Self Scheduling Quick-Guide

Login to Lawson Workforce Management Self Service:

- Open Internet Explorer and type in [http://] to access the Workforce Management Self Service web portal Login screen.
- Type in your User ID and Password.
- Select your Facility, Department, and Unit from the dropdown menus.
- Select the Change Password box to be prompted for a password change.
- Select the Enter button.

Notification Center

A list of notifications will appear on the Home tab. Notifications include:

- Pending Certification Expirations
- Swap Approvals
- Schedule Changes
- Bid Status
- Memo Updates

To remove a notification, select the check box next to the message and select the Remove button.
Assignments

- Select a date.
- The **Shift Type Legend** on the left hand side of the screen shows the Shift Type description.
- Select the **Print** Button to print monthly schedule.
- Select **Show All Assignments** to view the unit schedule.
- De-select **Show Shift Description** to view the Shift Type abbreviation.
- **On-Call** shifts appear in parentheses (XX)
- External Shifts (shifts scheduled on other units) appear in brackets [XX].
Bulletin Board

- To add a new message, select New Post and enter the subject and text for the message.
- Highlight a message to view existing message details (shown at the bottom of the bulletin board).
- To reply to a message, highlight message, select Post Reply, enter your text and select Post.
- To reply by email, select Reply by Email. Enter text and either or enter a new email address or select from the list of existing addresses. Select the Send button to email message.

Entitlements

- To view hours used, select the Entitlements button.
- Select the desired date range from the calendar links at the bottom of the Entitlements window.
Self Scheduling

- To add a direct or in-direct (vacation, holiday, class, non-clinical time) assignment, click on the desired date, select a shift from the appropriate drop down list, and click the Assign button.
- To remove a direct or indirect assignment, click on the desired date, select a shift to delete from the drop down list and click the Delete button.
- To post a message to the scheduling coordinator, click on the desired date, select the Post Message link. The assignment will appear in red and a message envelope will appear on the date.
- Select Show All Assignments to view the unit schedule.
- Select Show Shift Description to view the shift description versus the shift abbreviation.
- To exit Workforce Management Self Service, click on the Log Out link or close Internet Explorer.

If the user has not reached an established quota, (i.e. Minimum of two Friday shifts per scheduling period) they will be alerted.