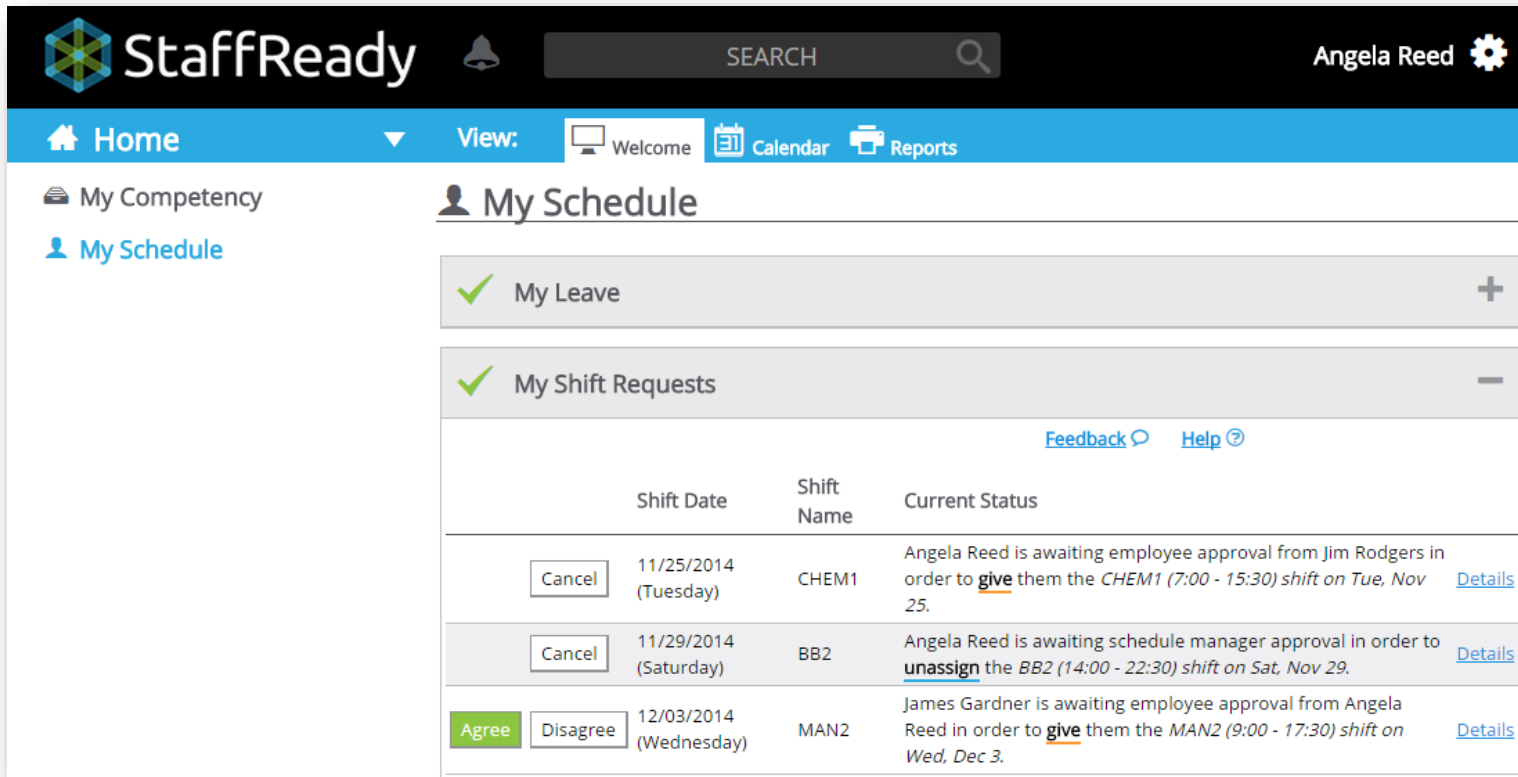


## Welcome View – My Schedule

### My Shift Requests

This reference guide provides a comprehensive overview of the **My Shift Requests** color bar within the **Welcome** view in the StaffReady Scheduling Module. The following process steps and instructional information are provided within this document:

- **Agree to a Shift Request**
- **Disagree to a Shift Request**
- **Cancel a Shift Request**
- **Shift Request Details Menu**



The screenshot shows the StaffReady interface. The top navigation bar includes the StaffReady logo, a search bar, and the user name 'Angela Reed' with a settings gear icon. Below this is a blue navigation bar with 'Home', 'View: Welcome', 'Calendar', and 'Reports'. The main content area is titled 'My Schedule' and contains two expandable sections: 'My Leave' (expanded) and 'My Shift Requests' (expanded). The 'My Shift Requests' section contains a table with three rows of shift requests.

