

Request Partial Coverage of a Shift

Employees can initiate a partial cover request from the home page or My Calendar.

Navigation: home page > Manage My Schedule Tile

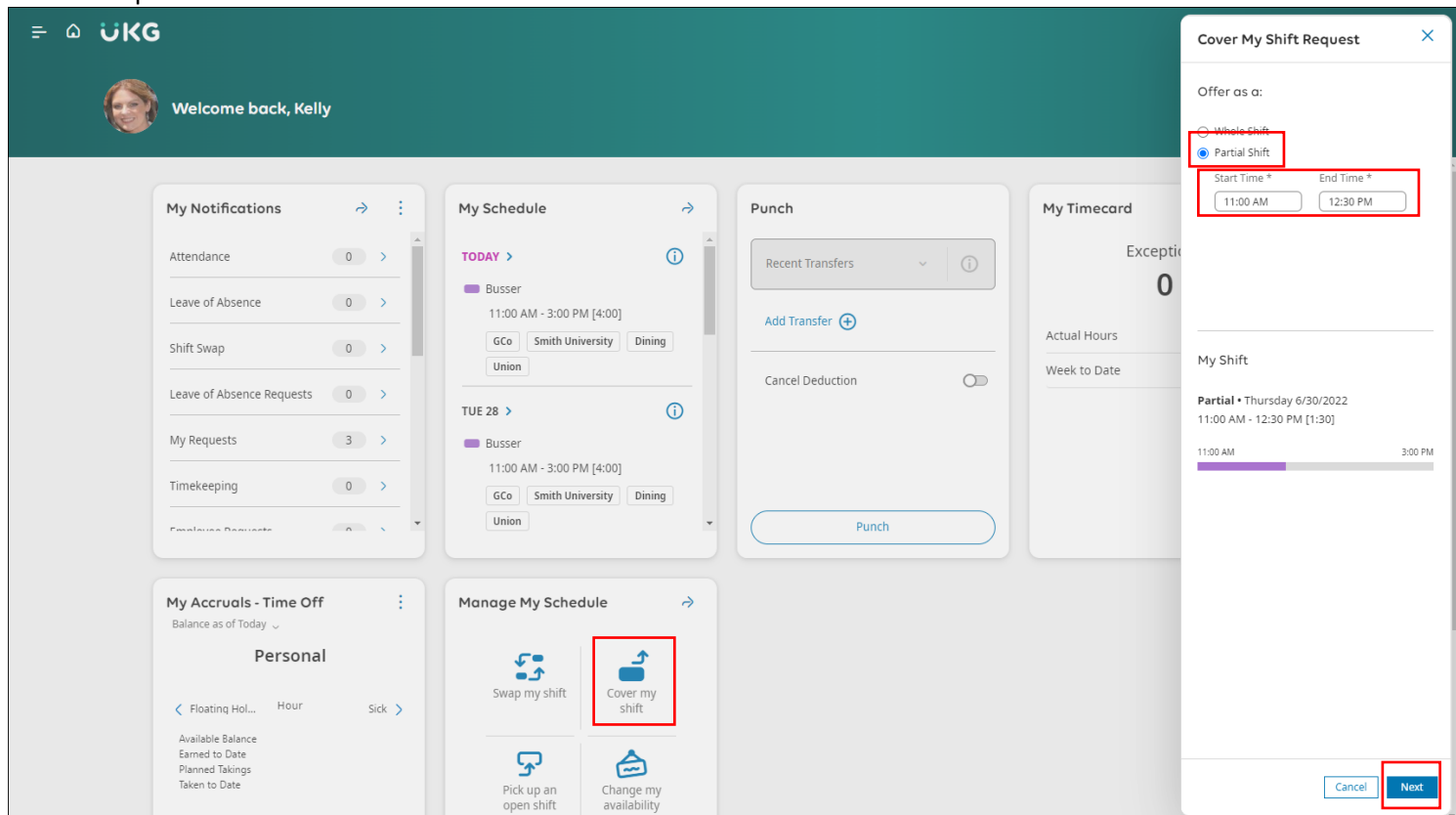
or

Navigation: Main Menu > My Information > My Calendar

1. Do one of the following:
 - a. From the Manage My Schedule tile, select **Cover My Shift**. (Example of this method is shown below.)
 - b. From My Calendar, select **New Request > Request to Cover**.
2. From the list of scheduled shifts, select the shift to be covered.

Note: An indicator appears next to the shifts on which partial cover requests are allowed.

3. Select **Partial Shift** and then enter the **Start Time** and **End Time** of the shift hours that you want to offer.
4. Select **Next**.
5. Select the employee to receive the cover request. To find a specific employee, enter their name in the **Search** field.
6. Select **Submit**.
7. The system sends the request to the recipient to accept or reject the shift hours. Select the **X** to close the request slider.



Note When the employee receives the cover request, the system does not indicate that this is a partial shift. You can offer a different part of the same shift to additional co-workers.

You can track the status of your request in the Requests tab in your calendar. When the request is approved, the portion of the shift that you offered is transferred to the request recipient and your schedule is updated with the remaining shift hours.