

You can submit shift swap requests 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.

**!** Before you begin, make sure your Employee Home Page displays the schedule calendar for the month in which you want to request a shift swap.

1. Click the **shift** you want to swap to select it.
2. Click the **Requests** menu and select **Swap** from the drop-down.

Actions		Requests	View					
Jan	2020 February							Mar
Sun	Mon	Tue	Wed	Thu	Fri	Sat		
26 07:30 - 15:45 D0 30 SBH - A7S SURC		28	29	30 15:30 - 23:45 E0 23 SBH - A7S SURC	31 15:30 - 23:45 E0 23 SBH - A7S SURC	1		
2	3	4	5	6 15:30 - 23:45 E0 23 SBH - A7S SURC	7 15:30 - 23:45 E0 23 SBH - A7S SURC	8 15:30 - 23:45 E0 23 SBH - A7S SURC		
9 15:30 - 23:45 E0 23 SBH - A7S SURC	10	11	12	13 07:30 - 15:45 D0 30 SBH - A7S SURC	14 07:30 - 15:45 D0 30 SBH - A7S SURC	15		
16	17	18	19	20 07:30 - 15:45	21 07:30 - 15:45	22 07:30 - 15:45		

The *Request Swap* screen appears.

3. Click the **Employee** menu and select the **name of the employee** you want to swap shifts with from the drop-down.
4. Click **Go**.

**REQUEST SWAP**

Employee: Select Employee...  
Murphey, Sophia  
William, James      Schedule Date:  Go

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

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  
 Wed 19  
 Thu 20  
 Fri 21  
 Sat 22  
 Sur 23

The selected employee's schedule displays.

5. Click the **shift to be swapped** to select it and then click **Request**.

**REQUEST SWAP**

Employee:  Schedule Date:

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

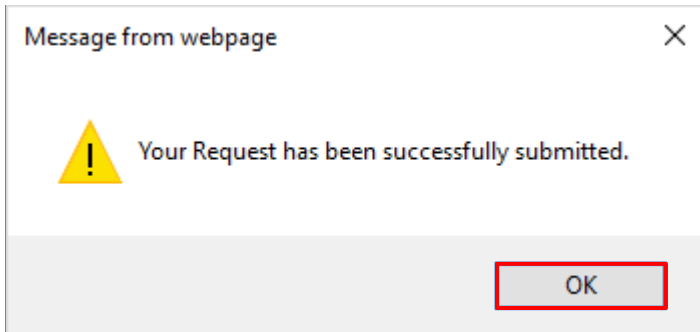
  

Unit Occ	Feb 3	Feb 4	Wed 5	Thu 6	Fri 7	Sat 8	Sun 9	Feb 10	Tue 11	Wed 12	Thu 13	Fri 14	Sat 15	Sun 16	Feb 17	Tue 18	Wed 19	Thu 20	Fri 21
SBH - A7S SURG 4840				D0 <sup>30</sup>	D0 <sup>30</sup>						D0 <sup>30</sup>	D0 <sup>30</sup>	D0 <sup>30</sup>	D0 <sup>30</sup>				E0 <sup>23</sup>	E0 <sup>23</sup>

Comment Summary

A message confirms the request was submitted.

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



The shift swap request is submitted to the selected employee for review.