

2022

Scheduler Desk Guide

DHHS TeleStaff 

Developed by the Enterprise
Organizational Change
Management Team

12/7/2022

For questions or inquiries regarding the content
of this desk guide, please email us at
dhhs.ocmteam@nebraska.gov

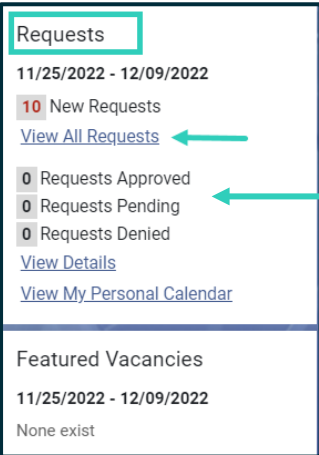
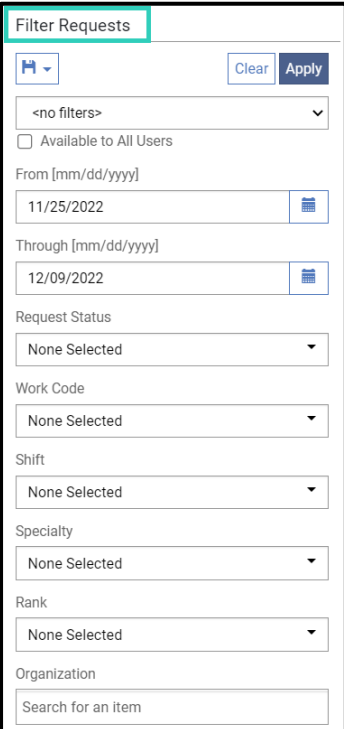
Welcome to the DHHS TeleStaff Desk Guide for **Schedulers**. This guide provides written and visual steps for completing common tasks as a Scheduler in the TeleStaff system.

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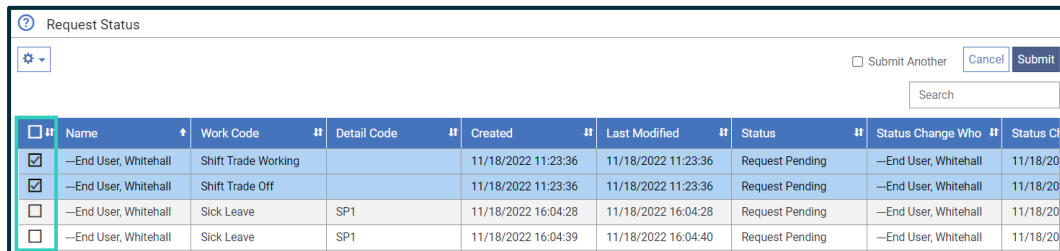
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Chapter 1: Approve and Deny Requests

DHHS TeleStaff allows schedulers to manage requests for leave, shift trades, and overtime.

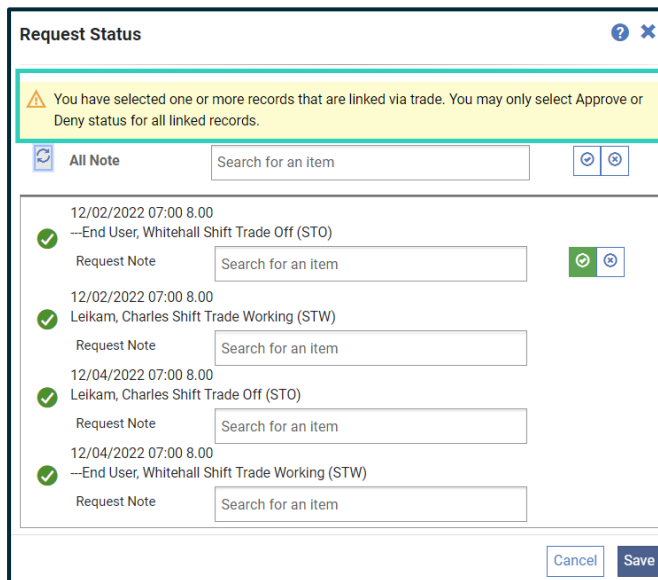
Steps	Description
<p>1.</p>	<p>The top of the Requests table on your dashboard displays a count of new requests received within the time period listed. Click the View All Requests link to see the details of each new request.</p>  <p>The second half of the table lists Approved, Pending and Denied requests. These are alerts of a status change for your work code requests for the defined period of time.</p>
<p>2.</p>	<p>Use the Filter Requests box on the left to sort your new requests by a specific date range, status, work code, etc.</p> 

3. Click the checkbox next to the request(s) you want to review.



<input type="checkbox"/>	Name	Work Code	Detail Code	Created	Last Modified	Status	Status Change Who	Status Ch
<input checked="" type="checkbox"/>	--End User, Whitehall	Shift Trade Working		11/18/2022 11:23:36	11/18/2022 11:23:36	Request Pending	--End User, Whitehall	11/18/20
<input checked="" type="checkbox"/>	--End User, Whitehall	Shift Trade Off		11/18/2022 11:23:36	11/18/2022 11:23:36	Request Pending	--End User, Whitehall	11/18/20
<input type="checkbox"/>	--End User, Whitehall	Sick Leave	SP1	11/18/2022 16:04:28	11/18/2022 16:04:28	Request Pending	--End User, Whitehall	11/18/20
<input type="checkbox"/>	--End User, Whitehall	Sick Leave	SP1	11/18/2022 16:04:39	11/18/2022 16:04:40	Request Pending	--End User, Whitehall	11/18/20

Note: For multiple requests that are linked, you can click the checkbox next to each request and approve or deny them all at once. You will only be able to select one action for all linked requests, meaning you can approve all of them or deny all of them.



Request Status

Warning: You have selected one or more records that are linked via trade. You may only select Approve or Deny status for all linked records.

All Note

12/02/2022 07:00 8.00
 --End User, Whitehall Shift Trade Off (STO)
 Request Note

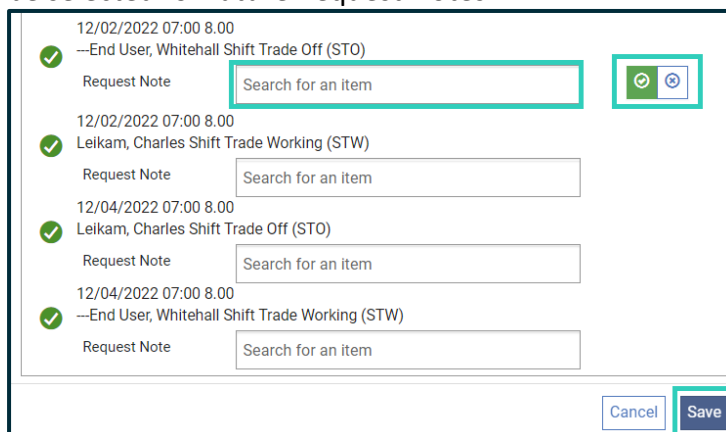
12/02/2022 07:00 8.00
 Leikam, Charles Shift Trade Working (STW)
 Request Note

12/04/2022 07:00 8.00
 Leikam, Charles Shift Trade Off (STO)
 Request Note

12/04/2022 07:00 8.00
 --End User, Whitehall Shift Trade Working (STW)
 Request Note

4. Click the **green checkmark** to approve the request or click the **X** to deny the request. Then click the **Save** button.

Note: Entering a **Request Note** is optional. All notes are saved in the system and can be selected for future Request Notes.



