

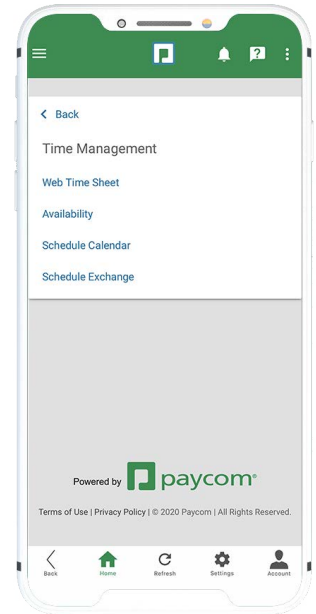
Show Me How

to Offer and Pick Up Shifts

SCHEDULING

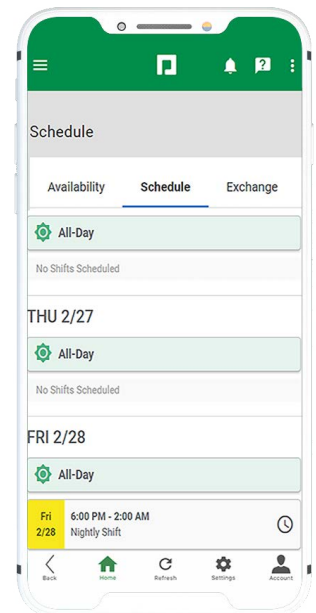
STEP 1

Navigate to Time Management > Schedule Calendar.



STEP 2

Review the shift you wish to take action on.



EMPLOYEES

Visit the Help Menu for the most up-to-date version of this guide.

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SCHEDULING

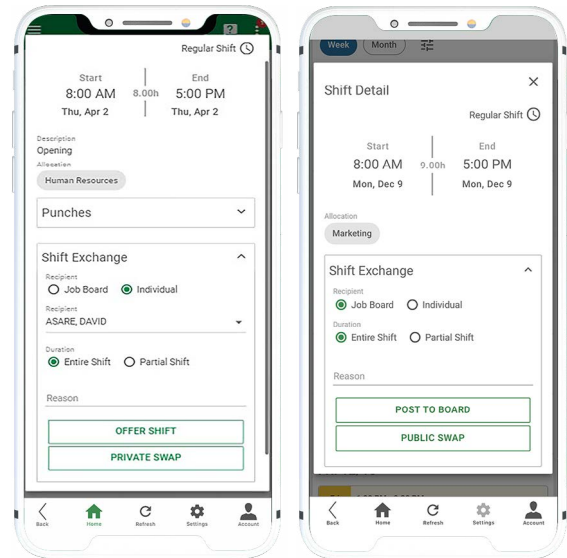
STEP 3

To **swap a shift**, choose "Individual" and select an employee. Then, tap "Private Swap."

To **offer a shift**, choose "Individual" then tap "Offer Shift."

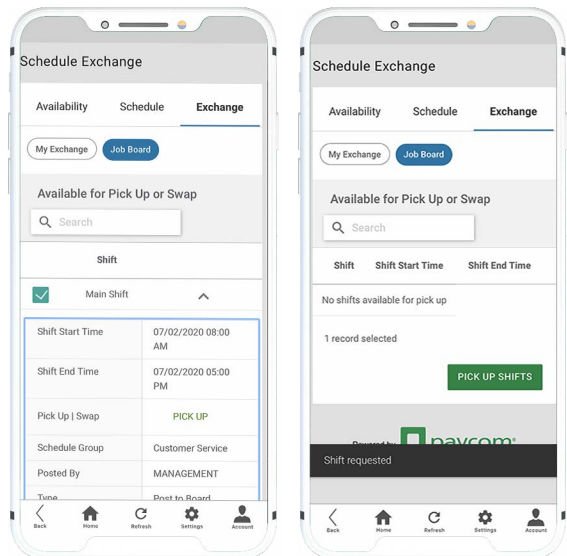
To **post a shift to the job board**, choose "Job Board" and tap "Post to Board."

To **request a public shift swap**, post the shift to the job board for another employee to offer a shift in return. Choose "Job Board" then tap "Public Swap."



STEP 4

To **pick up a shift from the job board**, tap the "Exchange" tab on Schedule Exchange. Select the shift you wish to pick up and tap "Pick Up Shifts."



EMPLOYEES

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