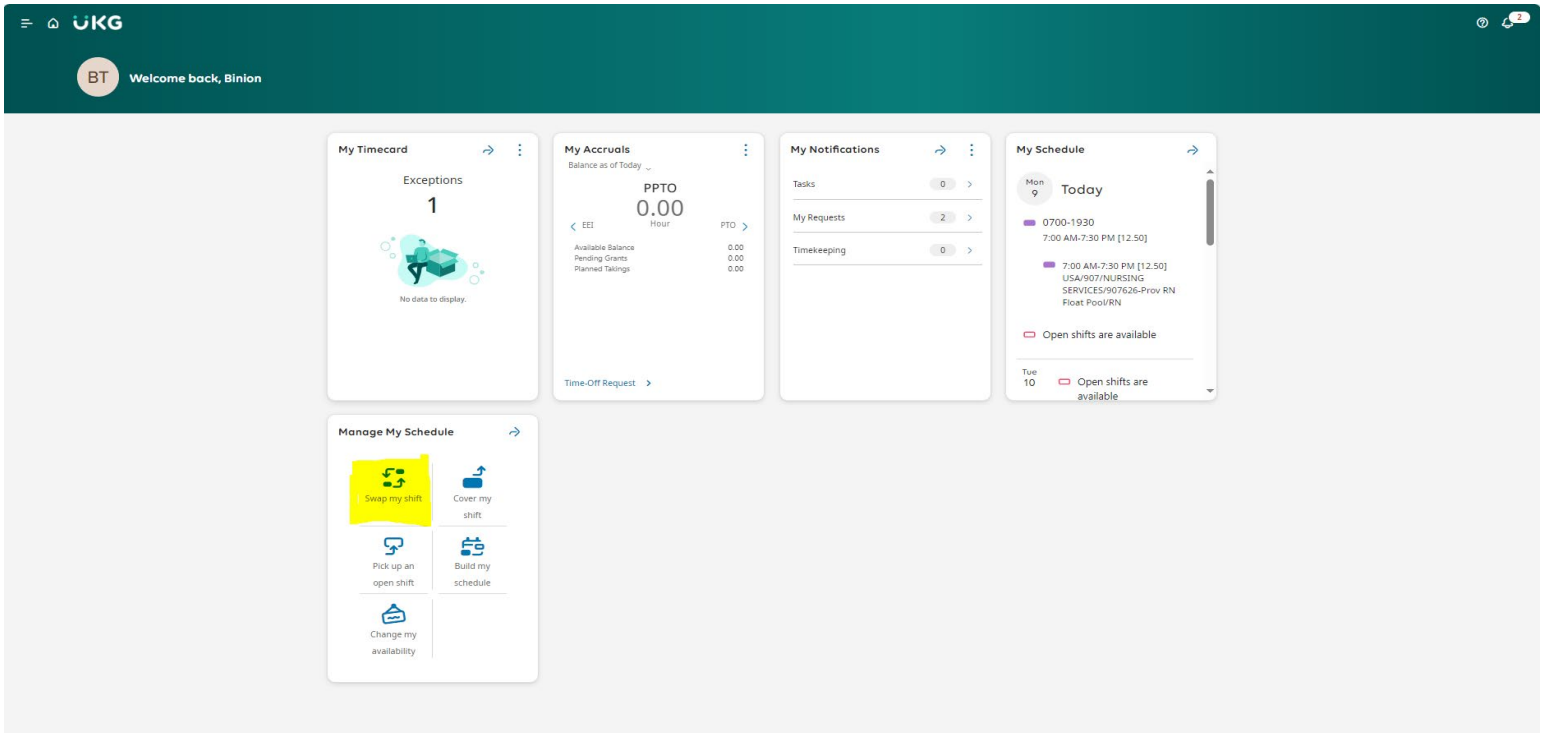
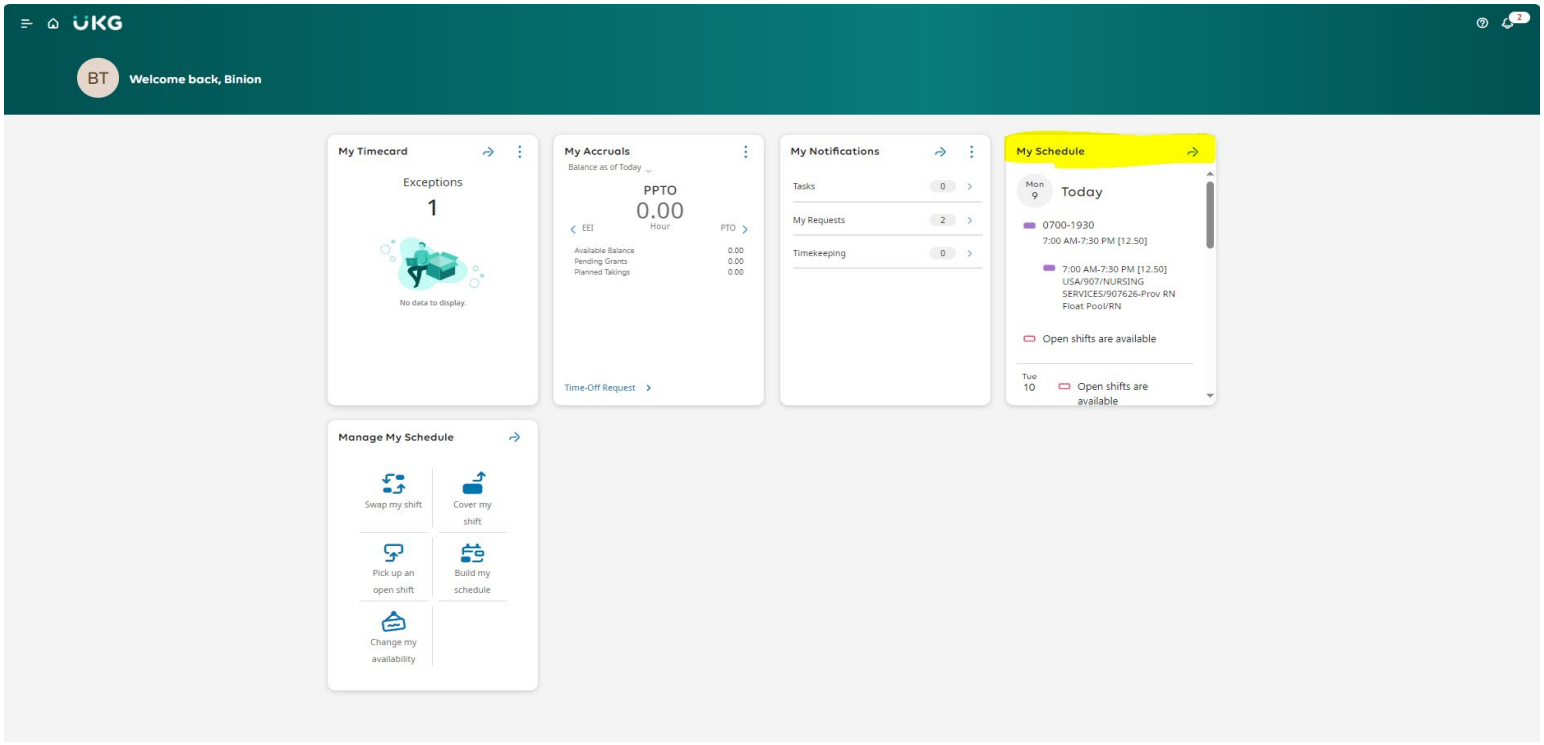
## How to Submit a Shift Swap Request