12/02/2022 07:00 8.00
 --End User, Whitehall Shift Trade Off (STO)
 Request Note

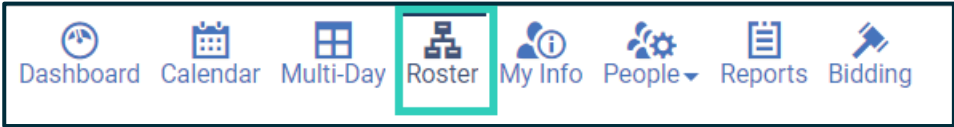
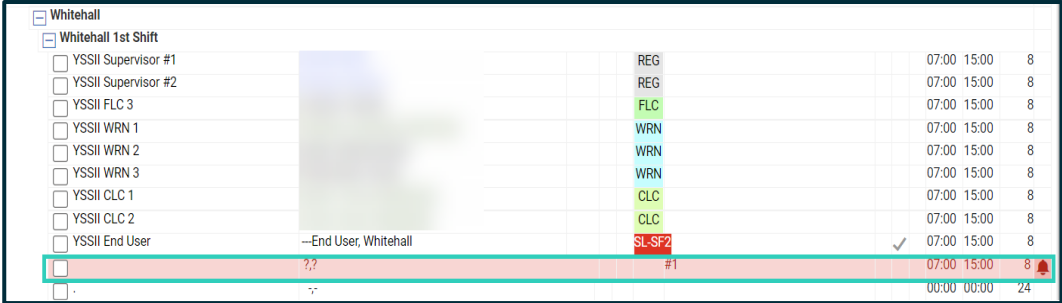
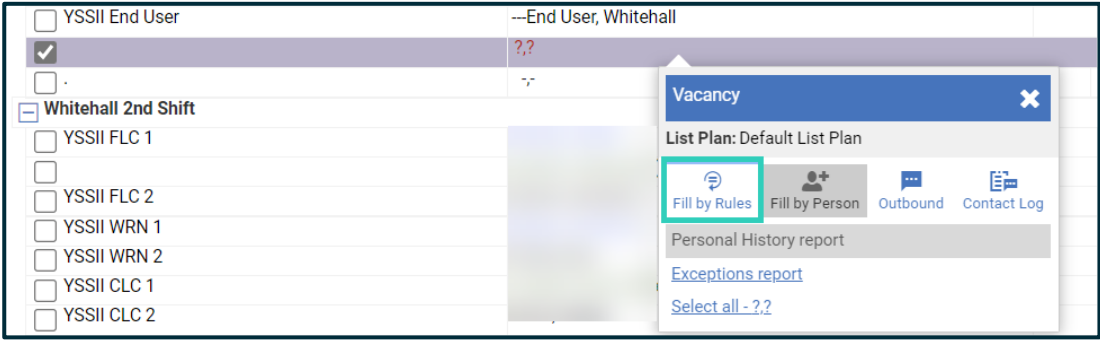
12/02/2022 07:00 8.00
 Leikam, Charles Shift Trade Working (STW)
 Request Note

12/04/2022 07:00 8.00
 Leikam, Charles Shift Trade Off (STO)
 Request Note

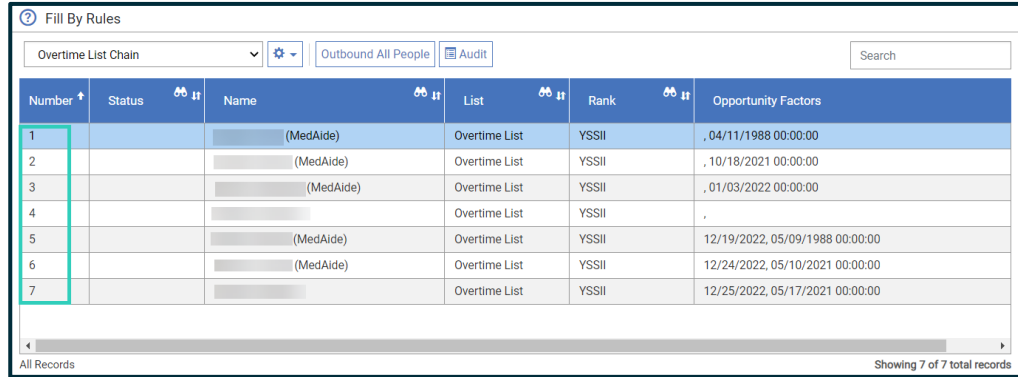
12/04/2022 07:00 8.00
 --End User, Whitehall Shift Trade Working (STW)
 Request Note

Chapter 2: Fill Vacancies

Schedulers are responsible for maintaining the schedules for their organization, which includes managing staffing levels and filling vacancies on the Roster. DHHS TeleStaff has been configured to follow your facility's business policies to schedule employees in vacancies for a day or a period.

Steps	Description
1.	Click the Roster icon on the Navigation bar. 
2.	A vacancy on the roster is highlighted in red with an alarm bell. 
3.	Click on the vacancy line item to see your options for filling the vacancy.
4.	Click the Fill by Rules options. 

5. The **Fill by Rules** window displays a list of qualified employees who are available to fill the vacancy in contact order.

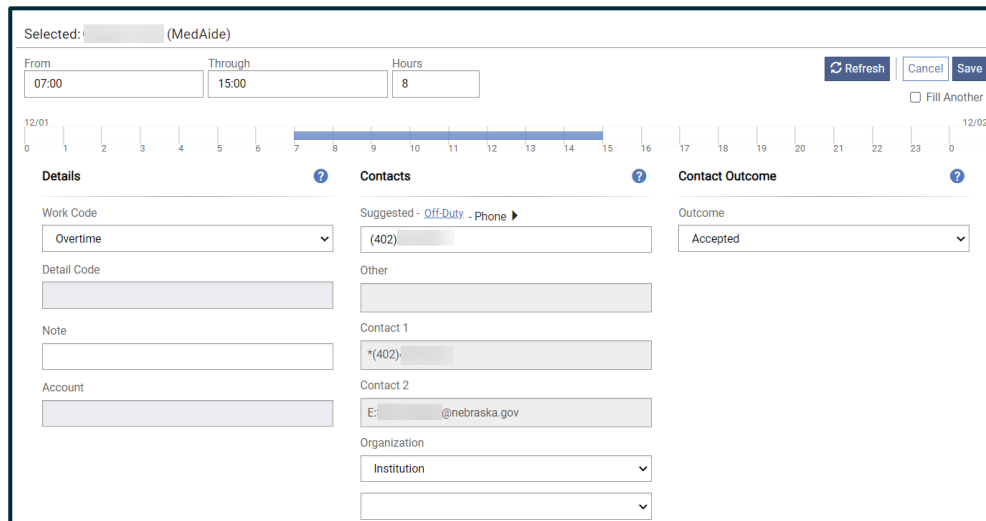


The screenshot shows the 'Fill By Rules' window with a search bar and a table of 7 records. The table columns are: Number, Status, Name, List, Rank, and Opportunity Factors.

Number	Status	Name	List	Rank	Opportunity Factors
1		(MedAide)	Overtime List	YSSII	, 04/11/1988 00:00:00
2		(MedAide)	Overtime List	YSSII	, 10/18/2021 00:00:00
3		(MedAide)	Overtime List	YSSII	, 01/03/2022 00:00:00
4			Overtime List	YSSII	,
5		(MedAide)	Overtime List	YSSII	12/19/2022, 05/09/1988 00:00:00
6		(MedAide)	Overtime List	YSSII	12/24/2022, 05/10/2021 00:00:00
7			Overtime List	YSSII	12/25/2022, 05/17/2021 00:00:00

Showing 7 of 7 total records

6. The contact information for the selected employee is displayed below the table.



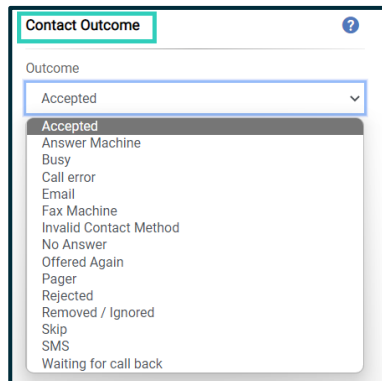
The screenshot shows the contact information form for a selected employee. It includes fields for 'From' (07:00), 'Through' (15:00), and 'Hours' (8). There are buttons for 'Refresh', 'Cancel', and 'Save'. Below the time fields is a calendar view for 12/01 and 12/02. The form is divided into three sections: 'Details', 'Contacts', and 'Contact Outcome'.

Details: Work Code (Overtime), Detail Code, Note, Account.

Contacts: Suggested - Off-Duty - Phone ((402)), Other, Contact 1 (*(402)-), Contact 2 (E: @nebraska.gov), Organization (Institution).

Contact Outcome: Outcome (Accepted).

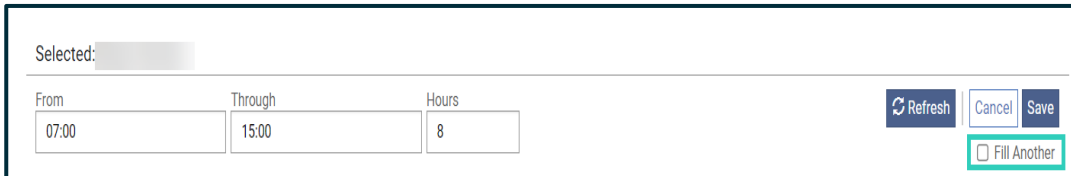
7. Contact the employee, record the outcome, then click the **Save** button. The individual who accepts the shift will show on the roster in place of the vacancy.
- Note:** When you select the Accepted option and click Save, the Fill by Rule page will close and return you to the roster.



The screenshot shows the 'Contact Outcome' dropdown menu with 'Accepted' selected. The dropdown list includes the following options: Accepted, Answer Machine, Busy, Call error, Email, Fax Machine, Invalid Contact Method, No Answer, Offered Again, Pager, Rejected, Removed / Ignored, Skip, SMS, and Waiting for call back.

