

Moves

Updated 10.27.2020

Objective

To move an employee into the appropriate seat on the roster.

Procedure

Log into Workforce Telestaff and go to the Roster.

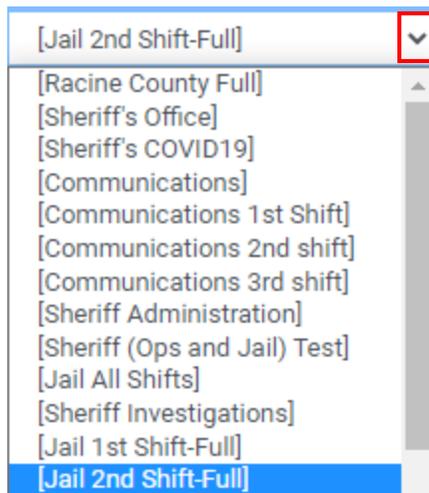


Change the roster date if working with a day other than the current date.

? Roster: 10/27/2020



You can also change your roster view in order to focus on a certain area.



Or, you can use the locate people in order to find a certain employee.



Moves

You would then use the search bar that appears to type the employee's name.

Locate People  



<input type="checkbox"/>	#	Name
<input type="checkbox"/>		AYALA, FELIPE A.
<input type="checkbox"/>		BRINDIS, CRISTIAN
<input type="checkbox"/>		CARCAMO, ALEXANDER

Click the employee's name on the roster and drag to the appropriate seat. Nothing needs to be done on the screen that appears. Click Save.

Switch

* Required field.

Mode* Shift Time Period*

Intake 2nd Shift - MOV

?,?

CSAVOJ, NICHOLAS (TRAINEE) 

Jail Deputy 2nd Shift - {Jail Deputy}

CSAVOJ, NICHOLAS (TRAINEE)

Default Options

Non-Working Codes Detail Codes Record Type Detail Code Abbreviation

 Issues

CSAVOJ, NICHOLAS (TRAINEE)

-  1 Person is already working over the target period
-  2 Person not of equivalent Job Title to that of the target

The employee has now been moved from the pool into the appropriate seat.

Moves

Intake 2nd Shift						
<input type="checkbox"/>	HLD	7,7			#5	15:00 23:00
<input type="checkbox"/>	MOV	7,7			#5	15:00 23:00
<input type="checkbox"/>	MOV	7,7			#5	15:00 23:00
<input type="checkbox"/>	MOV	SHERRICK, DAVID S.	10119	REG		15:00 23:00 ✓
<input type="checkbox"/>	MOV	7,7			#5	15:00 23:00
<input type="checkbox"/>	Intake	7,7			#5	15:00 23:00
Jail Deputy 2nd Shift						
<input type="checkbox"/>	{Jail Deputy}	DANGELSER, KALE C.	10208	REG		15:00 23:00
<input type="checkbox"/>	{Jail Deputy}	STORM, STEVEN R.	10218	REG		15:00 23:00

If the employee is working a shift that they are not assigned to, you will need to mark their shift in the pool as moved.

Intake 2nd Shift - MOV

??	<none>	▼	
GREENHAGEN, JOSEPH W.	Regular Duty	▼	3 14 5 15 17 18 19 20 21 22 23 0

Jail Deputy 2nd Shift - {Jail Deputy}

GREENHAGEN, JOSEPH W.	Moved	▼	3 14 5 15 17 18 19 20 21 22 23 0
	<none>	▼	