

Publishing a Schedule – How and Why

HOW TO PUBLISH THE SCHEDULE:

1. Go to the function tools on the far-right side of the page and at the end of the row select the 'paper' icon, (publish button)
2. A window displays:
 - a. Stating the Unit and Schedule Period that will be published
 - b. Next is a checkbox with an option to send ALL unassigned shifts that are currently unpublished, to your team's billboard group – **typically this is not checked** -only check this box if you want to send ALL the unassigned, unpublished shifts to ALL billboards available to your team
 - c. Select Submit
3. A warning displays if there is anyone in overtime on the schedule, review and then select Save
4. A publish notification displays, select Ok - you will receive an email in Outlook and a message in WFM when the schedule is published, typically within 60 seconds

Step 1

Step 2

Step 3

Step 4

WHY PUBLISH?

- Unpublished shifts cannot be booked off
- Unassigned shifts that are unpublished cannot be sent to the billboard

- If your employees self-schedule, their schedules will not display on their home page schedule calendar until published.
- Unpublished shifts do not display on the Home Team Printed Schedule – available from Employee Self Service
- Employee schedules do not display on the assignment sheet when unpublished
- Employees cannot trade unpublished shifts
- Employees cannot request time off for a date with an unpublished shift

PUBLISH FACTS:

- Reload the schedule – if the publish icon (paper) no longer displays in the row of function tools, then the schedule is published & the shifts will no longer be outlined with a dotted line.
- The schedule only needs to be published once per schedule period– if you only have one day loaded on the ASV and publish the schedule, it will publish the schedule for the entire schedule period that contains the loaded date.
- The publishing process can last up to one minute.
- You will receive an email in Outlook & a message in your WFM inbox that the schedule has been published.
- If the message states there were exceptions or there are shifts listed that did not publish, please forward that message to WFM@vumc.org, so that we can research why and resolve any outstanding unpublished shifts.
- If you send shifts to the billboard from publishing, then the ALL unassigned shifts will be posted to ALL available billboards for your team.
- If you want to send only the team's needs to a billboard, do not send shifts with publishing! Use mass edit to select shifts to send to billboard (note: View the schedule coverage to quickly see schedule needs).
- If you want to select specific billboard groups to send shifts, you must use detail or mass edit to send shifts to specified billboard groups.
- Shifts sent to the billboard will display with a clipboard icon.
- If you post an unassigned shift that was created from a book-off to a billboard and then the employee originally scheduled for that shift has their book-off cancelled the shift will display bright yellow indicating the shift has been covered by a billboard claim.