

How to Submit a Shift Swap Request

- Open the **Request Shift Swap** panel from the **Manage My Schedule** tile, **My Calendar**, or the **Location Schedule**:
 - From the Manage My Schedule tile:

Click Home > Manage My Schedule > Swap my shift

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BT Welcome back, Binion					
	My Timecard \Rightarrow : Exceptions 1	My Accruois ; Balance as of Today ~ PPTO O.O.O. 0.00 C EI Moor PTO Analable Balance 0.00 Pandabe Balance 0.00 Provide Takings 0.00 Time-Off Request >	My Notifications 	My Schedule Moo Today 0 700-1930 7:00 AM-7:30 PM [12:50] USA907/RURSING SERVICE/007626-Frow RN Hoat Pool/RN C Open shifts are available Too 10 Open shifts are available	
	Manage My Schedule				

- From My Schedule:
 - Click Home > My Schedule tile > View My Schedule.



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BT Welcome back, Binion					
	My Timecard Exceptions 1 • • • • • • • • • • • • • • • • • •	My Accruois :: Balance as of Today PDTO 0.00 C EI Hour PTO > Analatie Balance 0.00 Personal Constraints 0.00 Personal Constraints 0.00 Personal Constraints 0.00 Network Tokings 0.00	My Notifications Tasks 0 > My Requests 2 > Timekeeping 0 >	Mon Ordony Ordo-1930 Too AA7-30 PM (12.50) Ordo-AA7-30 PM (12.50) USA/907/NUSRING Stat Pool/FN Float Pool/FN Open shifts are available Two No Open shifts are available	
	Change my availability				

- Click **Request** then select **Swap shifts** to open the **Request Shift Swap** panel.
- Click **Request** then select **Swap shifts**.

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Previous Today Next)					~~ Share	O ▼ II ▼ ⊙ ▼ S ▼	,] ^H
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Swap	5
Open Shift [51]	Open Shift [55] Labor Day 7:00 pm - 7:30 am	2 Open Shift [57]	3 Open Shift [53] 7:00 am - 7:30 pm	4 Open Shift [51] 7:00 am - 7:30 pm	Open Shift [54]	6 Open Shift [52]	Request To Cover Open Shift	• 7:30 F
							Self-Schedule	
							Availability Change]

• In the **Request Shift Swap** panel:



• Choose the assignment associated with the shift you want to offer for your swap. Your primary assignment is displayed by

default.

• Select the shift you want to swap.

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Previous Today Next Sep 2024 (Ť.					≪ 3 ▼ Share	⊕ ▼ New Request	Select the shift you want to swap:
Sun	Mon	Tue	Wed	Thu	Fri	Sat		[12.50]
Open Shift [51]	1 Open Shift [55] Labor Day 7:00 pm - 7:30 am	2 Open Shift [57]	0 Open Shift [53] 7:00 am - 7:30 pm	00pen Shift [51] 7:00 am - 7:30 pm	5 Open Shift [54]	6 Open Shift (52)	7	19 Thursday 0700-1930 • 7:00 AM - 7:30 PM [12:50] ES907626-Prov RN Float Pool/RN
Open Shift [53]	3 Open Snift (54) 7.00 am - 7.30 pm	0 Open Shift [56]) Open Shift [53]	Open Shift [56]	2 Open Snift (56) 7.00 am - 7.30 pm	3 Open Shift (52) 7:30 am - 7:30 pm	14	Image: Constraint of the second sec
Open Shift [50] 7.30 am - 7:30 pm	5 18 Open Shift [56]	5 17 [Open Shift [58]	7 Open Shift [54] 7:00 am - 7:30 pm	19 1) Open Shift [54]	0 Open Shift [54]	21	24 Tuesday 1900-9730 • 7:00 PM - 7:30 AM [12:5] E5907626-Prov RN Float Pool/RN
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Open Shift [11]	Open Snift [10] 7.00 am - 7.30 pm	7 Open Shift [12]	Open Shift [10]	00pen Shift [12]	Open Snift (12) 7.00 am - 7:30 pm	Open Shift [10] 7:30 am - 7:30 pm		0700-1930 • 7:00 AM - 7:30 PM [12:50] E5:907626 Prov RN Float Pool/RN Cancel



- The **Request Shift Swap** panel refreshes to display summary information about your shift, and all the shifts that are available to swap that match the job and location of the shift you are swapping.
- Colleagues' shifts are displayed by date in ascending order. Select the colleague's shift you want to swap or use one of these tools to filter the list of available shifts.
- Select **Submit** in the bottom right-hand corner.



