

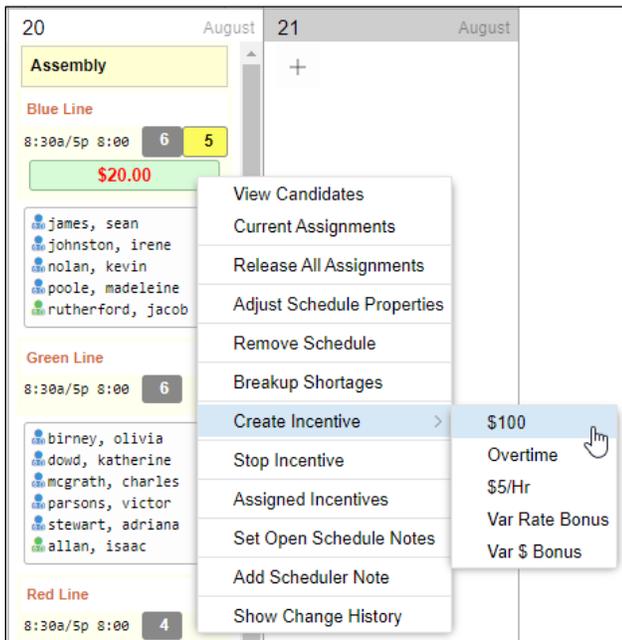
# Visual Scheduling: Applying Multiple Incentives to Open Schedules

Job Aid

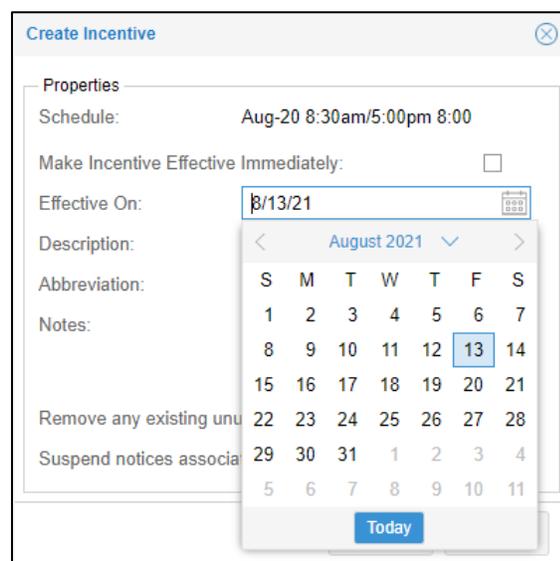
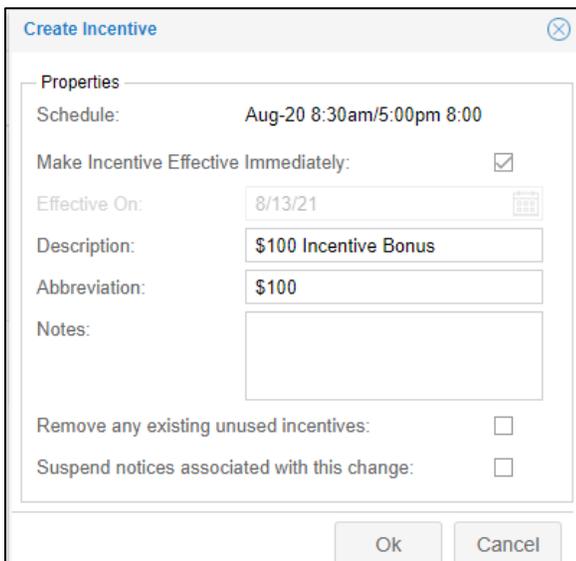
Incentives, such as a bonus, rate of pay increase and pay designation transfers, can be applied to an open shift to encourage employees to pick up the shift. Schedulers can apply multiple incentives to an open shift for both candidates who pick up the shift and employees who were assigned to the shift before incentives were offered.

To add multiple incentives to an open shift:

Click the open schedule you want to add the incentive to and select the incentive package you want to add. Only those pay enhancements that are available for you to apply will be displayed in the menu.



In the *Create Incentive* window The Make Incentive Effective Immediately setting is enabled by default. If you want to delay the incentive, disable this checkbox and select a date using the calendar feature or by typing the date in the Effective On field.



