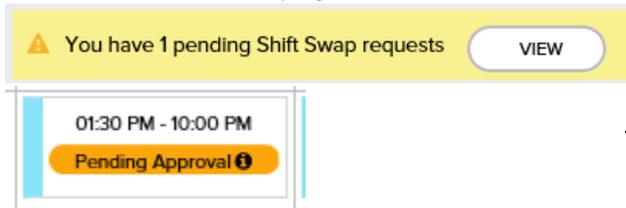


Approve a Shift Swap Request (Supervisor)

Starting Point: My Team > Scheduling > Schedules.

1. A yellow notification banner appears at the top of the Schedules page as well as a Pending Approval indicator on the employee shifts.



2. From the banner, click View. The Shift Swap Request Details page appears. Enter comments and click Approve.
 - a. To reject the request, click Reject
 - b. If desired, before approving or rejecting the swap request, click View the impact of approving this swap request.



3. A preview of what the employee total scheduled hours will look like after the swap is provided. Click Approve.
 - a. Or, Click Cancel to return to the Shift Swap Request Details page and Approve.

- From the Shift Swap Request Details page, the Supervisor can click Back to return to the Schedules main page.

Pending Approval



Below is a preview of what the employee total scheduled hours will be adjusted to if this shift swap is approved.

Victoria G. Lee
WED, FEB 21
08:30 AM to 05:00 PM
8.00 Hours



Ian G. Jones
WED, FEB 21
01:30 PM to 10:00 PM
8.00 Hours

Impact Details

Comments

Show Shifts: After Shift Swap

Victoria G. Lee Scheduled for 02/18/2018 - 02/24/2018

SUN 02/18	MON 02/19	TUE 02/20	WED 02/21	THU 02/22	FRI 02/23	SAT 02/24	TOTAL SCHEDULED HOURS
	08:30 AM - 05:00 PM	01:30 PM - 10:00 PM	01:30 PM - 10:00 PM	08:30 AM - 05:00 PM	08:30 AM - 05:00 PM		40.00

Ian G. Jones Scheduled for 02/18/2018 - 02/24/2018

SUN 02/18	MON 02/19	TUE 02/20	WED 02/21	THU 02/22	FRI 02/23	SAT 02/24	TOTAL SCHEDULED HOURS
		08:30 AM - 05:00 PM	08:30 AM - 05:00 PM	01:30 PM - 10:00 PM	01:30 PM - 10:00 PM	01:30 PM - 10:00 PM	40.00

APPROVE

REJECT

CANCEL

- Once a shift swap request is approved, the shifts will be swapped on the Schedule and no longer show any shift swap indicators.