

You can accept shift swap requests from other employees using Workforce ESP Self Service.

Swapping shifts requires the participation of everyone involved.

- The first employee submits the request,
- The second employee must review the request and accept it if they choose to agree to the swap, and
- The manager (or their delegate) must review and approve (or deny) the shift swap.

! You should check your Employee Home Page regularly to access and review any pending shift swap requests that may have been submitted to you.

1. Click **Pending** under the **Requests** heading.

Requests	12	13	14
Pending: 1 Expired: 0	19	20	21

The *Requests* screen appears.

2. Click **Swap Requests**.

REQUESTS Status: Start Date: End Date:

Loaded: 1:15 PM

OFF REQUESTS
RELIEF REQUESTS
SWAP REQUESTS

Relief Request

Request ID	Request Date/Time	Description
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Pending requests display in a list.

3. Click the **Request ID** to review the request details.

OFF REQUESTS
RELIEF REQUESTS
SWAP REQUESTS

Relief Request

	Request ID	Request Date/Time	Employee	Swap With	Swap
+	150	29/Jan/2020 13:11	Cuesta, Amanda [PT -NP]	William, James [PT -NP]	Not R

The *Review Swap* screen displays the schedules for both employees.
The shifts under consideration are highlighted in green.

- Review the request information and decide if you are going to accept the swap.
- Click the **Swap State** menu and select **Accept** or **Decline** from the drop-down.

REVIEW SWAP

Swap State: **Reviewed** (dropdown menu)
 Sent To: **Select Unit...** (dropdown menu)
 Request ID: 150
 Request Date: 29/Jan/2020

Employee	Shift Date	Symbol	Unit	Occ Type	Start Time	End Time	Paid Hours
Cuesta, A	09/Feb/2020	E023	SBH - A7S SURG	4840	15:30	23:45	7.75000
William, J	16/Feb/2020	D030	SBH - A7S SURG	4840	07:30	15:45	7.75000

Cuesta, Amanda

Unit Occ	Feb 3	Feb 4	Wed 5	Thu 6	Fri 7	Sat 8	Sun 9	Feb 10	Tue 11	Wed 12	Thu 13	Fri 14	Sat 15	Sun 16	Feb 17	Tue 18
SBH - A7S SURG 4840				E0 ²³	E0 ²³	E0 ²³	E0 ²³				D0 ³⁰	D0 ³⁰				

William, James

Unit Occ	Feb 10	Feb 11	Wed 12	Thu 13	Fri 14	Sat 15	Sun 16	Feb 17	Tue 18	Wed 19	Thu 20	Fri 21	Sat 22	Sun 23	Feb 24	Tue 25	Wed 26	Thu 27	Fri 28	
SBH - A7S SURG 4840				D0 ³⁰	D0 ³⁰	D0 ³⁰	D0 ³⁰				E0 ²³	E0 ²³							E0 ²³	E0 ²³

- Click the **Sent To** menu and select the unit that the shift is being swapped on from the drop-down.

REVIEW SWAP

Swap State: **Accept** (dropdown menu)
 Sent To: **Select Unit...** (dropdown menu)
 Request ID: 150
 Request Date: 29/Jan/2020
 Employee: [Empty]

- Click **Update**.

Cuesta, Amanda

Unit Occ	Feb 3	Feb 4	Wed 5	Thu 6	Fri 7	Sat 8	Sun 9	Feb 10	Tue 11	Wed 12	Thu 13	Fri 14	Sat 15	Sun 16	Feb 17	Tue 18
SBH - A7S SURG 4840				E0 ²³	E0 ²³	E0 ²³	E0 ²³				D0 ³⁰	D0 ³⁰				

William, James

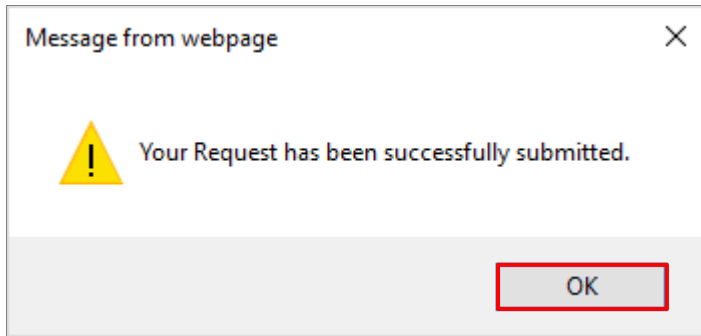
Occ	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	
SBH - A7S SURG 4840				D0 ³⁰	D0 ³⁰	D0 ³⁰	D0 ³⁰				E0 ²³	E0 ²³							E0 ²³	E0 ²³

Comment Summary **Add Comment**

Update **Close** **Help**

A message confirms the request was submitted.

8. Click **OK** to clear the message.



When you accept a shift swap, the request is submitted to the manager (or their delegate) for approval.