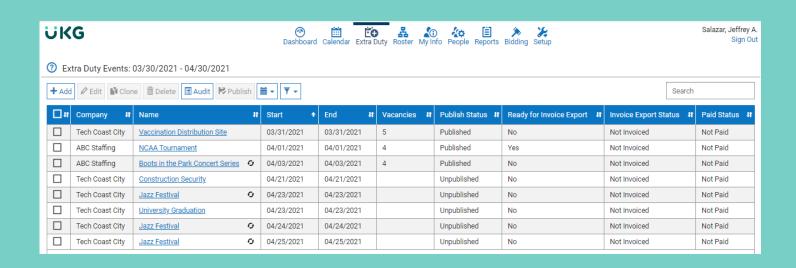# UKG TeleStaff Extra Duty Events

Manage job details with streamlined workflows

Extra Duty scheduling drives significant challenges when relying on manual systems and paper trails. Email, phone calls, arduous approval processes, and last-minute modifications prove frustrating for event coordinators and staff alike. With UKG TeleStaff Extra Duty Events™ module, you can streamline the Extra Duty Event requisition process, creating schedules that are best suited for your organization and budget. Our solution proactively builds schedule recommendations based on operational demand, required skills, and compliance rules that can be paired with the availability and preferences of your employees. Paired with UKG TeleStaff™, you can leverage the power of IVR, email, and SMS to fill vacancies through the roster. You can also view regular duty schedules alongside Extra Duty schedules, so leaders have true visibility into all employee duties.

	Company	Name		Start	End	Vacancies	Publish Status	Ready for Invoice Export	Invoice Export Status	Paid Status
☐	Tech Coast City	Vaccination Distribution Site		03/31/2021	03/31/2021	5	Published	No	Not Invoiced	Not Paid
☐	ABC Staffing	NCAA Tournament		04/01/2021	04/01/2021	4	Published	Yes	Not Invoiced	Not Paid
☐	ABC Staffing	Boots in the Park Concert Series	↻	04/03/2021	04/03/2021	4	Published	No	Not Invoiced	Not Paid
☐	Tech Coast City	Construction Security		04/21/2021	04/21/2021		Unpublished	No	Not Invoiced	Not Paid
☐	Tech Coast City	Jazz Festival	↻	04/23/2021	04/23/2021		Unpublished	No	Not Invoiced	Not Paid
☐	Tech Coast City	University Graduation		04/23/2021	04/23/2021		Unpublished	No	Not Invoiced	Not Paid
☐	Tech Coast City	Jazz Festival	↻	04/24/2021	04/24/2021		Unpublished	No	Not Invoiced	Not Paid
☐	Tech Coast City	Jazz Festival	↻	04/25/2021	04/25/2021		Unpublished	No	Not Invoiced	Not Paid

Make intelligent staffing decisions

The Extra Duty Events module gives you real-time visibility into accurate people data and staffing demands with a centralized location to keep track of events. Enable managers to make intelligent decisions on the fly and build schedules that meet the citizen needs and the department.

Minimize compliance risks

The Extra Duty Events Module automatically identifies staff based on predefined criteria so you can offer the right person the shift. You're automatically notified if scheduling actions violate established rules so you can make changes and maintain compliance.

Empower your people

Self-service tools empower your people to be more autonomous while making the scheduling process more transparent. With the Extra Duty Events module, your people can pick up open shifts based on their qualifications — all from a desktop or mobile device.

UKG Extra Duty Events: Unbridled Success

For Managers and Event Coordinators

- Easily manage and streamline extra duty events, even recurring events, in a centralized tool

- Quickly communicate supporting URLs such as location maps, citizen attendee details, and uniform requirements related to an event

- Make invoicing easier with data from the Extra Duty Events Invoice Export to ensure timely cost recovery

- Rapidly define jobs on the events page to support multiple days, shifts, and units, to add/remove jobs, and to change job-specific details

For Employees

- Quickly view event details such as the event name, description, location, and URL

- Efficiently view the dashboard for a list of all upcoming off duty event opportunities and details

- Easily view featured vacancy details across specific events

- Swiftly analyze event details from the calendar to see all jobs for which the employee qualifies and to view the job requirements and URLs

With UKG TeleStaff, you can:

- Build and maintain optimal schedules with multiple shifts and positions

- Maintain minimum staffing requirements

- Ensure schedules are based on required skillsets, certification, qualification, and availability

- Adhere to union, organization, and HR rules and policies

- Reduce exposure to compliance liability and safety risks

- Find best-fit resources to schedule, whether for day-to-day or emergency staffing

- Eliminate manual calling

- Capture a complete audit trail

- Deliver updates and other messages on-the-fly

- Create fair and equitable schedules

- Provide managers increased visibility into trends

- Ensure accurate and adequate coverage to avoid costly cover and under staffing

- Provide managers increased visibility into trends for corrective action

- Capture, validate, and report costs for recovery purposes when disasters strike

- Alleviate manager workload by automating complex and time-consuming scheduling processes and manual calling

- Create fair and equitable schedules

- Empower employees to instantly access work information and take action via mobile and self-service access

- Automate bidding to allow employees to bid on desired work or time-off

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UKG

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