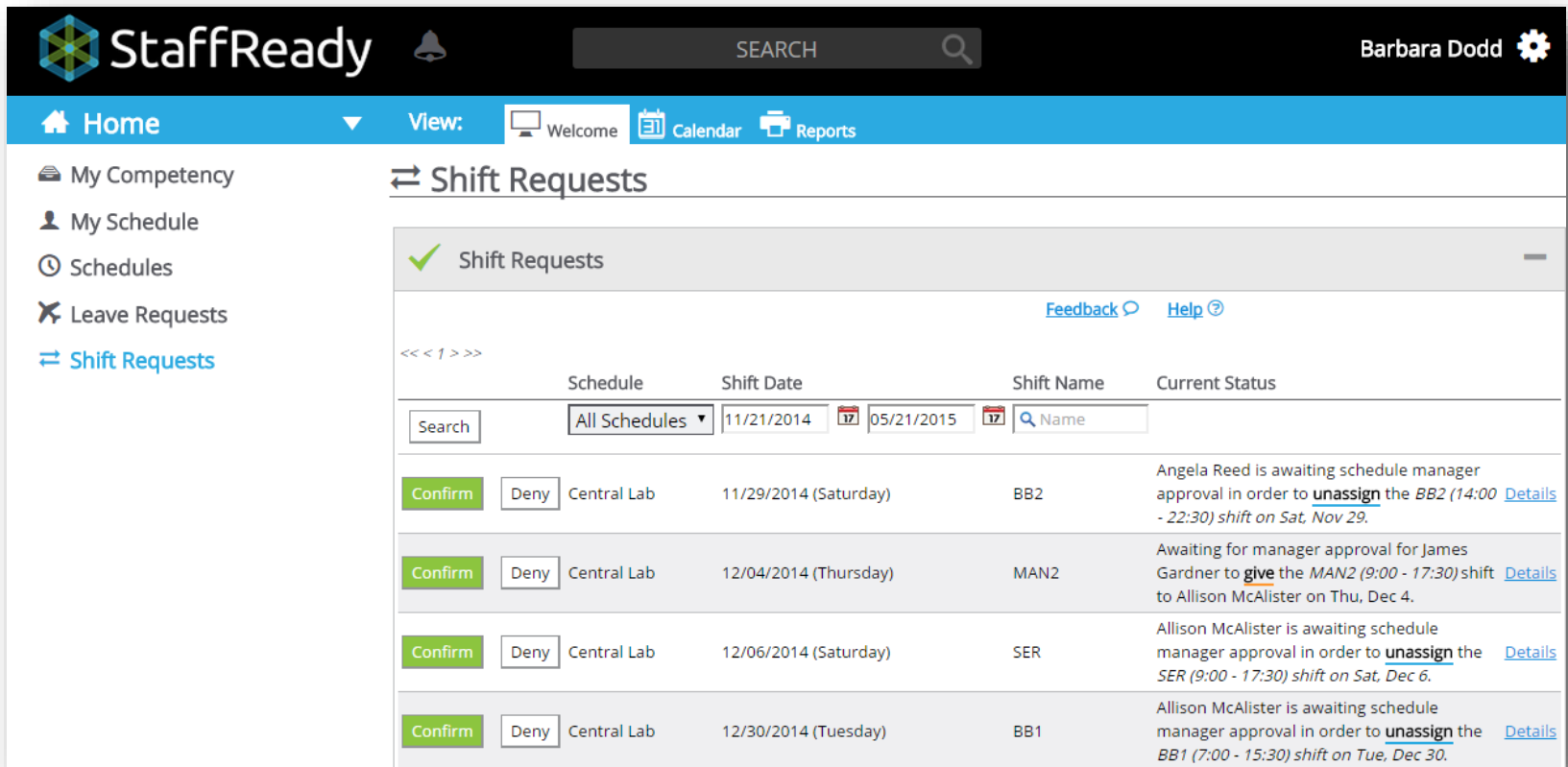


Welcome View

Shift Requests

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

- Approve and Deny Shift Requests
- Shift Request Details Menu



The screenshot shows the StaffReady interface for the Shift Requests section. The top navigation bar includes the StaffReady logo, a search bar, and the user name Barbara Dodd. The main navigation menu on the left lists: Home, My Competency, My Schedule, Schedules, Leave Requests, and Shift Requests (highlighted). The main content area is titled "Shift Requests" and features a table of requests with columns for Schedule, Shift Date, Shift Name, and Current Status. Each row includes "Confirm" and "Deny" buttons and a "Details" link.