Description and Abbreviation fields will display the properties configured in the pay enhancement package.

Description:  ← Displays in ESS Mobile  
 Abbreviation:  ← Displays in schedule template  
 Notes:   
 Remove any existing unused incentives:   
 Suspend notices associated with this change:   
 Ok Cancel

The Abbreviation of the incentive is displayed under the coverage schedule in the schedule template.

Friday

13 August

Red Line

8:30a/5p 8:00 4 2

**\$100**

pullman, molly  
hudson, carol

The Description of the pay enhancement package is sent in the notification to candidates and displayed in the Open Schedule tile of ESS Mobile.

BACK HOME

AUGUST 2021

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4

**AUG 20** Open Schedule

8:30a to 5:00p 8h | Ann Arbor Blue Line Assembly

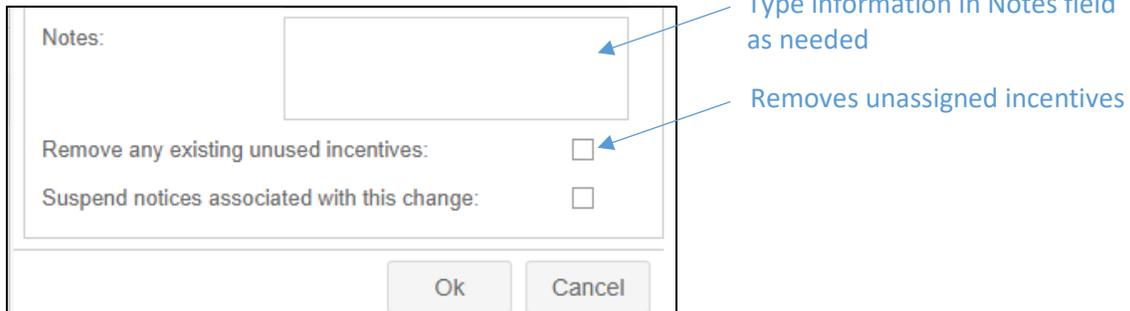
**\$100 Incentive Bonus**

MENU PICKUPS

The new incentive displays for the schedule. When there are multiple incentives applied to a schedule, the most recently added incentive displays in the schedule template, and is considered the active incentive. The active incentive is always applied when the schedule is picked up or assigned. After the shift has been assigned, you can change the incentive.

Employees must pick up the entire shift to receive the bonus. If employees only pick up a portion of an open schedule with an incentive, they will not receive the incentive.

Information about the incentive can be added in the Notes field. Notes are recorded in the Change History log for the coverage schedule.



If multiple incentives are applied to an open schedule, but not all incentives are assigned to employees, this setting can remove the unassigned incentives when enabled. If disabled, multiple incentives will continue to display as options for the coverage schedule when assigning incentives to employees. Space limitations in the Assigned Incentives panel may prevent all incentives from displaying when a large number of incentives have been applied and unassigned incentives are not removed.

