



Request Open Shifts

This job aid explains how you can review and request to work open shifts.

About Open Shifts

- Employees can request to select their own schedule from the times that are available when the request period is open.
- Open shifts requests need to be approved by your manager before they are officially scheduled.

View available open shifts:

1. Locate the My Schedule tile. You can view open shifts available from the My Schedule tile on your home page. Note the blue text message indicating that you can request open shifts. The open shifts will be displayed in red.

My Schedule

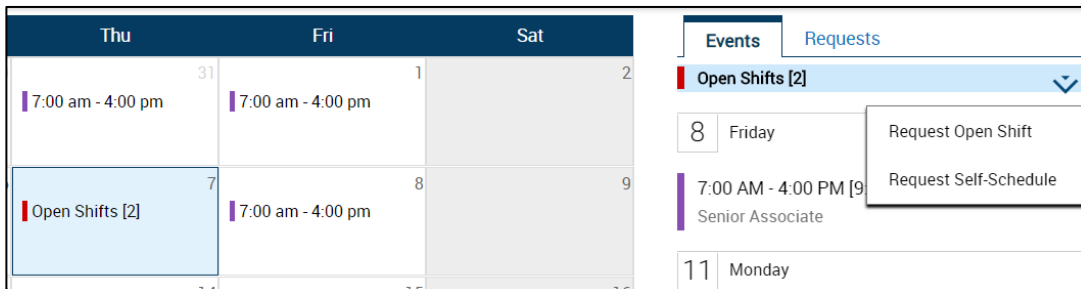
You can request open shifts

Nov 05 - Nov 11

Tue 5	7:00 AM - 4:00 PM [9:00] .../Senior Associate
Wed 6	7:00 AM - 4:00 PM [9:00] .../Senior Associate
Thu 7	Open Shifts [2]
Fri 8	7:00 AM - 4:00 PM [9:00] .../Senior Associate

Request open shifts:

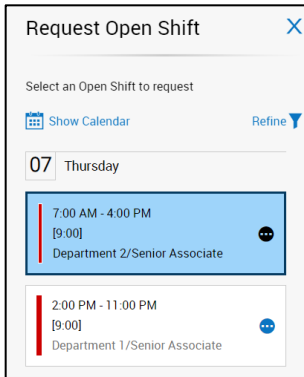
2. Open your calendar by clicking **Main Menu > My Information > My Calendar** or clicking on the My Schedule tile.
3. Do one of the following:
 - Click **New Request**. Select **Open Shift**.
 - Right-click a day in the future that has a shift. Click **Open Shift**.



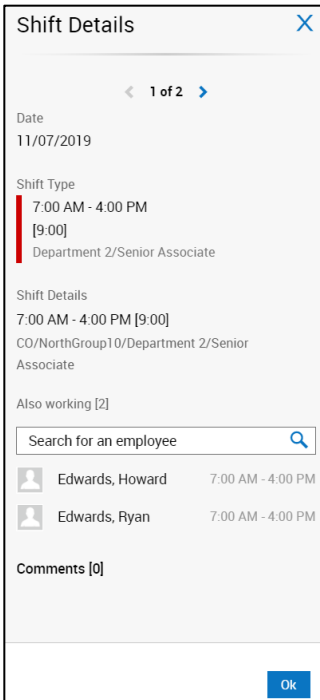
The screenshot shows a calendar grid with columns for Thursday, Friday, and Saturday. On Friday, Nov 8th, there is a shift from 7:00 am to 4:00 pm. A context menu is open over this shift, showing options: "Request Open Shift" and "Request Self-Schedule". The "Requests" tab is selected in the top right, and a dropdown menu shows "Open Shifts [2]".

4. In Request Open Shift:

- a. Click the open shift to select it. You can select only one open shift at a time. Toggle between **Show List** and **Show Calendar** to view the open shifts in different formats.

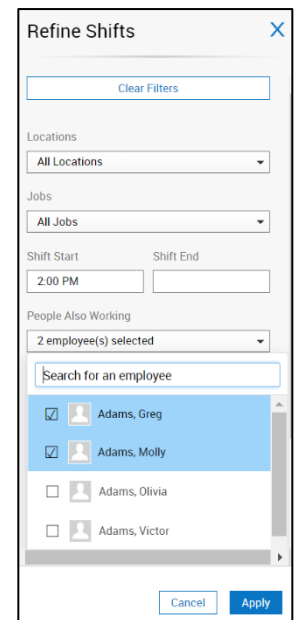


- b. Select the ellipsis icon to view shift details.
- c. Click **OK** to return to the previous screen.
- d. If you have more than one open shift option, click to scroll to the previous or next day, one shift at a time.



- e. (Optional) Click **Refine** to filter shifts as follows →
 - Click **Reset** to set the selections back to the default settings.
 - Select **Locations**.
 - Select **Jobs**.
 - Select **Shift Start** or **Shift End** times.
 - If available, view a list of employees who are also working on the same shift.

- c. Click **Apply**.



- d. Click **Submit** to submit your requests to a manager.
- e. Click **OK**.

