

## Schedule

**Schedule** lists shifts you are currently responsible for working, shifts offered to you, and shifts available for pick up. Once your manager posts a schedule, the relevant days display on this page.

You can choose your preferred display using the *Show* drop-down at the top of the page. This drop-down allows you to view specific shift types, or view all types. The *Hide Off Days* toggle hides days you are not scheduled to work.

**Show all**  
All scheduled/available shifts and pendings changes

**Show available shifts**  
All open house shifts and public swap/drops

**Show pending shifts**  
All attempted schedule changes before they are final

**Show scheduled shifts**  
No pending changes are displayed

Hide Off Days

Schedule		
WINDY		
Show all ▾ <small>All scheduled/available shifts and pendings changes</small>		
NOVEMBER		
FRI	UNSCHEDULED	SERV
24	4:00 PM to 9:30 PM <small>Dropped shift available from Suzy Queue.</small>	
SAT		SERV
25	4:30 PM to 10:00 PM	
SUN	Off	
26		
MON		SERV, D1D
27	4:00 PM to 10:00 PM	
TUE	Off	
28		
TUE	UNSCHEDULED	SERV
28	4:00 PM to 11:00 PM <small>House shift available.</small>	
WED		SERV, D1D
29	4:00 PM to 11:00 PM	
THU		BARAM
	10:00 AM to 4:00 PM	

**Jump to...**

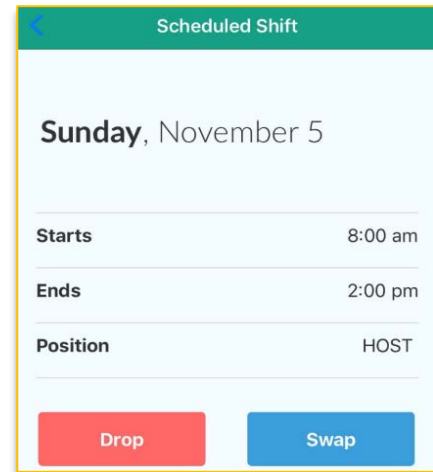
- 1 [Scheduled Shifts](#)
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  - 7.1 [Cancel an Offer](#)

## Scheduled Shifts

**Scheduled Shifts** are shifts assigned to you that you are responsible for working. These shifts are marked with a teal bar to the left of the shift.

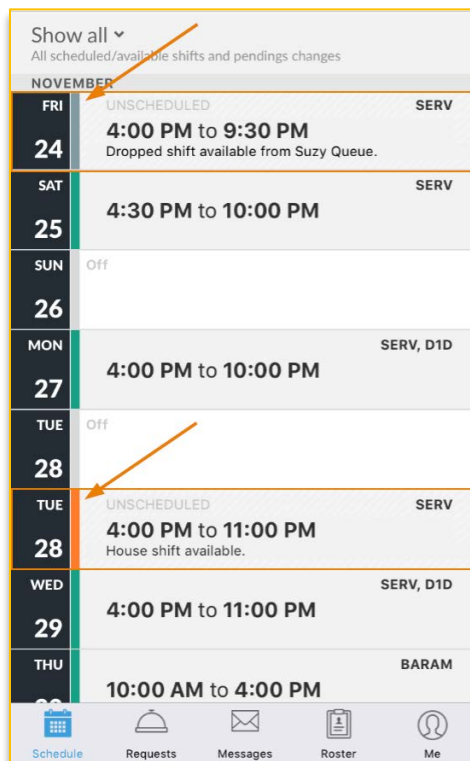
*Schedule* displays the shift start and end times, as well as the job you are scheduled to work.

You can select a scheduled shift to view drop and swap options. These options disappear once a shift begins.



