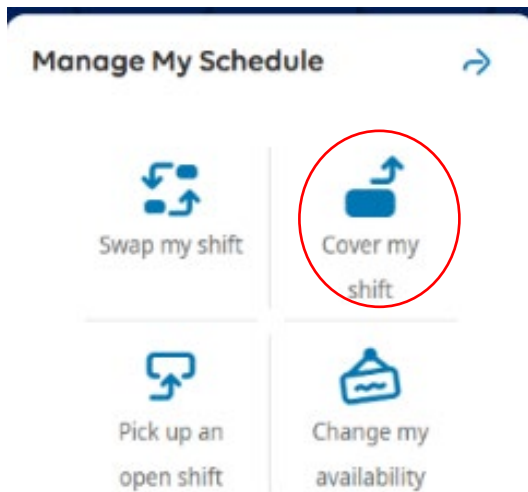




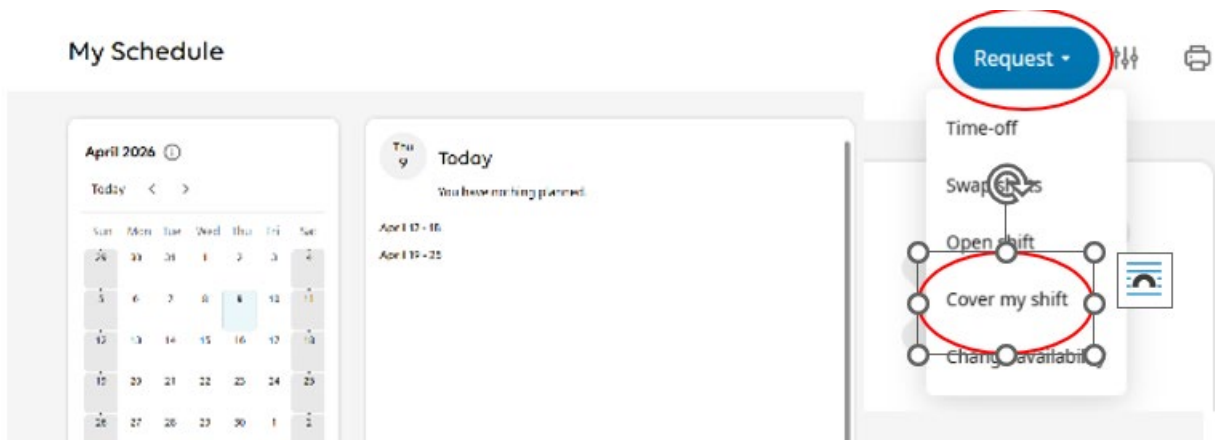
## Cover My Shift

If you cannot work a scheduled shift, a “Cover My Shift Request” gives you the ability to ask other employees to work the shift.

1. From the **Manage My Schedule** tile, select **Cover my shift**.



2. From **My Schedule**, select **Request Cover My Shift**.





### 3. Select the shift to be covered.

**Cover My Shift Request**
✕

Select the shift to be covered:

