

POST/TAKE SHIFT

Log into WFM and select Employee Self Service

How to post a shift

1. Select Post/Take Shift from the navigation tabs across the top.
2. Select the blue Post a Shift tab and a weekly calendar displays with your scheduled shift are shaded yellow and display your shift, the current date is shaded green, off dates are shaded blue with approved time off displaying time code to be used.
3. There is an advance arrow below the calendar, select the advance arrow to advance by week until you view the date scheduled that you want to post.
4. Select the shift time on the date to post and the Post Shift form displays.
5. Comments are optional however, employees will see the comments when they view posted shifts when selecting Take A Shift, it is suggested that you list dates you would like to work in return for them selecting your shift.
6. Select Submit and then select Ok to confirm.

How to take a shift – once you are logged in to WFM Employee Self Service

1. Select Post/Take Shift from the navigation tabs across the top.
2. Select Take a Shift and posted shifts that are available for you to take display – listings the employee that posted the shift, work date, start & end times, comment, and a Requests Shift button.
3. You can select Next below the calendar to advance to the view more postings.
4. Select Requests Shift and the Shift Trade Requests form displays listing the employee that posted the shift and then you as the Bidder.
5. Fill in the Return Shift portion if you are wanting the posting employee to work one of your shifts in return for taking their shift: select the date of your shift, select the start and end times for the entire shift, ex From 0645 To 1915 or From 1845 to 0715. If the shift is a night shift, check the Overnight above the end time.
6. Comments are options, posting employee and leadership will see comments, then select Submit.

Frequently Asked Questions (FAQs)

- How does Post and Take a Shift work? Each entry is routed for approver until Poster accepts someone taking their shift:
 - Employee Post a Shift>Routes to leadership for approval>Approved request is posted to the Take a Shift board
 - Employee Takes a Shift>Bid a Shift routes to leadership for approval>Approved request route to the Poster for approval
 - Poster accepts Bid Shift>Shifts are traded in WFM>Bidder is notified that the trade was accepted and processed.
- Example of above, in this example an employee that posted the shift will be called the Poster and the employee that is taking a shift will be called the Bidder. They are both on the same home team and in the same job. Several employees can request to take a posted shift, therefore called Bidders.

- Poster, post their shift for July 19, the request routes to leadership for approval – *Poster can see requests pending as VUMC Extended Bid On a Shift V2 routed to leadership for approval from their View My Request*
- Leadership submits as Yes, the shift is posted, and the Poster receives two messages, both stating Your Interaction has been accepted – *From messages you will see one message from the approver that displays the form submitted and at the top states Your interaction has been accepted, the second message, is from Support, WORKBRAIN which displays that the shift on July 19 (the date for this example) has been successfully posted*
- The approved posted shift displays on the Take a Shift board for anyone who is qualified to work the shift and is off on the date of the shift—employee selects a shift to take, example July 19th
- The shift trade form for post/take displays with the Poster as the employee the Taker as the Bidder. The Bidder will enter the information needed in the bottom section and Submit – *Bidder can see requests pending as VUMC Extended Bid On a Shift V2 routed to leadership for approval from their View My Request*
- Leadership approves Bidder’s requests, the Poster receives a message from leadership, “Interaction VUMC Extended Bid On a Shift V2 - *Bidder can see requests pending as VUMC Extended Bid On a Shift V2 routed to their co-worker (Poster) from their View My Request*
- The Poster selects the message, the Shift Trade Request display with the Bidder’s name and comments, if entered. If the Bidder expects the Poster to work their shift the bottom section displays the date and shift time for the shift, then Poster submits as approved or they can change Yes to No, then submit to reject bidder’s requests.
- If Poster submits request as Yes, the shifts are traded in the system and the Bidder receives two messages one from the Poster with “Your interaction has been accepted” and a second from Support Workbrain with “Shift bidding status”, The first message displays the shift trade form, if a comment was entered by the Poster it will display in the Flow History at the bottom of the page, and the second message states “Your shift trade for July 19, 2024 with Employee (Poster) has been accepted.
- What happens in someone rejects the request that comes to them? If anyone submits No instead of Yes, the employee that submitted the requests, Poster, or Bidder, will receive a message that the request was rejected. The request will come from the person that rejected the requests (Leadership or Poster).
- How come my co-worker sees more post than I do? Remember, you will only see postings for jobs you are qualified and if you off work that day. If you are looking at posted shifts in a future month, and your license expires before that date, you will not see postings until your license is renewed and updated in Workday.
- Do employees get notified when I post a shift? No, they do not. Employees must intentionally log into WFM Employee Self Service and view Post/Take Shifts from Take a Shift.