- Open the **Request Shift Swap** panel from the **Manage My Schedule** tile, **My Calendar**, or the **Location Schedule**:
  - From the **Manage My Schedule** tile:

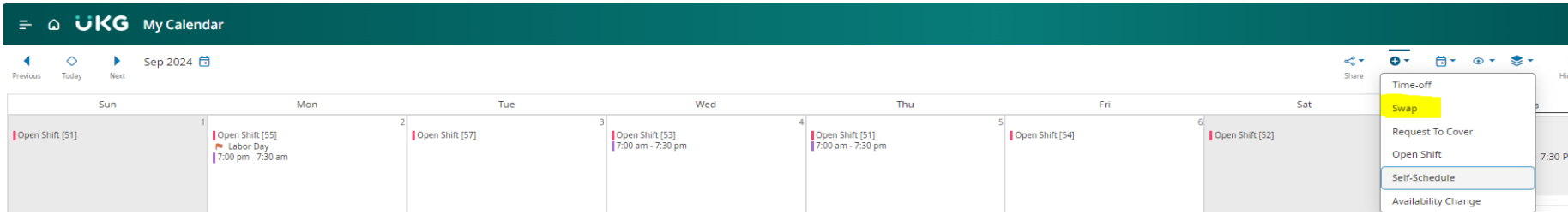
    Click **Home > Manage My Schedule** > **Swap my shift**