◀
◇
▶
4/05 - 4/18, 2026

Sun	Mon	Tue	Wed	Thu	Fri	Sat
5	6	7	8	9	10	11
12	13	14	15	16	17	18

Partial Shift Allowed

April 2026

**12** Sunday

**7-15h** / 7:00 AM - 3:30 PM [8,50]  
 Close Observer GeroPsych  
 URP20089341  
 ...GeroPsych TechNursing/Unit/GPS

**16** Thursday

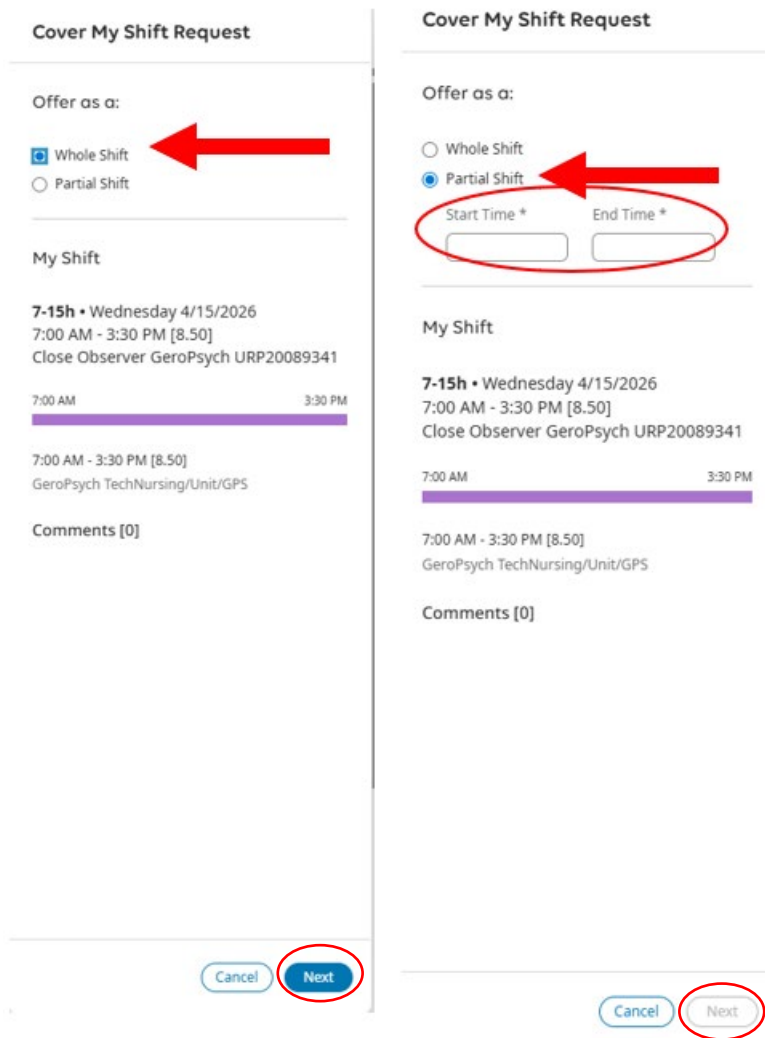
**7-15h** / 7:00 AM - 3:30 PM [8,50]  
 Close Observer GeroPsych  
 URP20089341  
 ...GeroPsych TechNursing/Unit/GPS

**17** Friday

**7-15h** / 7:00 AM - 3:30 PM [8,50]

Cancel

4. Choose whether you need the **whole** shift covered or a **partial** shift. If selecting a partial shift, specify the hours to be covered. Select **Next**.



**Cover My Shift Request**

Offer as a:

Whole Shift

Partial Shift

**My Shift**

7-15h • Wednesday 4/15/2026  
7:00 AM - 3:30 PM [8.50]  
Close Observer GeroPsych URP20089341

7:00 AM 3:30 PM

7:00 AM - 3:30 PM [8.50]  
GeroPsych TechNursing/Unit/GPS

Comments [0]

Cancel Next

**Cover My Shift Request**

Offer as a:

Whole Shift

Partial Shift

Start Time \* End Time \*

7:00 AM 3:30 PM

7:00 AM - 3:30 PM [8.50]  
Close Observer GeroPsych URP20089341

7:00 AM 3:30 PM

7:00 AM - 3:30 PM [8.50]  
GeroPsych TechNursing/Unit/GPS

Comments [0]

Cancel Next

5. **Either** select to post as an open shift so that all qualified approved employees can select the shift by selecting **Post**, then **OK**, **or** select to send to a specific person. If sending to a specific person (see below), choose the employee you want to cover your shift and select **Submit**.



### Cover My Shift Request ✕

Select an employee in the list below to cover your shift.

My Shift [Select a different shift](#)

**7-15h** • Wed 4/15, 7:00 AM - 3:30 PM  
[8.50]  
Close Observer GeroPsych ⋮  
URP20089341  
... GeroPsych TechNursing/Unit/GPS

### Employees

 🔍

Watch your notifications in UKG to verify that someone has accepted to cover your shift. If your request is not accepted, you are still responsible to work your shift.