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:

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

Del	Team *	Start Date ▲	End Date	Home Team ▲	System Gen
☐	UNASSIGNED TEAM	01/01/1900	01/07/2024	☑	☐
☐	EXTERNAL AGENCY STAFF	01/08/2024	01/01/3000	☑	☐
☐	VUH 6E	01/11/2024	01/12/2024	☐	☑
☐	VUH 11S	01/19/2024	01/19/2024	☐	☑
☐	VUH 6E	01/20/2024	01/21/2024	☐	☑
☐	VUH 6E	03/26/2024	03/28/2024	☐	☑
☐		04/01/2024	04/03/2024	☐	☑

4

Save ➕ Return to form listing Top

☐	VUH 6E	03/26/2024	03/28/2024	☐
5 VUH 6E		04/01/2024	04/03/2024	☐
	VUH 9S	[ ]	[ ]	☐

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
☐	UNASSIGNED TEAM	01/01/1900	01/07/2024	☑	☐
☐	EXTERNAL AGENCY STAFF	01/08/2024	01/01/3000	☑	☐
☐	VUH 9S	01/01/1900	01/01/3000	☐	☐
☐	VUH 6E	01/11/2024	01/12/2024	☐	☑
☐	VUH 6E	01/14/2024	01/14/2024	☐	☑

6