Note: To keep the **Fill by Rule** window open in the case of a response other than Accepted, use the **Fill Another** option.

- Click the **Fill Another** checkbox, change the outcome to **Rejected**, and click **Save**. At this point, the Fill by Rule window will refresh to find the new #1 person.
- When you find an employee to fill the vacancy, deselect the **Fill Another** option, change the outcome to **Accepted**, and click **Save**.

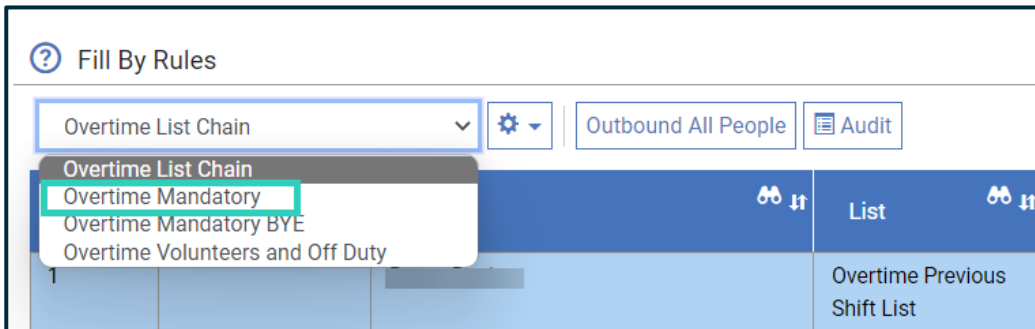


Selected:

From: Through: Hours:

Fill Another

Note: If you need to use the **Mandatory List** instead of the **Overtime List**, click the **List Chain** drop-down and select the Mandatory List chain. The view changes to display the applicable employees.



Fill By Rules

Overtime List Chain

Overtime List Chain
Overtime Mandatory
 Overtime Mandatory BYE
 Overtime Volunteers and Off Duty

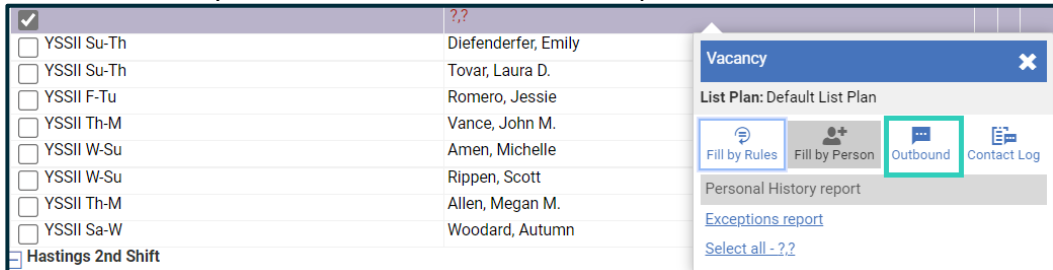
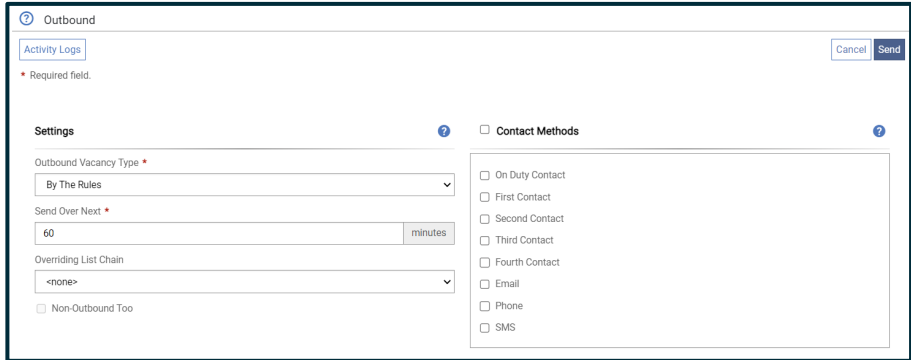
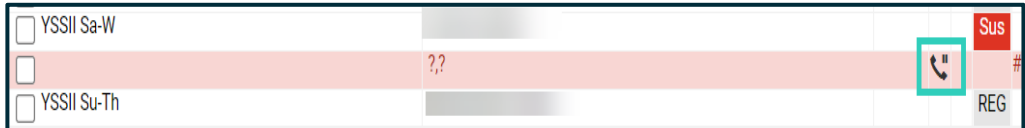
List

Overtime Previous Shift List

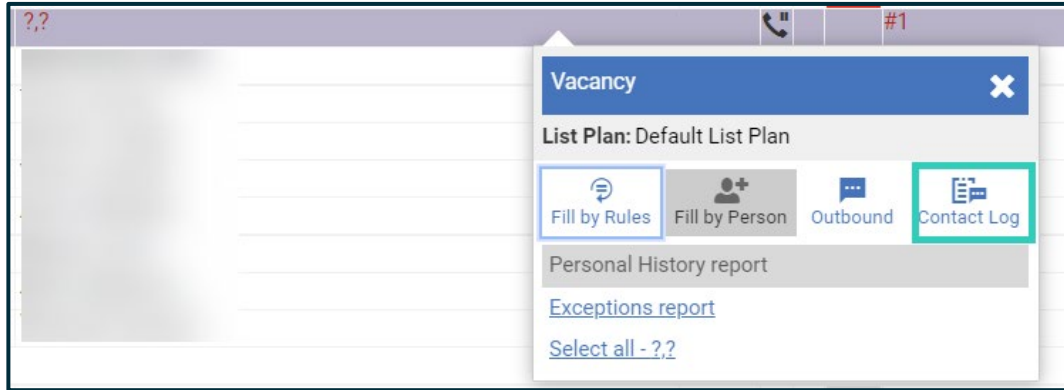
2.1 Outbound Interactions

When offering employees extra duty, policy dictates which employees must be contacted, in what order, the contact methods used, the frequency of contact, and more.

Leverage the outbound feature to have TeleStaff call employees to offer work opportunities. TeleStaff is configured to use the organizational rules to call and offer opportunities to the most qualified and available employees, automating the Fill by Rules feature.

<p>1.</p>	<p>Click the vacancy line and select the Outbound option.</p> 
<p>2.</p>	<p>The Outbound window opens. The Outbound Vacancy Type, choices are:</p> <p>By the Rules - Employees are contacted according to your facility's rules. The order of calls matches the candidate list in the Fill By Rules window. This is the default setting.</p> <p>By Person - Bypasses the rules to staff any selected employee. Assign the correct work code from the work code menu.</p> <p>Review the remaining fields and change default settings as needed. Click Send to initiate the outbound.</p> 
<p>3.</p>	<p>The roster shows a phone icon, indicating the outbound module is working on the vacancy.</p> 

4. TeleStaff tracks the system-generated contacts with employees selected to fill a vacancy. Click the vacancy to view the **Contact Log**.



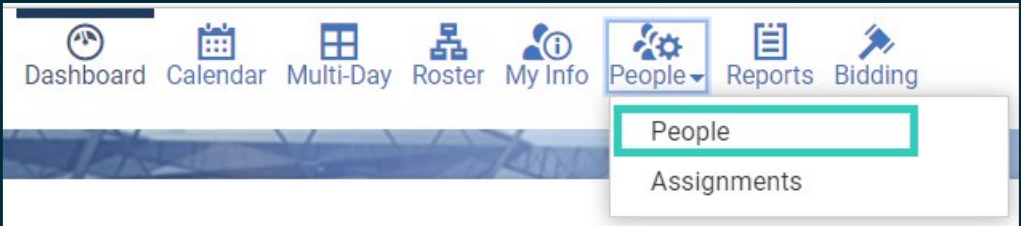
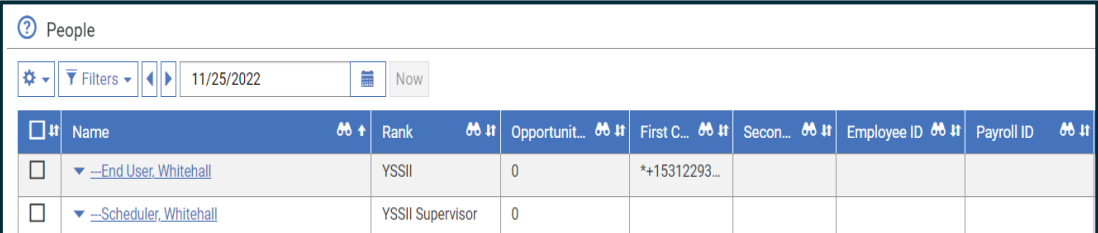
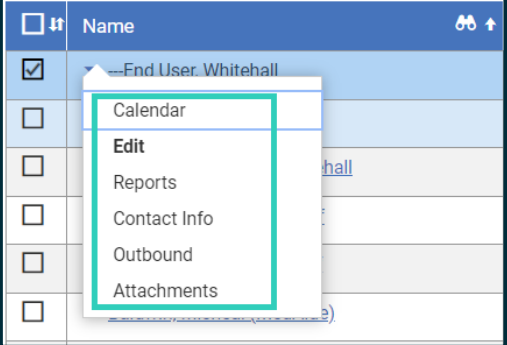
5. The **Contact Log** displays call details.

Contact Log ✕

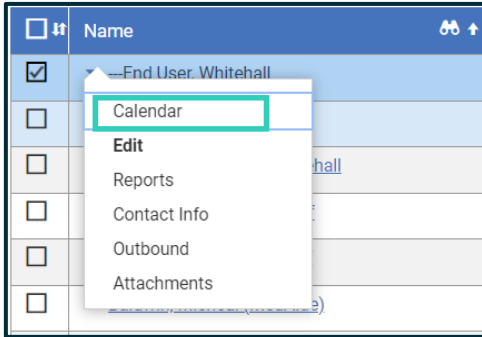
Type	For	Contact	Status	Description	Date	On	Shift	List	Work Code	Start
Fill Vacancy			Initiated	.../Hastings 1st Shift/ YSSII Sa-W #2	11/27/2022	2022-11-25 15:05:07	06-14Sa W	Overtime Previous Shift List	Overtime	11/27/2022

Chapter 3: The People Page

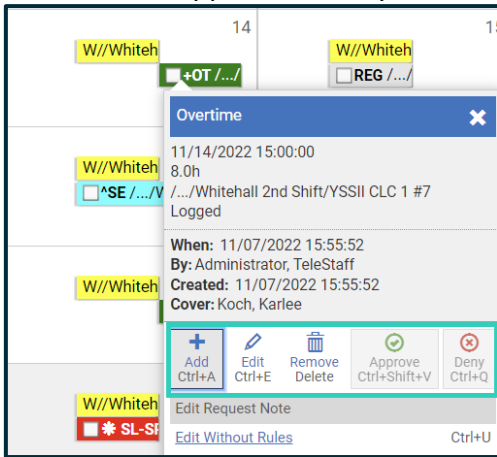
The People page displays employees with active records and active Profiles. The Scheduler can find employees in this area to further perform common functions for employees such as accessing their calendar, resetting passwords, running employee-specific reports, and updating an employee's contact information.

Steps	Description																								
1.	<p>Click the People icon on the Navigation bar.</p> 																								
2.	<p>The People window displays a list of active employees assigned to your facility. Use the filters to narrow your results or view inactive employees.</p>  <table border="1" data-bbox="310 1045 1401 1171"> <thead> <tr> <th><input type="checkbox"/></th> <th>Name</th> <th>Rank</th> <th>Opportunit...</th> <th>First C...</th> <th>Secon...</th> <th>Employee ID</th> <th>Payroll ID</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>--End User, Whitehall</td> <td>YSSII</td> <td>0</td> <td>*+15312293...</td> <td></td> <td></td> <td></td> </tr> <tr> <td><input type="checkbox"/></td> <td>--Scheduler, Whitehall</td> <td>YSSII Supervisor</td> <td>0</td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	<input type="checkbox"/>	Name	Rank	Opportunit...	First C...	Secon...	Employee ID	Payroll ID	<input type="checkbox"/>	--End User, Whitehall	YSSII	0	*+15312293...				<input type="checkbox"/>	--Scheduler, Whitehall	YSSII Supervisor	0				
<input type="checkbox"/>	Name	Rank	Opportunit...	First C...	Secon...	Employee ID	Payroll ID																		
<input type="checkbox"/>	--End User, Whitehall	YSSII	0	*+15312293...																					
<input type="checkbox"/>	--Scheduler, Whitehall	YSSII Supervisor	0																						
3.	<p>To see the list of options available, click the down arrow next to the applicable employee's name.</p> 																								

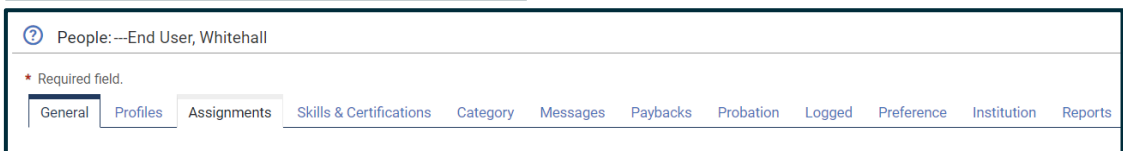
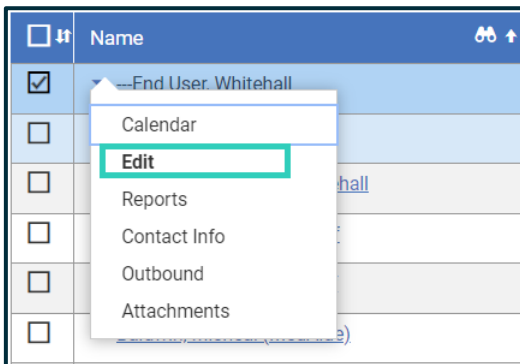
4. Click the **Calendar** option to view the employee's schedule or make changes by adding, editing, approving, denying, or removing a work code.



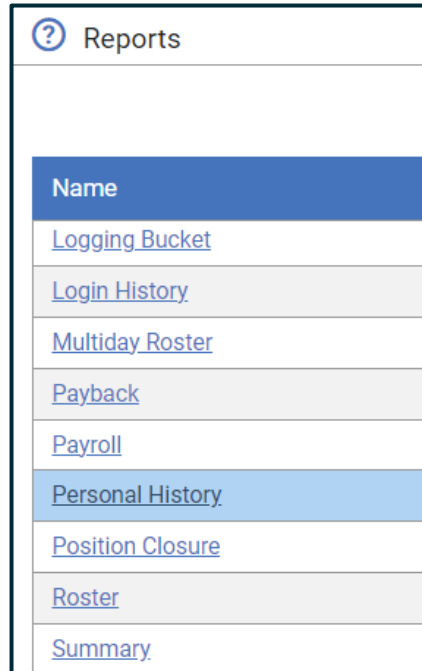
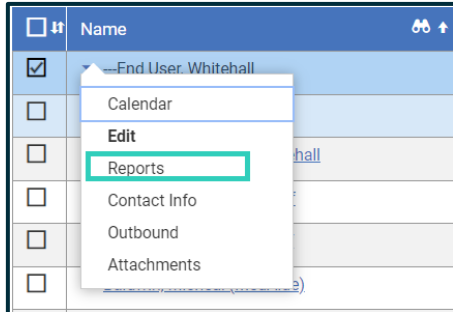
5. Click the applicable **Work Code** on the employee's calendar, then choose whether to add, edit, remove approve or deny the work code.



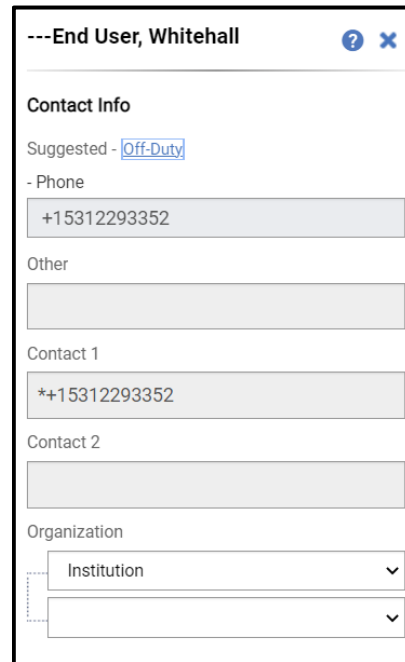
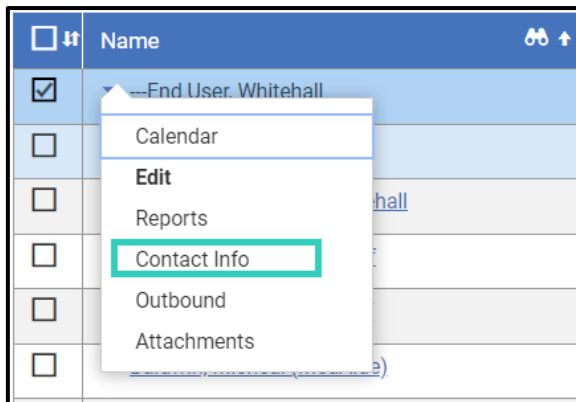
6. Click the **Edit** option to view the employee's **My Info** section which allows you to review and update their information, change their TeleStaff password, or view the employee's personal reports.