  - From **My Schedule**:
    - Click **Home > My Schedule** tile > **View My Schedule.**

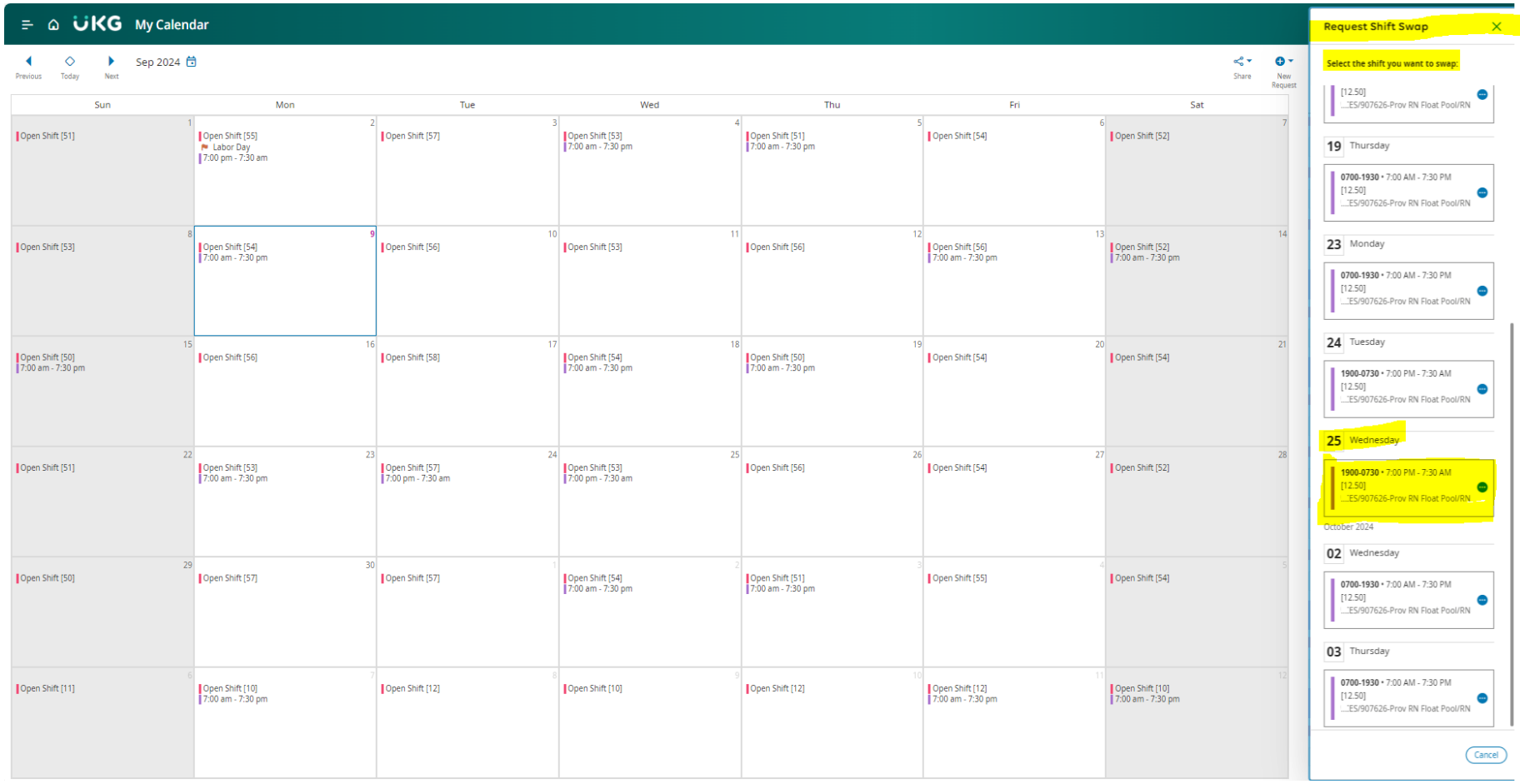



- Click **Request** then select **Swap shifts** to open the **Request Shift Swap** panel.
- Click **Request** then select **Swap shifts**.

