

POST/TAKE SHIFT

Log into WFM and select Employee Self Service

How to post a shift

1. Select Post/Take Shift from the navigation tabs across the top.
2. Select the blue Post a Shift tab, the calendar for the current week displays. The current date is shaded green, your scheduled shifts are shaded yellow, and off dates are shaded blue.
3. Select the advance arrow below the calendar to advance by week until you view the date scheduled that you want to post.
4. Select the shift time on the date to post and the Post Shift form displays listing your shift with the start and end times for your shift.
5. A comments section is next, adding a comment is optional however, employees will see the comments when they view posted shifts. It is suggested that you list dates you would like to work in return for them selecting your shift.
6. Select Submit, and then select Ok to confirm.

Your post a shift form routes to a leader for approval. If approved, you are notified, and the shift is posted.

How to take a shift – once you are logged in to WFM Employee Self Service

1. Select Post/Take Shift from the navigation tabs across the top.
2. Select Take a Shift and posted shifts that are available for you to take display – listings the employee that posted the shift, work date, start & end times, comment, and a Requests Shift button. You can select Next below the calendar to advance to the view more postings, if available.
3. Select Requests Shift next to the shift that you want to take, and the Shift Trade Requests form displays listing the employee that posted the shift and then you as the Bidder.
4. Fill in the Return Shift portion if you are wanting the posting employee to work one of your shifts in return for taking their shift: Select the date of your shift, select the start and end times for the entire shift, ex From 0645 To 1915 or From 1845 to 0715. If the shift is a night shift, check the Overnight box above the end time.
5. Comments are optional, posting employee and leadership will see comments, then select Submit.

Frequently Asked Questions (FAQs)

- How does Post and Take a Shift work? The employee that posts a shift is called the Poster and an employee that selects a shift to take in the take a post section is called the Bidder, each entry is routed per below:
 - Employee Post a Shift>Routes to leadership for approval>Approved request is posted to the Take a Shift board
 - Employee Takes a Shift>Bid Shift routes to leadership for approval>Approved request route to the Poster for approval
 - Poster accepts Bid Shift>Shifts are traded in WFM>Bidder is notified that the trade was accepted and processed

- How come my co-worker sees more post than I do? Remember, you will only see postings for jobs you are qualified for days that you are off. If you are looking at posted shifts in a future month, and your license expires before that date, you will not see postings until your license is renewed and updated in Workday.
- What happens if someone rejects the request that comes to them? If anyone submits No instead of Yes, the employee that submitted the requests, Poster, or Bidder, will receive a message that the request was rejected. The request will come from the person that rejected the requests (Leadership or Poster).
- Can I post part of my shift? No, only the scheduled time of your shift can be posted.
- Do employees get notified when I post a shift? No, they do not. Employees must intentionally log into WFM Employee Self Service and view Post/Take Shifts from Take a Shift.

STEPS WITH SCREENSHOTS ON HOW TO POST A SHIFT:

The screenshots illustrate the following steps:

- Step 1:** The user navigates to the 'Post/Take Shift' option in the top menu.
- Step 2:** The user clicks the 'Post a Shift' button.
- Step 3:** The user selects a shift on the calendar for Friday, July 12th, and Saturday, July 13th, with a time of 06:45 - 19:15.
- Step 4:** The user confirms the shift details, including the time 06:45 - 19:15.
- Step 5:** The user fills out the 'Post Shift' form. The form includes:
 - Employee: Ztrain92397, Allie P
 - Shift date: 07/19/2024
 - Start time: 06:45
 - End time: 19:15
 - Overnight:
 - Comments: Would prefer to trade for your Tuesday or Wednesday (16th or 17th)
- Step 6:** The user clicks the 'Submit' button to post the shift.

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STEPS WITH SCREENSHOTS ON HOW TO TAKE A SHIFT:

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2
Post a Shift Take a Shift

Post a Shift View Shift Postings

POSTED BY	WORK DATE	START TIME	END TIME	COMMENTS	ACTION
Ztrain113338,Elizabeth M	07/16/2024	18:45	07:15	Will someone pick up my Tuesday, I will work any day after	Request Shift
Ztrain92397,Allie P	07/19/2024	06:45	19:15	Would prefer to trade for your Tuesday or Wednesday (16th or 17th)	3 Request Shift
Ztrain112966,Olivia	07/19/2024	07:00	19:00	I need someone to take my on call shift on Friday. I want to go out of town.	Request Shift
Ztrain113338,Elizabeth M	07/25/2024	18:45	07:15	Want to trade my Thursday for your Mon, Tues or Weds.	Request Shift
Ztrain100227,Robbi	07/27/2024	18:45	07:15	Can swap for Weds or Thurs, or you can just have my shift and I will use PTO.	Request Shift

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Shift Trade Request

Employee Ztrain92397,Allie P Bidder Ztrain119831,Shelby L

Posted Shift
Date Affected: 07/19/2024 Overnight
From: 06:45 To: 19:15

Return Shift **4**

Date affected: Overnight
From: To:

Comments :

Return Shift
Date affected: 07/17/2024 Overnight
From: 06:45 To: 19:15

Comments :
Comments optional

5 Submit