

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:

The screenshot displays 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, showing a search bar with 'santa' and a 'Find' button. A table of employee records is visible, with columns for 'Day Start Time', 'Employee', 'Last Name', 'First Name', and 'Sh'. The 'Employee' column shows '0212709', 'Santa', and 'Paul'. A dropdown menu is open for 'Employee - View', with 'Employee Teams' selected. Step numbers 1, 2, and 3 are overlaid on the interface to indicate the sequence of actions.

Day Start Time	Employee	Last Name	First Name	Sh
00:00	0212709	Santa	Paul	NU

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
<input type="checkbox"/>	UNASSIGNED TEAM	01/01/1900	05/19/2024	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	VTS STAFFING COLLAB	08/25/2024	01/01/3000	<input checked="" type="checkbox"/>	<input type="checkbox"/>

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Employee Teams Find

Del	Team *	Start Date	End Date	Home Team	System Generated
<input type="checkbox"/>	UNASSIGNED TEAM	01/01/1900	05/19/2024	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	VTS STAFFING COLLAB	08/25/2024	01/01/3000	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	VUH 4E	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>

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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
<input type="checkbox"/>	UNASSIGNED TEAM	01/01/1900	05/19/2024	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	VTS STAFFING COLLAB	08/25/2024	01/01/3000	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	VUH 4E	05/23/2024	01/01/3000	<input type="checkbox"/>	<input type="checkbox"/>

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