

CREW Time | Share Employees QRG (Alternate Work Location Request)

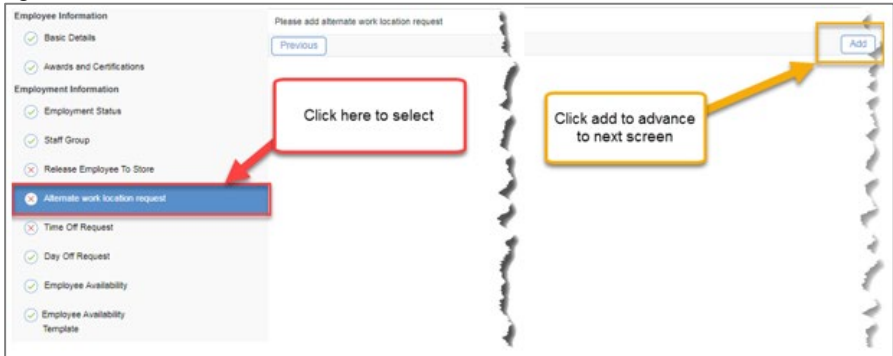
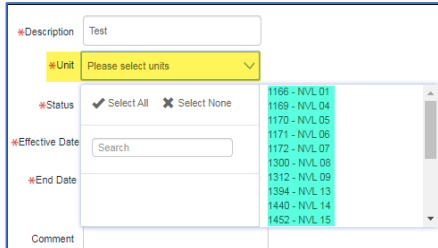
Purpose How to share employees between stores in CREW Time.

- Potential Uses**
- Cover an open shift in an understaffed store
 - Share a Receiving / Inventory Tech between two locations
 - Schedule more work hours for techs than the home store can accommodate
 - Share an assistant to cover for an event

- Notes**
- **Do not lend employees across state lines.** There are potential differences in overtime and minor work laws as well as company pay / timekeeping policies.
 - Shared employees still need to transfer punch in Kronos if they are away from their "home" store.
 - Only employees within a 50-mile radius from their home store will be visible.
 - An employee will only be available to another location *after* the schedule is published.

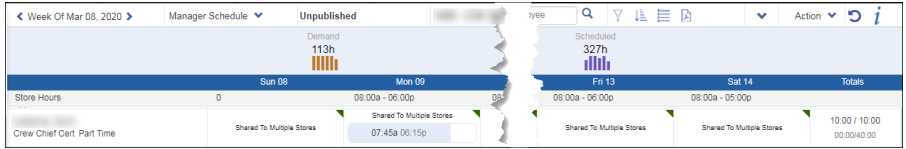
Share Employees with Other Stores (as the "Home Store")

To share an employee with other stores, select the employee from the **Roster** and click on **Alternate work location request**.

Step	Action
1	Click on Roster and select the employee you want to make available to other locations.
2	Click on Alternate work location request , then click Add in the upper right-hand corner. <div style="border: 1px solid black; padding: 10px; margin-top: 10px;">  </div>
3	Enter a description, locations the employee may be shared to (unit), status, and the effective start and end date the employee will be available to others. <p>Note: An employee can be shared across multiple stores.</p> <div style="border: 1px solid black; padding: 10px; margin-top: 10px;">  </div>

Share Employees with Other Stores (as the “Home Store”)