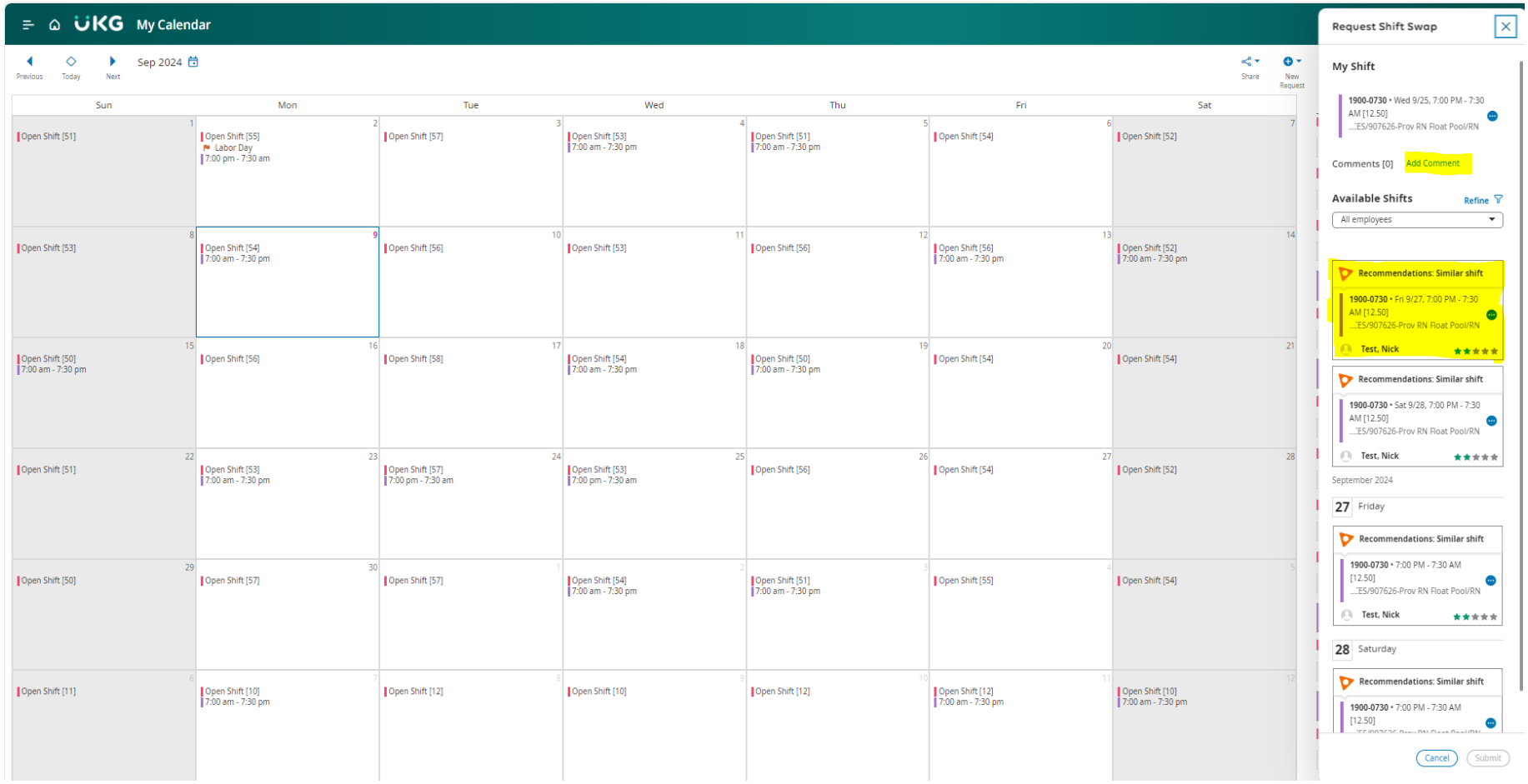



- In the **Request Shift Swap** panel:

- Choose the assignment associated with the shift you want to offer for your swap. Your primary assignment is displayed by default.
- Select the shift you want to swap.

