### **SHIFT BILLBOARD – How to Steps and Information**

To access the self-scheduler, log into WFM, and then select Self Service Portal

How to schedule a shift or shifts from the billboard – Select Billboard in the right column

- 1. Select a date dates with a green flag in the corner have shifts available for you to schedule
- 2. Select the shift to work
- 3. Select Claim Shift
- 4. Select Okay to acknowledge the message

# You are now scheduled for that shift and are expected to work it! The shift displays on your schedule calendar!

#### STEPS WITH SCREENSHOTS:

	Saturday, Mar 30 My Schedule Co-Worker Billb	poard			
Sat The employee 2 in this example	Available Shifts				
is a night shift RN for VUH 10N. No night	06:45 - 19:15 RN	<b>D12 0645</b> VUH 11S	06:45 - RN	19:15 D12 0645 VUH 11S	
shift for his 9 team is available on		VUH 115		VOITIIS	
Mar 30th so he is going to select the shift <sup>16</sup> on 11S	06:45 - 19:15 RN	<b>D12 0645</b> VUH 9T3	<b>06:45</b> - RN	19:15 D12 0645 VUH 9T3	
23	06:45 - 19:15 RN	<b>D12 0645</b> VUH 10N	06:45 - RN	19:15 D12 0645 VUH 10N	
<b>1</b> <sup>30</sup>	<b>18:45 - 07:15</b> RN ▲ <i>Compliance Warning (1)</i>	<b>N12 1845</b> VUH 11S	18:45 - RN		
Saturday	v Mar 30		×		
	tthew exceeded 40.0 hours for the week	(from [03/31/2024 -			
18:45 - 07:15			N12 1845		
Job			RN		
Team			VUH 11S	⊘ Shift Claimed	
Activity			WRK	• Shine claimed	
Shift Type			WRK		
Total Available	Total Available			<ul> <li>The shift has been successfully claimed, you are no</li> <li>expected to work it.</li> </ul>	
Current Assig	nment	L	Jnassigned	expected to work it.	
Comment					
	3 Claim Shift			ок	
Workforce M	anagement (WFM)				



You are now scheduled for that shift and are expected to work it! The shift displays on your calendar!

	30
18:45 - 07:15 <sup>+1</sup>	

# You will receive a message from Workbrain Support that you claimed this shift – management that posted the shift will also receive a message that you claimed the shift.

**NOTE:** A compliance violation, triangle icon, stating Compliance Warning, displays in the shift details box if scheduling the shift would cause you to be scheduled for >40 hours in the week (Sun-Sat). This is a warning, no action from you is required!



### **Self Service Portal Information:**

- Home page displays your schedule calendar for the current month; this calendar has distinct color codes and the details of a shift display in the right column for a single date
- The right column defaults to <u>My Schedule</u> displaying details of your schedule for the current date and then any date selected
- <u>Co-Worker</u> is the next link when selected displays a list of employees
  - Filter the co-worker list, using the filter icon to the right, to view a list of co-workers scheduled for the date selected or co-workers not scheduled for the date selected
- **<u>Billboard</u>** is the last link when selected the schedule calendar will display a green flag in the bottom, right corner for each date, where there is an available posting for dates, you are available, and jobs you are qualified to work

### Billboard Information: Navigate to the Self Service Portal and select Billboard in the right column

- When the billboard link is selected the billboard displays the current month calendar
- Dates with shifts available for you to claim have a green flag in the bottom, right corner
- If you see 'no data available' do not be alarmed this means for the current date or date selected there are no shifts available for you to claim
- When you select a date with a green flag the available shifts for that date display
- If a shift has more than one available for scheduling, a green number next to the shift indicates how many are available
- There is a filter icon that you can select to filter to view shifts for a specific time, job, or team
- When you select a shift, the details box is displayed
- If you cannot work the select shift, clos the box using the X in the upper, right corner
- If you are sure that you can work the shift, select Claim Shift
- What if want to remove a claimed shift? You cannot you must contact management as soon as possible if you cannot work a claimed shift

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