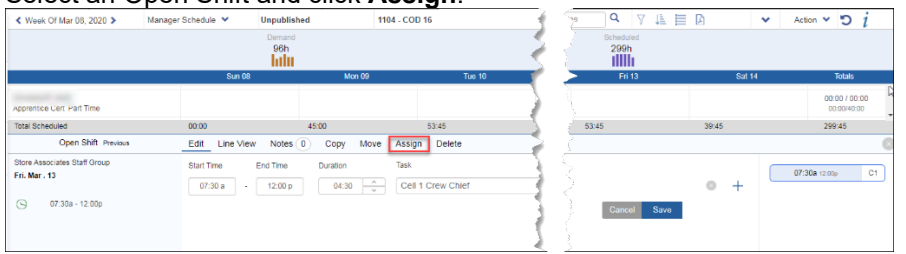
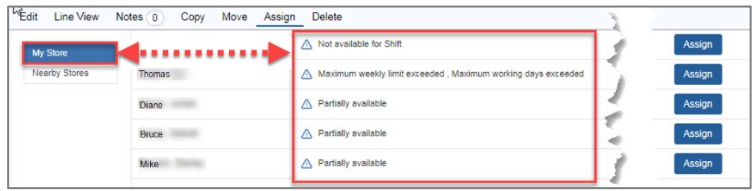
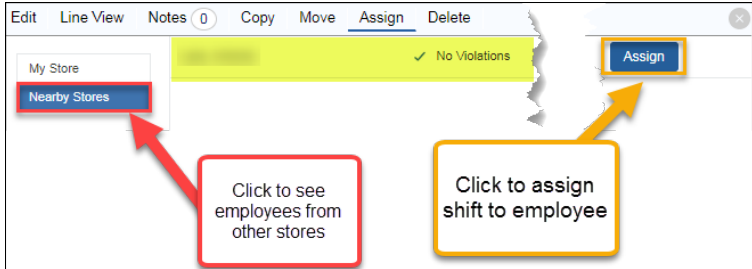
(continued)

Step	Action
4	<p>Your employee will become “shared” when your schedule generates for the week. The system will show the shifts at the home store and the employee’s availability to cover a shift at another location.</p>  <p>In the above example, the employee has shifts scheduled at the home store on Monday. Depending on the employee’s availability, they may be able to cover a shift at another location on Friday and Saturday.</p>

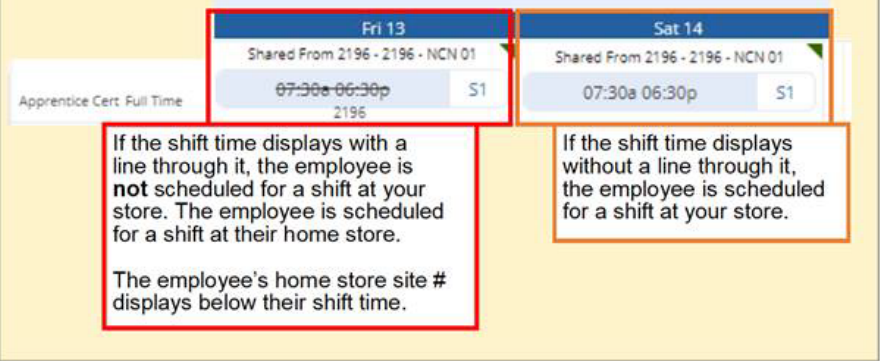
Schedule Employees from Other Locations

Select employees from other locations from the **Open Shifts, Assign** screen.

Shared, available and certified employees will only display if their lending store published their schedule.

Step	Action
1	<p>Select an Open Shift and click Assign.</p> 
2	<p>On the Assign screen are your home store employees and their general availability. In the example, the home store employees have limited to no availability.</p>  <p>Click Nearby Stores to see a list of employees available from other locations who can possibly fill the open shift. Select the employee and Assign the shift. In the example, we see an employee from another store is available with no violations.</p> 

Schedule Employees from Other Locations
(continued)

Step	Action
4	<p>The schedule will display the shared employee's shifts at their home store and other stores.</p> <div> <p>Interpreting the Schedule Shared employee's shift times and home site # will display on your schedule. How the shift time displays on the schedule depends on where the employee is scheduled to work.</p>  <p>If the shift time displays with a line through it, the employee is not scheduled for a shift at your store. The employee is scheduled for a shift at their home store.</p> <p>The employee's home store site # displays below their shift time.</p> <p>If the shift time displays without a line through it, the employee is scheduled for a shift at your store.</p> </div>

Related Resources

[Scheduling page](#) on the KC [CREW Time Manager Guide](#)

Contact

We are here to assist with any questions or feedback: WFMTeam@discounttire.com.