Approving a Shift Swap

1. Log onto myaccess.adp.com and navigate to **Go to ADP Time & Attendance**. Alternatively log into https://time.adp.com

2. Navigate to **My Team> Schedules > My Schedule**

3. On the Schedules page shift swap approvals will populate a yellow banner, click **View**.
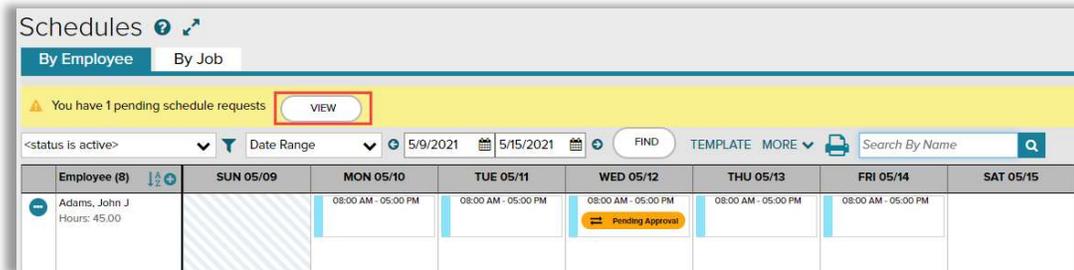
4. On the pending approval window, the full request will be presented.
   o Supervisors can either Approve or Reject the shift swap
   o Supervisors are only able to see shift swaps associated by employees assigned directly to the supervisor.

Note: A small banner appears showing a successful approved shift swap request.