	Shift Date	Shift Name	Current Status
<input type="button" value="Cancel"/>	11/25/2014 (Tuesday)	CHEM1	Angela Reed is awaiting employee approval from Jim Rodgers in order to <b>give</b> them the <i>CHEM1 (7:00 - 15:30) shift on Tue, Nov 25.</i> <a href="#">Details</a>
<input type="button" value="Cancel"/>	11/29/2014 (Saturday)	BB2	Angela Reed is awaiting schedule manager approval in order to <b>unassign</b> the <i>BB2 (14:00 - 22:30) shift on Sat, Nov 29.</i> <a href="#">Details</a>
<input checked="" type="button" value="Agree"/> <input type="button" value="Disagree"/>	12/03/2014 (Wednesday)	MAN2	James Gardner is awaiting employee approval from Angela Reed in order to <b>give</b> them the <i>MAN2 (9:00 - 17:30) shift on Wed, Dec 3.</i> <a href="#">Details</a>

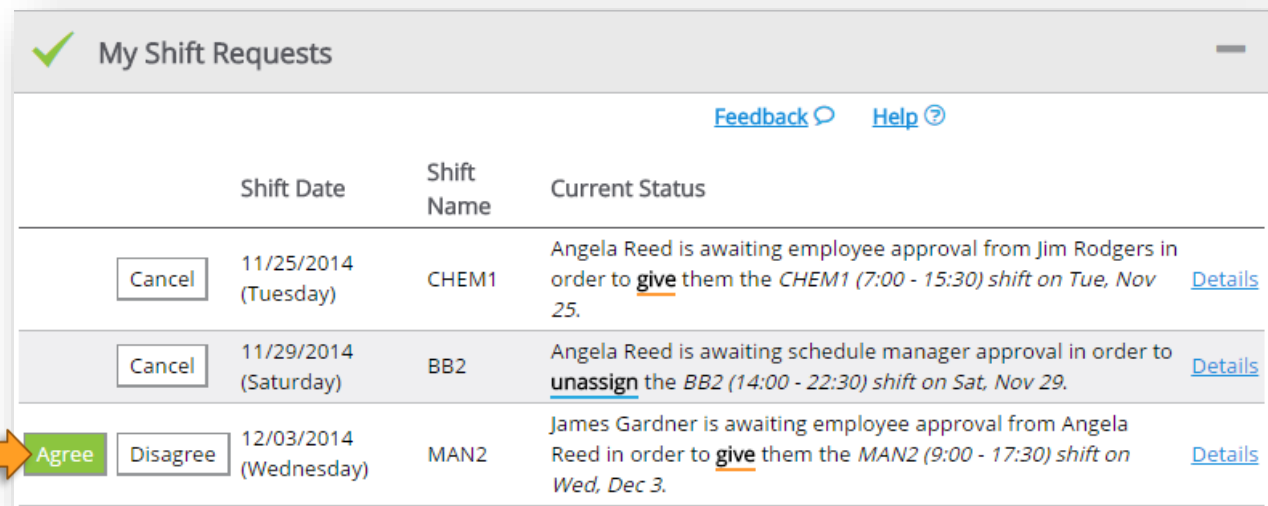
## Agree and Disagree to Shift Requests

There are three types of shift requests that employees can submit to schedule administrators for review:

1. **Shift trade:** two employees agree to swap one shift assignment for another shift assignment with each other. Shift trade requests are not presented to a schedule administrator for approval until both employees have agreed to the trade in Staff Ready. The shift trade request appears in the Shift Trades table with a [trade](#) icon.
2. **Shift give away:** one employee requests for another employee to work his or her assigned shift, without a swap. Shift give away requests are not presented to a schedule administrator for approval until both employees have agreed to the giveaway in StaffReady. A shift give away request appears in the Shift Trades table with a [give](#) icon.
3. **Shift unassign:** one employee requests to be removed from a scheduled shift assignment. The schedule administrator can approve or deny the unassign request as soon as the requesting employee submits it. A shift unassign request appears in the Shift Trades table with an [unassign](#) icon.

