Request Shift Swap

You can request to swap shifts with another employee and respond to a received request. Managers can then view swapped shifts and approve or deny the requests.

Submit a Shift Swap Request

You can submit a request to swap a scheduled shift with a shift that is scheduled for another employee.

Navigation: Home Page > Manage My Schedule tile > Swap My Shift

1. In Request Shift Swap, select the shift you want to swap.
2. In the Available Shifts drop-down list, select one employee with whom you want to swap shifts, or leave as the default of All Employees.
3. Select Refine to filter shifts by day, location, job, or times (optional).
4. Add a comment to the request (optional).
5. Select the shift that you want to work.
6. Select the More Actions icon in the shift description box to view additional information about the shift (optional).

NOTE: Recommended shifts have an orange triangle and the reason the shift is recommended.

7. Select Submit.
8. In the request summary, select OK.

Cancel the Shift Swap Request

Navigation: Main Menu > My Information > My Calendar

1. Select Show List and open the Requests tab.
2. On the request, select the More Actions icon.
3. Select Cancel Request.

Respond to a Shift Swap Request

You will get a notification if another employee requests to swap a shift with you and you can choose to accept or reject their request.

Navigation: Home page > Notification bell

1. Select the request and review the shift details.
2. Select More Actions to Accept or Reject.
3. If accepted, the status will change to Submitted and you will need to wait for manager approval.
4. You will receive a notification once the shift swap has been approved or rejected by your manager.