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Previous Today Next	1						Share New Request	My Shift
Sun	Mon	Tue	Wed	Thu	Fri	Sat		1900-0730 • Wed 9/25, 7:00 PM - 7:30 AM [12:50]
Open Shift [51]	2 Open Shift [55] № Labor Day 7:00 pm - 7:30 am	2 Open Shift [57]	3 Open Shift [53] 7:00 am - 7:30 pm	Open Shift (51) 7:00 am - 7:30 pm	5 6 Open Shift [54]	Open Shift [52]	7	Comments [0] Add Comment
							[Available Shifts Refine 🔽
Open Shift [53]	s Open Shift [54] [7:00 am - 7:30 pm	Open Shift [56]	Open Shift [53]	Open Shift [56]	12 Open Shift (56) 7:00 am - 7:30 pm	Open Shift [52] 7:00 am - 7:30 pm	14	Recommendations: Similar shift
15 Open Shift [50]	5 16	5 17	7 18	15	20 Open Shift (54)	Open Shift (54)	21	AM (12.50) :ES/907626-Prov RN Float Pool//RN
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22 Open Shift [51]	2 23 Open Shift [53] [7:00 am - 7:30 pm	24 Open Shift [57] 7:00 pm - 7:30 am	1 25 Open Shift [53] 7:00 pm - 7:30 am	20 Open Shift [56]	5 27 Open Shift [54]	Open Shift [52]	28	Test, Nick ***** September 2024 27 Priday
							i	Recommendations: Similar shift
Open Shift [50]	J Open Shift [57]	Open Shift [57]	Open Shift [54] 7:00 am - 7:30 pm	Open Shift [51] [7:00 am - 7:30 pm	Open Shift [55]	Open Shift [54]	[12.550 12.57907626-Prov RN Float Pool/RN 12.559 12.55907626-Prov RN Float Pool/RN 12.559 12.57907626-Prov RN Float Pool/RN
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Open Shift [11]	7 Open Shift [10] 7:00 am - 7:30 pm	Open Shift [12]	Open Shift [10]	Open Shift [12]	Open Shift [12] 7:00 am - 7:30 pm	Open Shift [10] 7:00 am - 7:30 pm	12	Recommendations: Similar shift 1900-0730 • 7:00 PM - 7:30 AM [12:50] TO DOUGLE Date Date (DM)
								Cancel Submit

- Select the shift that you want to work.
- Click Submit.
- The Request Shift Swap panel refreshes to show a summary of the shift you offered to swap, the colleague's shift you want to swap with, and any comments and notes you might have entered with the swap request.



- In the **Request Shift Swap** panel, click one of the following:
 - **OK** to submit the request.
 - **Cancel Request** to cancel the request.

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Orevious Today Next	Ĵ					≪° ▼ Share	• New	1 Information Request submitted ×
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Request	Information Awaiting recipient × employee acceptance
Open Shift [51]	2 Open Shift (55) ♥ Labor Day 7:00 pm - 7:30 am	3 Open Shift [57]	4 Open Shift (53) 7700 am - 7:30 pm	9 Open Shift [51] [7:00 am - 7:30 pm	Open Shirt (54)	Open Shift [52]	7	My Shift 1900-0730 - Wed 9/25, 7:00 PM - 7:30 AM [12:50]
8 Open Shift [53]	9 Open Shirt (54) 7:00 am - 7:30 pm	Open Shift [56]	Open Shift [53]	Open Shift [56]	12 Open Shift (56) 7.00 am - 7.30 pm	Open Shift [52] 7:00 am - 7:30 pm	14	Requested Shift Test, Nick 1900-0730 <u>Fr 9/02, 7:00 PM - 7:30 AM</u> [12:50] ES/907626-Prov RN Float Pool/RN
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Open Shift [50]	Open Shift (57)	Open Shift (57)	Open Shift [54] [7:00 am - 7:30 pm	Open Shift [51] [7:00 am - 7:30 pm	Open Shift [55]	Open Shift [54]		
Open Shift [11]	7 Open Shift (10) 7:00 am - 7:30 pm	Open Shift [12]	Open Shift [10]	Open Shift [12]	Open Shift [12] 7:00 am - 7:30 pm	Open Shift [10] 7:00 am - 7:30 pm		Cancel Request

All "Swap Requests" are sent to the unit manager for approval. Once approved or denied, both employees will receive an alert in their notifications (See "Review My Notifications").