

Extra Duty Events

With UKG TeleStaff Cloud

Streamline Event Management for Public Safety

Public safety departments often need to incorporate city-sponsored or private events, such as parades, concerts, and athletics into their daily scheduling. Without the right solution, these events can be time-consuming to plan and challenging to coordinate, and billing event hours worked adds an extra layer of difficulty.

The UKG TeleStaff Cloud Extra Duty Events™ module offers a centralized solution to plan, staff, track, and invoice these events, improving the event management process and helping the department recover expenses in a timely manner. The solution considers the department’s business rules such as fatigue, certifications, qualifications, etc., to ensure event staffing is compliant and to prevent excessive overtime.

Company	Name	Start	End	Vacancies	Publish Status	Ready for Invoice Export	Invoice Export Status	Paid Status
ABC Events	Country Concert Event (Multi Day)	01/23/2023	01/24/2023	0	Published	No	Invoiced	Paid
ABC Events	Country Concert Event (Multi Day)	01/24/2023	01/25/2023	0	Published	No	Invoiced	Paid
ABC Events	Large Rock Concert Event	02/03/2023	02/03/2023	2	Published	No	Not Invoiced	Not Paid
ABC Events	Local Athletic Event	02/04/2023	02/04/2023	2	Published	No	Not Invoiced	Not Paid
ABC Events	Local Athletic Event	02/11/2023	02/11/2023	4	Published	No	Not Invoiced	Not Paid
ABC Events	Local Athletic Event	02/18/2023	02/18/2023	4	Published	No	Not Invoiced	Not Paid
City-Sponsored Event	Marathon	02/19/2023	02/19/2023		Unpublished	No	Not Invoiced	Not Paid



1. Planning Events

The UKG TeleStaff Cloud Extra Duty Events Module streamlines event planning processes. Using the centralized platform, event coordinators can seamlessly plan each event in advance, defining shifts, required jobs, the employing company, and other important details. This not only enhances visibility but also reduces day-of coordination efforts. Additionally, to minimize administrative workload, coordinators can quickly duplicate and modify previous events or establish recurring ones with ease.



2. Staffing Events

After finalizing the event details, the coordinator can publish the event to the schedule, and UKG TeleStaff Cloud can then begin to staff employees to the event’s open shifts. The solution utilizes unique hiring lists tailored to events, ensuring that extra shifts are offered in accordance with the department’s policies and rules. Employees receive notifications to work extra event shifts via SMS, email, or phone call.



3. Invoicing and Cost Recovery

Once the event is complete, the UKG TeleStaff Cloud Extra Duty Events module simplifies the invoicing process with its events invoice export feature. This export includes essential data for invoicing, such as hours worked during the event. Access to this data helps facilitate timely cost recovery and employee payment. Furthermore, the coordinator can track and document payment status to effectively manage this process.

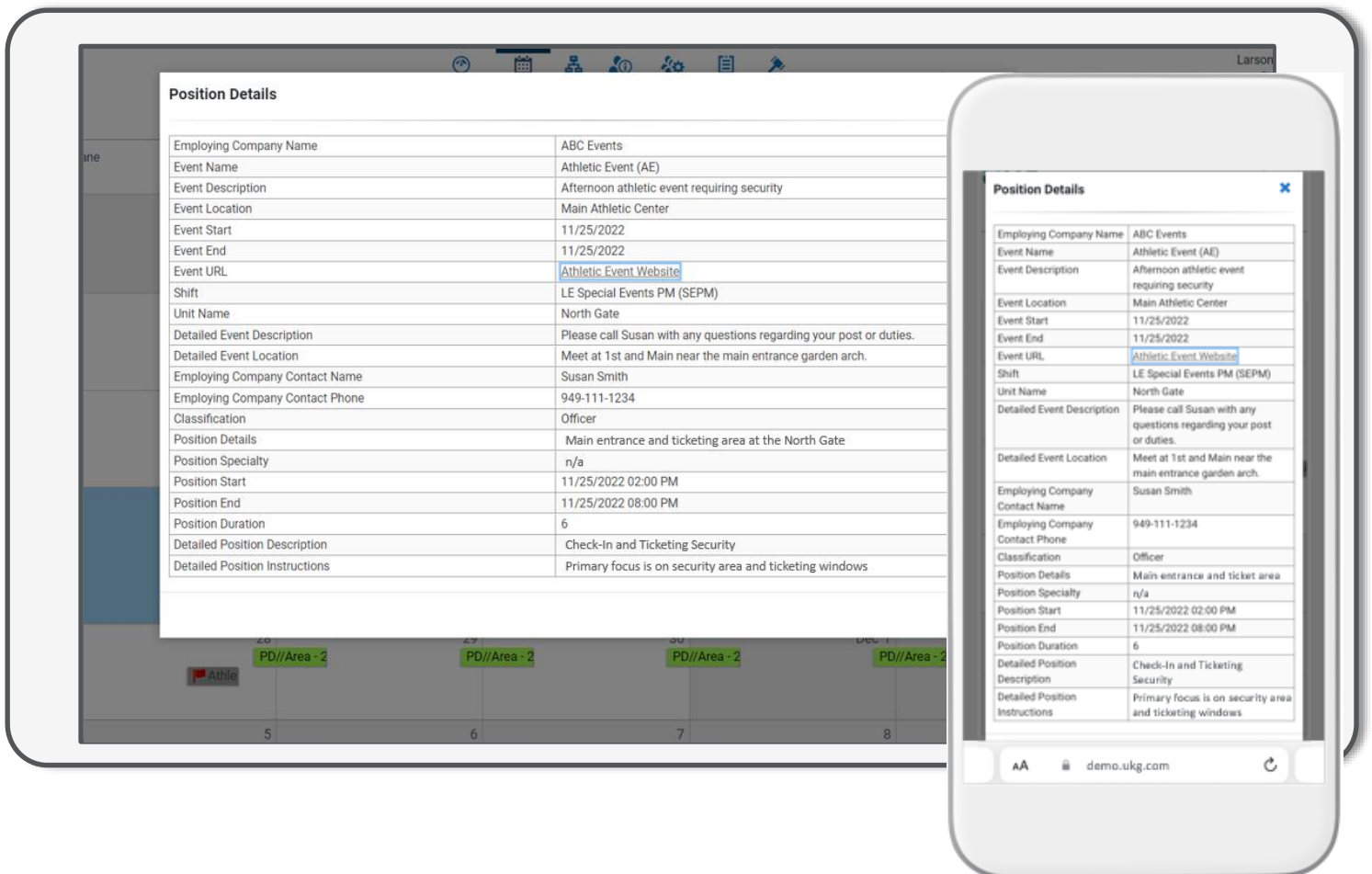
Employee Experience

Employees, alongside coordinators and schedulers, also enjoy the benefits of the UKG TeleStaff Cloud Extra Duty Events module.

- Notifications to work extra event shifts are sent to employees via SMS, email, or phone call, streamlining communication across the department.
- Once staffed into an event, employees gain immediate access to full event details, including specific position instructions, uniform requirements, citizen attendee details, and relevant URLs such as location maps and external websites. With mobile access to this information, employees have all the event details right at their fingertips, reducing confusion and last-minute coordination efforts.
- If a department allows employees to sign up or volunteer to pick up extra event shifts, they can see the open shifts they are qualified to work on the dashboard, and easily sign up directly from their calendar.

Benefits of the UKG TeleStaff Cloud Extra Duty Events module:

- Streamlined event management.
- Compliant and efficient event staffing.
- Reduced administrative workload.
- Enhanced visibility and communication.
- Improved employee satisfaction.
- Timely cost recovery and employee payment.



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