

ADDING A SHIFT IN THE ASV with Details Edit Mode

The **Details Edit Mode** is the default edit mode when loading the schedule and is used to edit or add one shift at a time. Log in to WFM, go to Schedule Admin, Scheduling>Advanced Schedule view, then load the Team's schedule for the dates needed.

Please Note: Modifying the start or end time of any shift, the shift label on the ASV does not change. For example, a shift label of N12 1845 indicates a 12-hour shift starting on night shift at 1845, but if you modify the start time to be 2300, the shift label will still display as N12 1845, with an asterisk.

The assignment sheet, printed schedules, and employee's schedule calendar will display the updated shift time, in the example above the shift will display as 2300-0715. Again, the ASV will display the original shift label of N12 1845*. If the shift is selected, the updated shift time displays in the details.

Assigning an Unassigned Shift to an Employee is the preferred method for adding a shift:

1. Select the unassigned shift for the job/date/shift and the details edit panel displays
2. Using the lookup, left side of details, select the employee for this shift
3. Select Save – *If the shift you are assigning is posted to the billboard a message "Attention Required" message displays, letting you know that the shift will be cancelled from the billboard, select Ok to acknowledge – if the employee will exceed 40 hours for the week (Sun-Sat) select Ok to acknowledge the Schedule Compliance Warning*

Note: If the shift was offered to the billboard, the employee will display on the Assignment Sheet in "Employees Schedule for Extra Shifts" section and their shift time will be shaded blue with an exclamation point in the assignment section.

...
N12 1845 WRK VUH 0S	N12 1845 WRK VUH 0S	N12 1845 WRK VUH 0S
...
D12 0645 WRK VUH 0S	D12 0645 WRK VUH 0S	D12 0645 WRK VUH 0S

UNASSIGNED

2

Copy

Ztrain09544, Hawa	0.9	36.00
Ztrain80894, Brooke	0.9	36.00
* Ztrain83910, Tabitha J	0.9	36.00
Add Wo Ztrain141111, Jacob A	0.75	0.00
Breaks ar Ztrain131431, Patricia	0.6	24.00
Ztrain139306, Kristina	0.9	24.00

2

Save Cancel

Ztrain80894, Brooke

Show Qualified Only
 Show Available Only

Employee:
 Status: Active
 Pay Group: MCB
 Calc Group: HOURLY
 Work Type:
 Employment Type:
 Home Phone: 815-123-4567
 Mobile Phone: 815-123-4570

Jobs: MR
 3

Attention Required

D12 0645 on 04/12/2025 is currently posted to billboard. Proceeding with the transaction will also cancel the billboard posting.
 Ztrain80894, Brooke exceeded 40.0 hours for the week from [04/06/2025 - 04/12/2025].

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Copy a Shift when a matching unassigned shift is not available:

1. Select the shift to be copied and the details edit panel displays
2. Select Copy from the function tabs and the shift displays green
3. Select the empty cell on the calendar for the date the employee that will be added
4. The shift is added, shaded blue

Employee	W1	Sun 6	Mon 7	Tue 8	Wed 9	Thu 10	Fr
▼ RN							
Ztrain13174, Maria G [0.9]	36.00			N12 1845 VUH 9S WRK			N12 VUH

1

Employee:
 Status: Active
 Pay Group: MCB
 Calc Group: HOURLY
 Work Type:
 Employment Type:
 Home Phone: 815-123-4567
 Mobile Phone: 815-123-4570

Jobs: LAB
 CV19 RN
 SL
 RN-IP
 SL-SSP
 SL-ONCALL
 RN
 CN

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Details	Day	Start Time	End Time	Unit	Position	Activity	Department
*	▼	18:45	07:15	VUH 9S	RN	WRK	0

Mon 7	Tue 8	Wed 9	Thu 10
	N12 1845 VUH 9S WRK		

3

April	Wed 9	Thu 10
	N12 1845 VUH 9S WRK	N12 1845 VUH 9S WRK

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