

Adding a Traveler (External Agency Staff) to Your Team

Log into WFM Schedule Admin and **select Employees** from the blue men bar and **then select Employee:**

1. Type the employee's last name and select enter on your keyboard
2. Select Edit to open the employee's record
3. Hover your computer mouse over the ellipsis (three dots) next to "Employee - View" then select Employee Teams from the list
4. Select the plus sign below the list of teams to add a new row
5. Type your team's name in the first box on the row you added, select the tab key, and then save

The start and end dates will be filled in automatically with 01/01/1900 & 01/01/3000, respectively – YOU ARE DONE! The employees on your team that have Schedule Admin access now have access to this employee's schedule.

❖ PLEASE DO NOT UNCHECK ANY HOME TEAM BOX!

Screenshots with step numbers are below:

The screenshot shows the WFM Schedule Admin interface. At the top, there is a navigation bar with 'Employees', 'My Reports', and 'HELP'. Below this, the 'Employees' section is active. A search bar contains the name 'santa' (marked with a blue circle '1') and a 'Find' button. Below the search bar is a table with columns: 'Day Start Time', 'Employee', 'Last Name', 'First Name', and 'Sh'. The first row shows '00:00', '0212709', 'Santa', 'Paul', and 'NU'. An 'Edit' button is visible next to the first row (marked with a blue circle '2').

Below the table, the 'Employee - View' section is expanded, showing a dropdown menu with options: 'Employee Data', 'Future Leave Balance (Projectec', 'Employee Job', 'Employee Teams' (highlighted with a blue circle '3'), 'Employee Entitlement Policies', and 'Employee Skills'. A mouse cursor is pointing at 'Employee Teams'.

Employee Teams Find **Employee may have several entries**

Del	Team *	Start Date	End Date	Home Team	System Gen
<input type="checkbox"/>	UNASSIGNED TEAM	01/01/1900	01/07/2024	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	EXTERNAL AGENCY STAFF	01/08/2024	01/01/3000	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	VUH 6E	01/11/2024	01/12/2024	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	VUH 11S	01/19/2024	01/19/2024	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	VUH 6E	01/20/2024	01/21/2024	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	VUH 6E	03/26/2024	03/28/2024	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	4	04/01/2024	04/03/2024	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Save Return to form listing Top

5

<input type="checkbox"/>	VUH 6E	03/26/2024	03/28/2024	<input type="checkbox"/>
<input type="checkbox"/>	VUH 6E	04/01/2024	04/03/2024	<input type="checkbox"/>
<input type="checkbox"/>	VUH 9S			<input type="checkbox"/>

Save Return to form listing Top **Notice above, no dates and no check in box**

Step 6 is verification that your team is entered as expected!

Employee Teams Find **External agency remains as Home Team**

Del	Team *	Start Date	End Date	Home Team	System Generated
<input type="checkbox"/>	UNASSIGNED TEAM	01/01/1900	01/07/2024	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	EXTERNAL AGENCY STAFF 6	01/08/2024	01/01/3000	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	VUH 9S	01/01/1900	01/01/3000	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	VUH 6E	01/11/2024	01/12/2024	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	VUH 6E	01/14/2024	01/14/2024	<input type="checkbox"/>	<input checked="" type="checkbox"/>