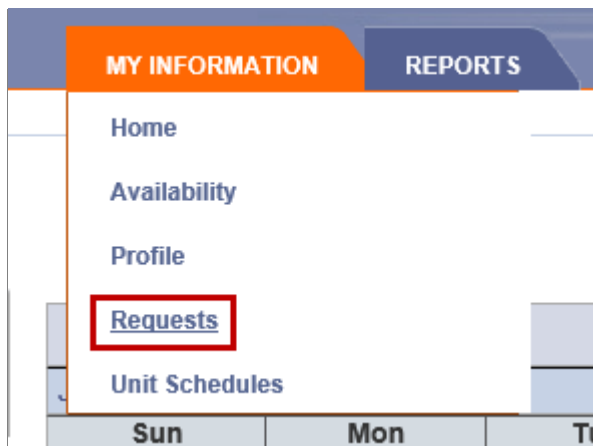


Workforce ESP Self Service can be used to review relief shifts that have been submitted for manager approval or review.

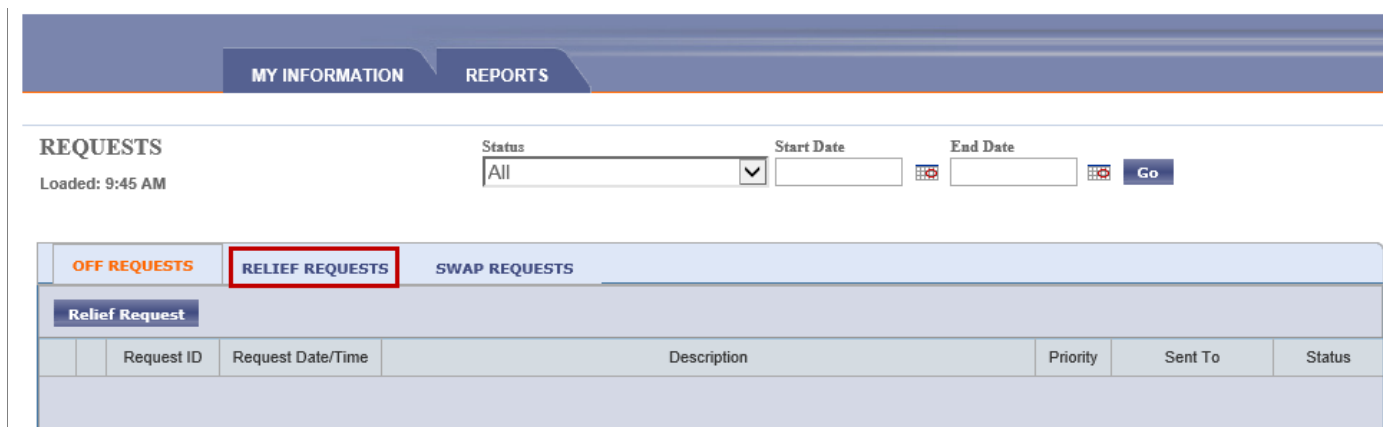
This feature is not used at all sites/programs. For more information, contact your timekeeper or manager.

From your Employee Home Page:

1. Click the **My Information** tab, then click **Requests**.



2. Click **Relief Requests**, to view the previously submitted relief requests.




i Use the Status menu and Start Date/End Date options to limit the number of requests you have submitted, if you need to cut down on what you are seeing on your screen.


3. Do one of the following to review the requests:
 - Quick Review (View Requests):
 - a. Click the **plus button (+)** next to the Request ID.

REQUESTS				Status
Loaded: 10:48 AM				All
OFF REQUESTS		RELIEF REQUESTS	SWAP REQUESTS	
Relief Request				
	Request ID	Request Date/Time		
	126	22/Feb/2021 21:02	Apr 06-Apr 07 EMERGENCY	
	127	23/Feb/2021 09:37	Apr 20-Apr 21 EMERGENCY	

The shifts in the request open in a drop-down list.

MY INFORMATION		REPORTS				
REQUESTS			Status	Start Date	End Date	Go
Loaded: 10:48 AM			All			
OFF REQUESTS		RELIEF REQUESTS	SWAP REQUESTS			
Relief Request						
	Request ID	Request Date/Time	Description	Sent To	Status	
	126	22/Feb/2021 21:02	Apr 06-Apr 07 EMERGENCY	EMERGENCY	New	
Shift Date	Description	Status	Last Viewed By			
06/Apr/202	EMERGENCY, 4840, D030, 07:30 - 15:45	Pending				
06/Apr/202	EMERGENCY, 4840, D030, 07:30 - 15:45	Pending				
07/Apr/202	EMERGENCY, 4840, D030, 07:30 - 15:45	Pending				

b. Click the **minus button (-)** to close the quick review.

MY INFORMATION		REPORTS	
REQUESTS			Status
Loaded: 10:48 AM			All
OFF REQUESTS		RELIEF REQUESTS	SWAP REQUESTS
Relief Request			
	Request ID	Request Date/Time	
	126	22/Feb/2021 21:02	Apr 06-Apr 07 EMERGENCY

- Detailed Review (Respond to Requests):

- Click the **Request ID** number.

OFF REQUESTS		RELIEF REQUESTS	SWAP REQUESTS	
Relief Request				
	Request ID	Request Date/Time	Des	
+	126	22/Feb/2021 21:02	Apr 06-Apr 07 EMERGENCY	
+	127	23/Feb/2021 09:37	Apr 20-Apr 21 EMERGENCY	
+	125	22/Feb/2021 20:27	Apr 10-Apr 10 EMERGENCY	

The *Relief Request* window opens, showing all the shifts within the request. You can review the requested shifts, any comments, the status of each requested shift, and who last viewed the request.

- Click the **X** at the **upper-right corner** of the *Relief Request* window to close it, click **Update** to make changes to the request, or click **Cancel** to cancel the request.

RELIEF REQUEST

Request ID	Requester	Request Date	Sent To
127	William, James	23/Feb/2021	

Comments

Add comments related to this request here.

Date	Details	Status	Last Viewed By	Cancel
Tue 20/Apr/2021	EMERGENCY, 4840, D030, 07:30 - 15:45	Pending		<input type="checkbox"/>
Tue 20/Apr/2021	EMERGENCY, 4840, E023, 15:30 - 23:45	Pending		<input type="checkbox"/>
Tue 20/Apr/2021	EMERGENCY, 4840, E023, 15:30 - 23:45	Pending		<input type="checkbox"/>
Wed 21/Apr/2021	EMERGENCY, 4840, D030, 07:30 - 15:45	Pending		<input type="checkbox"/>
Wed 21/Apr/2021	EMERGENCY, 4840, E023, 15:30 - 23:45	Pending		<input type="checkbox"/>
Wed 21/Apr/2021	EMERGENCY, 4840, E023, 15:30 - 23:45	Pending		<input type="checkbox"/>

Update Cancel Help

i See how-to [Edit or Cancel a Relief Request](#) for full instructions.