

How Do I...

Manage team member information?

- 1 To change a team member's contact information, from the Associate information page, click the Contact Information link.

The screenshot displays the 'Reflexis Workforce Scheduler' interface for an associate named Daniel Smith. The left sidebar contains navigation options: ESS, Upcoming, Schedule, Employee (selected), and Reports. The main content area is titled 'SMITH, DANIEL - Contact Information' and includes a 'Filter By Associate' dropdown. Under the 'Associate Information' section, the 'Contact Information' tab is highlighted with a yellow border. Other tabs include Basic Details, Certifications, Employment Information, Job, Transfer To, Alternate work location request, Time Off, Day Off, and Associate Availability. The 'Contact Information' form contains fields for Email Id, Mobile Phone, Delivery Preference (set to None), and Mobile Carrier (set to Please Select). A 'Previous' button is visible at the bottom of the form area.

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- 2** To change a team member's tasks, from the Associate information page, click the Job link.

The screenshot shows the 'Reflexis Workforce Scheduler' interface for an associate named 'SMITH, DANIEL - Job'. The left sidebar contains several menu items: ESS, Upcoming, Schedule, Employee, and Reports. Under the 'Employee' section, there are several sub-items: 'Job' (highlighted with a yellow box), 'Transfer To', 'Alternate work location request', 'Time Off', 'Day Off', and 'Associate Availability'. The main content area displays a table of store assignments and a form for editing the job details.

Store	Effective
04281S - 04281S-BEACH & SAN PABLO	03/09/2018
04281S - 04281S-BEACH & SAN PABLO	03/09/2018

* Store: 04281S-04281S-BEACH & SAN PABLO

* Effective Date: 04/17/2018

End Date: 12/31/2099

* Job: [Dropdown]

* Position: Please Select

* Department: [Dropdown]

Home:

Previous



Tip

All users will have a primary job, based on position and that will have a Y in the Home field here. This cannot be altered; however, additional jobs or tasks can be added for users.