## Unscheduled Shifts

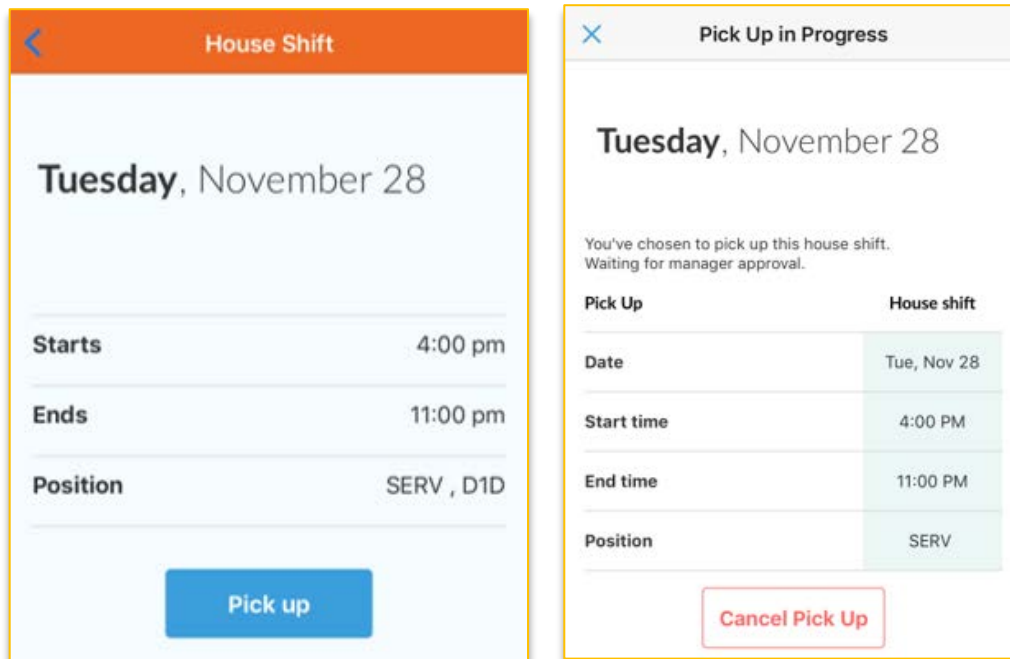
**Unscheduled Shifts** are available shifts not currently assigned to you. Shifts marked with an orange bar are House Shifts made available for pick up by a manager. Silver shifts are dropped shifts made available for pick up by other employees.



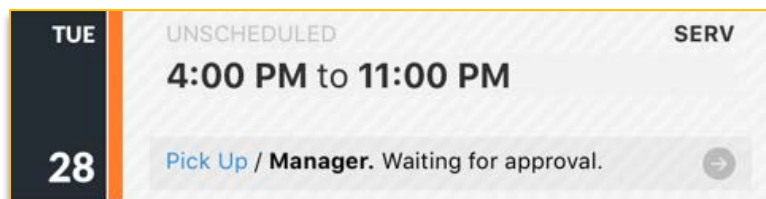
Schedule displays the shift start and end times, as well as the job. You can select a scheduled shift to view the [pick up](#) option. This option disappears once a shift begins.

## Pick Up a Shift

Pick Up allows you to quickly submit a request to pick up a House or dropped shift. Select a shift to view shift details, then select **Pick Up** to submit a request.



Once you submit an offer to pick up a shift, it is marked *Waiting for Approval* on your schedule, as well as in the shift details. Select the shift to view the shift details or to *Cancel Pick Up*.



## Shift Changes

You can request changes to your scheduled shifts by initiating a drop or swap request. Once you submit a request, a manager either accepts or rejects the request. In both drop and swap requests, a fellow employee must pick up or accept the swap before a manager can approve or reject the request.

## Manager Approval

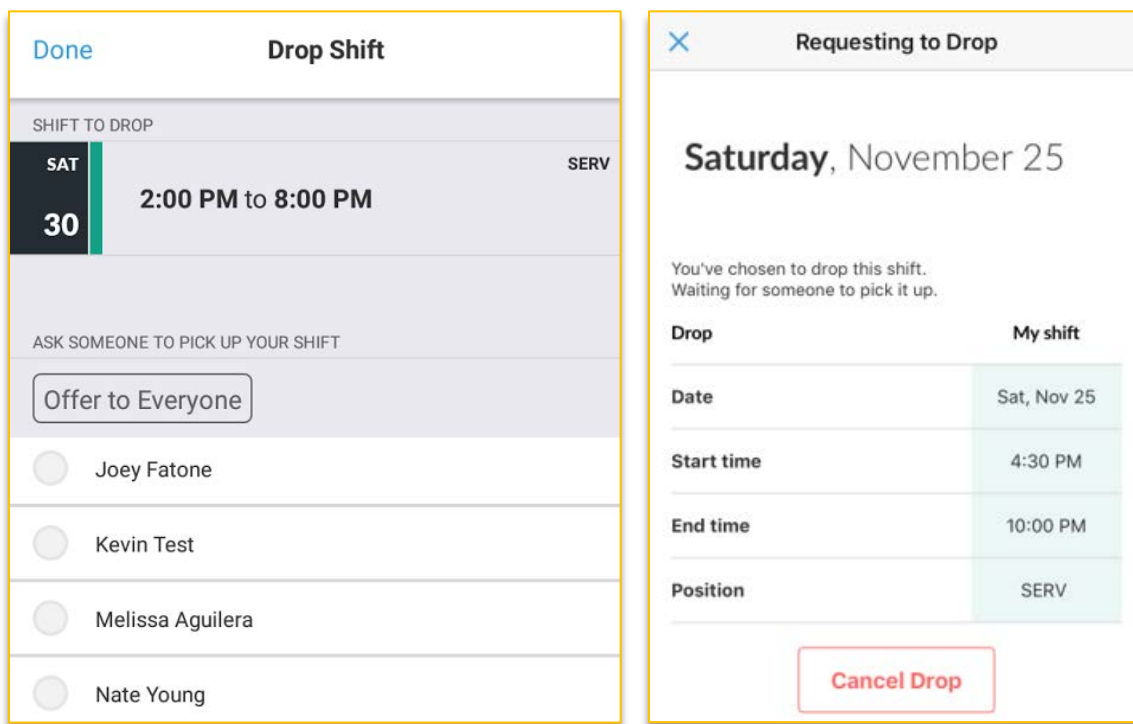
Please note that all shift changes **must be approved by a manager**, and your manager may set a limit on requests for specific days and shifts. For this reason, we recommend you submit schedule change requests as early as possible.

