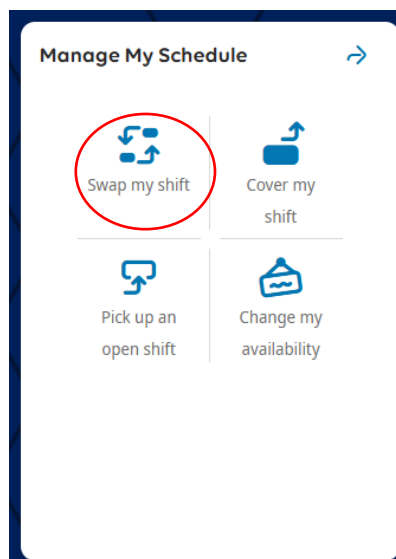


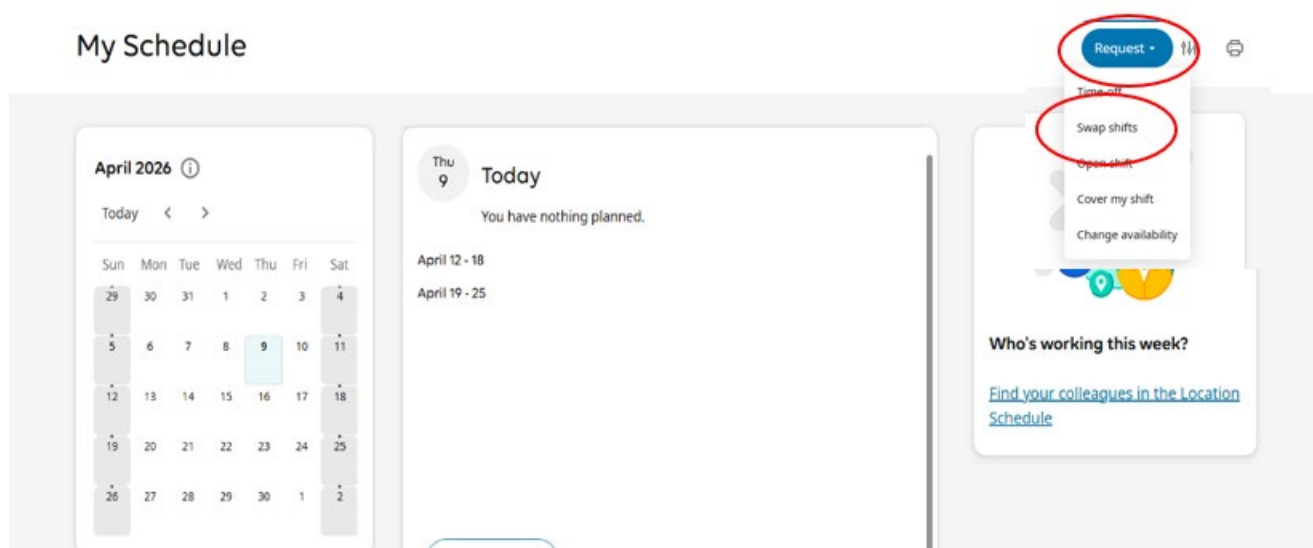
## Shift Swaps

Employees can request to swap shifts with other employees. This function does require management approval within UKG. Once a swap is accepted by a staff member, the requestor's Manager will be notified for approval.

1. From the **Manage My Schedule** tile, click **Swap my shift**.



2. From **My Schedule** select **Request**, then **Swap shifts**.



3. Select the shift you want to swap.

**Request Shift Swap** ✕

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Select the shift you want to swap:

April 2026

**13** Monday

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

**15** Wednesday

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

Recommendations will appear for your selected shift swap.

4. Select from the recommendations.

**Request Shift Swap** ⌵

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**My Shift**

**7-15h** • Fri 4/17, 7:00 AM - 3:30 PM [8.50]  
 Close Observer GeroPsych URP20089341  
 ...GeroPsych TechNursing/Unit/GPS

Comments [0] [Add comment](#)

**Available Shifts** Refine ⌵

All employees ⌵

**Recommendations: Often worked as GPS**

Tue 4/14, 7:00 AM - 3:30 PM [8.50]  
 Close Observer GeroPsych URP21905745  
 ...GeroPsych TechNursing/Unit/GPS

5. Choose the shift you want to swap for your shift and select **Submit**. Once both parties agree to the shift swap, a request for approval will be sent to the requestor’s Manager. Both employees can check their notifications for the status of the request.