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:

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

	30
	18:45 - 07:15⁺¹
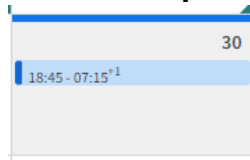
You will receive a message from Workbrain Support that you claimed this shift – management that posted the shift will also receive a message that you claimed the shift.

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!*

Available Shifts

10:45 - 23:15	D12 1045
RN-MID	VUH ED
⚠ Compliance Warning (1)	
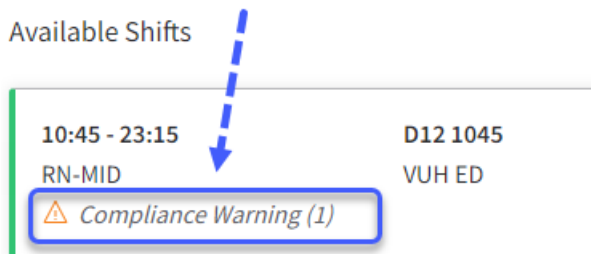
Self Service Portal Information:

- 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 **My Schedule** – displaying details of your schedule for the current date and then any date selected
- **Co-Worker** is the next link – when selected displays a list of employees
    o 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
- **Billboard** 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