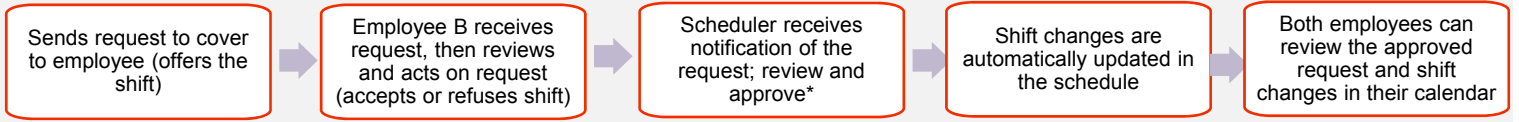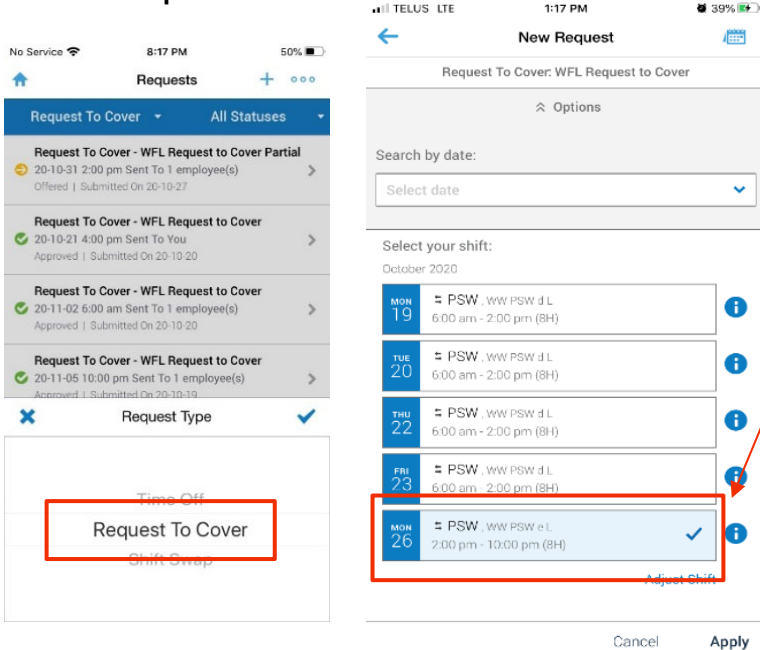# EMPLOYEE REQUEST (MOBILE) - REQUEST TO COVER (WFL ONLY) my cloud

| Objective	When you cannot work your scheduled shift within 2 weeks or giveaways (Unifor Contract). Submit a Request for Cover

Sends request to cover to employee (offers the shift) → Employee B receives request, then reviews and acts on request (accepts or refuses shift) → Scheduler receives notification of the request; review and approve* → Shift changes are automatically updated in the schedule → Both employees can review the approved request and shift changes in their calendar

1 Select **Request to Cover**.

2 Select the shift you want to have covered.

(*Tap the calendar icon if you need to change the range of dates first.*)

3 Select the co-worker's who wants to work your shift
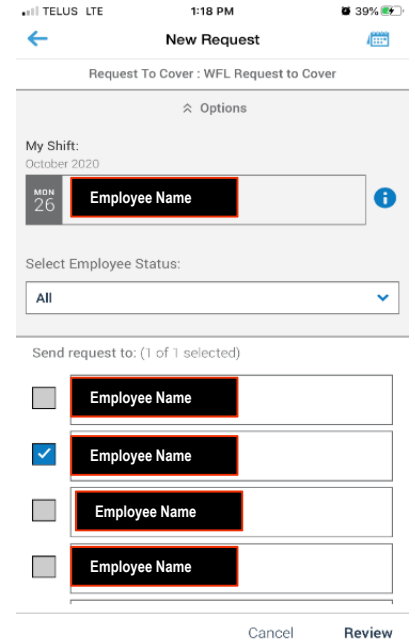
Note: After you submit your request to cover, the employee to whom you have offered your shift receives a notification, prompting the employee to accept or refuse the request from the employee calendar.

4 **Important** - In the notes field - **Giveaway, Vacation, Stat or OT**

5 Tap Submit

Request pending until review and approved