		Schedule	Shift Date	Shift Name	Current Status
<input type="text" value="Search"/> <input type="text" value="All Schedules"/> <input type="text" value="11/21/2014"/> <input type="text" value="05/21/2015"/> <input type="text" value="Name"/>					
Confirm	Deny	Central Lab	11/29/2014 (Saturday)	BB2	Angela Reed is awaiting schedule manager approval in order to unassign the BB2 (14:00 - 22:30) shift on Sat, Nov 29. Details
Confirm	Deny	Central Lab	12/04/2014 (Thursday)	MAN2	Awaiting for manager approval for James Gardner to give the MAN2 (9:00 - 17:30) shift to Allison McAlister on Thu, Dec 4. Details
Confirm	Deny	Central Lab	12/06/2014 (Saturday)	SER	Allison McAlister is awaiting schedule manager approval in order to unassign the SER (9:00 - 17:30) shift on Sat, Dec 6. Details
Confirm	Deny	Central Lab	12/30/2014 (Tuesday)	BB1	Allison McAlister is awaiting schedule manager approval in order to unassign the BB1 (7:00 - 15:30) shift on Tue, Dec 30. Details

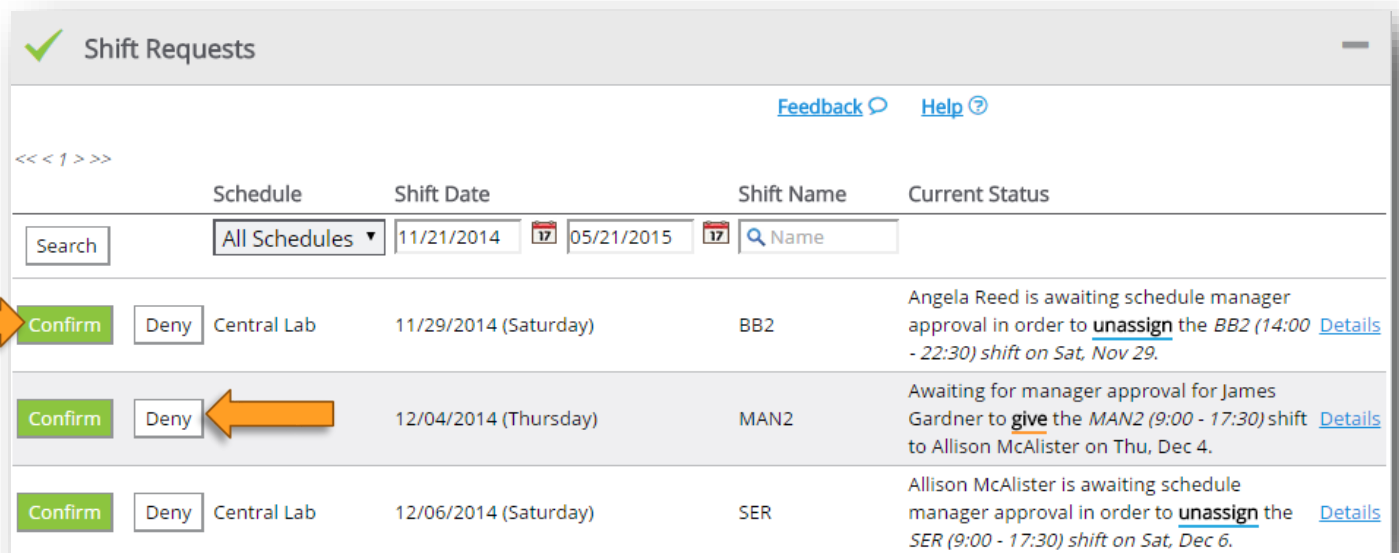
Approve and Deny Shift Requests

There are three types of shift trade 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 StaffReady. 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 give away 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 a [unassign](#) icon.

Approve and Deny Shift Requests

- Click **Confirm**, to approve a shift request.
- Click **Deny**, to reject a shift request.



