EMPLOYEE REQUEST – SHIFT SWAP (WFL ONLY)

| Objective	To learn how to submit a shift swap request - to swap shifts with either another employee that is scheduled for a time when you can work instead.

Employee A sends shift swap request to Employee B → Employee B receives request, then accepts request → Shift automatically updated in the schedule → Both employees can view shift changes in their calendar

Creating and submitting a request to swap shifts with another employee

1 Click **My Calendar**.
Click the date in your calendar when you cannot work your scheduled shift.
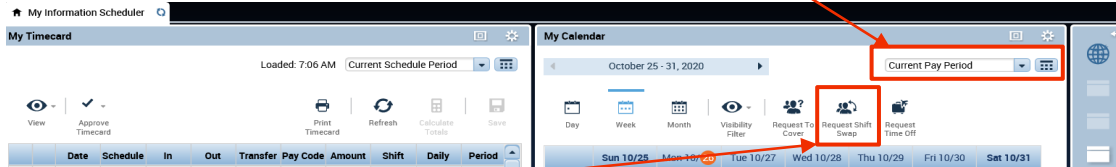
2 Click **Request Shift Swap**

3 In the Request Shift Swap dialog box, enter this:

a) In the **Date** field, ensure that the date on which you want to swap your shift appears.
- Click the **calendar** icon to select the applicable date, if necessary.

b) In the **Type** field, ensure that the applicable request type appears.

c) In the **Time** field, ensure that the start and end times appear for the shift that you cannot work.

d) In the **Date** field in the **Swap with** section, click the **calendar** icon, and select the date when you want to work.

e) Use the drop-down lists in the **Swap with** section to sort and filter on either **locations** or **jobs** for which you want to view potential employees for your shift swap.

f) Review the list of available swap candidates, and select the employee to whom you want to offer the shift swap.

g) Enter an explanation in the **Notes** field, if needed.

4 Click **Submit**.

Request Shift Swap

Type: WFL Shift Swap
Start Date: 11/18/2020   **Time:** 10:00PM - 6:00AM
Duration: 8:00 h   **Shift Type:** Transfer

Swap with: 11/20/2020   Location   All

|	Employee	Date	Start Time	End Time	Duration	Details
○	Employee Name	Fri 11/20	6:00AM	2:00PM	8:00 h	ⓘ
◉	Employee Name	Fri 11/20	10:00PM	6:00AM	8:00 h	ⓘ
○	Employee Name	Fri 11/20	10:00PM	6:00AM	8:00 h	ⓘ
○	Employee Name	Fri 11/20	2:00PM	10:00PM	8:00 h	ⓘ

Note (optional)

I can not work on Tuesday. Can you switch with me for Friday?

Cancel   Submit

Tracking the request status

After you submit the shift swap request, view the status of your request by reviewing the status icon or hover on the request
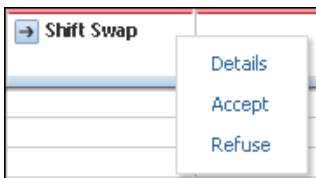
When the request is approved, the schedule change appears in your calendar and the request status is updated to **Approved**.
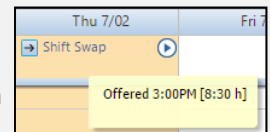
Retracting a shift swap request
You can retract your request while it is in Offered status (if swapping with an employee).
1. Hover on the request in your calendar & click arrow
2. Select **Retract**
3. Enter an explanation in the **Notes** field & click **Submit**.

Note: After you submit the request, the employee to whom you offered the shift swap receives a notification message is sent about the request. The message contains specific information about the shift swap and prompts the employee to accept or refuse the request from his or her employee calendar.