VandyWorks Changes for Employees

VandyWorks, our schedule and staffing system, will move to a cloud-based solution April 12, 2024.

We will be in downtime starting Friday, April 12 through Sunday, April 14

What is changing?

- We are getting a new name! **Infor Workforce Management (WFM)**
- You will see a new icon on the clinical workstations which will be the red Infor icon (see icon next page)
- Our new web address (URL) will be https://wfm.app.vumc.org
- Our new email address will be wfm@vumc.org
- We are moving to the *Single Sign-On where you will enter your VUMC email address and password
- A new Self Service Portal for accessing the Billboard and Self Scheduler
  - The Self Service Portal has a mobile-friendly interface for scheduling on the go
- The Self Scheduler will have a Quick Select mode allowing employees to schedule their default shift with one click

What's Staying the Same?

- Your Schedule Calendar
- Leave Requests
- Balance Report
- Assignment Sheet
- Printed Schedule

- Shift Trades
- Post/Take Shifts
- First Off Report
- Messages

New Quick Links Menu upon login:
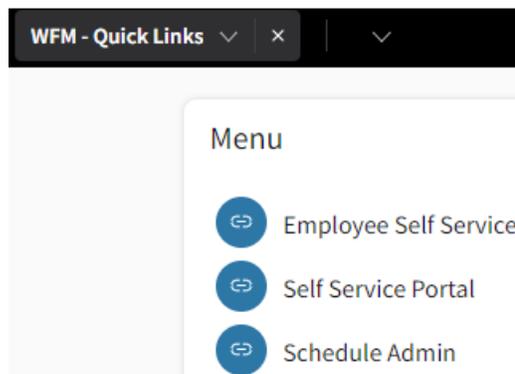
- **Employee Self Service**– select this link for all the employee functions you use in VandyWorks currently, except for the Shift Billboard and the Self Scheduler
- **Self Service Portal**– select this link to access the Billboard and Self Scheduler
- **Schedule Admin** – select this link if you have admin access, ex. Shift Leader, Management, Support Access

Employee Self Service:

- Displays to your home page with your schedule calendar for the current month
- To view one week of the schedule – select the Week tab located above the calendar to the right
- The links to various functions remain the same, except there is no link for the Billboard of Self Scheduler
- You will select the WFM Quick Links menu, located on the black tool bar to select Self Service Portal to access the Billboard or Self Scheduler
- Once you have been to each link you can toggle between the links or use the WFM Quick Links menu to navigate

*Single Sign-On Information: Effective after the update on 4/12 & 13 - access to Infor Workforce Management (**WFM**), formerly VandyWorks, now requires you to sign-in using your VUMC email address instead of your VUMC ID as your username. If you encounter issues logging into WFM using your VUMC email address, then follow the steps below first to correct the issue.

1. When not connected to VPN, access to WFM now **requires VUMC Multi-Factor Authentication (MFA)**.
   o If you need to enroll in MFA, then follow the instructions in the link below.
     ▪ Instructions to Set Up Microsoft Multi-Factor Authentication
   o If you require assistance in enrolling in MFA, then please call the Help Desk at 615-343-4357 (3-HELP).
2. **Clear browser history.** Instructions for common browsers can be found below.
   o Microsoft Edge
   o Google Chrome
   o Safari
3. **Ensure you are using the updated link to access WFM login.** Replace any old VandyWorks browser favorites with the following.
   o https://wfm.app.vumc.org

If you continue to have trouble logging into the system after April 13th, please email us at wfm@vumc.org . In your email, please include a detailed description of the issue, the employee ID number, and a screenshot of the issue if possible.

New icon that will display on the Clinical Workstations (CWS):