### Agree to a Shift Request

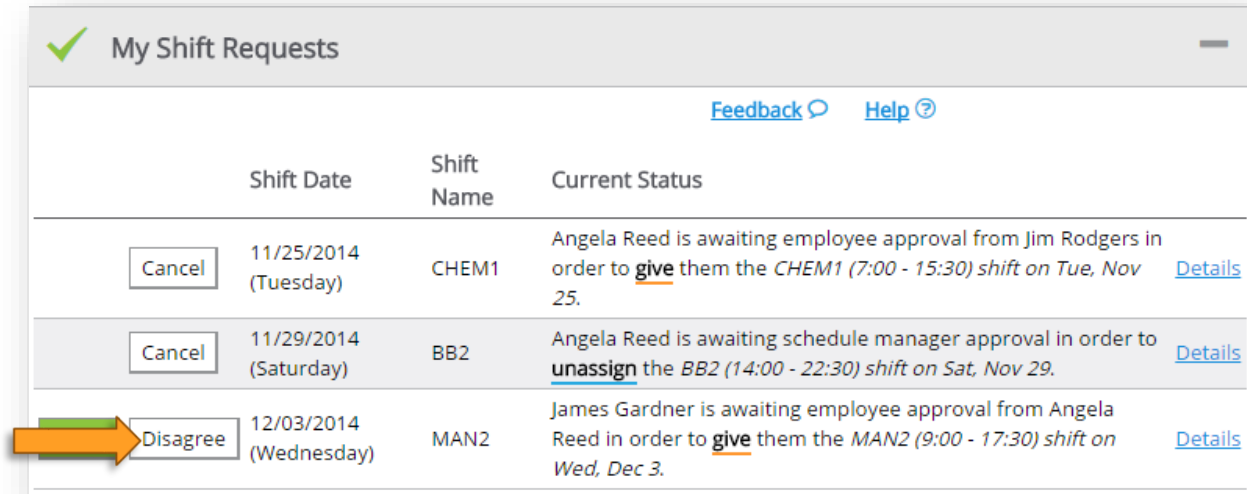
- Click **Agree**.



	Shift Date	Shift Name	Current Status
<input type="button" value="Cancel"/>	11/25/2014 (Tuesday)	CHEM1	Angela Reed is awaiting employee approval from Jim Rodgers in order to <a href="#">give</a> them the <i>CHEM1 (7:00 - 15:30) shift on Tue, Nov 25.</i> <a href="#">Details</a>
<input type="button" value="Cancel"/>	11/29/2014 (Saturday)	BB2	Angela Reed is awaiting schedule manager approval in order to <a href="#">unassign</a> the <i>BB2 (14:00 - 22:30) shift on Sat, Nov 29.</i> <a href="#">Details</a>
<input type="button" value="Agree"/> <input type="button" value="Disagree"/>	12/03/2014 (Wednesday)	MAN2	James Gardner is awaiting employee approval from Angela Reed in order to <a href="#">give</a> them the <i>MAN2 (9:00 - 17:30) shift on Wed, Dec 3.</i> <a href="#">Details</a>

## Disagree with a Shift Request

- Click **Disagree**.

