# Employee Does Not Display on Assignment Sheet

## Employee is not listed in assignment section:

First thing to do is look at the bottom of the assignment sheet to see if the employee displays in the <u>Employees Schedule but not Listed on Assignment Sheet</u> section, see screenshot below of two examples:



The first employee is listed as Clinic Asst with a Job Expired message. This means that either the job of Clinic Asst is not listed in this employee's profile, or the job has an expired end-date.

The second employee is listed as Unassigned. This means that the team's schedule needs to be published.

## Employee listed with <u>Job Expired</u> – Update the job in their profile.

o   The default job is based on the employee's job code from the Human Resources database – this job must be listed with the Preferred Job checked.

o   If the job you are adding is listed with an end-date that has expired, you are not allowed to modify the start and end dates, so you will delete the job by following the instructions below and then re-add the job:

1.   From the blue toolbar select Employees, then select Employee (second in the list)
2.   Type in the last name of the employee in the Employee field and select Find or Enter
3.   Select Edit on the row with their name, *the employee's record displays*
4.   Use the computer mouse to hover over the three dots (ellipsis) next to Employee – View at the top of the page, then select Employee Job from the list of links, *the Employee Job section displays*
5.   Select the word Job from the black header row, *the jobs will be listed in alphabetic order*
6.   *If the job the employee is scheduled to work is listed once and is expired, or the job is listed more than once, select the checkbox in the first column next to each listed job, then select Save, the jobs are now deleted*
7.   Select the plus sign (+) next to the Save button to add a new row, type the name of the job, then press the tab key or use the look-up to find and select the job, then select Save – *the job will be listed with the start date of 01/01/1900 and 01/01/3000\* - Once the job is updated the employee with Job Expired previously listed should display in the assignment area.*

❖   If the job requires one licenses (example: RN, LPN, CN, SL, RT, etc.) then the license must be listed in the Skill section, see Checking Skills for employees below.

## Checking Skills for Employee - A matching skill may be missing or expired:

o   Jobs that require a specific license, RN, LPN, CN, SL, RT, etc. must have a corresponding skill listed in the Employee Skills area with a future expiration date, based on their state license expiration date.

o   If a job that requires a license was added above for an employee (listing the end-date as 01/01/3000), will be updated overnight with the license end-date listed in Workday.

o   If the name of the license in Workday is listed differently from the name in WFM, then the license end-date will not be updated in the skill section and the job will end-date based on the skill expiration date listed in WFM.

## To add a skill for a new job (ex: SL, CN, RN-TRG, RN-RSC, etc.)

If you have updated a job in the Employee Job section, scroll down to the Skills section
1.  If the job is not listed as a skill, select the plus sign (+) to add a new row
2.  Type the name of the Job in the Skill box or select the spyglass to find & select the job (skill) - the system will add the start and end date of 01/01/1900 to 01/01/3000
3.  Select Save  - *the job end date will be updated overnight based on the license end-date listed*

## REMEMBER:

o   Certification and Licenses are Renewed in Workday. The employee's manager will approve the entry and will check the primary source to verify certification and license information. The updates in Workday will import to WFM nightly.
o   A scheduling job that is added must also be added in the Employee Skills section if the job requires one specific license, for example: SL, CN, RN-ADM, PFN
o   Jobs with more than one license associated, such Clinic Nurse, Clinic Asst, Nurse PCU, Nurse Med Surg, Nurse EMER, must not be entered in the skill section, only their license should be listed from Workday.

## Employee listed with Unassigned – you will publish the schedule period that includes the date & team of the assignment sheet that you are viewing:

1.  From the blue menu bar select Scheduling, then select Advanced Schedule View
2.  Load the schedule for the week that contains the team and date selected for the assignment sheet
3.  From the function tools on the far-right side of the page, at the end of the row select the 'paper' icon (publish button)
4.  A window displays: Stating the Unit and Schedule Period that will be published (the entire 6-week schedule period_
    a.  DO NOT check the box for the option to send ALL unassigned shifts, which are currently unpublished, to your team's billboard
    b.  Select Submit
5.  If there are any schedule compliance violations on the schedule you will see a warning that lists the violations, review and then click Save
6.  Select Ok to acknowledge publishing – you will receive an email in Outlook and a message in WFM when the schedule is published, typically within 60 seconds – *once the schedule is published the employee with Unassigned previously listed should display in the assignment area.*

## HELP!

o   From the Schedule Admin, select Help from the blue menu bar to find How To documents – You can also get to our WFM Help site directly by going wo www.vumc.org/wfm
    o   You must sign in with your VUNet ID & E-password
o   Email us at wfm@vumc.org for non-urgent issues
o   For urgent issues log a VUMC Help Desk Ticket by calling 343-6547 (3 HELP)