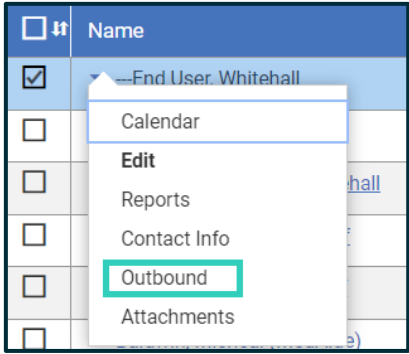
7. Click the **Reports** option for quick access to employee-specific reports for the selected employee.



8. Click the **Contact Info** for quick access to the employee's phone numbers.



9. Click the **Outbound** option to view a call log of contacts to the employee.

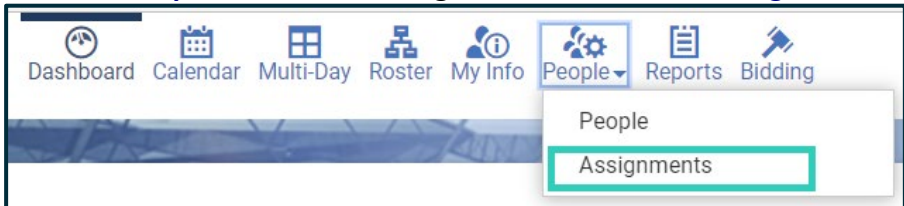
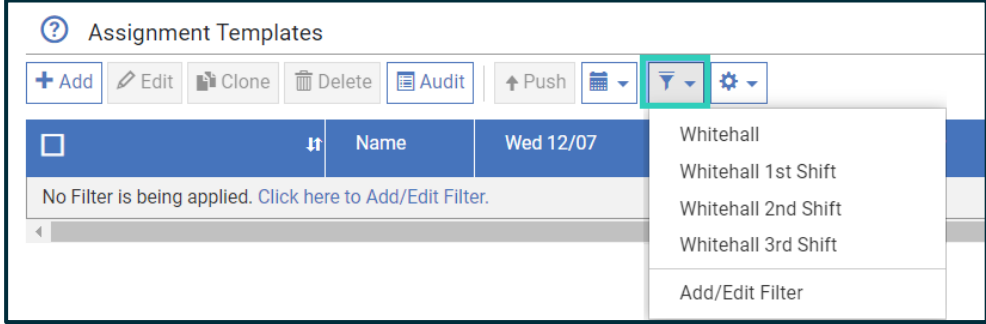
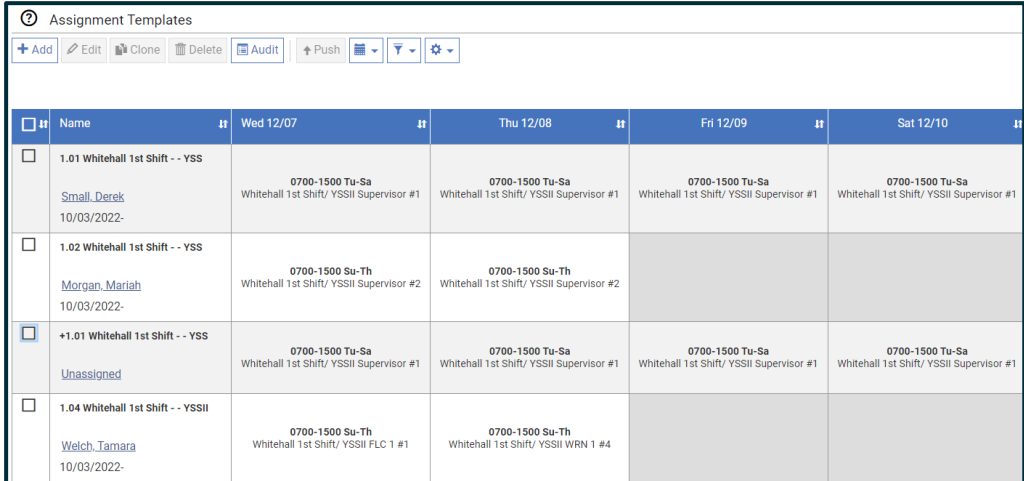


Chapter 4: Using Templates

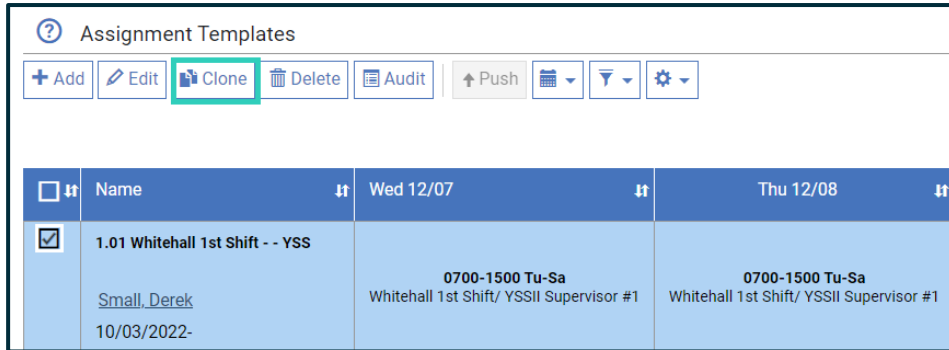
Permanent assignments are created and maintained using Assignment Templates. The feature simplifies the assignment modification process and ensures employees are assigned to the correct location.

4.1 Creating Templates

As a best practice, use the cloning feature to create new templates when necessary. Then, edit the template as needed.

Steps	Description
1.	<p>Click the People icon on the Navigation bar and select Assignment.</p> 
2.	<p>Click the Filter icon to select the applicable location.</p> 
3.	<p>A calendar view opens for the location you selected.</p> 

4. Click the checkbox to the left of the assignment template you would like to clone then click the **Clone** button.
Note: You must select an assignment template from the calendar for the Clone button to enable.

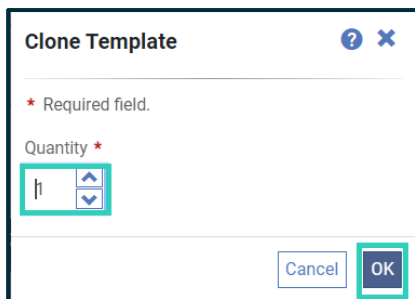


Assignment Templates

+ Add Edit **Clone** Delete Audit ↑ Push [Calendar Icon] [Filter Icon] [Settings Icon]

<input type="checkbox"/>	Name	Wed 12/07	Thu 12/08
<input checked="" type="checkbox"/>	1.01 Whitehall 1st Shift - - YSS Small, Derek 10/03/2022-	0700-1500 Tu-Sa Whitehall 1st Shift/ YSSII Supervisor #1	0700-1500 Tu-Sa Whitehall 1st Shift/ YSSII Supervisor #1

1. Enter the number of templates you would like to create and click the **OK** button.



Clone Template

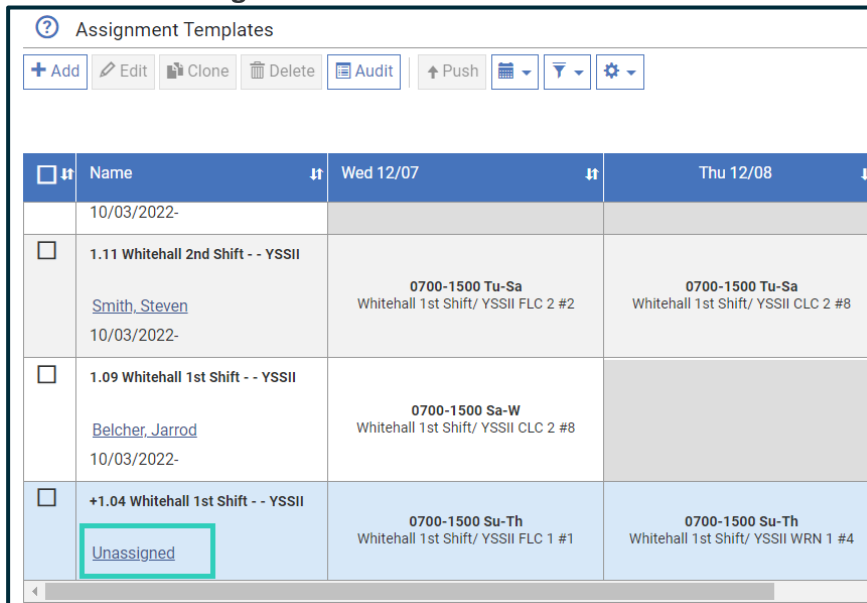
* Required field.

