignmei	nts										
0226	Timinsky, Greg	0226	Timinsky, Greg			08:00:00	0	Yes	11/30/2013	3 12/01/201	3 08:00:00	
There a	ire no Unapprov	ved Reassignm	ents hij									
_												
					Figur	e 4						

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

there is an exchange, louble on the exchange and open the record.

📧 Shift Personnel %1 o	r Exception
Basic Assigned Replace	ment
Assigned Staff	This is additional staff, not an actual replacement
0223	Black, Bob
Covering Staff (For a request	only, leave this and the checkbox to the right blank) 🛛 🗌 No covering staff necessary
0223	Black, Bob
Start Date/Time	End Date/Time Track for Trading Time
03/11/2013 08:00:0	00 03/12/2013 08:00:00 Shift Picker
Notes	
	while on duty on 03/11/2013 08:00:00 through 03/12/2013 08:00:00
Approved By	
0197	Carico, Brad
Request Date/Time 02/09/2013 13:16:1	Approval Date/Time 12 02/09/2013 13:22:54
🗅 Nev	v 🔄 Save Split 🗙 Delete 💦 📭 Close
	Figure 5

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

FIREHOL	JSE Software
2	Are you sure you want to delete Shift Personnel %1 or Exception?
	Yes No

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

Figure (	6
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📴 Schedule Personnel Exch	ange for
Basic Assigned Replacement	1
Assigned Staff	This is additional staff, not an actual replacement
Covering Staff (For a request only, I	leave this and the checkbox to the right blank) I No covering staff necessary
Start Date/Time	End Date/Time Track for Trading Time
02/09/2013 13:38:12	02/09/2013 13:38:12 Shift Picker
Notes	
Approved By	
J	
Request Date/Time 02/09/2013 13:38:12	Approval Date/Time
🗅 New	Save Split X Delete 📭 Close

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.

Scheduli	ing Console												
taff ID		Act Code Role(s	) Position	Start Time	Hours	All Shift	Normal Shift	Start Date	End Date	End Time	~	Showing Schedule	Filtering
Workin													CFD 48/96 Hour Shift
Fo	1460 Gammel, Terry	OD OD	59	08:00:00	24	Yes	Yes		3 01/11/201			Shifts & Staff Status A	
LO	1226 Timinsky, Greg	OD D	57 55	08:00:00	24 24	Yes Yes	Yes Yes		3 01/11/201 3 01/11/201				21:01:40 Nov
	assigned Unit							~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~				< 24hr > <	Same > < Any Shift > < Shift
🗐 Uni				08:00:00	24	Yes	Yes		3 01/11/201			Create/Edit Activity	Transfer to Boste
		OD OD	55 57	08:00:00	24 24	Yes	Yes Yes		3 01/11/201 3 01/11/201				
Lõ ⊡Uni	1217 Papp, Michael	ŐĎ	59	08:00:00	24	Yes	Yes		3 01/11/201			Add Exchange	Extended Leave
Tho	1201 Harris, John	OD DD	55 59	08:00:00	24 24	Yes Yes	Yes Yes		3 01/11/201 3 01/11/201				1
	1454 Zachary, K.C	OD	57	08:00:00	24 24	Yes	Yes		3 01/11/201			Add Personnel	Reassign Staff
		0D	57	08:00:00	24	Yes	Yes	01/10/201	3 01/11/201	3 08:00:00		Shift Name	Shift Code
🗐 Uni	it 141	OD	53	08:00:00	24	Yes	Yes	01/10/201	3 01/11/201	3 08:00:00		C Shift · Day 1	C
All Invo Statio													
		OD OD	59 57	08:00:00	24 24		Yes Yes		3 01/11/201 3 01/11/201				
	1226 Timinsky, Greg	ŐĎ	55	08:00:00	24		Yes		3 01/11/201				
⊟Un	assigned Unit 1999 FIREFIGHTER, A	OD		08:00:00	24		Yes	01/10/201	3 01/11/201	3 08:00:00			
TFO	1219 Johnson, Darr	OD OD	55 57	08:00:00	24 24		Yes Yes	01/10/201	3 01/11/201		~		

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.

😼 Schedule Personnel Exch	ange for - for 0223 🛛 🔀
Basic Assigned Replacement	
Assigned Staff	This is additional staff, not an actual replacement
0223	Black, Bob
	leave this and the checkbox to the right blank) [No covering staff necessary]
0203	Wheaton, Ritch
Start Date/Time	End Date/Time Track for Trading Time
01/10/2013 08:00:00	01/11/2013 08:00:00 Shift Picker
Notes	
	<b>_</b>
Approved By	
	[
Request Date/Time	Approval Date/Time
12/17/2012 21:06:52	7.7 <u></u> : :
🗋 New	🕞 Save 🛛 🕞 Save & Split 🗡 Delete 🛛 📭 Close
	,

Figure 9

🧱 Schedule P	Personnel Excha	unge for - for O	223				
Basic Assigne	ed Replacement						
Activity Code	PAYROL	L - Sick Leave				Acti	i <b>vity Type</b> ire
Position						ΠM	ledical
						E R	escue
Role(s)						<b>I</b> 0	ther
						ΓD	river
Station S	hift Unit	Hours'	Worked 0.00 🛨	Credit	0.00		; these fields blank w scheduling to use
Payroll Calco Hours Paid	ulation Pav Scale					the valu	ies from the original tient.
0.00		Credit Bot				these fill override	y need to fill out elds if you want to e the values from
✓ Include This	Staff Member In Th	e On Duty Activity				the orig	inal assignment.
	🗅 New	📕 Save	🔚 Save &	Split	📉 🗙 De	elete	📭 Close
				_	_	_	

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

Next select the **Assigned** tab.

