

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.

Screenshots:

