Scheduling Jobs – How to Add for an Employee

Log Into the WFM Schedule Admin

Two things to know before you add an additional job:

o Do not delete the employee's default job – the default job is based on the employee's job code from the Human Resources database – you will simply add additional job(s) used for scheduling

o If the job being added is listed with an end-date that has expired, you will delete that job by following the instructions below:

1. From the blue men bar select Employees, then select Employee from the list
2. Type in the last name of the employee in the Employee field and select Find or Enter
3. Select Edit on the row with their name
4. When the employee record displays use your mouse to hover over the three dots (ellipsis), next to Employee – View at the top of the page, then select the Employee Job link
5. Selecting this link will take you to the bottom of the list of this employee's jobs – if the job being added is already listed & has an expired end-date, select the delete box (Del) next to that job to remove it, and then select the plus sign (+) next to the blue save button to add a row
6. Type the *job in the job field on the new row or select the lookup to find and select the job
7. Select Save to save your changes - t*he system has added the default start and end date of 01/01/1900 to 01/01/3000*

A matching skill may need to be added:

Jobs that require one specific license, RN, LPN, RT, etc. **must have a corresponding skill** listed in the Employee Skills area. Jobs where employees scheduled with various jobs, such as RN, LPN, Med Assist **do not require** a skill, examples of these jobs: Clinic Nurse, Clinic Asst, Nurse PCU, Nurse EMER, etc.

After Adding the additional job, follow the steps below to add the skill for jobs that require one specific license, i.e., SL, CN, RN-SD, RN-CC.

To add a skill for a new job (such as SL, CN, RN-TRG, RN-RSC, etc.)

1. Scroll down to the Skills section or from the top of the page use your mouse to hover over the three dots (ellipsis), next to Employee – View at the top of the page, then select Employee Skills
2. Under the list of skills/compliance items, select the plus sign (+) to add a new row
8. Type the name of the Job in the Skill box or select the lookup to find and select the job (skill) - *the system will add the default start and end date of 01/01/1900 to 01/01/3000*
3. Select Save to save your changes

Note: *All License and Certifications should be entered into Workday. The job end-date will be updated with the license expiration date with our daily import from Workday.

REMEMBER: Clinic Asst, Clinic Nurse, Nurse EMER, Nurse MedSurg, Nurse PCU – jobs that can be a variety of skills/licenses are not & should not be added in the skills area.

SCREENSHOTS WITH NUMBERED STEPS FOR HOW TO ADD A SCHEDULIG JOB ARE ON NEXT PAGE

Home   Messages   **1** Employees   My Reports

Employees / Employee

Employee ztrain127971   Find   ≡

	Day Start Time	Employee ▲	Last Name	First N
3 Edit	00:00	0180010	Ztrain127971	Nicole

2

Employee - View ···   **4**

| | > Employee Data |
Day Start Time | |
Employee * | > Future Leave Balance (Projected One Year) |
Last Name * | > Employee Job |
First Name * | > Employee Teams |
Shift Pattern * | > Employee Entitlement Policies |
Calculation Group * | > Employee Skills |
Pay Group * | > Employee Data with Datepicker |
Hire Date | |

Employee Job [   ] Find ≡

Del	Job *		Start Date ▲	End Date
☐	MEDASST	🔍	06/07/2021 📅	01/01/3000 📅
☑	CLINIC ASST **5**	🔍	01/01/1900 📅	06/28/2021 📅
☐	WKND SECOND CALL	🔍	01/01/1900 📅	06/24/2021 📅
☐	CV19 CLINIC ASST	🔍	09/01/2021 📅	01/01/2022 📅

Save 📄 Return to form listing   Top

Employee Job [   ] Find ≡

Del	Job *		Start Date ▲	End Date
☐	MEDASST	🔍	06/07/2021 📅	01/01/3000
☐	WKND SECOND CALL	🔍	01/01/1900 📅	06/24/2021
☐	CV19 CLINIC ASST	🔍	09/01/2021 📅	01/01/2022
☐		🔍	📅	

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Employee Job [   ] Find ≡

Del	Job *		Start Date ▲	End Date
☐	MEDASST	🔍	06/07/2021	01/01/3000
☐	WKND SECOND CALL	🔍	01/01/1900	06/24/2021
6 ☐	CV19 CLINIC ASST	🔍	09/01/2021	01/01/2022
☐	CLINIC ASST	🔍		

Save   Return to form listing   Top

Employee Job [   ] Find ≡

Del	Job *		Start Date ▲	End Date	Date
☐	MEDASST	🔍	06/07/2021	01/01/3000	
☐	CLINIC ASST	🔍	01/01/1900	01/01/3000	
☐	WKND SECOND CALL	🔍	01/01/1900	06/24/2021	
☐	CV19 CLINIC ASST	🔍	09/01/2021	01/01/2022	Cre

Save **7** Return to form listing   Top

- See Note above: You are done, unless you are adding a job such as CN, SL, etc. The job will need to be added in the skill area the same way you added the job.

Also, if the employee will be self-scheduling to the job being added, you must enter the team, job, and shift in the **Employee Default Shift** section. The start and end date will be automatically added, see screenshot below:

Employee Default Shift [   ] Find ≡

Del	Team *		Job *		Shift *		Start Date	End Date
☐	VUH 9S	🔍	SL	🔍	N12 1845	🔍	01/01/1900 📅	01/01/3000 📅
☐	VUH 9S	🔍	RN	🔍	N12 1845	🔍	01/01/1900 📅	01/01/3000 📅

Save 📄 Return to form listing   Top