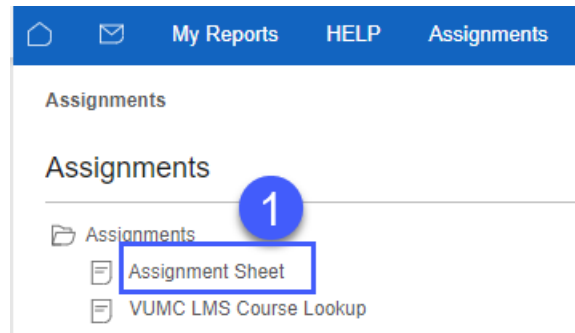
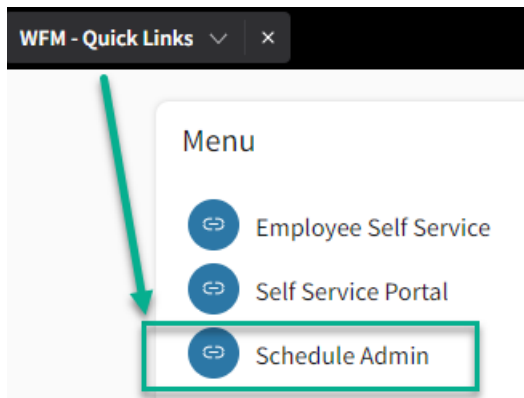


ASSIGNMENT SHEET INFORMATION for Medical Receptionists with Support Access

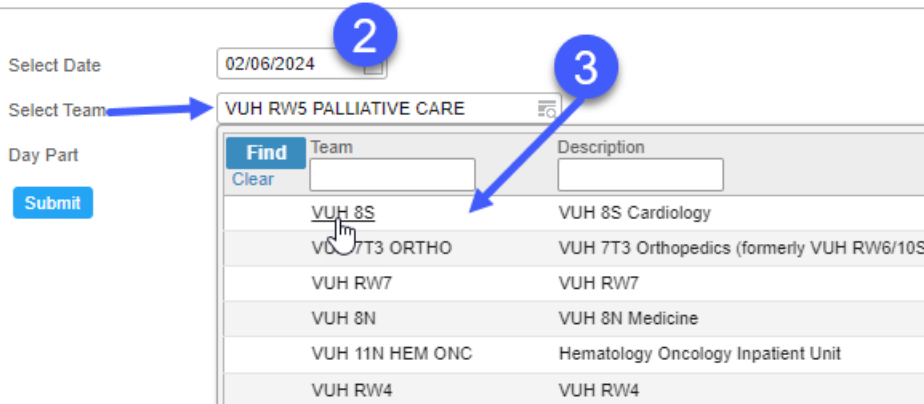
How to Access the Assignment Sheet from the Schedule Admin

Log into Infor Workforce Management (WFM) and select Schedule Admin from the quick links

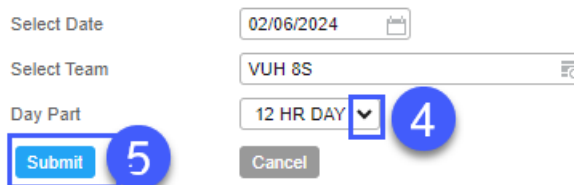
1. Your home page should default to Assignments - select Assignment Sheet
2. Select a different date, as needed
3. Select the lookup icon to select the team, as needed
4. Select a different shift (day part), as needed
5. Select Submit



Assignments > Assignment Sheet
[Assignment Sheet](#)



Assignments > Assignment Sheet
[Assignment Sheet](#)



VIEW STEPS FOR PRINTING ASSIGNMENT SHEET ON NEXT PAGE!

How to print the assignment sheet:

1. Verify that you have the assignment sheet for the right team, date, and shift, if needed use the blue Next button to advance to the next shift or the blue Prev button to go back to the previous shift.
2. Select the blue Print button and the print version of the assignment sheet is displayed in a window
3. Select the blue Print button in the window, located toward the bottom of the page

User	Unit	Date	Day Part
Ztrain15080, Susan N	VUH 8S	02/06/2024	12 HR DAY

Job	Scheduled	Recommended	Adjusted
SL	1.00	1.00	
RN	6.00	5.00	
CP	3.00	4.00	
MR	1.09	1.00	
HERO	0.48		
PFN	0.78	0.35	
PT CARE ATTEND	0.00		
RN-PM	0.11		
Budgeted HPPD: 5.62	5.41	5.65	5.65

Employee Name	Sched Hours	Job	Time Code	Cur Assign
Ztrain127110_Jessica [9]	36.0	SL	WRK	

Print Area: [Dropdown] Totals? [] [Print] [Cancel] [Submit]

VUMC Printed Assignment Sheet - Google Chrome

Address: vumctrn-wfm.st.inforcloudsuite.com/reports/VUMCPrintedAssignmentSheetServlet

VUMC Printed Assignment Sheet 1 / 1 95%

Created by	For Assignment Date	Unit	Day Part
THOMPSSI	02/06/2024	VUH 8S	12 HR DAY

vumctrn-wfm.st.inforcloudsuite.com/reports/VUMCPrintedAssignmentSheetServlet

VUMC Printed Assignment Sheet VUH 8S

Created by: THOMPSSI For Assignment Date: 02/06/2024 Unit: VUH 8S Day Part: 12 HR DAY

Print 1 sheet of paper

Destination: Microsoft Print to PDF

Color: Color

Your print options may be different, use the options available to print

[3] [Print] [Cancel]