

Request Shift Swaps

This job aid explains how you can request to swap shifts with another Howard University Hospital employee and respond to a received request.

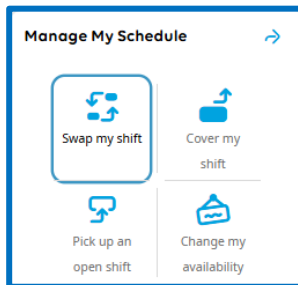
About Shift Swaps

- Employees can request to swap a scheduled shift with a shift that is scheduled for another employee.
- Both parties have to agree to swap shifts
- Managers can see swapped shifts and can approve or deny these requests.

To submit a shift swap request:

Navigation: Main Menu > Manage My Schedule > Swap my Shift

1. Select **New Request** or right-click on a shift.
2. Select **Swap my Shift**.



3. In **Request Shift Swap**, select the shift you want to swap.
4. (Optional) In **Available Shifts**, select one employee with whom you want to swap shifts or use the default of **All Employees**. Use **Reset** to select a different employee.
5. (Optional) Select **Refine** to filter shifts by day, location, job or times.
6. Select the shift that you want to work. Select the More Actions icon  to view additional information about the shift.

Note: Recommended shifts have a green header and the reason the shift is recommended.

7. Select **Submit**.
8. In the request summary, select **Ok** to wait for the recipient to respond to your request.

Step 4

Request Shift Swap

My Shift

Fri 1/03, 8:30 AM - 5:00 PM [8.50]

...HILD/3216 LABOR & DELIVERY/RN

Comments [0]

Add Comment

Available Shifts

Refine

All employees

Recommendations: Similar shift

Thu 1/02, 8:30 AM - 5:00 PM [8.50]

...HILD/3216 LABOR & DELIVERY/RN

MCGILL, CHARLES

★★★★★

Recommendations: Often worked ...

Thu 1/02, 8:30 AM - 5:00 PM [8.50]

...HILD/3216 LABOR & DELIVERY/RN

SALAMANCA, EDUAR...

★★★★★

Step 6

Shift Details

Employee

WEXLER, KIMBERLY

Date

Thursday, January 02

Time

8:30 AM - 5:00 PM [8.50]

Shift Details

8:30 AM - 5:00 PM [8.50]

WOMANCHILD/3216 LABOR & DELIVERY/RN

Also Working [2]

MCGILL, CHARLES

8:30 AM-5:00 PM

SALAMANCA, EDUAR...

8:30 AM-5:00 PM

Step 8

Request Shift Swap

Information Request submitted

Information Awaiting recipient employee acceptance

My Shift

Fri 1/03, 8:30 AM - 5:00 PM [8.50]

...HILD/3216 LABOR & DELIVERY/RN

Requested Shift

WEXLER, KIMBERLY

Thu 1/02, 8:30 AM - 5:00 PM [8.50]

...HILD/3216 LABOR & DELIVERY/RN

Comments [0]

To cancel the swap request:

Navigation: Main Menu > My Schedule

1. Scroll down until you see the request date.
2. On the request, select the **Cancel Request** button.

×

Your request

Details

History

🕒 [Offered]

WK

Swap shift request

Waiting for a response from KIMBERLY

You want to swap this shift...

8:30 AM-5:00 PM [8.50]

Fri 1/03

With this shift from KIMBERLY:

8:30 AM-5:00 PM [8.50]

Thu 1/02

8:30 AM-5:00 PM [8.50]

WOMANCHILD/3216 LABOR & DELIVERY/RN

Cancel request

To respond to a shift swap request:

1. In the **My Schedule** tile, select the **Swap shift request**
2. After clicking on the request, check the details of the request.

My Schedule

Wed 1 HUH-New Year's Day

Thu 2 8:30 AM-5:00 PM [8.50]

[Offered to you] MJ

Swap shift request

JAMES would like you to swap shifts

Fri 3 You have nothing planned.

Swap shift request

Details History

[Offered to you] MJ

Swap shift request

JAMES would like you to swap shifts

JAMES wants to swap this shift...

8:30 AM-5:00 PM [8.50] Fri 1/03

8:30 AM-5:00 PM [8.50] WOMANCHILD/3216 LABOR & DELIVERY/RN

with your shift:

8:30 AM-5:00 PM [8.50] Thu 1/02

Yes, swap shifts

No thanks

3. Do one of the following:
 - Select **Accept**.
 - For most requests, the status changes to Submitted, as you have to wait for a manager to approve the request.
 - Select **Reject**.

Approved Shift Swap example:

My Schedule

Tue 31 Today

You have nothing planned.

Wed 1 HUH-New Year's Day

Thu 2 [Approved]

Swap shift request

Your manager approved JAMES's swap request. Your new shift starts Friday, January 03 at 8:30 AM.

Swap shift request

Details History

[Approved]

Swap shift request

Your manager approved JAMES's swap request. Your new shift starts Friday, January 03 at 8:30 AM.

JAMES wanted to swap this shift...

8:30 AM-5:00 PM [8.50] Fri 1/03

8:30 AM-5:00 PM [8.50] WOMANCHILD/3216 LABOR & DELIVERY/RN

with your shift:

8:30 AM-5:00 PM [8.50] Thu 1/02

Swap shift request

Details History

Tuesday, December 31

Request approved

By HOWARD HAMLIN at 2:36 PM

Request submitted

By you at 2:31 PM

Request offered

By JAMES MCGILL at 2:07 PM

Sent to

WK KIMBERLY WEXLER

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