

SHIFT TRADES

1. Click Shift Trade Request
 - a. In the Shift Trade Request activity, you can enter a 1 way or 2 way shift trade
2. In the substitute field, enter the individual you are trading a shift with
3. Enter the date and times of your shift that you are trading with the substitute
 - a. If you are trading your entire shift, you do not have to enter times
 - b. If your shift spans midnight, click the Overnight checkbox
 - c. You can enter a partial shift to trade by adjusting the start and end times
4. If this is a two-way trade, you must complete the bottom section indicating the date and times of the shift you are picking up from the substitute
 - a. You can add any comments that your supervisor will see
 - b. As long as there are no compliance rules that are violated, the shift trade will automatically go through. An example of a compliance rule would be shift trades that allowed an individual to go into overtime
5. Click Submit
 - a. If the shift trade automatically went through, the new schedule will be displayed

Schedule Timesheet Transactions **Shift Trade Request** Self Scheduler Shift Billboard

Shift Trade Request

Employee **BODEMER, KRISTINE** * Substitute

Please Complete this Section for 1 way Shift Trades
Substitute will work employee's shift on date and times specified below:

* Date Affected: Overnight

From: : : To: : :

Also Complete this Section for 2 ways Shift Trades
Employee will work substitute's return shift on date and times specified below:

Date affected: Overnight

From : : : To : : :

Comments :