Adding a TempForce Assignment-Based Employee to Your Team

Log into WFM Schedule Admin and **select Employees** from the blue menu 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 team entries if they have worked in prior roles at VUMC

Del	Team *	Start Date ▲	End Date	Home Team	System Generated
☐	UNASSIGNED TEAM	01/01/1900	05/19/2024	☑	☐
☐	VTS STAFFING COLLAB	08/25/2024	01/01/3000	☑	☐

Save   Return to form listing   Top

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Employee Teams

Find

Del	Team *	Start Date ▲	End Date	Home Team	System Generated
☐	UNASSIGNED TEAM	01/01/1900	05/19/2024	☑	☐
☐	VTS STAFFING COLLAB	08/25/2024	01/01/3000	☑	☐
☐	VUH 4E			☐	☐

5 **Save**   Return to form listing   Top   *notice above, no dates are entered and no check in box*

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

Employee Teams

Find

VTS STAFFING COLLAB remains Home Team

Del	Team *	Start Date ▲	End Date	Home Team	System Generated
☐	UNASSIGNED TEAM	01/01/1900	05/19/2024	☑	☐
☐	VTS STAFFING COLLAB	08/25/2024	01/01/3000	☑	☐
☐	VUH 4E	05/23/2024	01/01/3000	☐	☐

Save   Return to form listing   Top