# Shift Swap Overview

The new Shift Swap functionality allows staff members and managers to:

- Swap Shift: Swap a shift with a staff member
- Give Shift: Post a shift for another staff member to take without offering a shift to trade
- Give Shift To: Give a shift **directly** to another staff member, bypassing the posting board
- Shift Swap With: Swap a shift **directly** with another staff member, bypassing the posting board.

How to use the new Swap/Give Shift functionality:

Click on the green shift you would like to post to give away.
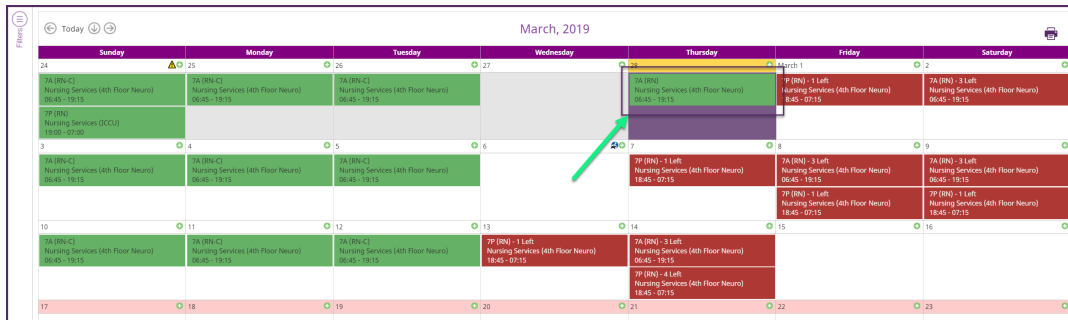
Swapping a Shift:

The Staff Shift Details popup box will appear. Select Shift Swap button as shown below. Add any notes, if desired. To continue to post, click on the green Submit button. Otherwise, click the red Cancel button to return to your calendar.

Once another staff member accepts the swap to swap that shift, *the request goes to the manager to approve or deny.*

Giving a Shift:

The Staff Shift Details popup box will appear. Select Give Shift button as shown below. Add any notes, if desired. To continue to post, click on the green Submit button. Otherwise, click the red Cancel button to return to your calendar.

Once another staff member accepts the shift, *the request goes to the manager to approve or deny.*

How to use the new Give Shift to functionality to give a shift to:

Click on the green shift you would like to give away. The Staff Shift Details popup box will appear. Select Give Shift To button as shown below. Select the staff member you have already identified who wants to take that shift. Add any notes, if desired. To continue, click on the green Submit button. Otherwise, click the red Cancel button to return to your calendar.

Once submitted, the request will go directly to the staff member taking that shift for acceptance. Once accepted, *the request will go to the manager to approve or deny.*

How to use the new Shift Swap With functionality to swap a shift with:

Click on the green shift you would like to give away. The Staff Shift Details popup box will appear. Select Shift Swap With button as shown below. Select the staff member you have already identified who wants to swap for that shift. Select the other staff member's Shift and Date that was agreed to swap. Add any notes, if desired. To continue, click on the green Submit button. Otherwise, click the red Cancel button to return to your calendar.

Once submitted, the request will go directly to the staff member swapping for that shift for acceptance. Once accepted, *the request will go to the manager to approve or deny.*
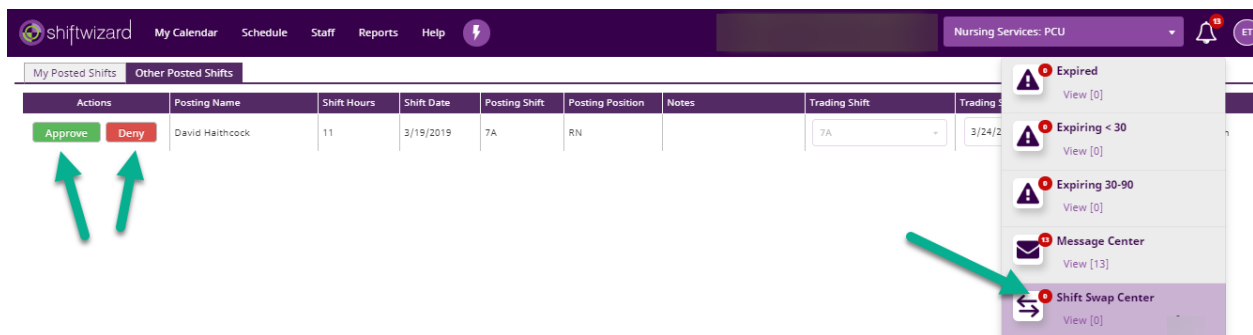
![shiftwizard logo]

Accepting a Shift/Shift Swap:

Click on the notification bell and go to the Shift Swap Center

Click on the Other Posted Shifts tab

Click Approve to accept the shift

Click Deny to decline the shift

After accepting the shift, *the request will go to the manager for final approval.*