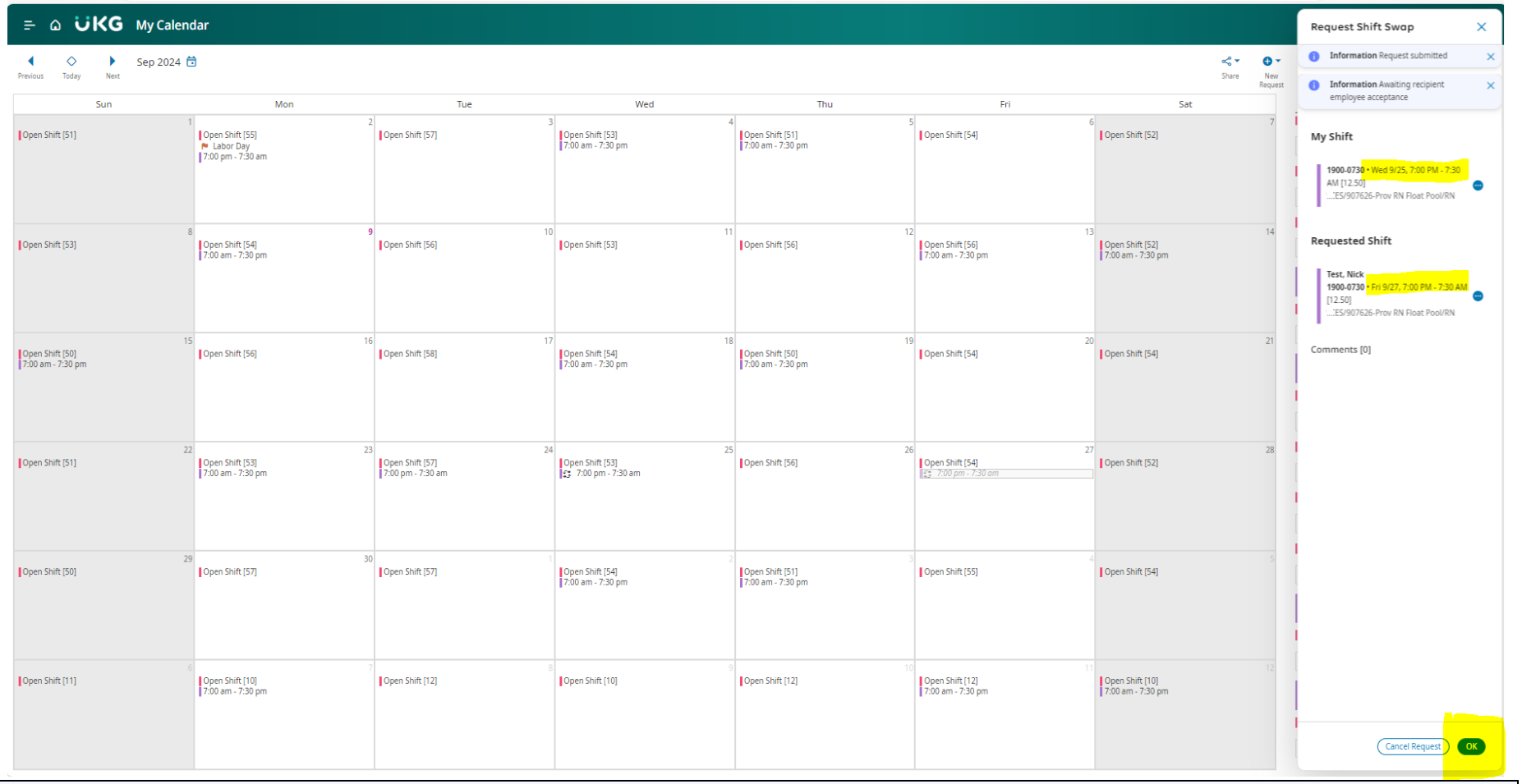


- The **Request Shift Swap** panel refreshes to display summary information about your shift, and all the shifts that are available to swap that match the job and location of the shift you are swapping.
- Colleagues' shifts are displayed by date in ascending order. Select the colleague's shift you want to swap or use one of these tools to filter the list of available shifts.
- Select **Submit** in the bottom right-hand corner.




- Select the shift that you want to work.
- Click **Submit**.
- The Request Shift Swap panel refreshes to show a summary of the shift you offered to swap, the colleague's shift you want to swap with, and any comments and notes you might have entered with the swap request.

- In the **Request Shift Swap** panel, click one of the following:
  - **OK** to submit the request.
  - **Cancel Request** to cancel the request.




**All "Swap Requests" are sent to the unit manager for approval. Once approved or denied, both employees will receive an alert in their notifications (See "Review My Notifications").**