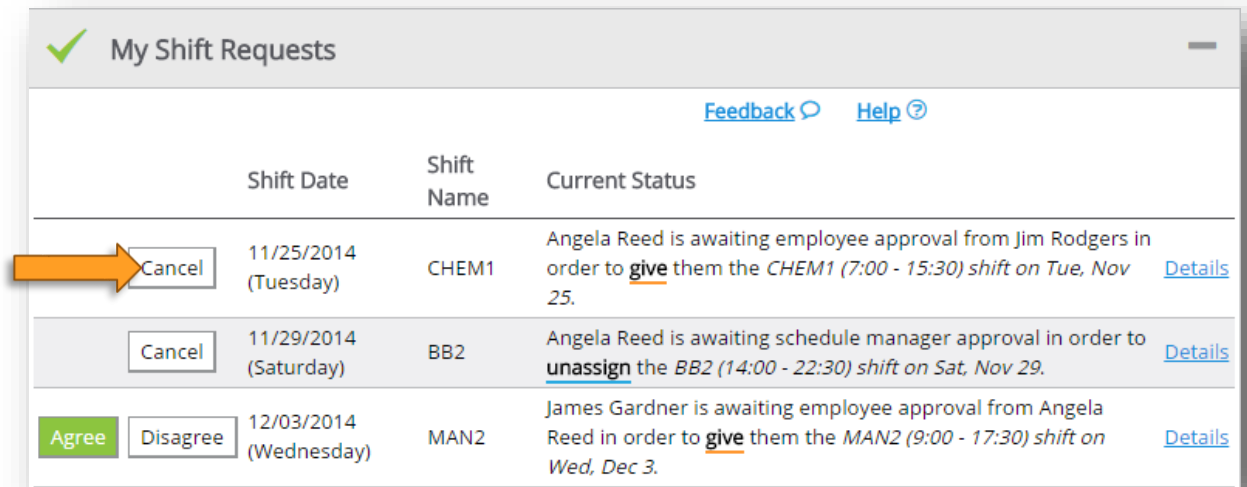


The screenshot shows a table titled "My Shift Requests" with columns for Shift Date, Shift Name, and Current Status. The third row, for a shift on 12/03/2014 (Wednesday) named MAN2, has a "Disagree" button highlighted with an orange arrow. The other two rows have "Cancel" buttons.

	Shift Date	Shift Name	Current Status
<input type="button" value="Cancel"/>	11/25/2014 (Tuesday)	CHEM1	Angela Reed is awaiting employee approval from Jim Rodgers in order to <b>give</b> them the <i>CHEM1 (7:00 - 15:30) shift on Tue, Nov 25.</i> <a href="#">Details</a>
<input type="button" value="Cancel"/>	11/29/2014 (Saturday)	BB2	Angela Reed is awaiting schedule manager approval in order to <b>unassign</b> the <i>BB2 (14:00 - 22:30) shift on Sat, Nov 29.</i> <a href="#">Details</a>
<input type="button" value="Disagree"/>	12/03/2014 (Wednesday)	MAN2	James Gardner is awaiting employee approval from Angela Reed in order to <b>give</b> them the <i>MAN2 (9:00 - 17:30) shift on Wed, Dec 3.</i> <a href="#">Details</a>

## Cancel an Agree or Disagree Decision for a Shift Request

- Click **Cancel**.



The screenshot shows the same "My Shift Requests" table. The first row, for a shift on 11/25/2014 (Tuesday) named CHEM1, has a "Cancel" button highlighted with an orange arrow. The second row has a "Cancel" button, and the third row has "Agree" and "Disagree" buttons.

	Shift Date	Shift Name	Current Status
<input type="button" value="Cancel"/>	11/25/2014 (Tuesday)	CHEM1	Angela Reed is awaiting employee approval from Jim Rodgers in order to <b>give</b> them the <i>CHEM1 (7:00 - 15:30) shift on Tue, Nov 25.</i> <a href="#">Details</a>
<input type="button" value="Cancel"/>	11/29/2014 (Saturday)	BB2	Angela Reed is awaiting schedule manager approval in order to <b>unassign</b> the <i>BB2 (14:00 - 22:30) shift on Sat, Nov 29.</i> <a href="#">Details</a>
<input type="button" value="Agree"/> <input type="button" value="Disagree"/>	12/03/2014 (Wednesday)	MAN2	James Gardner is awaiting employee approval from Angela Reed in order to <b>give</b> them the <i>MAN2 (9:00 - 17:30) shift on Wed, Dec 3.</i> <a href="#">Details</a>

