

How to Request to Work an Open Shift

• To start the **Open Shift** request process, select the blue arrow on the **My Schedule** tile.

My Timecard → : Exceptions 0	My Accruals Balance as of Today	My Notifications A : My Schedule A
No data to display.	PPTO	Tasks 0 > My Requests 0 > Timekeeping
Manage My Schedule	The on request 2	Sot Open chifts are

• Then select **Open Shift** under the **New Requests** drop down.



≓ ۵ ÜKG My	Calendar							Ø ¢
Previous Today Next	2024 🖬					∝ or ▼ Share	Time-off	Hide List Location Schedule
1 Information You can request open shifts from 12/10/2024 to 12/08/2025.								>
1 Information You can submit your self-schedule request for the period 12/10/2024 to 12/08/2025.								,
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Open Shift	
1	2	3	4	5	Open Shift	6	Self-Schedule	
							06 Friday	
8		10	11	12		13	Open Shift	1
U U				Open Shift		Open Shift	12 Thursday	
							Open Shift	:
15	16	17	18	19		20	21 14 Saturday	
Open Shift		Open Shift					Open Shift	1
							15 Sunday	
22	23	24	25	26		27	28 Open Shift	:
							17 Tuesday	
							Open Shift	:
29	30	31					4	

 \circ $\;$ Only shifts you are qualified to work display.

• Depending on your organization's configuration, you may be able to see other employees scheduled to work that day.

• Additional details about the shift including comments can be viewed by selecting the ellipse to the right of the box

• Select a shift or multiple shifts and click **Submit**.





- The information bar at the top indicates the request was submitted to the manager for review.
- When the unit manager approves or denies the request you will receive a new notification.
- Select the notifications icon to view the notification.
- The request has been approved, and the shift has been moved to your schedule.
- Select Mark Read to clear the notification.
- Select the X at the top right corner of the Control Center panel to close it.