ADVANCED SCHEDULE VIEW LEGEND

ADVANCED SCHEDULE VIEW (ASV) LEGEND	
Blue shading	Ad-hoc shift or swapped shift
Coral shading (dark orange)	Booked off shift for the length of the shift
Bright Orange shading	Placed on Call (POC)
Teal shading	Shift has two activity codes, Ex: shift booked off for part of a shift-WRK & ABS
Gold shading	Unassigned shifts
Light Green shading	ADMIN shift, typically used to distinguish admin day from patient care day
Book off to POC	Orange (bright orange)
Green shading	Leave request approved using SICK activity code
Goldenrod shading	Shift claimed from billboard posted from a book off that is now cancelled
Shift information is light gray (ghosted)	Viewing position (job) different from scheduled position (job)
Ellipsis (three dots) displays with shift information	Hover the computer mouse over the ellipsis to view information about the shift
An asterisk after the shift start time	Indicates the shift has been modified – look at details and shift history for more information
Clipboard icon	Only displays on unassigned shifts when posted to the billboard
Triangle warning sign	Compliance violation, employee scheduled to >40 hours in week (Sun-Sat)
Green checkmark	Compliance violation has been acknowledged and approved
Lock by employee name	The employee's home team is a team that you do not have schedule admin access
Below employee name has MSTR Row#	Name of Master Rotation and row number employee is assigned –employee's schedule is pre-populated based on a set schedule

Shift Display Labels & Legend

- Shift Display Labels start with a letter that indicates the shift for the scheduled start time, examples: D=Days, M=Mid, N=Night.
- The number of hours in the shift, followed by the start time.
- When shifts are 6-hours or > there is an assumption that a 30-minute meal break is included, for example D8 0800 indicates the employee starts on day shift at 0800 and works an 8 hour shift with a 30-minute meal break, their scheduled time is 0800-1630.

- If a number follows the start time, it indicates the meal break minutes are different than the norm of 30-minutes, for example: D8 0800 60 indicates the employee starts on day shift at 0800 and works 8 hours with a 60-minute meal break, their scheduled time is 0800-1700.
- There are a variety of On Call labels –
  - o DayOCN indicates a day on call shift – hours are determined by the team
  - o NgtOCN indicates a night on call shift – hours are determined by the team
  - o Some on calls list the start time of the call, for example:
    - ▪ NgtOCN 2300 - night call shift starting at 2300
    - ▪ NgtOCN 1900 6hr -a 6-hour night on call shift starting at 1900
    - ▪ OCN 24 0700 - a 24-hour on call shift starting at 0700
  - o The list of oncall shifts is long and varies by unit – if you are not sure what the call hours are, please emails us at wfm@vumc.org

TABLE WITH EXAMPLES OF SHIFT DISPLAY LABLES			
D4 1100	4-hour day shift starting at 1100, with no meal break	N10 2000	10-hour night shift starting at
D8 0900	8-hour day shift starting at 0900	N11.5 1800	11 1/2-hour night shift starting at 1800
D8.5 0745 45	8 1/2-hour day shift starting at 0745 with a 45 meal break	N10 2300	10-hour night shift starting at 2300
D10 0645	10-hour day shift starting at 0645	N12 1845	12-hour night shift starting at 1845
D10 0700 60	10-hour day shift starting at 0700 with a 60-minute meal break	DayOCN	Day shift on call shift
D11.5 0600	11 1/2-hour day shift starting at 0600	NgtOCN	Night shift on call shift
D12 0645	12-hour day shift starting at 0645	DayOCN 0700 8hr	8-hour Day on call shift starting at 0700
M4 1500	4-hour mid shift starting at 1500 with no meal break	Wknd Second Call	2nd person on call covering the weekend
M8 1400	8-hour mid shift starting at 1400	Ngt 1stCall	1st person on call covering the night hours
MidOCN 1300	On-call shift starting mid shift at 1300	Late Stay	Scheduled to cover after-hours for the date scheduled