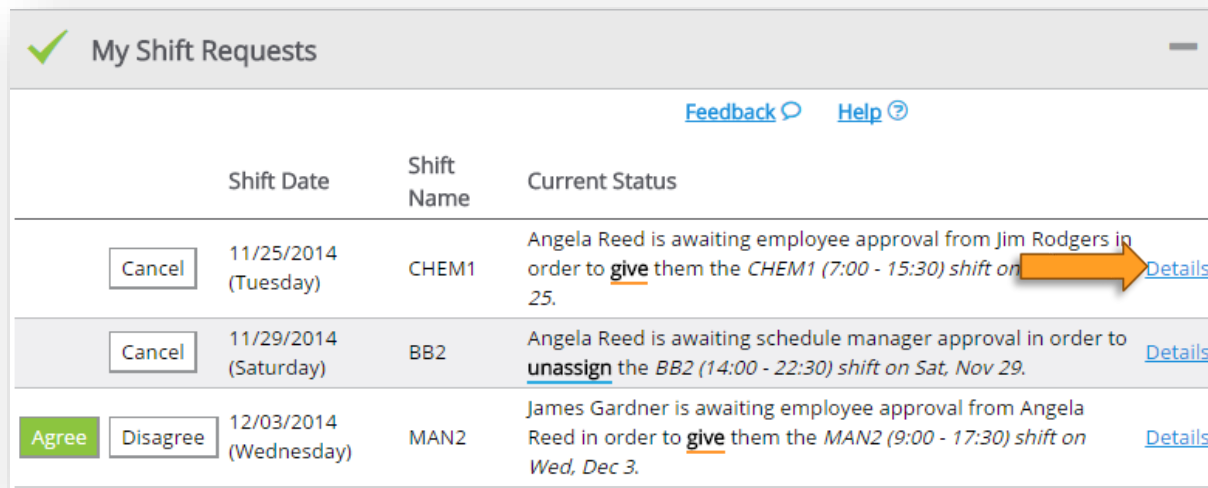
## Shift Request Details Menu

The **Details** window within the **My Shift Requests** color bar is useful when evaluating whether to agree or disagree to shifts trade and shift give away requests. It provides a visual representation of the shift request and describes any conflicts that may arise from the shift trade or give away. Some examples of shift request conflicts that the system may communicate to you include the following:

- The employee does not have the job description for the shift assignment they are attempting to receive.
- The trade would generate overtime for an employee.
- The employee is not available on the day he or she is attempting to receive the shift assignment.


### Shift Requests Details

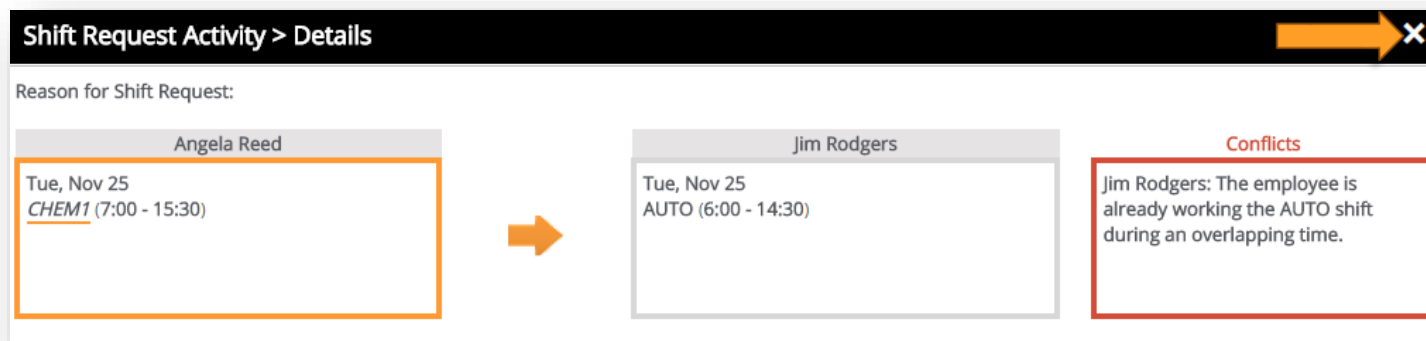
1. Click [Details](#).



		Shift Date	Shift Name	Current Status	
<input type="button" value="Cancel"/>	11/25/2014 (Tuesday)	CHEM1	Angela Reed is awaiting employee approval from Jim Rodgers in order to <b>give</b> them the <i>CHEM1 (7:00 - 15:30) shift on 11/25/2014</i> .	<a href="#">Details</a>	
<input type="button" value="Cancel"/>	11/29/2014 (Saturday)	BB2	Angela Reed is awaiting schedule manager approval in order to <b>unassign</b> the <i>BB2 (14:00 - 22:30) shift on Sat, Nov 29</i> .	<a href="#">Details</a>	
<input type="button" value="Agree"/> <input type="button" value="Disagree"/>	12/03/2014 (Wednesday)	MAN2	James Gardner is awaiting employee approval from Angela Reed in order to <b>give</b> them the <i>MAN2 (9:00 - 17:30) shift on Wed, Dec 3</i> .	<a href="#">Details</a>	

- The **Details** window displays an illustration of the proposed trade and a description of any conflicts that may adversely impact the schedule.

2. Click **Close** button .



The screenshot shows a window titled "Shift Request Activity > Details" with a close button in the top right corner. The window content is as follows:

Reason for Shift Request:

Angela Reed	Jim Rodgers	Conflicts
Tue, Nov 25 <u>CHEM1</u> (7:00 - 15:30)	Tue, Nov 25 AUTO (6:00 - 14:30)	Jim Rodgers: The employee is already working the AUTO shift during an overlapping time.