# "Push" an Employee to Another Unit

Note: Staff should be encouraged to pick up their own shifts on another unit using the self-service tools available in Dimensions either during collaborative scheduling or when picking up shifts after the schedule has posted. If they are unable, there are a couple of ways for the home unit manager/scheduler to "push" them:

Option 1: Use Quick Actions to transfer the shift:

1. Click **Insert Shift Transfer**
2. Type location or job (ICU Med 3 or RN)
3. Highlight appropriate location/job
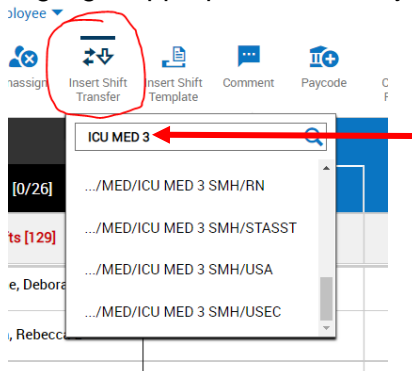
4. Apply to shift by clicking on the scheduled shift. This can be applied to multiple shifts by simple clicking on an existing shift.
5. **Save**

Option 2: Use the Schedule to transfer the shift:

1. Go in to the schedules
2. Select the desired employee
3. Assign a shift to the employee
   (Right-click on the shift)

4. Select **Transfer Employee**

5. Select **Add Business Structure**

6. Utilize **Location** and **Job** search bars to filter results
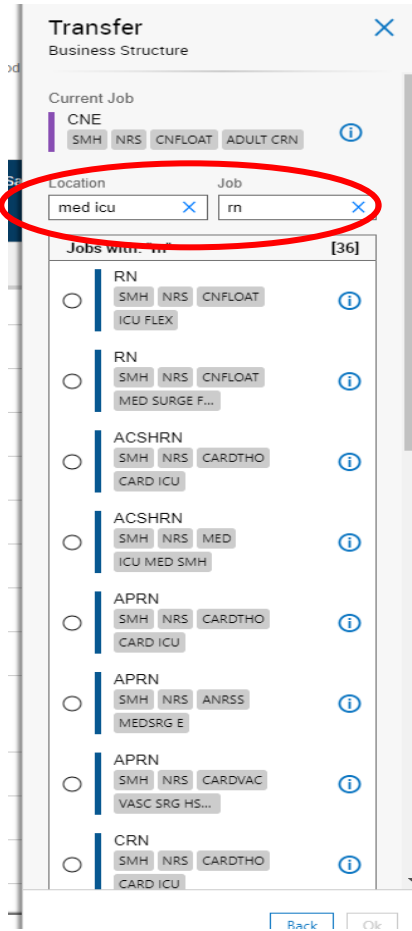
7. Select the appropriate job and location, then apply to the user