

Designating a Worker as a Smart Square User

If your team uses Smart Square for scheduling, you are responsible for maintaining your team members' Smart Square designation.

From your home page:

1. Click **My Team Management**.
2. In the **My Team** section, click the employee you want to designate as a Smart Square user.
3. Click **Actions**, click **Additional Data**.
4. Click the Calendar icon and select the effective date for the Smart Square designation.
5. Click **OK**.
6. Click **Edit Additional Data**.
7. In the Smart Square table, click the **plus sign** to add a row.
8. Click the calendar and select the effective date for the Smart Square designation.
9. In the center of the table, check the **Smart Square Eligibility** box.
10. Select the appropriate **Smart Square User Type**:
 - **Campus Based Float:** Core employees – FT and/or PT who float according to their specific skill set, i.e. RNs with Telemetry experience float to Med/Surg and Telemetry units.
 - **I-Choice:** Employees with zero FTE who work at a specific ministry, schedule themselves in Smart Square, and are paid an incentive for every hour they work.
 - **Team Plus All:** Employees FT and/or PT in the Regional Float Pool who float to ALL ministries (defined by respective region) and receive a float premium.
 - **Team Plus 2:** Same as above. However, only float to 2 ministries and receive a float premium.
 - **Team Plus 3:** Same as above. However, only float to 3 ministries and receive a float premium.
 - **Team Plus 4:** Same as above. However, only float to 4 ministries and receive a float premium.
 - **None of the Above** – An employee who is not one of the above Smart Square User Types.
11. Click **Submit**. The team member will flow over into Smart Square overnight.

Getting Help

Contact People Services

844-776-6947

Monday – Friday, 7 am – 5 pm

My Workday Help App

The **Workday Help** app enables you to:



- Review Help documents
- Find answers to Frequently Asked Questions