Quantity *

1

Cancel OK

2. The newly created assignment template will display at the bottom of the calendar labeled as **Unassigned**.



Assignment Templates

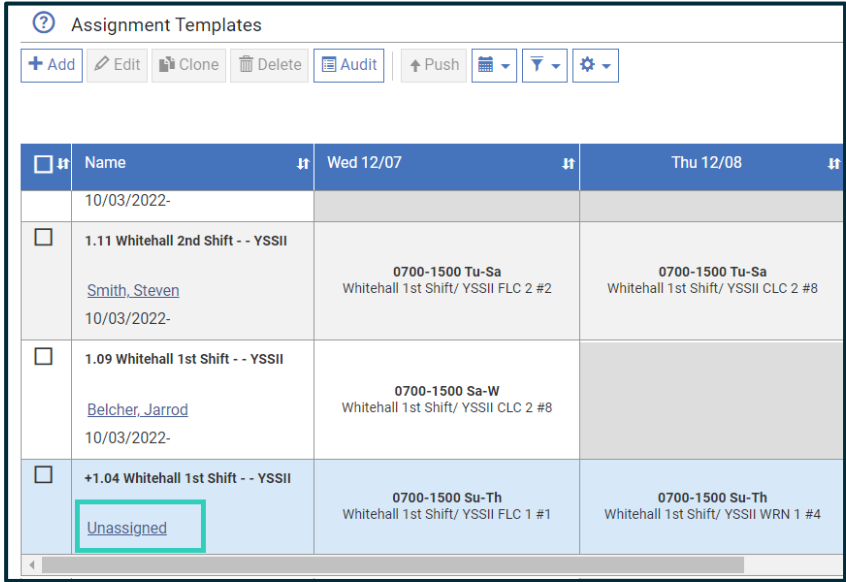
+ Add Edit Clone Delete Audit ↑ Push [Calendar Icon] [Filter Icon] [Settings Icon]

<input type="checkbox"/>	Name	Wed 12/07	Thu 12/08
	10/03/2022-		
<input type="checkbox"/>	1.11 Whitehall 2nd Shift - - YSSII Smith, Steven 10/03/2022-	0700-1500 Tu-Sa Whitehall 1st Shift/ YSSII FLC 2 #2	0700-1500 Tu-Sa Whitehall 1st Shift/ YSSII CLC 2 #8
<input type="checkbox"/>	1.09 Whitehall 1st Shift - - YSSII Belcher, Jarrod 10/03/2022-	0700-1500 Sa-W Whitehall 1st Shift/ YSSII CLC 2 #8	
<input type="checkbox"/>	+1.04 Whitehall 1st Shift - - YSSII Unassigned	0700-1500 Su-Th Whitehall 1st Shift/ YSSII FLC 1 #1	0700-1500 Su-Th Whitehall 1st Shift/ YSSII WRN 1 #4

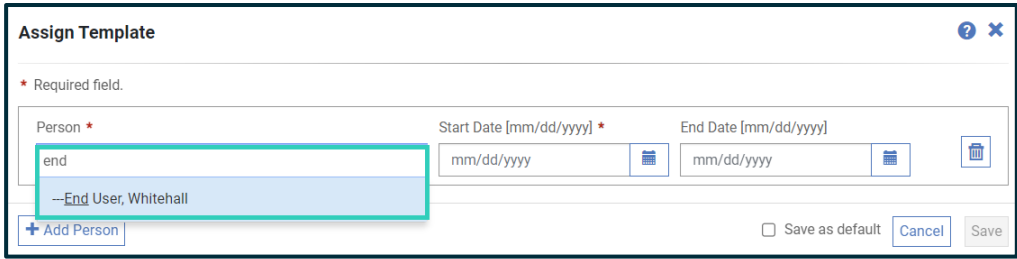
4.2 Assigning a Template

Complete the steps below to assign an employee to a newly created template.

- The newly created assignment template will display at the bottom of the calendar labeled as **Unassigned**. Click the **Unassigned** link to add an employee to the template.



Name	Wed 12/07	Thu 12/08
1.11 Whitehall 2nd Shift - - YSSII Smith, Steven 10/03/2022-	0700-1500 Tu-Sa Whitehall 1st Shift/ YSSII FLC 2 #2	0700-1500 Tu-Sa Whitehall 1st Shift/ YSSII CLC 2 #8
1.09 Whitehall 1st Shift - - YSSII Belcher, Jarrod 10/03/2022-	0700-1500 Sa-W Whitehall 1st Shift/ YSSII CLC 2 #8	
+1.04 Whitehall 1st Shift - - YSSII Unassigned	0700-1500 Su-Th Whitehall 1st Shift/ YSSII FLC 1 #1	0700-1500 Su-Th Whitehall 1st Shift/ YSSII WRN 1 #4
- Start entering the employee's name and a list matching your entries will display. Select the applicable employee from the list.



Assign Template

* Required field.

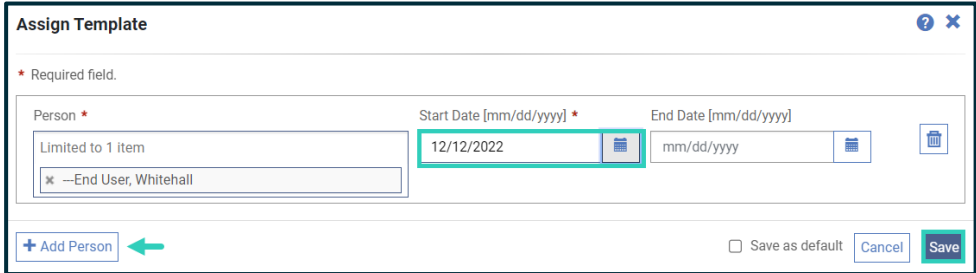
Person *
end
--End User, Whitehall

Start Date [mm/dd/yyyy] *
mm/dd/yyyy

End Date [mm/dd/yyyy]
mm/dd/yyyy

+ Add Person Save as default Cancel Save
- Enter a **Start Date** then click **Save**.

Note: If you are adding multiple employees to this assignment template, click the Add Person button.



Assign Template

* Required field.

Person *
Limited to 1 item
* --End User, Whitehall

Start Date [mm/dd/yyyy] *
12/12/2022

End Date [mm/dd/yyyy]
mm/dd/yyyy

+ Add Person Save as default Cancel Save

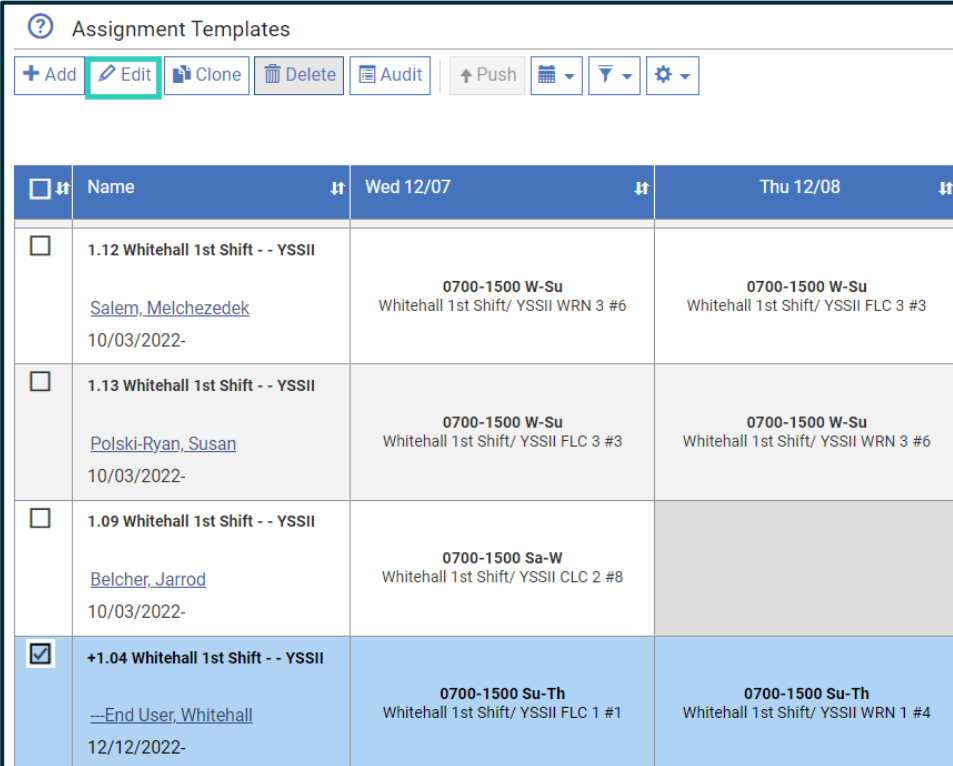
4.

You are returned to the calendar. Scroll down to the bottom of the calendar to see your new entry.

