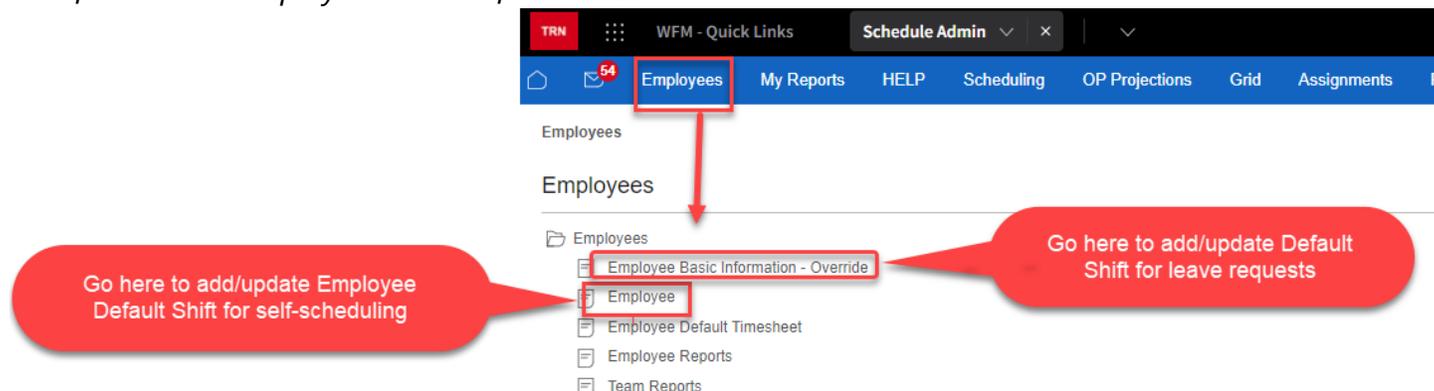


EMPLOYEE DEFAULT SHIFT – ADD FOR SELF-SCHEDULING

We have the **Default Shift** on the Employee Basic Information – Override page, which must be added for the employee to submit a leave request form.

Now we have the **Employee Default Shift** field in the Employee profile, this field is optional, but beneficial to the employee when self-schedule.



How does the Employee Default Shift benefit the employee when self-scheduling?

- ❖ Will allow the employee to utilize the **Quick Select** during self-scheduling, for each Employee Default Shift – quick select allows the employee to select a shift with one click!
- ❖ When a default shift is selected in the self-scheduler, the employee can quickly see what dates the shift is available. **A flag displays on dates the selected default shift is available for scheduling.**

To add an employee default shift – log into the Schedule Admin and select Employees from the black menu bar, and then select Employee

1. Type the last name of the employee in the Employee field, select find or enter, and then select Edit on the row with the employee's name
2. When the employee record displays, use your mouse to hover over three dots (ellipsis), at the top of the page, *next to Employee – View*, and select Employee Default Shift to jump to that section
3. Select the plus sign (+) to add a new row
4. Enter or select the team for scheduling
5. Enter the job for scheduling, if there is more than one job or shift, enter the job for each, ex: CP, RN, SL, CLINIC ASST, NURSE MED SURG, NURSE EMER, etc.
6. Enter the shift label for each job added, ex: D12 0645, DayOCN, D10 0630, etc., and then select Save – *the Start and End dates will be entered by the system as 01/01/1900 and 01/01/3000*

The employee must have the team and job (*with a future expiration date*) in their employee profile for the team and jobs to be added above!

See screenshots with steps on next page:

Employees / Employee

1

Employee Find

	Day Start Time	Employee	Last Name
Edit	00:00	0	McCall
Edit	00:00	0	Call

Employee - View

...

- > Employee Data > Employee Data v
- > Future Leave Balance (Projected One Year)
- > Employee Job
- > Employee Teams
- > Employee Entitlement Policies
- > Employee Skills
- > Employee Default Shift**
- > Employee Data with Datepicker

Day Start Time

Employee *

Last Name *

First Name *

Shift Pattern *

Calculation Group *

Pay Group *

Hire Date

VUMC Seniority Date

2

Employee Default Shift

Find

Team *	Job *	Shift *	Start Date	End Date
No Records Found				

[Save](#) [Return to form listing](#) [Top](#)

3

Employee Default Shift

Find

Team *	Job *	Shift *	Start Date	End Date
VUH 9N	RN	D12 0645	<input type="text"/>	<input type="text"/>

[Save](#) [Return to form listing](#) [Top](#)

Leave start & end dates blanks

4

5

6

Employee Default Shift

Find

Example with three default shifts added

Del	Team *	Job *	Shift *	Start Date	End Date
<input type="checkbox"/>	VUH 9N	RN	D12 0645	01/01/1900	01/01/3000
<input type="checkbox"/>	VUH 9N	RN	DayOCN	01/01/1900	01/01/3000
<input type="checkbox"/>	VUH 9N	SL	D12 0645	01/01/1900	01/01/3000

[Save](#) [Return to form listing](#) [Top](#)