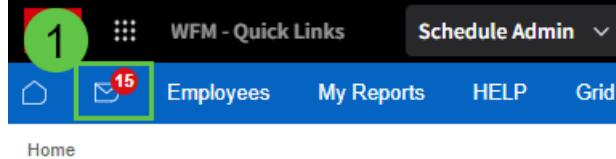


Self Scheduler Compliance Violations Report

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 (envelope 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.*

From	Subject	Date	Type
SUPPORT, WORKBRAIN	Self-Scheduler Compliance Violations Report for process "vuh 9s nights 10/19-11/29/2025"	Sep 23, 1:00 AM	Mail
SUPPORT, WORKBRAIN	Self-Scheduler Compliance Violations Report for process "VUH 9S DAYS Oct 19 through Nov 29, 2025"	Sep 22, 9:00 AM	Mail

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](#).

here to view the report.'"/>

Read Message

From: SUPPORT, WORKBRAIN Date: Sep 23, 1:00 AM

To: JONESLD1

Cc:

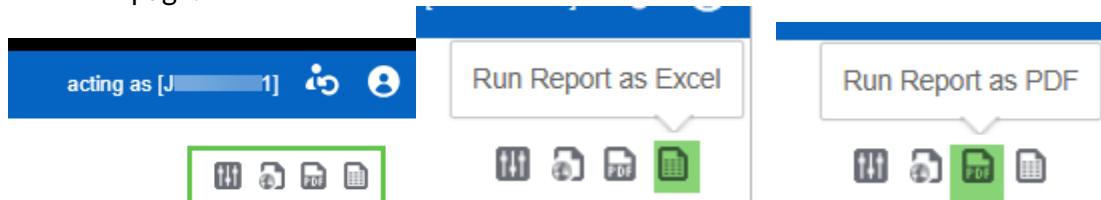
Subject: Self-Scheduler Compliance Violations Report for process "vuh 9s nights 10/19-11/29/2025"

3

< Prev Next > Delete Close

The Self-Scheduler Compliance Violations Report for process "vuh 9s nights 10/19-11/29/2025" is ready for review. Please click [here](#) to view the report.

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.

The screenshot shows the 'My Reports' section of the WFM application. A green arrow points from the 'My Reports' button in the top navigation bar to the 'Schedule and Staffing Reports' section in the 'My Reports' list. A green circle with the number '1' is placed over the 'Schedule and Staffing Reports' section. Another green arrow points from the 'Schedule and Staffing Reports' section to the 'Self Scheduler Compliance Violations Report' item in the list. A green circle with the number '2' is placed over this item. A third green arrow points from the 'Self Scheduler Compliance Violations Report' item to the 'Output Format' dropdown in the 'Selection Parameters' section. A green circle with the number '3' is placed over the 'Output Format' dropdown.

My Reports / Schedule and Staffing Reports

My Reports

- My Reports
- Epic Training Data
- Team Access and Request Routing Reports
- Schedule and Staffing Reports** 1

- First Off Request
- Approved Leave
- Approved On Report
- Assignments by Job Report
- Availability Report
- Budgeted vs. Adjusted Staffing Need
- Cancellation Report
- Self Scheduler Compliance Violations Report** 2

Self Scheduler Compliance Violations Report

Selection Parameters

Process: Vuh 9T3 Days 1.11-2.21.2026 ≡

Output Format: PDF ▼ 3

Go Cancel

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 I	11/30/2025 - 01/10/2026	RTSS Minimum Rule	WARNING	ONCALL - Please select 1 weekend shift. - 00.00/01.00
Ztrain130044, R I	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

5



[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

Self Scheduler Compliance Violations Report

Output Format

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