

Effective Saturday, May 27<sup>th</sup>, 2017 at midnight; the When to Work (W2W) schedule will be utilized as the primary timekeeping tool for the purposes of payroll calculations and leave adjustments. All supervisors (full time Drivers and Lieutenants), should currently have edit permissions in W2W so they may update staffing changes during their shift and truly reflect time worked by their crews.

To maintain consistency and better insure accuracy, the following color codes and rules will be utilized when editing W2W:

## EXAMPLE:

Monday May-15	Tuesday May-16	Wednesday May-17	Thursday May-18	Friday May-19	Saturday May-20	Sunday May-21
Eng 501	Eng 501	Eng 501	Eng 501	Eng 501	Eng 501	Eng 501
12am-8am A Eloy, Baeza - PTO A Carlos Braumueller - FF 1 TRD W Lune synback later date A Mike Harper - DPO PT Tyter Pathonien - FF 2 A Eric Pena - LT. Bam - 12am B the Charlot Charlos - FF 2 B LJ Padatecki - LT. B Kevin, Stahl - DPO	12am-8am B Richard Ef Richani - FF 2 B Mat Luna - FF 1 B LJ Padaleski - LT. B Kevin, Stahl - OPO Sam - 12am C John, Barlow - LT. C Den Cook - LT. C Den Cook - CH. C Cam Porton- OPO C Alexander, Silvinske - FF 1	12an-3an C. John, Barlow - LT. C. Ben Cook - Kelly PT Tyler Pankonien - FF 2 C. Sam Porter - DPO C. Alexander, Skiniske, FF 1 Bam - 12an A Eloy, Baeza - Kelly Kelly day A Barlow, Baeza - Kelly Kelly day A Barlow, Baeza - Kelly Kelly day Kelly day	12an - 3am A Eloy, Baeza - Kelly A Carlos Braumueller - PTO A Milke Happer - DPO B Matt Luna - FF 1 Coverage for Carlos - FF 2 FF 17 Parkonien - FF 2 Ban - 23am - LT Ban - 12am - LT B Hoff Luna - FF 1 B LJ Padalecki - LT B LJ Padalecki - LT B Kevin, Stahl - DPO TRD w/ Porter payback from 05/13	12am-8am B Richard E Richani - FF 2 B Matt Luna - FF 1 B L J Padaleck - LT. B Kovin, Stahl - DPO TRD W Poter payback from 05/13 TRD W Poter payback from 05/13 C John, Barlow - PTO C John, Barlow - PTO C John, Carlow - FT Ading OIC C Alexander, Slivinske - FF 1 TRD W Luna B Kevin, Stahl - DPO	12an - Sam C John, Barlow - PTO C Ben Cook - FF 2 C Sam Potter - LT. Acting OIC C Alexander, Silvinske - FF 1 TRD will Lank Barlow - Stahl - DPO Barlow - Stahl - DPO Barlow - DPO A Carlos Braumeller - FF 1 A Mike Harper - DPO TRD payhack W Padaecki Payhack from 0506 A Eric Pena - LT.	12an - Sam A Eloy, Bacza - PTO A Carlos Braumweller - DPO A Mike Mapre - DPO TRD w Padalecki Payback from 05/06 A Eric Pena - UT. Ban - 12an B Richard E Richani - FF 2 B Nath Lana - FF 1 B Richard E Richani - FF 2 B Nath Lana - FF 1 B Kevin, Stahl - DPO
Station Event	Station Event	Station Event	Station Event	Station Event	Station Event	Station Event
9am - 10am (Unassigned) Fitness Program @ FreeYourFitness24 9am - 11am (Unassigned) Capital Area Fire Chiefs Assn.	8:45am - 1:15pm [Umassigned] BEC Austin - Active Shooter Class for their employees 9:30am - 10am [Umassigned] LegalShield Optional Benefit to Employee Presentation	9am - 10am (Unassigned) Fitness Program @ FreeYourFitness24 [Jm - 2pm (Unassigned) LegalShield Optional Benefit to Employee Presentation (Unassigned) Homeowner's Assn. Mig	9.30am - 10am (Unassigned) LegatShield Optional Benefit to Employee Presentation 6.30gm - 7.30pm (Unassigned) The Estates of Shady Hollow Board meeting	9am - 10am ( <b>Unassigned</b> ) Fitness Program @ FreeYourFitness24		

