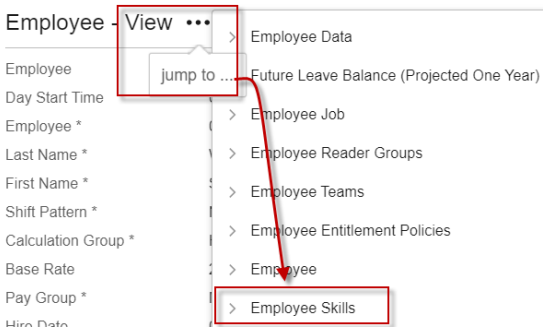


Compliance, Skills-Point of Care– How to Update

If a compliance item has been renewed or is no longer needed for an employee, you must update the End Date. Log into the WFM Schedule Admin:

1. From the blue menu bar select Employees, and then select Employee
2. Type the last name of the employee in Employee field. Select Find, and then select Edit next to their name.
3. When the employee profile is displayed hover over the...(ellipsis) and select Employee Skills. *This will take you to the Skills section. You can also scroll down to the Skills section if you prefer.*



4. Update the expiration date of the skill - change the End Date field to the new expiration date for that skill and save.

If a compliance item is no longer needed, for example POC: SP URINE PREGNANCY is not needed in the employee’s new unit, type ‘Exp’ and the date the compliance expired in the License # field for that skill, and then change the End Date of the compliance item to 01/01/3000 and save. Changing the end-date to 01/01/3000 will stop the daily emails and maintain the history of the item.

Employee Skills

Del	Skill *	Start Date	End Date	License #	State
<input type="checkbox"/>	BLS PROVIDER	01/01/1900	01/31/2021	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	RN	07/09/2016	10/31/2020	123456	TENNESSEE
<input type="checkbox"/>	ACLS PROVIDER	01/01/1900	01/31/2021	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	POC: ACCUCHEK INFORMII WHC	06/05/2018	04/23/2020	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	POC: SP URINE PREGNANCY	01/01/1900	02/11/2020	This POC is no longer needed for the team where the employee now works.	

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Skill *	Start Date	End Date	License #
BLS PROVIDER	01/01/1900	01/31/2021	<input type="text"/>
RN	07/09/2016	10/31/2020	215929
ACLS PROVIDER	01/01/1900	01/31/2021	<input type="text"/>
POC: ACCUCHEK INFORMII WHC	06/05/2018	04/23/2020	<input type="text"/>
POC: SP URINE PREGNANCY	01/01/1900	01/01/3000	Exp 02/11/2020

Note: Certification and Licenses are Renewed in Workday. The employee’s manager will approve the entry and will check the primary source to verify certification and license information. The updates in Workday will import to WFM nightly.

For POC items, the POC team will update the end-date in WFM when the employee’s check-off is completed.

SORTING SKILLS

The skills display in the order based on a system numbering behind the scene. You can sort the skills on the employee page by clicking on the header items. For example: To sort the name of the skills in alphabetic order, select the word Skill on the header above the skills. You could also sort by Start Date or by End Date; by selecting the name on the header. Sorting by header items, from the top row, works throughout the system.

Employee Skills

Del	Skill ▲ *	Stempskl Start Date	Stempskl End Date	License #	State
<input type="checkbox"/>	BLS PROVIDER	01/01/1900	02/28/2015		
<input type="checkbox"/>	POC: ACCUCHEK INFORMII WHO	01/01/1900	11/30/2014		
<input type="checkbox"/>	RN	01/01/1900	06/30/2016	110261	TENNESSEE

Clicking on the header above will sort the skill. You can sort by: Alphabetic order by skill name, chronological order by start or end date, by license number, or by state. Clicking the header a second time will reverse the order.

REMEMBER:

- All license and certification information imports from Workday daily.
- A scheduling job that is added must also be added in the Employee Skills section if the job requires one specific license, for example: SL, RN-ADM, PFN
- The Point of Care Team will add and update all POC completed by employees.

ADVANCED SEARCH from Employees > Employee

- You can search by last name, first name or employee ID by typing them in the Employee field and clicking find.
- What if you do not know how to spell the last name and you do not know the employee ID? You can use the Advanced Search functionality to locate the employee.
- Click on the down pointing arrow next to the Find button to display the advanced search fields.
- There is also a shortcut key, %, that you can use to search throughout the system. Select the percent sign and then type a few letters or numbers that are contained within the name. Any name that contains those characters will display for selection.

There are many fields you can use for searching or for limiting a search. Fill in as many or as few of the fields as you choose.