# FINALIZING SCHEDULE – USING SWAP SHIFT with UNASSIGNED SHIFT

## FOR MOVING AN EMPLOYEE'S SHIFT TO ANOTHER DATE – USE SWAP SHIFT WITH UNASSIGNED

- 1. Select an unassigned shift where you need the employee to work, then select Mark for Swap the shift is now shaded green
- 2. Select the employee's shift on the date you want to move them from, then select Swap
- 3. The swap information displays, verify that it is correct, then select Submit

The employee's swapped shift displays shaded blue. Hover the computer mouse over the ellipsis and see details that the shift was swapped with an unassigned on 7/10 – moving the employee from the 9<sup>th</sup> to the 10<sup>th</sup> to work:



The unassigned shift also displays with the details that the shift was swapped with Ztrain169751's shift on 7/9

N12 1845 W VUH 9S	Winassigned - 07/09/2024 Activity WRK	Start Time 18:45	End Time 07:15
	Swap Employee Ztrain169751, Lauren Rachel	Start Time 18:45	End Time 07:15

JILI J			015.						
				N12 10 1		N12 1845		N12 1845	
					WRK		WRK		WRK
6						VUH 9S		VUH 9S	
Сору	Mark for Swap	Delete	Send to Relief	Broadcast Shift	Split Shift	Send To Billbo	ard	Shift Comments	
	Details Day	Start Time	End Time	Unit	Position	Activity	Dep	artment Pro	oject
*	•	18:45	07:15	VUH 9S	CP (	Q≣ WRK Q≣	0	QE 0	

#### **STEPS WITH SCREENSHOTS:**

Ztrain169751, Lauren Rachel [0.9]	N12 1845 36.00 WRK VUH 9S		ĸ	N12 1845 VUH 95	WRK	2	N12 1845	) WRK	Sw t	ap to wo this day	rk				
Employee: 0200795 Status: Active Pay Group: MCB Cale Group: HOURLY Work Type: Employment Type: Home Phone: 015-122-4567 Mobile Phone: 615-123-4570	Сору	Swap	Delete	Float	Book-Off	Unas	sign	Add Shift	Shift I	History	Split Shift	Shift Com	ments		-
		Details D	ay Sta	art Time	End Tim	е	Unit	Po	sition	ļ	Activity	Department		Project	
	*		7 18	3:45	07:15		VUH 9	OS CI	P	QE	WRK QE	0	QĒ	0	_

br	Workforce Management (WFM)										
	Swap										
1	Employee Shift Label		Work Date	Segment*	Start Time*	End Time*	Leftover Times				
	Unassigned	N12 1845	07/10/2024	۲	18:45	07:15					
				↓ ↑	·	·					
-1	Employee	Shift Label	Work Date	Segment*	Start Time*	End Time*	Leftover Times				
	Ztrain169751, Lauren Ra	N12 1845	07/09/2024	۲	18:45	07:15					
	Submit Cancel	3			•						

### NOTE THE SCHEDULE COVERAGE BEFORE AND AFTER SWAP – Schedule coverage updates real-time

Total Coverage			Pre-S	Swap				
	21/19	22/20	20/20	19/20	20/20	22/20	20/19	9
▼ VUH 9 \$	21/19	22/20	20/20	20/20 19/20 20		22/20	20/19	9
▼ CP	7/8	7/8	6/8 6/8		6/8	8/8	6/8	
12 HR NGT	3/4	3/4	3/4	1/4	2/4	3/4	2/4	
Total Coverage			Post-	Swap				
Overall Coverage 21/19		22/20	19/20	20/20	20/20 22/2		20	20/19
+ VUH 98	21/19	22/20	19/20	20/20	20/20	22/	20	20/19
* CP	7/8	7/8	5/8	7/8	6/8	8/	8	6/8
12 HR NGT	3/4	3/4	2/4	2/4	2/4	3/	4	2/4
				-				

### TO LEARN MORE ABOUT SCHEDULE COVERAGE available in the ASV, go to our WFM Help site:

- 1. From within the Schedule Admin, select HELP from the blue navigation bar
- 2. Go directly to the site at <a href="https://vumc.org/WFM">https://vumc.org/WFM</a>

Once you are on our Help site, select Schedule Admin Toolbox and then Advanced Schedule View (ASV) From the list of documents, select Schedule Coverage – How to View in the ASV

Note: The documents are listed in alphabetical order within each category.