

New Employee Checklist

You may have received an alert "Employee has been added to your team" because a new hire for your department has been added WFM. Below are items that must be reviewed and updated for every new employee and transfer to your team.

From Employees > Employee Basic Information – Override

- Add employee's default shift (will say 'Change Me' for new employees)
- Verify default daily minutes, update if needed
- Verify auto break minutes, update if needed

From Employees > Employee

- Add Employee Default Shift if your team self-schedules
- Confirm default hours, update if needed
- Add any additional jobs and skills for the employee, if applicable*
- Add any additional teams, if applicable**

***Scheduling jobs and skills** – jobs that require a specific license, RN, LPN, RT, etc., must have a corresponding skill listed in the Employee Skills section on the employee page. After adding the additional job, be sure to also add a corresponding skill, for example: SL, CN, RN-SD, RN-CC

- If a scheduling **job is used by employees with varying licenses**, example RN & LPN, RN & Paramedic, LPN & Med Asst, then a corresponding **skill is NOT needed**, i.e., Nurse MedSurg, Clinic Nurse, Clinic Assist, EMER Nurse
- If your team is what we call a Child of a Parent team. This is for teams that have one cost center and multiple home departments where employees are hired to the same Home Department but work various teams – you will have a separate document for your team with specific steps for your team.

Employees on Set Schedules

- If an employee will be on a set, repeating schedule (Master Rotation) – enter data into the Master Rotation Template for Set Schedules, available from the WFM Help site landing page. Send the document to our email at wfm@vumc.org and in the Subject type 'Master Rotation.' Include the following information on the template: Employee's name, employee ID, enter their schedule with the shift time (start/end times), job to be scheduled, location, on the dates to work, entering the schedule until it repeats, *must be any multiple of a 7-day repeating schedule.*

If your area self-schedules – this step is also required:

From Scheduling > Self Scheduling > Group

- Add employee Self-Scheduling group

Besides WFM, information needs to be entered in Workday:

From Workday

- Add **license and certification** information is entered in **Workday!** The information will be sent to WFM overnight, which will update the skill, certification, and job end dates.

The document, Employee – 'Updating Employee Information' has the steps for updating the above information.