

EMPLOYEE REQUEST (MOBILE) – 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.

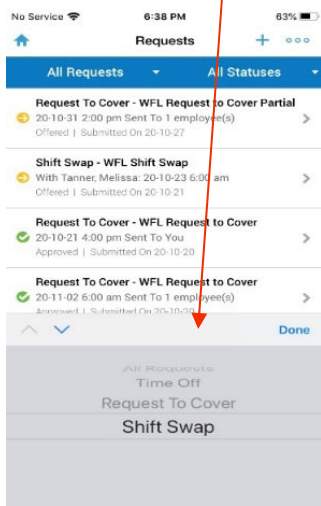
Employee A sends shift swap request to Employee B

Employee B receives request, then accepts request

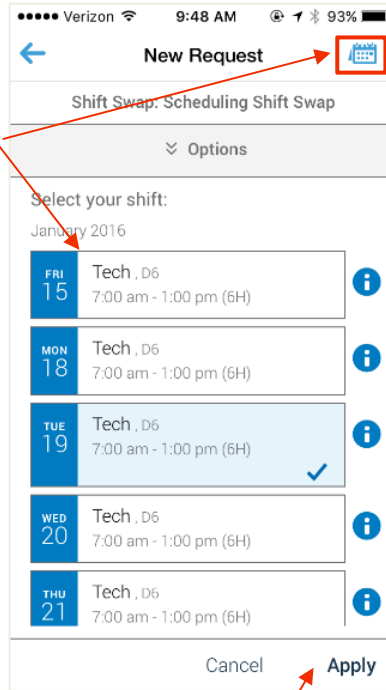
Shift automatically updated in the schedule

Both employees can view shift changes in their calendar

1 Select Shift Swap.

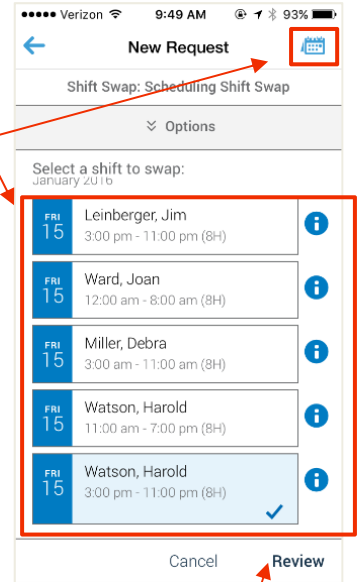


2 Select your shift that you want to swap.
(Tap the calendar icon if you need to change the range of dates first.)



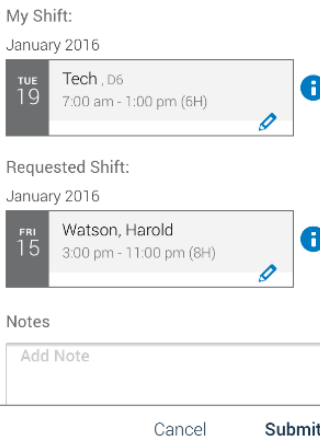
3 Tap Apply.

4 Select the co-worker's shift that you want to work instead of your shift.
(Tap the calendar icon if you need to change the range of dates first.)



5 Tap Review.

Review



6 Review the summary of the request for accuracy. (If you need to start over tap **Cancel**.)

You may enter a textual **Note**; the co-worker working the shift will see this note.

Tap **Submit** to send the request to your co-worker.

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**.

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**.

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.