

Workforce ESP Self Service can be used to view available relief shifts and submit requests to fill them. This feature is not used at all sites/programs. For more information, contact your timekeeper or manager.

From your Employee Home Page schedule calendar:

1. Click the **Requests** menu and select **Relief** from the drop-down.

Actions ▾		Requests	View ▾				
Sep	2020 October						Nov
Sun	Mon	Tue	Wed	Thu	Fri	Sat	
27		29	30 19:30 - 07:55 NO 70 SBH - EMERGEN	1 19:30 - 07:55 NO 70 SBH - EMERGEN	2	3	
4	5	6	7	8	9 07:30 - 19:55 D5 76 SBH - EMERGEN	10 07:30 - 19:55 D5 76 SBH - EMERGEN	
11	12	13	14 07:30 - 19:55 D5 76 SBH - EMERGEN	15 07:30 - 19:55 D5 76 SBH - EMERGEN	16	17	
18	19	20	21	22	23 19:30 - 07:55 NO 70 SBH - EMERGEN	24 19:30 - 07:55 NO 70 SBH - EMERGEN	

The *Available Shifts* window displays. From here you can select a date range to view available shifts.

2. Click the **Start Date** calendar.

Available Shifts - Internet Explorer

AVAILABLE SHIFTS

Start Date: 02/Sep/2020 End Date: 17/Sep/2020 Unit to View: SBH - EMERGENCY

Group Unfilled Shifts By: Unit/Occupations ▾

EMERGENCY	Sep 2	Thu 3	Fri 4	Sat 5	Sun 6	Mon 7	Sep 8	Wed 9	Thu 10	Fri 11	Sat 12	Sun 13	Mon 14	Sep 15
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3. Click a **start date** on the calendar and then click **Select**.

Select Date - I... [minimize] [maximize] [close]

DATE SELECTION

Month: Year:

2020 October						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28	29	30	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
1	2	3	4	5	6	7

4. Click the **End Date** calendar.

Available Shifts - Internet Explorer [minimize] [maximize] [close]

AVAILABLE SHIFTS

Start Date: End Date: Unit to View:

Group Unfilled Shifts By:

EMERGENCY	Sep 2	Thu 3	Fri 4	Sat 5	Sun 6	Mon 7	Sep 8	Wed 9	Thu 10	Fri 11	Sat 12	Sun 13	Mon 14	Sep 15
[Empty shift slots]														

5. Click an **end date** on the calendar and then click **Select**.

Select Date - I... [minimize] [maximize] [close]

DATE SELECTION

Month: Year:

2020 October						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28	29	30	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
1	2	3	4	5	6	7

6. Click **Go**.

AVAILABLE SHIFTS

Start Date: 20/Oct/2020 End Date: 30/Nov/2020 Unit to View: SBH - EMERGENCY **Go**

Group Unfilled Shifts By: Unit/Occupations

The available shifts populate in the calendar for the selected date range and are highlighted in light blue.

You may need to use the scrollbar below the calendar to reveal shifts for the complete date range.

7. Click the shifts you want to request to fill. The background will turn gray/green.

i It is a good idea to have your schedule showing behind the *Available Shifts* window so that you can see which days you are available. If you lose the Available Shifts window, it is just hiding at the bottom.

Click on the Internet Explorer link at the bottom to find your *Available Shifts* window.

Available Shifts - Internet Explorer

AVAILABLE SHIFTS

Start Date: 20/Oct/2020 End Date: 30/Nov/2020 Unit to View: SBH - EMERGENCY **Go**

Group Unfilled Shifts By: Unit/Occupations

ue	Wed	Thu	Fri	Sat	Sun	Nov	Tue	Wed	Thu	Fri	Sat	Sun	Nov
3	4	5	6	7	8	9	10	11	12	13	14	15	16
	D5 76	D5 76	NO 09	E0 23						D0 30	D5 76	D5 76	

Request Cancel Help

8. Click **Request**.

Request Cancel Help

The *Relief Request* window opens.

9. Review the **shifts** you have requested to fill.
10. Select the **unit** from the **Submit Request To** drop down.
11. Click **Submit** to submit your request.

REQUEST RELIEF

Submit Request To

SBH - EMERGENCY

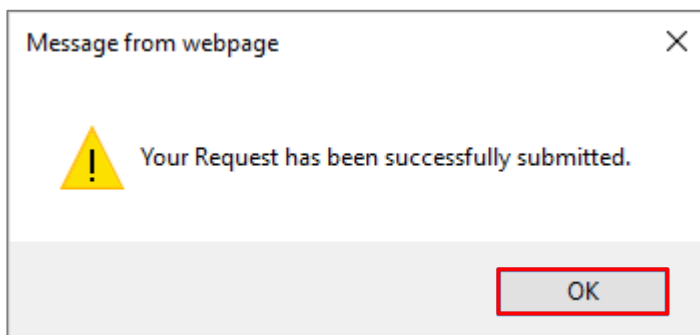
	Date	Description	Symbol	Status	Occupation	Unit
<input checked="" type="checkbox"/>	Wed 21/Oct/2020	16:45-18:00 Paid hours: 1.25	E023	Booked Off	4840	EMERGENC
<input checked="" type="checkbox"/>	Fri 23/Oct/2020	07:30-10:00 Paid hours: 2.50	D030	Booked Off	4840	EMERGENC
<input checked="" type="checkbox"/>	Wed 04/Nov/2020	07:30-19:55 Paid hours: 11.63	D576	Booked Off	4840	EMERGENC
<input checked="" type="checkbox"/>	Thu 05/Nov/2020	07:30-19:55 Paid hours: 11.63	D576	Booked Off	4840	EMERGENC
<input checked="" type="checkbox"/>	Fri 13/Nov/2020	07:30-15:45 Paid hours: 7.75	D030	Booked Off	4840	EMERGENC
<input checked="" type="checkbox"/>	Sat 14/Nov/2020	07:30-19:55 Paid hours: 11.63	D576	Booked Off	4840	EMERGENC

Comment Summary **Add Comment**

Submit **Cancel** **Help**

A message confirms the request was submitted.

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



The request is submitted to your manager (or their delegate) for approval.

- i** Check your pending requests to see the status of your Relief Requests. On the day that the schedule is posted, you will see if you were awarded the shift. It will show:
- In your schedule, and
 - As “Approved to Workforce ESP” in your pending requests.