

PRINT MY SCHEDULE

Steps for Viewing or Printing a Schedule –Home Team Printed Schedule

1. From the home page click Print My Schedule from the links at the top of the page
2. The Team will auto fill with your Home Team - you can change the team if others are available for you to view
3. The Start and End Date will auto fill with today's date through seven days out. You can change the dates to view from one day up to six weeks.
4. To view only your schedule, click the Employee lookup icon and locate & select your name.
5. Click Run Report.

This is the Home Team Schedule that displays employees from your home team – will not display staff floated to your team.

What does selecting the Draft option do?

There is a draft option checkbox located in a column on the far, right. This would print a draft version for a future schedule that has not been finalized – used by self-scheduling teams.

1. Your shifts will display in red until the schedule is finalized by leadership publishing the schedule.
2. If you have questions about a shift, please check with your manager or scheduler.

What about the printed schedule that display from the leave requests form, it looks different?

The title of the printed schedule is "DRAFT Printed Coverage Schedule DRAFT" – this printed schedule is different in a few ways:

1. It will show staff scheduled to your team, regardless of home team – this includes Float Pool, Travelers, Vanderbilt Temporary Services (VTS) and any other employee that is scheduled to work on your team during the dates listed
2. If your team self-schedules, the schedule will only display if an employee has approved time off, if they are on a set schedule (Master Rotation), or they have been manually added to the schedule
3. Since it is a draft version, shifts can display shaded red-because they are unpublished
4. If a license is due to expire in the future, the schedule displays assuming they will renew, but is shaded yellow as a warning
5. You can go to the leave requests form and enter a start and end date that expands any four weeks and click the schedule icon labeled, Schd, to view a six week schedule because the schedule displays for the start and end date entered plus the week before and after – just exit by selecting the Leave Requests link again or Home