## ADDING A SHIFT TO A DAY WITH A SCHEDULED IN-SERVICE

Log into the WFM and select Schedule Admin – Load the schedule for the employee that you are adding a shift or for their team.

Create an ad-hoc unassigned shift by selecting the paper icon with + from the function tools

- a. Select the date
- b. Select the team
- c. Select Simple Shift and the parameters expand
- d. Enter the start and end times for the shift (shift times cannot overlap in-service time)
- e. Select the activity of WRK or ORI if in orientation
- f. Select the employee using the lookup or type the employee's ID in the Employee field
- g. The employee's default job will display, change if needed
- h. Select Add Shift

The employee is now scheduled to work. The work shift is shaded blue displays the start and end time and is positioned above the In-service shift even if it is after the in-service.

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Schedule Balance 🗌 🛕 📋 🍸 🛂 🌞 🗮 New Ad Hoc	Date* 06/25/2024  Repeat Unit* VUH 8S QE
	Pre-defined Shift     Q     Simple Shift     Employee
Date* 06/25/2024	Job* QE Add Shift Cancel
Unit* VUH 8S Q≡ ○ Pre-defined Shift	
<ul> <li>Simple Shift</li> <li>Shift Times*</li> <li>13:00 - 19:15</li> </ul>	
Activity* WRK QE + Break Activity Start Time End T	
Shift Type* ALL QE Font Colour*	13:00-19:15 WRK VUH 8S
Employee 0178736 QE Job*	ISV ISV VUH 8S
CP QE Add Shift Cancel	

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