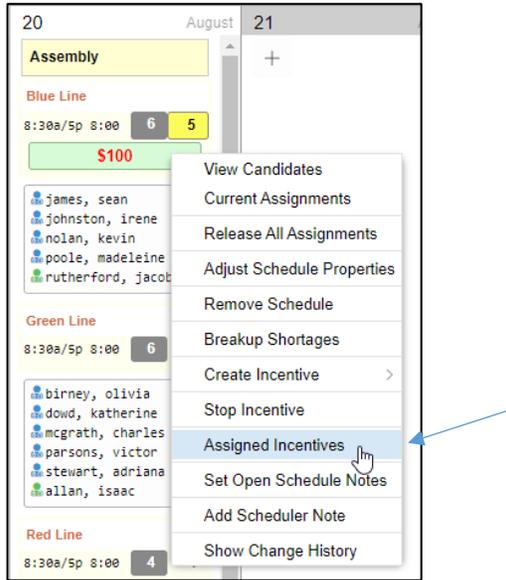


## Giving Incentives to Assigned Employees

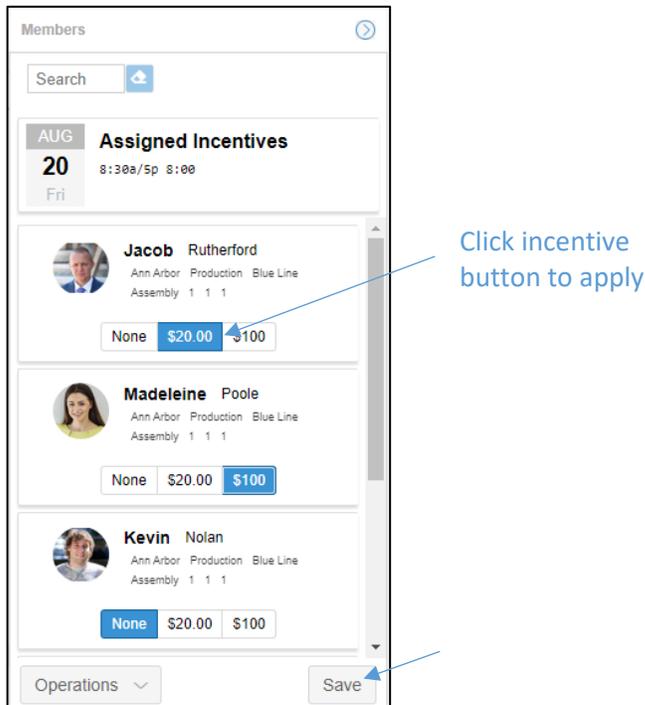
You can select the incentive package you want to assign to each employee in the Members panel.

To assign incentives to employees who are working the shift:

1. Click the open schedule and select Assigned Incentives from the menu.



2. In the Assigned Incentives panel, click the incentive button for each employee you want to have the incentive. Each incentive will have its own button in the employee tiles.



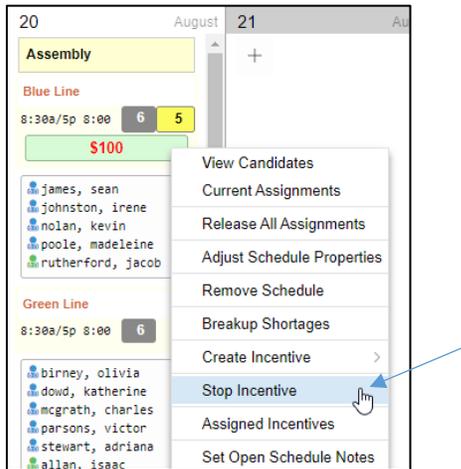
3. Click the Save button.

## Removing an Incentive from the Schedule

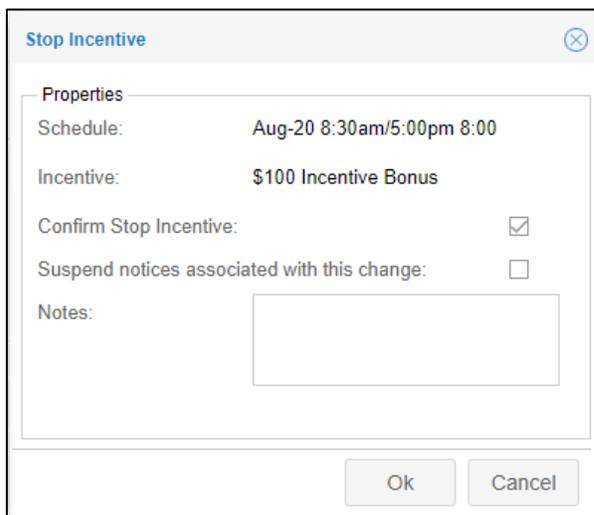
If an open schedule incentive is no longer needed, the incentive can be removed or stopped. An incentive can only be removed if it is not in use. If an employee is assigned to an incentive, then it is considered in use and the incentive cannot be removed, however, it is inactive and will not be applied when a schedule is later picked up or assigned. Incentives can be removed from assigned employees in the Assigned Incentives panel.

To remove an incentive from a schedule:

1. Click the open schedule in the template and select Stop Incentive from the context menu.



2. Enable the Confirm Stop Incentive checkbox in the *Stop Incentive* window.



3. Enable the Suspend notices checkbox if you do not want employees to receive a notification about the incentive suspension.
4. Enter information in the notes field if needed. Notes are recorded in the Change History log for the coverage schedule.

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