Assignment Templates			
<input type="button" value="+ Add"/> <input type="button" value="Edit"/> <input type="button" value="Clone"/> <input type="button" value="Delete"/> <input type="button" value="Audit"/> <input type="button" value="↑ Push"/> <input type="button" value="⌵"/> <input type="button" value="⌴"/> <input type="button" value="⚙️"/>			
<input type="checkbox"/>	Name	Wed 12/07	Thu 12/08
<input type="checkbox"/>	1.11 Whitehall 2nd Shift - - YSSII Smith, Steven 10/03/2022-	0700-1500 Tu-Sa Whitehall 1st Shift/ YSSII FLC 2 #2	0700-1500 Tu-Sa Whitehall 1st Shift/ YSSII CLC 2 #8
<input type="checkbox"/>	1.09 Whitehall 1st Shift - - YSSII Belcher, Jarrod 10/03/2022-	0700-1500 Sa-W Whitehall 1st Shift/ YSSII CLC 2 #8	
<input type="checkbox"/>	+1.04 Whitehall 1st Shift - - YSSII --End User, Whitehall 12/12/2022- 	0700-1500 Su-Th Whitehall 1st Shift/ YSSII FLC 1 #1	0700-1500 Su-Th Whitehall 1st Shift/ YSSII WRN 1 #4

4.3 Editing Assignment Templates

After cloning an assignment template, it may be necessary to modify certain characteristics of the template for the new employee.

<p>1.</p>	<p>Locate the newly assigned template at the bottom of the calendar. Click the checkbox to the left of the template and click the Edit button.</p>  <table border="1"> <thead> <tr> <th><input type="checkbox"/></th> <th>Name</th> <th>Wed 12/07</th> <th>Thu 12/08</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>1.12 Whitehall 1st Shift - - YSSII Salem, Melchezedek 10/03/2022-</td> <td>0700-1500 W-Su Whitehall 1st Shift/ YSSII WRN 3 #6</td> <td>0700-1500 W-Su Whitehall 1st Shift/ YSSII FLC 3 #3</td> </tr> <tr> <td><input type="checkbox"/></td> <td>1.13 Whitehall 1st Shift - - YSSII Polski-Ryan, Susan 10/03/2022-</td> <td>0700-1500 W-Su Whitehall 1st Shift/ YSSII FLC 3 #3</td> <td>0700-1500 W-Su Whitehall 1st Shift/ YSSII WRN 3 #6</td> </tr> <tr> <td><input type="checkbox"/></td> <td>1.09 Whitehall 1st Shift - - YSSII Belcher, Jarrod 10/03/2022-</td> <td>0700-1500 Sa-W Whitehall 1st Shift/ YSSII CLC 2 #8</td> <td></td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>+1.04 Whitehall 1st Shift - - YSSII --End User, Whitehall 12/12/2022-</td> <td>0700-1500 Su-Th Whitehall 1st Shift/ YSSII FLC 1 #1</td> <td>0700-1500 Su-Th Whitehall 1st Shift/ YSSII WRN 1 #4</td> </tr> </tbody> </table>	<input type="checkbox"/>	Name	Wed 12/07	Thu 12/08	<input type="checkbox"/>	1.12 Whitehall 1st Shift - - YSSII Salem, Melchezedek 10/03/2022-	0700-1500 W-Su Whitehall 1st Shift/ YSSII WRN 3 #6	0700-1500 W-Su Whitehall 1st Shift/ YSSII FLC 3 #3	<input type="checkbox"/>	1.13 Whitehall 1st Shift - - YSSII Polski-Ryan, Susan 10/03/2022-	0700-1500 W-Su Whitehall 1st Shift/ YSSII FLC 3 #3	0700-1500 W-Su Whitehall 1st Shift/ YSSII WRN 3 #6	<input type="checkbox"/>	1.09 Whitehall 1st Shift - - YSSII Belcher, Jarrod 10/03/2022-	0700-1500 Sa-W Whitehall 1st Shift/ YSSII CLC 2 #8		<input checked="" type="checkbox"/>	+1.04 Whitehall 1st Shift - - YSSII --End User, Whitehall 12/12/2022-	0700-1500 Su-Th Whitehall 1st Shift/ YSSII FLC 1 #1	0700-1500 Su-Th Whitehall 1st Shift/ YSSII WRN 1 #4
<input type="checkbox"/>	Name	Wed 12/07	Thu 12/08																		
<input type="checkbox"/>	1.12 Whitehall 1st Shift - - YSSII Salem, Melchezedek 10/03/2022-	0700-1500 W-Su Whitehall 1st Shift/ YSSII WRN 3 #6	0700-1500 W-Su Whitehall 1st Shift/ YSSII FLC 3 #3																		
<input type="checkbox"/>	1.13 Whitehall 1st Shift - - YSSII Polski-Ryan, Susan 10/03/2022-	0700-1500 W-Su Whitehall 1st Shift/ YSSII FLC 3 #3	0700-1500 W-Su Whitehall 1st Shift/ YSSII WRN 3 #6																		
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<p>Note:</p>	<p>Update the fields as necessary. The following fields are required.</p> <ul style="list-style-type: none"> • Name - Create a template name using terminology that makes sense when assigning users to various templates. • Shift - Select the shift for this assignment. • Organization - Assignment detail information, such as the organization location of the assignment. Search according to the lowest level to assign the employee. • On Duty – <i>Select a location for the assignment. This field is not denoted as required since this does not apply to all facilities. Only change this field if your facility requires it.</i> 																				

Note:

When selecting the Organization, be sure to search using the position name or abbreviation to ensure all characteristics of the position are included in the template.

Example

Sample of an assignment template with one schedule.

Example

Assignment template with multiple rotations. In addition to being allowed to edit the Name, Shift, Organization, and On Duty code, you can also modify the Rotation Settings if applicable.

Edit Template: +1.04 Whitehall 1st Shift - - YSSII

* Required field.

+ Add - Delete

Name * +1.04 Whitehall 1st Shift - - YSSII

Specialty Required Search for an item

Label Search for an item

Shift * Limited to 1 item
x 0700-1500 Su-Th

Shift Mask Search for an item

Special Time

Organization * Limited to 1 item
x Whitehall / Whitehall / Whitehall / Whitehall / Whitehall 1st Shift / YSSII WRN 2

Override Assignment Work Code

On Duty W - Warner Cottage

Off Duty <none>

Rotation Settings

Days Rotation * 1

Starting Rotation [mm/dd/yyyy] * 10/10/2022

From [mm/dd/yyyy] mm/dd/yyyy

Through [mm/dd/yyyy] mm/dd/yyyy

Conditions

Suppressed

2.

To modify the **Rotation Settings**, select the applicable rotation in the center of the page and update the settings as needed. Use the **Add** and **Delete** buttons in the upper left corner to increase the number of rotations or remove rotations for the employee assigned to this template.

Rotation Settings

Days Rotation * 1

Starting Rotation [mm/dd/yyyy] * 10/10/2022

From [mm/dd/yyyy] mm/dd/yyyy

Through [mm/dd/yyyy] mm/dd/yyyy

Conditions

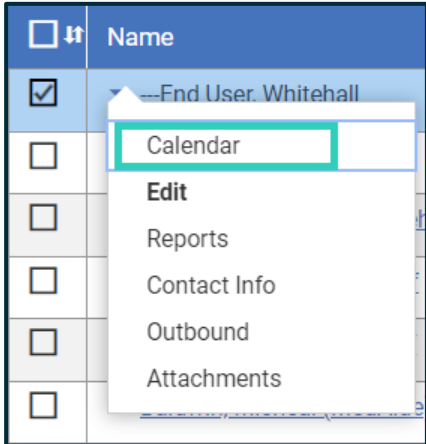
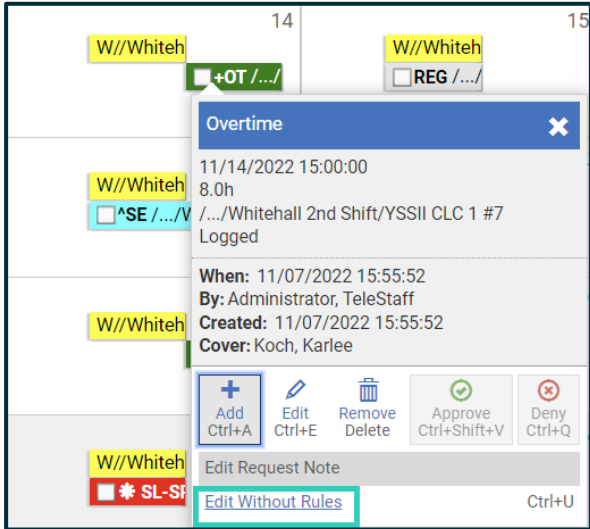
Suppressed

3.

