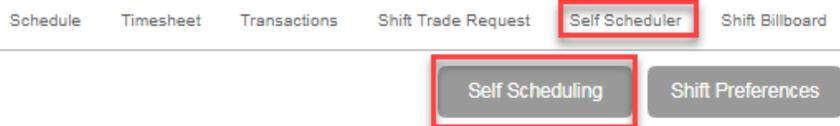


SELF SCHEDULING

1. Click Self Scheduler
2. Click Self Scheduling
 - a. Schedulers and supervisors can set up self scheduling in WFM. Self scheduling processes can be open for a set limit of time for a set amount of schedule. If there is a currently open self scheduling process, you will see it listed
3. Click Open
 - a. The date range at the top lists the date range that the self scheduling process allows you to schedule yourself for. You can see any currently assigned shifts to you in blue, and any days where you will be absent in orange. If any of the shifts for the week will cause you to go into overtime, you will not see those shifts as available days to self-schedule. If the shift will not cause you to go into overtime, you will see a green number on the lower right of each date letting you know how many shifts are available to self-schedule on that day.
4. Select the highlighted day to view the available shifts
 - a. You can see the shifts available to self-schedule shifts
5. To select the shift you want to pick up, click the check box to the left
6. Click Submit
 - a. You can continue picking up shifts by selecting the date, selecting the shift, and clicking submit until you have self scheduled yourself for your adequate number of shifts. The shifts will not be published to your individual schedule under the schedule tab until the self scheduling process closes or the shifts have been published. Remember when a self-scheduling process opens or closes, you will get a Workmail message notifying you



Process Name: 10204 Date Range: 08/08/2019 - 09/14/2019

1.

August 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total Hours
28	29	30	31	1	2	3	
4	5	6	7	8 ETSCH	9 ETSCH JURY	10	0
11 5a-5:30p	12 5a-5:30p	13 5a-5:30p	14 ETSCH	15 5a-5:30p ETSCH	16	17 5a-5:30p	60.00
18	19	20	21	22	23	24 5a-5:30p	12.00
25 5:00 A	26 5a-5:30p	27	28 ETSCH	29	30 ETSCH	31 5a-5:30p	36.00

Date: 08/26/2019

Available Shifts

Select	Shift Type	Job	Activity	Start time	End time
<input checked="" type="checkbox"/>	5a-5:30p	1000	WRK	05:00a	05:30p

3

Scheduling Rules

- TELE RN TEAM - RTSS Maximum Rule
- TELE RN TEAM - RTSS Minimum Rule

