

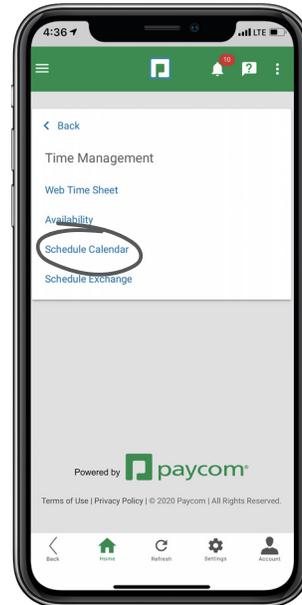
SHOW ME HOW

to Offer and Pick Up Shifts
My Schedule Exchange



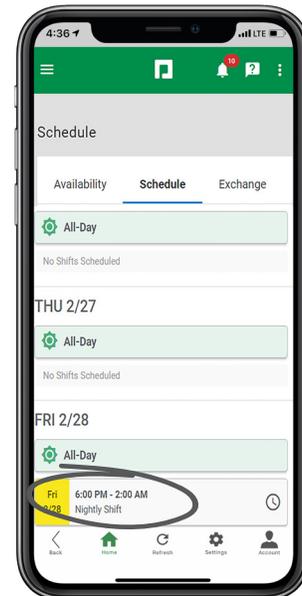
STEP 1

Navigate to Time Management > Schedule Calendar.



STEP 2

From here, you can review the shift you wish to exchange.



EMPLOYEES

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



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STEP 3

Then, you have many options:

To swap a shift with a specific individual, choose "Individual" and select the employee you wish to swap shifts. Then, click "Private Swap."

To offer a shift for anyone to pick up, choose "Individual" and then click "Offer Shift."

To post the shift to the job board, choose "Job Board" and click "Post to Board."

To request a public shift swap, post the shift to the board for another employee to offer a shift in return. To do this, choose "Job Board" and then "Public Swap."

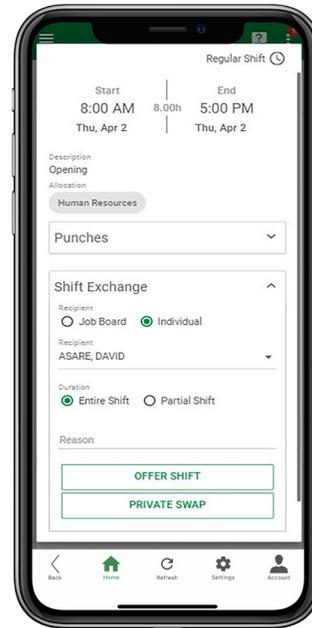


STEP 4

To pick up a shift from the Job Board, click into the Job Board tab and click "Pick Up."

Then, a confirmation message appears.

Individual



Job Board