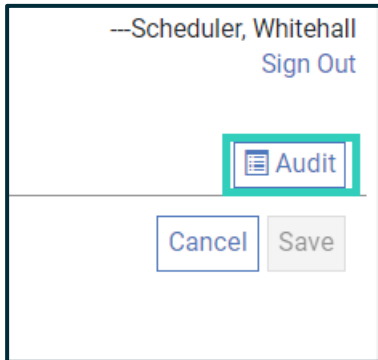
Once all the necessary fields are complete, save the template by clicking **Done**.

Chapter 5: Audit and Report Features

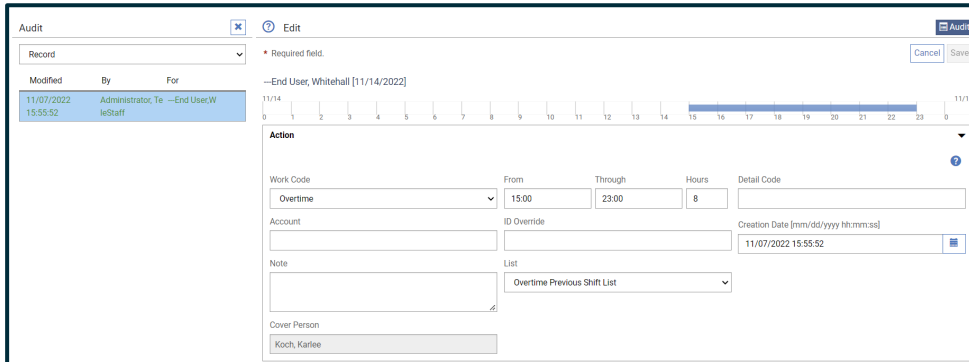
Audit features can be found throughout Telestaff.

Steps	Description
1.	<p>To audit work codes from an employee’s calendar, click the People icon on the Navigation bar. Click the drop-down arrow next to the applicable employee and select the Calendar option.</p> 
2.	<p>Click the applicable Work Code on the employee’s calendar, then select Edit Without Rules.</p> 

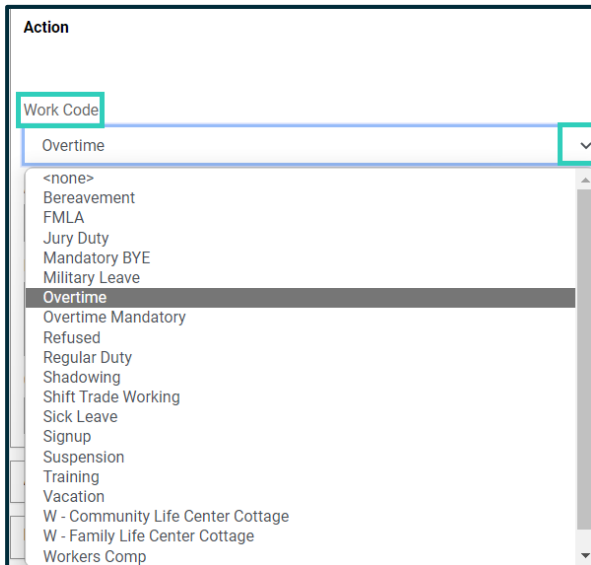
3. Click the **Audit** button in the upper right corner.



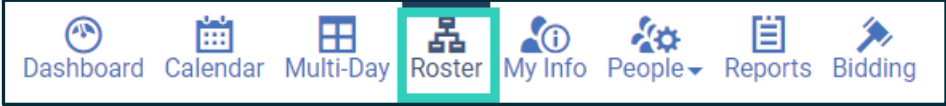
4. The audit report displays a history of the work code status and removed records.

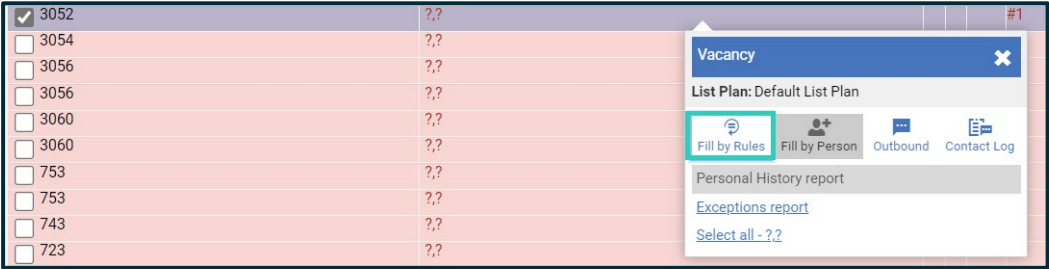


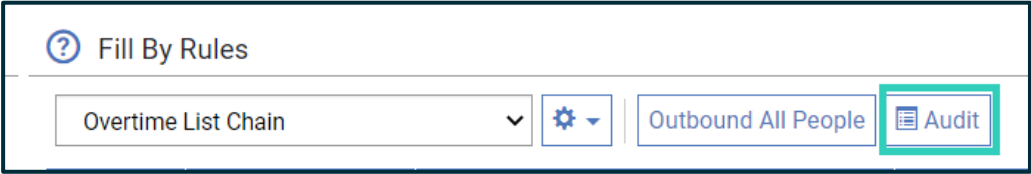
5. Use the drop-down to audit a different work code.

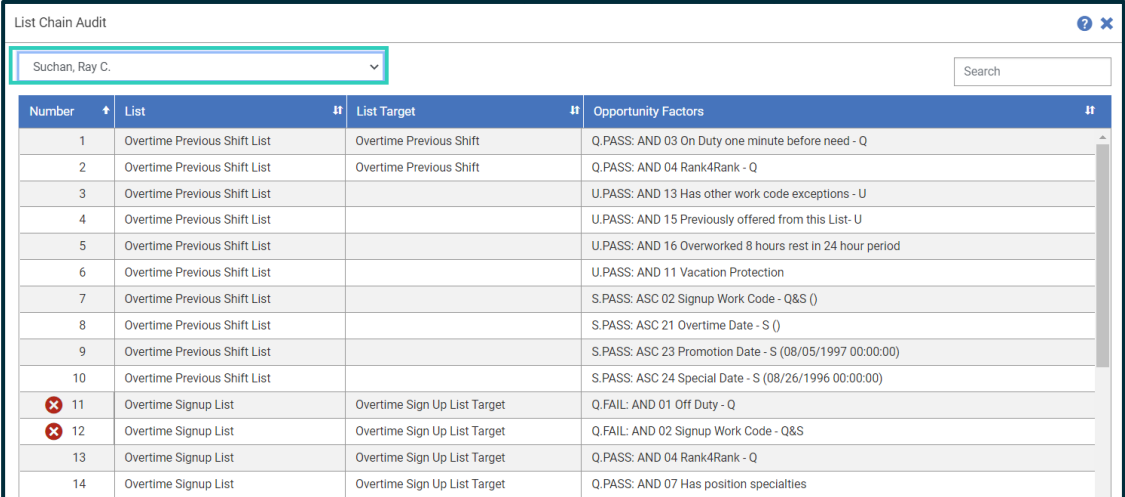


6. **Fill by Rules** - Displays rules that are passed and failed. This process is helpful to audit the employee's qualifications for vacancies. Click the **Roster** icon on the **Navigation** bar.


7. Click on a vacancy line item, then select the **Fill by Rules** options.


8. Click the **Audit** button at the top of the **Fill By Rules** table.


9. The audit report displays. Use the drop-down to select a different employee.



Number	List	List Target	Opportunity Factors
1	Overtime Previous Shift List	Overtime Previous Shift	Q.PASS: AND 03 On Duty one minute before need - Q
2	Overtime Previous Shift List	Overtime Previous Shift	Q.PASS: AND 04 Rank4Rank - Q
3	Overtime Previous Shift List		U.PASS: AND 13 Has other work code exceptions - U
4	Overtime Previous Shift List		U.PASS: AND 15 Previously offered from this List- U
5	Overtime Previous Shift List		U.PASS: AND 16 Overworked 8 hours rest in 24 hour period
6	Overtime Previous Shift List		U.PASS: AND 11 Vacation Protection
7	Overtime Previous Shift List		S.PASS: ASC 02 Signup Work Code - Q&S ()
8	Overtime Previous Shift List		S.PASS: ASC 21 Overtime Date - S ()
9	Overtime Previous Shift List		S.PASS: ASC 23 Promotion Date - S (08/05/1997 00:00:00)
10	Overtime Previous Shift List		S.PASS: ASC 24 Special Date - S (08/26/1996 00:00:00)
11	Overtime Signup List	Overtime Sign Up List Target	Q.FAIL: AND 01 Off Duty - Q
12	Overtime Signup List	Overtime Sign Up List Target	Q.FAIL: AND 02 Signup Work Code - Q&S
13	Overtime Signup List	Overtime Sign Up List Target	Q.PASS: AND 04 Rank4Rank - Q
14	Overtime Signup List	Overtime Sign Up List Target	Q.PASS: AND 07 Has position specialties