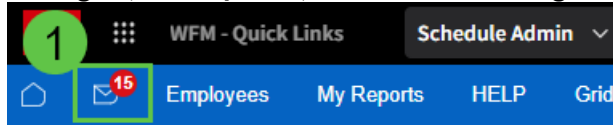# Self Scheduler Compliance Violations Report

VIEWING THE REPORT

Log into the WFM Schedule Admin. This report is created when a self-scheduling process closes for teams that have self-scheduling rules. The report is automatically sent to users in the Assistant Manager Role.

1. **To view the report, select messages (envelop icon) from the blue navigation bar at the top of the page.**

2. **From messages, select the Self-Scheduler Compliance Violations Report.** *There will be report for each self-scheduling process. The process name will be listed in the subject.*
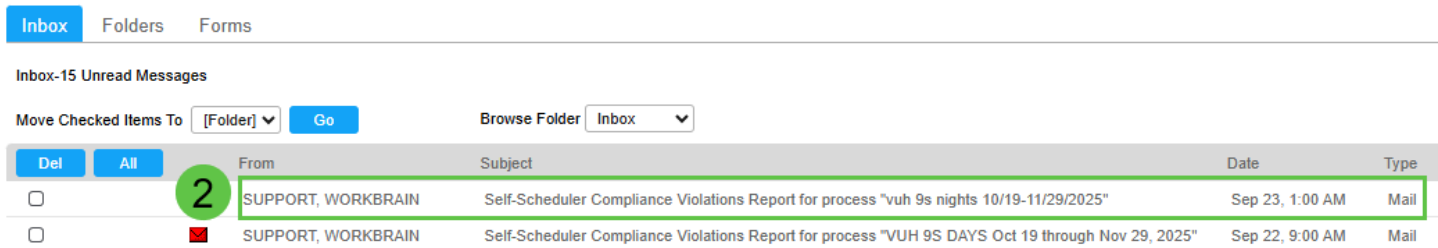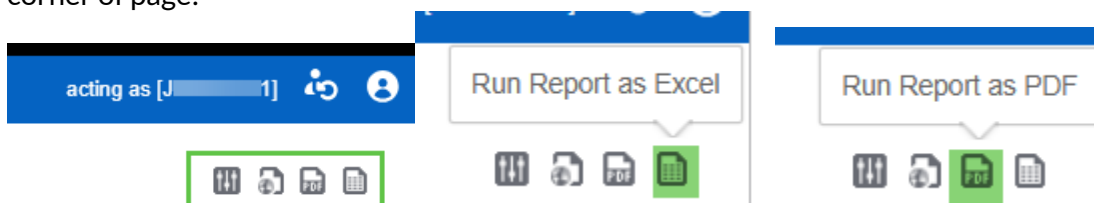

3. **The message displays listing the information in the subject and then, "Please click here to view the report." - the word 'here' is a link that will run the report, select here.**
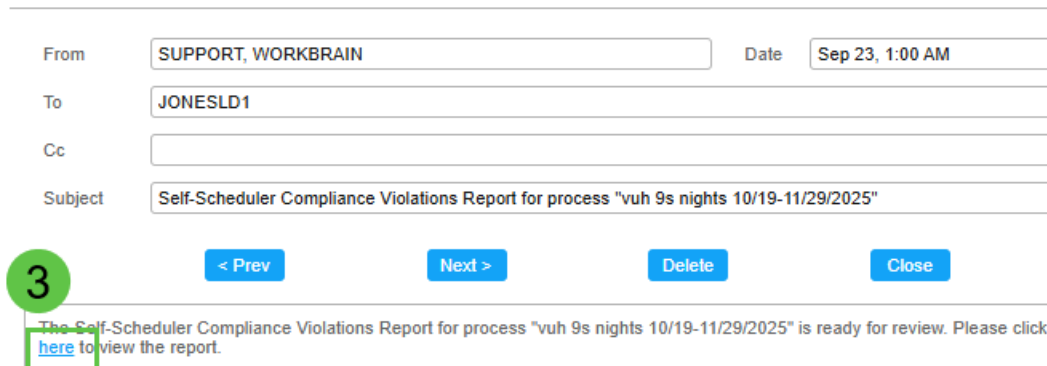
The report displays HTML format, can be viewed in PDF or Excel formats. There are four icons at the top-right corner of page:

If you are not in the role of Assistant Manager, you can run the report by selecting My Reports from the blue navigation bar – the report will be available after the self-scheduling process closes:
1. Select Schedule and Staffing Reports.

2. Select Self Scheduler Compliance Violations Report.
3. In the Process field, type the name of the self-scheduling process that recently closed or select a process from the list using the lookup icon and then select Go.
4. This report will be displayed in a PDF format unless you select the Excel icon from the tools, top-right (as displayed in screenshots above).
5. You must run a separate report for each self-scheduling process. To run additional reports, select the icon to return to the parameters page and then select the next process to view.

SEE EXAMPLE OF THE REPORT ON THE NEXT PAGE:

Self Scheduler Compliance Violations Report ④

Team Name:	VUH 11S	Process Start Date:	10/22/2025
Process Name:	VUH 11S Dayshift 11.30-1.10.2026	Process End Date:	10/30/2025

> Below are rules that were not met. The message the employee saw and numerator/denominator of number scheduled/required.

Full Name	Violation Period	Rule Name	Enforcement Level	Violation Details
Ztrain117295, Ga____ L	11/30/2025 – 01/10/2026	RTSS Minimum Rule	WARNING	WRK – Please select 4 weekend shifts. – 02.00/04.00
Ztrain119775, Ju____	11/30/2025 – 01/10/2026	RTSS Minimum Rule	WARNING	ONCALL – Please select 1 on call shift. – 00.00/01.00
Ztrain129477, R____	11/30/2025 – 01/10/2026	RTSS Minimum Rule	WARNING	ONCALL – Please select 1 weekend shift. – 00.00/01.00
Ztrain130044, R_____	11/30/2025 – 01/10/2026	RTSS Minimum Rule	WARNING	ONCALL – Please select 1 weekend shift. – 00.00/01.00
Ztrain130044, R_____	11/30/2025 – 01/10/2026	RTSS Minimum Rule	WARNING	WRK – Please select 4 weekend shifts. – 00.00/04.00
Ztrain140872, Eli____	11/30/2025 – 01/10/2026	RTSS Minimum Rule	WARNING	ONCALL – Please select 1 weekday on call. – 00.00/01.00
Ztrain140872, El'____	11/30/2025 – 01/10/2026	RTSS Minimum Rule	WARNING	ONCALL – Please select 1 weekend shift. – 00.00/01.00
Ztrain140872, El____	11/30/2025 – 01/10/2026	RTSS Minimum Rule	WARNING	WRK – Please select 4 weekend shifts. – 00.00/04.00

To run additional reports, select the icon to return to the parameters page and then select the next process:

    Go back to report parameters selection page

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My Reports > Schedule and Staffing Reports > Self Scheduler Compliance Violations Report

Self Scheduler Compliance Violations Report

Selection Parameters   ### Report Description

Process	vuh 9s nights 10/19-11/29/2025
Output Format	

Self Scheduler Compliance Violations Report

Find | Process Name
Clear | %2026

    11N Hem/Onc Nov 30 - Jan 10 2026 Nights
    VCH SCN Jan 11 2026
    VUH 9T3 Nights 1.11-2.21.2026
    TCU 11/30/25 to 1/10/2026
    VCH PACU 1.11-2.21.2026

Go   Cancel