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.



Schedule Personnel Exchange for - for 0223			
Basic Assigned Replacement			
Activity Code	Activity Type		
SLP PAYROLL - Sick Leave Pay - Straight Time	Fire		
Position	Medical		
	☐ Rescue		
Role(s)	Contraction Other		
	Driver		
Station Shift Unit Hours Worked Credit Points	Leaving these fields blank		
	will allow scheduling to use		
Payroll Calculation Hours Paid Pay Scale Credit Both Hours Paid and Pay Scale	the values from the original assignment.		
0.00 - Uteut burn Hours Faid and Fay Scale	You only need to fill out these fields if you want to		
	override the values from		
Include This Staff Member In The On Duty Activity	the original assignment.		
Create Evolu	inge for Replacement		
	ange for risplacement		
🗅 New 📮 Save 💭 Save & Split 🗙 De	elete 📭 Close		

Figure 11

E Schedule Personnel Exchange for - for 0223								
Basic Assigned Replacement								
Activity Code	Activity Type							
SLP PAYROLL - Sick Leave Pay - Straight Time	Fire							
Position	Medical							
57 Driver/Operator	Rescue							
Role(s)	C Other							
	Driver							
Station         Shift         Unit         Hours Worked         Credit Points           CF1          C          101          0.00 ÷         0.00 ÷	Leaving these fields blank will allow scheduling to use							
Payroll Calculation Hours Paid         Pay Scale           0.00 ☆         □ <td colspan="3">the values from the original assignment. You only need to fill out these fields if you want to override the values from</td>	the values from the original assignment. You only need to fill out these fields if you want to override the values from							
✓ Include This Staff Member In The On Duty Activity the original assignment.								
Create Exchange for Replacement								
🗅 New 🛛 🔛 Save 🔛 Save & Split 🗙 🕅	Delete 📭 Close							

Figure 12

🚟 Schedule Personnel Exch	ange for - for 0223								
Basic Assigned Replacement									
Assigned Staff									
0223	Black, Bob								
	leave this and the checkbox to the right	blank) 🔲 No cover	ing staff necessary						
0203	Wheaton, Ritch	_							
Start Date/Time	End Date/Time	Track for	Trading Time						
01/10/2013 08:00:00	01/11/2013 08:00:00	Shift Picker							
Notes B. Wheaton covered B. Black's s									
Approved By									
0197	Carico, Brad								
Request Date/Time 12/17/2012 21:06:52									
🗋 New	Save Split	. X Delete	📭 Close						

Figure 13

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

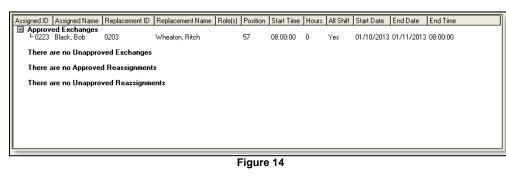
Select the **Save** and **Close** buttons to complete the record.

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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Act Code Role(s) Position Start Time Hours All Shift Normal Shift Start Date End Date End Time Name Staff ID Working Staff on Duty Station CF2 Ount 102
 Ont 102
 Odd Gammel, Terry OD
 Odd Gammel, Terry Odd Gam
 Odd Gammel, Terry Odd Gammel, Terry 24 24 24 08:00:00 08:00:00 08:00:00 Yes Yes Yes 01/10/2013 01/11/2013 08:00:00 01/10/2013 01/11/2013 08:00:00 01/10/2013 01/11/2013 08:00:00 59 57 55 Yes Yes Yes 08:00:00 24 Yes 01/10/2013 01/11/2013 08:00:00 Yes □ 9999 TIREFIGHTER, A 0D □ Unit 101 □ 0235 Nye, Eric 0D □ 0203 Wheston, Ritch SLP □ Unit 111 □ 0203 Harris, John 0D □ 0189 Robinson, Toby 0D □ 0454 Zachaty, K C 0D □ Unit 111 □ 0197 Carico, Brad 0D 01/10/2013 01/11/2013 08:00:00 01/10/2013 01/11/2013 08:00:00 01/10/2013 01/11/2013 08:00:00 55 57 59 08:00:00 24 24 24 24 Yes Yes 08:00:00 Yes Yes Yes 08.00.00 Yes 57 08:00:00 Yes No 01/10/2013 01/11/2013 08:00:00 24 24 24 55 08:00:00 Yes Yes 01/10/2013 01/11/2013 08:00:00 08:00:00 01/10/2013 01/11/2013 08:00:00 01/10/2013 01/11/2013 08:00:00 59 57 Yes Yes Yes Yes 53 08:00:00 24 Yes Yes 01/10/2013 01/11/2013 08:00:00 🖃 All Involved Staff All Involved Starr Station CF2 Unit 102 -0460 Gammel, Terry -0221 Thorson, Tim -0226 Timinsky, Greg 24 24 24 OD 59 08:00:00 Yes 01/10/2013 01/11/2013 08:00:00 OD OD 57 55 08:00:00 08:00:00 Yes 01/10/2013 01/11/2013 08:00:00 01/10/2013 01/11/2013 08:00:00 Station CE1 Unassigned Unit 08:00:00 01/10/2013 01/11/2013 08:00:00 24 Yes 🖻 Unit 101 -0219 Johnson, Darr -0235 Nye, Eric -0217 Pann Michael 01/10/2013 01/11/2013 08:00:00 01/10/2013 01/11/2013 08:00:00 01/10/2013 01/11/2013 08:00:00 OD OD 24 24 24 Yes Yes 55 57 08:00:00 08:00:00 ΠD 59 08-00-00

Figure 15

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

> 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.