

PRINT MY ASSIGNMENT SHEET – HOW TO VIEW OR PRINT

Log into WFM and select Employee Self Service:

1. Select Print My Assignments, from the navigation links at the top of the page, and the parameter page displays
2. Date defaults to the current date, change if needed
3. Team defaults to your home team
4. Day Part – defaults to your shift – select another day part (shift) if needed
5. Select Run Report and the report displays

About the Assignment Sheet:

Header row – displays the information from the parameter page

Employee On Call section – displays employees scheduled to OnCall or who were Placed On Call (POC)

Assignment section – Job/Employee/Schedule/Assignment Duration/Comments

- Displays grouped by job, and will either be in alphabetic order by last name or by start time, from earliest start time to latest start time, within each job section
- Employee names display with Mobile Heartbeat phone number below each name, when available; if an orient is assigned to work with an employee, the orient’s name will display below the employee’s name
- Scheduled time, lists employee’s scheduled start and end time and will be shaded blue if the shift was claimed through the billboard
- Assignments will display once assignments are entered
- Duration of the shift time could vary if an employee has more than one assignment within the shift
- Comments are optional and related to the assignment

Comments – general comments section below assignments will display if entered

First Off Requests – list employees scheduled to work that have requested to be first off or were denied their time off for this shift through a leave requests form

Employees On Non-Productive Time Codes – Employees with approved time off, absent, or in orientation

Assignment Sheet Examples:

VUMC Printed Assignment Sheet

VPC NORTH OHO

Created by	For Assignment Date	Unit	Day Part		
THOMPSSI	02/20/2024	VPC NORTH OHO	PM CLINIC		
Employees On Call	Job	Time	Time Code		
Job	Employee	Scheduled	Assignment	Duration	Comments
RN	Ztrain38311, Kimberly	07:30-16:00	Nurse Wkrm Pod B	07:30-16:00	
RN	Ztrain59357, Joanna L	07:30-16:00	Nurse Wkrm Pod A	07:30-16:00	
RN	Ztrain101607, PORCHA	08:00-16:30	Nurse Wkrm Pod D	08:00-16:30	
RN	Ztrain110090, Jade Alejandra	08:00-16:30	Nurse Wkrm Pod B	08:00-16:30	
RN	Ztrain118288, Emily	08:00-16:30	Nurse Wkrm Pod A	08:00-16:30	
RN	Ztrain129456, Siera H (VMG FLOAT POOL)	08:00-16:30	Nurse Wkrm Pod D	08:00-16:30	
CLINIC ASST	Ztrain108524, Neliza L	07:30-16:00	Nurse Wkrm Pod C	07:30-16:00	
CLINIC ASST	Ztrain175469, Diana	08:00-16:30	Intake Wkrm Pod D	08:00-16:30	
CLINIC ASST	Ztrain175474, Taliah Nicole (VMG FLOAT POOL)	08:00-16:30	Intake Wkrm Pod D	08:00-16:30	
CLINIC ASST	Ztrain35358, Helen R	08:00-16:30	Intake Wkrm Pod A	08:00-16:30	AM: Pod A intake PM: Pod D intake

VUMC Printed Assignment Sheet
VUH RW3 INPT MED

Created by	For Assignment Date	Unit	Day Part		
THOMPSSI	01/16/2024	VUH RW3 INPT MED	12 HR DAY		
Employees On Call	Job	Time	Time Code		
Ztrain83956, Janet L	RN	07:00-19:00	OCN		
Job	Employee	Scheduled	Assignment	Duration	Comments
SL	Ztrain52203, Anna Mae L [6154214459]	06:45-19:15			
RN	Ztrain119707, Anica M [11332] (VUH RW6 INPT MED)	06:45-19:15	3433, 3438, 3440, 3444, 3446	06:45-19:15	
RN	Ztrain119756, Alexandra M [6154211355]	06:45-19:15	3432, 3436, 3437, 3441, 3447	06:45-19:15	
	ORI: Ztrain179285, Kevin				
RN	Ztrain84015, Barbara A [6154213370]	06:45-19:15	3439, 3443, 3445, 3448	06:45-19:15	
CP	Ztrain168673, Erykah [6154216237]	06:45-19:15	3436, 3443, 3444, 3445, 3446, 3447, 3448	06:45-19:15	stock cart
CP	Ztrain32597, Aminata I [6154214441]	06:45-19:15	3432, 3433, 3437, 3438, 3439, 3440, 3441	06:45-19:15	stock warmer and isolation caddy
MR	Ztrain15080, Susan N [6154214329]	06:45-19:15	MR	06:45-19:15	
Comments					
ACHS 33, 38 (+0100), 40, 46 q2 Turns: 37,38					
First Off Requests	Request Date/Time	Create Date/Time			
Ztrain119756, Alexandra M	01/16/2024 06:45-19:15	01/15/2024 10:15:19			
Employees On Non-Productive Time Codes	Job	Timecode	Time		
Ztrain179285, Kevin	RN	ORI	06:45-19:15		