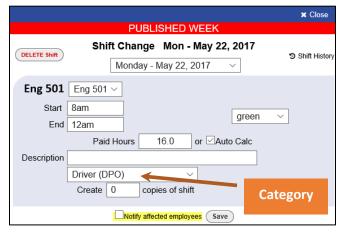
## **Color Codes:**

	Personnel on PTO	BLACK
RED	Personnel on Kelly Day	FUCHSIA
BLUE	Personnel on Extra Hours	MAROON
GREEN	Personnel on Trade	LIME
	Personnel on Department Leave for Training	GOLD
TURQUOISE		
ORANGE	All Station Events	PURPLE
	Start and End of Pay Period	SALMON
	BLUE GREEN TURQUOISE	REDPersonnel on Kelly DayBLUEPersonnel on Extra HoursGREENPersonnel on TradePersonnel on Department Leave for TrainingTURQUOISEORANGEAll Station Events

When a **regularly assigned member is off duty**, they should be left on the schedule but their Category changed to reflect their status (i.e. PTO, Kelly, Training, etc.).

If a member is **working a trade**, the normally on-duty member should be left on the schedule. Add notes in the Description field about who is working the trade and if it is first half or second half of a trade. Remember that the member that is normally on duty is the person actually being paid during a trade.

Any member that is stepping up in a **higher-class** positon will need their Category changed to reflect the position they are working that shift so their pay rate will be accurate.



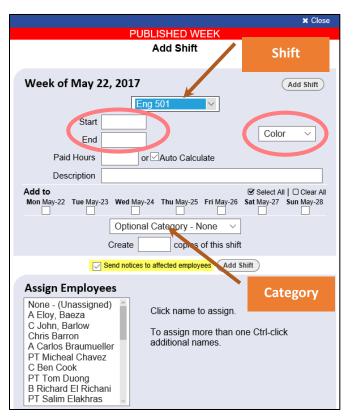
If a **part-time member is working**, they should be added to the schedule via the Add Shifts feature. Add the PT member to the ENG501 shift and indicate the actual position they are working in the Category field (FF1, FF2, Driver, etc.).

If a **volunteer is working a shift**, they should be added to the schedule via the Add Shifts feature. Add the volunteer member to the ENG501 shift and list them as volunteer in the Category field.

Remember that to make changes for a member for the full shift, there are two entrees to be made. Each shift is divided into an 8am-12am and a 12am-8am portion for timekeeping purposes.

If a member utilizes a **partial shift of leave** or there are other mid-shift changes in staffing, edits and adds will need to be made to show the actual times worked and actual leave. An example is shown below:

Eng 501	
12am - 8am	
A Eloy, Baeza - FF 2	
A Carlos Braumueller - FF 1	
A Mike Harper - DPO	
A Eric Pena - LT.	
8am - 12am	
B Richard El Richani - FF 2	
B LJ Padalecki - LT.	-
B Kevin, Stahl - DPO	
Trade w/ Pena	
8am - 4pm	
B Matt Luna - FF 1	
4pm - 8pm	
B Matt Luna - PTO	
PT Tyler Pankonien - FF 1	
8pm - 12am	
B Matt Luna - FF 1	



In this example, FF Luna leaves his regular shift at 4pm on PTO but returns at 8pm and stays for the rest of the shift. His time for his regular listing on the schedule is adjusted to show him on duty from 0800-1600. A shift is added in W2W to show him on PTO from 1600-2000. Another shift is added to show that PT FF Pankonien came in to cover from 1600-2000. Finally, another shift was added to show FF Luna returning at 2000-0000.

It will be the **responsibility of the person in charge** to ensure that all time is reflected properly in W2W before the end of the shift. Payroll will be based on timekeeping as recorded in W2W. **If errors occur in timekeeping**, corrections may not occur until the close of the next payroll cycle. Any errors should be communicated in writing (email is acceptable) to the Lieutenant of the affected shift and to Accounting. The paper timesheet will remain available on the department web site but only as a backup in the event of a technology failure with W2W.

Any questions regarding scheduling issues should be directed to your chain of command. Questions on the mechanics of navigating W2W can be referred to Lt. Padalecki or Chief Poole. Specific issues regarding proper staffing procedures may be referred to Chief Poole or Chief Barron.