		Schedule	Shift Date	Shift Name	Current Status
<input type="text" value="Search"/>	<input type="text" value="All Schedules"/>	<input type="text" value="11/21/2014"/>	<input type="text" value="05/21/2015"/>	<input type="text" value="Name"/>	
Confirm	Deny	Central Lab	11/29/2014 (Saturday)	BB2	Angela Reed is awaiting schedule manager approval in order to unassign the BB2 (14:00 - 22:30) shift on Sat, Nov 29. Details
Confirm	Deny		12/04/2014 (Thursday)	MAN2	Awaiting for manager approval for James Gardner to give the MAN2 (9:00 - 17:30) shift to Allison McAlister on Thu, Dec 4. Details
Confirm	Deny	Central Lab	12/06/2014 (Saturday)	SER	Allison McAlister is awaiting schedule manager approval in order to unassign the SER (9:00 - 17:30) shift on Sat, Dec 6. Details

Shift Request Details Menu

The **Details** window within the **Shift Requests** submenu is useful when evaluating whether to approve shift trades 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.

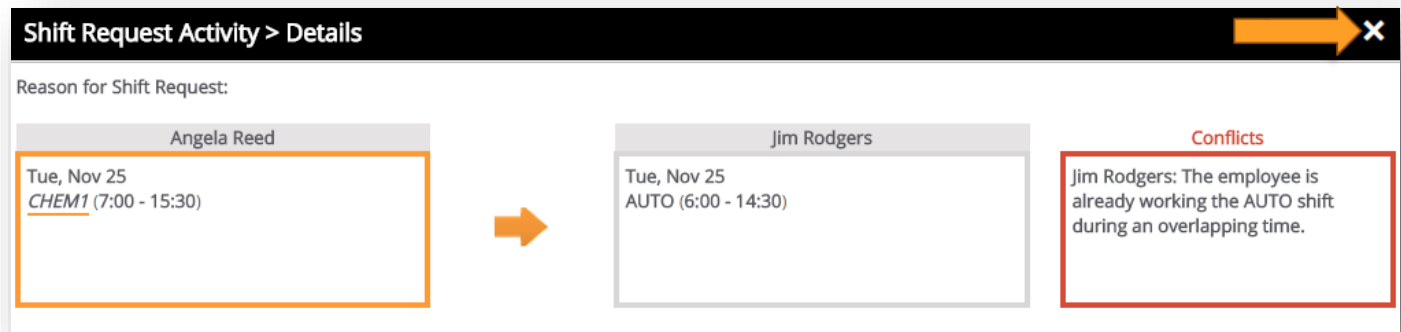
Shift Request Details

1. Click [Details](#).

		Schedule	Shift Date	Shift Name	Current Status
<input type="text" value="Search"/>	<input type="text" value="All Schedules"/>		<input type="text" value="11/21/2014"/>	<input type="text" value="05/21/2015"/>	<input type="text" value="Name"/>
<input type="button" value="Confirm"/>	<input type="button" value="Deny"/>	Central Lab	11/29/2014 (Saturday)	BB2	Angela Reed is awaiting schedule manager approval in order to unassign the - 22:30) shift on Sat, Nov 29. Details
<input type="button" value="Confirm"/>	<input type="button" value="Deny"/>	Central Lab	12/04/2014 (Thursday)	MAN2	Awaiting for manager approval for James Gardner to give the MAN2 (9:00 - 17:30) shift to Allison McAlister on Thu, Dec 4. Details
<input type="button" value="Confirm"/>	<input type="button" value="Deny"/>	Central Lab	12/06/2014 (Saturday)	SER	Allison McAlister is awaiting schedule manager approval in order to unassign the SER (9:00 - 17:30) shift on Sat, Dec 6. Details

- 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. Below the title bar, the text "Reason for Shift Request:" is displayed. The window is divided into three main sections:

- Angela Reed**: A box containing the text "Tue, Nov 25" and "CHEM1 (7:00 - 15:30)".
- Jim Rodgers**: A box containing the text "Tue, Nov 25" and "AUTO (6:00 - 14:30)".
- Conflicts**: A red-bordered box containing the text "Jim Rodgers: The employee is already working the AUTO shift during an overlapping time."

An orange arrow points from the Angela Reed box to the Jim Rodgers box, and another orange arrow points from the top right of the window to the close button.