

Self Scheduled Shifts – How to Verify Selected Shifts Were Saved

You will log into the WFM site and select Employee Self Service

1. Select Print My Schedule from the links at the top of the page
2. Select the start and end dates for the schedule period that you self-scheduled
3. Select the box on the bottom, right-side of the page across from Draft?
4. Select Run Report – the schedule for your home team displays

If you want to view ONLY your schedule: Follow steps one through three above, then go to the employee section and use the lookup icon to find and select your name, *first column is to search by employee ID, second column is to search by last name*. Then select Run Report and your schedule displays for the dates entered.

If you want to see employees on your team, scheduled for your shift and your job: Follow steps one through three above, then select your shift for the Day Part, your job on the next row, and then select Run Report. The schedule displays for your shift and job.

Print My Schedule Quick Links Print My Assignments Time Details

Printed Home Team Schedule

Team	VBH PAS	ALL	
Start Date	04/21/2024		
End Date	06/01/2024		
Day Part	ALL	ALL	Day Part Sort Dir. Ascending
JOB	ALL	ALL	Job Sort Dir. Ascending
Employee	002	ALL	Draft? <input checked="" type="checkbox"/>

Run Report

What if your schedule does not display? It means you did not check the Draft box in the screenshot above. Go back to Print My Schedule, follow the steps above, do not skip step 3 before you select Run Report!!!

Only the Draft version of your Home Team Schedule can be viewed until the schedule has been finalized by your leadership team. Once finalized the shifts display on your schedule calendar, the Home Team Printed Schedule, and the Assignment Sheet.

Why do the shifts display shaded red?

- Your self-scheduled shifts will display in red because the schedule has not been Published. Unpublished shifts are not a guarantee that you will work that shift, because the schedule is still in Draft. Your leadership team may adjust the schedule before Publishing, as needed to balance the schedule to have enough staff working each shift.
- Your scheduled shifts can be changed by you if your scheduling window is open, and the shifts are unpublished – go back to the self-scheduler to change any dates.