FLOATING AN EMPLOYEE TO WORK ON ANOTHER TEAM

Load the ASV for the employee or team for the date to be floated

- 1. Select the shift to be floated, and the details edit panel displays
- 2. Select Float from the function tabs, and the Float Wizard displays to the Floating Shift page
- 3. Select the team the employee is being floated to at the top of the page in the Float To Unit field
- 4. Next to Create New Shift, enter the shift label for this shift or the closest to shift time available for the receiving team, and then select Next
- 5. The Manage Relief page displays, select Float or type float in the Float Code field, and then select Next
- 6. The confirmation page displays, verify the information is correct, and then select Finish
- 7. A message displays that the shift successfully floated; to acknowledge the message select Ok

SEE SCREENSHOTS WITH STEPS BELOW:

Rachel [0.9]	36.00		N12 184	5 WRK	N12 1845	WRK
Employee: Status: Active Pay Group: MCB	Copy Mark for Sv		Float Book-Of	Unassign	Add Shift	Shift Hist
Calc Group: HOURLY Work Type:	Details Day	Start Time	End Time	Unit	Position	Acti
Employment Type: Mobile Phone: (931) 3780812	* 🔻	18:45	07:15	VUH 9S	CP	Q= WF
Jobs: CP-DIP LAB	Add Work Add O	n-call				

Float Wizard Floating Shift	Manage Relief	Confirmation							
Float To Unit	3 VUH 9N Rachel	QE							
	Work Date	Unit	Position		Detail Day	Start Time	End Time	Shift	Activity
Float From	04/09/2024	VUH 9S	CP			18:45	07:15	N12 1845	WRK
Float To	04/09/2024 🛗	VUH 9N	CP	Q≣	•	18:45	07:15		
					۲	Create New Shift	4	N12 1845 QE	QE
					0	Select existing unas	signud snift	QE	
Cancel	Next								

infor Workforce Management (WFM)



Float Code FLOAT

Create Relief for floated part of Original Shift

	Employee	Status	Work Date	Unit	Shift	Position	Activity	Detail Day	Start Time	End Time
1		RNN 🔻								
	Rachel [0.9]	RNN 🔻	04/09/2024	VUH 9S	N12 1845	CP	WRK		18:45	07:15
		1								
	Previous Cance	l Next								
Fl	oat Wizard									
F	loating Shift Mana	ge Relief Confirmation								

I	Employ	/ee	Status	Work Date	Unit	Shift	Position	Activity	Detail Day	Start Time	End Time
•		Rachel [0.9]	Float From	04/09/2024	VUH 9S	N12 1845	CP	WRK		18:45	07:15
	6		RNN	04/09/2024	VUH 9S	N12 1845	СР	WRK		18:45	07:15
		Rachel [0.9]	Float To	04/09/2024	VUH 9N	N12 1845	СР	WRK		18:45	07:15

Schedule Compliance Violation(s)



			RESULTS						
_	N12 1845 VUH 95	WRK	N12 1845 VUH 9N	 ☆ WRK					