## **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

WFM - Quick Links $ \lor $		
Menu		🛆 🖾 My Reports HELP Assignments
		Assignments
🖙 Employee S	self Service	Assignments
🕒 🖙 Self Service	Portal	Assianments
😑 Schedule Ad	dmin	<ul> <li>Assignment Sheet</li> <li>VUMC LMS Course Lookup</li> </ul>
<u>ssignments</u> > Assignment Sh Assignment Sheet	neet	
Select Date	02/06/2024	3
Select Team	VUH RW5 PALLIATIVE CARE	
Day Part	Find Team Clear	Description
Submit		VUH 8S Cardiology
	VILLE PW/7	VUH 713 Orthopedics (formeny VUH RW6/105
	VUH 8N	VIII 8N Medicine
	VUH 11N HEM ONC	Hematology Oncology Inpatient Unit
	VUH RW4	VUH RW4
	Assignment Sheet	Sheet
	Select Date	02/06/2024
	Select Team	VUH 8S
	Day Part	12 HR DAY

## VIEW STEPS FOR PRINTING ASSIGNMENT SHEET ON NEXT PAGE!

infor Workforce Management (WFM)

## 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 P	art			
Ztrain15080, Susar	n N	VUH 8S		<< Prev			02/06/20	24 12 HF	DAY			
Census: 22 patient	s [as of 02/06	/2024 18:45]		•								
	Jol	b		Scheduled	i	E	Recommend	led	Ac	ljusted	i	
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	20			0.11			5.05			5.05		_
Budgeted HPPD: 5.	.62			5.41			5,65			5.65		
		Employee Name			Sched Hours		Job	Time Code				Cui Assig
Ztrain127110,	J <u>essica</u> [.9]	06:45 - 19:15			36.0		SL	WRK				
	Print Area		Т	otals?	2	_					BOTTOM OF PA	GE ]
Next >>		~	(	0	6	F	Print		Cance	1	Submit	
S VUMC Printed	Assignment Sh	eet - Google Chrome						- 0	×			
25 vumctrn-wi	fm.st.inforclo	udsuite.com/reports/	VUMCPrinted	AssignmentS	heetServlet				Q			
≡ vuмc	Printed Assi	gnment 1 / 1	— 9	5% +	c 🔊			± ē	:			

	=		nt i / i   — s	0% T   U V)	- <b>-</b> •	- •		
ſ	VU	IMC Printed Assignment Sh	eet		VUH	8 <b>S</b>		
L	[	Created by	For Assignment Date	Unit	Day Part	- 1		
L		THOMPSSI	02/06/2024	VUH 8S	12 HR DAY	- 1	F	

VIIH 85

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

.....

eated by		For Assignmen	t Date	Unit		Day Part
KOMPSS		02/06/2024		VUH 85		12 HR DAY
imployees On	Call	Job		Time		Time Code
ab .	Employee		Scheduled	Assignment	Duration	Comments
н.	Ztrain 127110, J	Assaica (15048)	06:45-19:15			
N .	Ztrain 129398, 5	Junny [13955]	06:45-19:15	8223, 8227-X, 8228, 8229	00:45-19:15	
an 	Ztrain 172717, A	kbbey [15717]	05:45-19:15	8224, 8226 8, 8226-8, 8227 8225, 8231	08:45-19:15	
DP.	Zhain 140422, 0 [14204]	Cordesha M	06:45-19:15	8205, 8208, 8210, 8223, 8227-X, 8229, 8230, 8232	06:45-19:15	Buddy Shella
CP .	25tain 146809, K [14236] (VUH 1	Camiyah A 7E)	00:45-19:15	8204, 8214, 8215, 8220, 8221, 8224, 8225, 8226 B	00:45-19:15	Buddy Cordesha
	[reserve]		00.48 10.48	-		
ERO	Ztrain 170209, N [14212]	Jackenzie	09:00-14:30*			
PEN	Ztrain 129419, P	Sally [14196]	07:45-17:15*			
Indicates par	rtial or split cove	1900.				
Comments						
First Off Reque	esta	Req	uest Date/Time		Create D	ata-Time
imployees On Time Codes	Non-Productive	Job		Timecode		Time
Ztrain 17903, K	Cristin	PFN		APR		07:45-17:15
		ZU81	001	o, onena	10	00.10 1