







Request Shift Swaps

This job aid explains how you can request to swap shifts with another employee and respond to a received request.


About Shift Swaps

- Employees can request to swap a scheduled shift with a shift that is scheduled for another employee.
- Managers can see swapped shifts and can approve or deny these requests.



To submit a shift swap request:

1. Open the calendar by one of the following methods:
 - In your **Home**  page, click the **My Schedule** tile.
 - Open the **Main Menu**  > **My Information** > **My Calendar**.
2. Click **New Request** . Select **Swap** .
3. In request to Shift Swap:
 - In available shifts, select all employees or one employee with whom you want to swap shifts.
 - Click **Reset** to view the list of other possible employees with whom to swap shifts.
 - Select the shift that you want to exchange with someone else.
4. Select the shift that you want to work.

Recommended shifts have a green header and the reason the shift is recommended.

5. Click **Add Comment** . Comments identify the reason for shifts in the schedule. The comment is part of only the schedule request.
6. Click **Submit**.
7. In the request summary, click **Ok** to wait for the recipient to respond to your request.

To respond to a shift swap request:

1. Check **Notifications Alerts**  for the number of active requests.
2. In **My Notifications** tile, click **Shift Swap**.
3. For an Offered swap request, click More .
4. Check the details of the Offered Shift and My Shift.

5. Do one of the following:

- Click **Accept Request**. For some requests, the status changes to Submitted and you may have to wait for manager approval.
- Click **Reject Request**.
- Click **Add Comment**. Click **Add Comment**. Select a Comment. Enter a Note. Click **Add**. Notes must be associated with a comment. Click **Apply**. Open the request again to accept or reject it.