Updating an Employee's Default Shift

We have two default shifts – a Default Shift and an Employee Default Shift

1. Default Shift in the Employee Basic Information – Override profile, used for requesting time off
2. Employee Default Shift in the Employee profile, used for self-scheduling

#1 Default shift in the Employee Basic Information-Override profile

Login to WFM and select Schedule Admin. From the blue toolbar select Employees, then select Employee Basic Information – Override

1. Type the last name of the employee in the Employee ID box, select enter or tab then, select Go.
2. Add the *Default Shift.
3. Scroll to the bottom of the page, select Save and Continue or Submit to save changes.

***Default Shift**: If the employee is a new employee, the default shift will display "Change Me." If the shift time is not correct or says 'Change Me' type their start and end time using the following format HR:MM-HR:MM, examples 07:30-16:00, 06:45-19:15, 10:00-22:30. You can also select the lookup icon to find the time, narrow your search by typing the hours using the first two digits of the start time, in military time.

FAQs about the Default Shift

- **What if the employee works more than one shift time, for example: two 8-hour shifts and two 10-hour shifts or works some 8-hour or 10-hour shifts and a 4-hour shift?** You must enter the start and end time for the longest shift in the default shift field.
- **If my employee is PRN and will not be requesting time off do I need to update the default shift?** No, if the employee will not be requesting time off, then they do not need a default shift.
- **Will this default shift show on the self-scheduler?** No, this default shift is for requesting time off.
- **What do I do if I cannot find the employee's shift time in the list of shift times?** If the shift time you need is not available for selection, please email us at wfm@vumc.org

#2 Employee Default Shift in the Employee profile

Login to WFM and select Schedule Admin. From the blue toolbar select Employees, then select Employee

1. Enter the last name of the employee in the Employee field and select Find or enter. Select Edit on the row with their name, when the employee record displays, use the computer mouse to hover over three dots (ellipsis), at the top of the page, *next to Employee – View*, and select Employee Default Shift.
2. Select the plus sign (+) in this section to add a new row, then fill in the following information.
3. Select the self-scheduling team, the scheduling job, the shift label for the time they will schedule, then enter current date for the start date and 01/01/3000 for the end date.
4. Select Save. If additional jobs or shifts are needed, repeat steps 3 & 4 until all have been added, then select Save again.

FAQs about the Employee Default Shift

- These Employee Default Shift settings will allow the employee to utilize one-click, Quick Select, during self-scheduling for each of the team/job/shifts listed. When a default fault shift is selected, the self-scheduling calendar displays a flag on the dates where the shift is available for scheduling.
- What shifts should be added? Any shifts that the employee will consistently schedule through the self-scheduler. More infor on what should be included:

- All scheduling jobs-this could be one or several jobs, examples: Employee's hired job, scheduling jobs-Clinic Nurse, ClinicAsst, Spec Proc Tech, job based on a location or skill, examples: RN-Field, RN-Virtual, RT-ED, RT-NICU, or a Late Stay.
- Shift – Employee may have more than one shift label, if they are encouraged to schedule to different shift times, including Late Stay or if they schedule OnCall shifts, this would also be added to the Shift section with the job listed related to the shift added.
- Why do I get this error message – *The provided date range does not overlap with team effective dates?* This means that the team entered is not assigned to this employee for during the dates entered for the start and end dates.
- Why do I get this error message – *The provided date range does not overlap with the job effective date*? This means the job entered has an expiration date in the past, or the job is not listed in the employee's Job profile.