



## 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.

A You have 1 pending Shift	Swap requests	C	VIEW	
01:30 PM - 10:00 PM Pending Approval <b>0</b>				·

- 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.

Date Of Request	Pending Approval			Comment		
02/20/2018 10:18 AM	Victoria G. Lee is requesting to swap		lan G. Jones			
Expires On 02/21/2018 04:30 AM	Wednesday, Feb 21 08:30 AM to 05:00 PM 8:00 Hours	#	Wednesday, Feb 21 01:30 PM to 10:00 PM 8:00 Hours	APPROVE REJECT		
	Wew the impact of approving this so	wap reque	1			

- 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.



## Approving a Shift Swap

4. 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. WED, FEB 21 08:30 AM to 8.00 Hours	Lee 05:00 PM	₽	lan G WED, FE 01:30 PM 8.00 Hot	Iones B 21 I to 10:00 PM I/rs						
Impact	Details	Comme	ents							
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	ED THU FRI 2/21 02/22 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			
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APPROVE REJECT © CANCEL
5. Once a shift swap request is approved, the shifts will be swapped on the Schedule and no longer show any shift swap indicators.