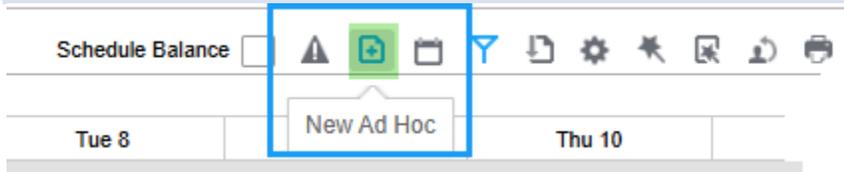


ADDING A SHIFT OR SHIFTS IN THE ASV with the NEW AD HOC FUNCTION

The New Ad Hoc function is available from the function tools located top-right above the schedule calendar.



Basic shift to be added:

1. Select the New Ad Hoc function (create new icon) from the function tools top-right, above schedule
2. Select the date for the shift and then select the unit
3. Pre-defined Shift is preselected, select the lookup to choose a shift label*
4. Use the look-up in the Employee field to find and select employee, once selected their default job displays, select a different job if needed
5. Select Add Shift – the shift displays on the calendar shaded blue

***If there is not a predefined shift for the time needed select Simple Shift – see steps below:**

1. Follow steps 1 & 2 above
2. Select Simple Shift and a new set of parameters displays
3. Enter the shift start and end times
4. Select the Activity using the lookup – **if the shift is >6 hours, add a meal break****
5. Use the look-up in the Employee field to find and select employee, once selected their default job displays, select a different job if needed
6. Select Add Shift – the shift displays on the calendar shaded blue

**If you are consistently using a simple shift configuration and would like it to be added as a predefined shift, please email our wfm@vumc.org inbox.*

****To add a meal break**, select the plus sign next to Break Activity, select or type Meal enter a start and end time (see screenshot on next page)

NOTE: If creating a new unassigned shift, follow Basic shift steps above, except leave the employee field blank

Schedule Balance          

Example of creating an Ad Hoc Shift, selecting Simple Shift and adding a Meal Break

Date*
03/27/2025 Repeat

Unit*
VCH PHO

Pre-defined Shift

Simple Shift

Shift Times*
12:00 - 19:00

Activity*
WRK

+	Break Activity	Start Time	End Time
🗑️	MEAL	16:00	16:30

Shift type*
ALL

Font Colour*
Black

Employee
0166832

Job*
RN

To add a shift to repeat, check the Repeat checkbox and more parameter options display – see steps below

Using the Repeat function within New Ad Hoc:

1. Select the New Ad Hoc icon from the function tools top, right of page
2. Select the date for the shift
3. Select Repeat and repeat options display
 - a. Repeat Pattern- daily
 - i. Defaults to Daily - Select the end date for the last date you want the shift to be added
 - ii. Every Number of Days – Enter the number for how often you want the shift to repeat, for example: Every other day would be two, every third day would be three, etc.
 - b. Repeat Pattern – Weekly
 - i. Select Weekly for Repeat Pattern and the parameters expand with list of days of the week
 - ii. Select the end date
 - iii. Select the day/days for the shift to be repeated
4. Select Unit
5. Select a pre-defined shift or select Simple Shift and more parameters display for Shift Time, Activity, and Break Activity (see screenshot above)
6. Select employee and their default shift displays, select a different job if needed
7. Select Add Shift and the shifts are added to the schedule shaded blue