## Drop a Shift

**Drop Shift** allows you to make a shift currently assigned to you available for other employees to pick up. Choose the shift you wish to drop, and then select **Drop** below the shift details.

You can offer the shift to a specific employee by selecting their name, or select *Offer to Everyone* to offer your shift to all those assigned that job. Select **Done** when finished.

Once you drop a shift, it is marked *Waiting for Response* on your schedule, as well as in the shift details. Drops must be accepted by a fellow employee, and then approved by a manager.



## Swap a Shift

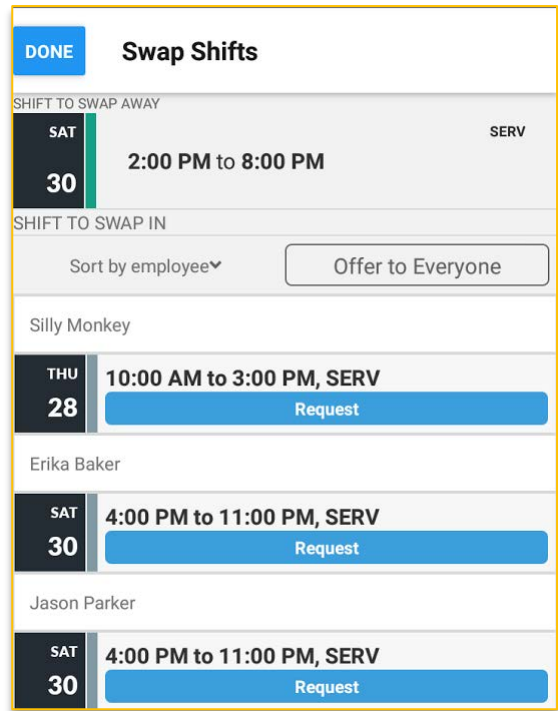
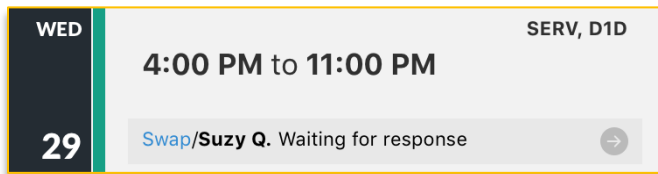
**Swap Shifts** allows you to trade shifts with another employee. Choose the shift you wish to swap, and then select **Swap** below the shift details.

Employees scheduled to work the same job populate in a list along with their scheduled shift(s).

You can offer a swap to a specific employee by selecting **Request** below their shift details. Alternatively, you can select *Offer to Everyone* to offer your swap to all employees scheduled the same job. Select **Done** when finished.

Once a swap is offered, it is marked *Waiting for Response* on your schedule, as well as in the shift details. Swaps must be accepted by the other employee, and then approved by a manager.

Note that you can have multiple requests open at once; in this case, the swap initiates with the first request approved by a manager.



## Offered Shifts

**Offered Shifts** are shifts you make available to other employees through a drop or swap action.

Until your drop and/or swap requests are accepted and approved, these shifts are still assigned to you and are your responsibility. These shifts remain **teal** and are marked *Waiting for Response* on your schedule, as well as in the shift details.

### Cancel an Offer

To cancel an offer, select the relevant shift, and then select **Cancel Swap** or **Cancel Drop**. If a shift has multiple offers, selecting *Cancel* removes all offers.

