

You can review the status of requests that you have submitted using Workforce ESP Self Service. For example, requests to swap a shift and requests for time off.

From your Employee Home Page:

1. Click the **My Information** tab and select **Requests** from the drop-down.

The screenshot shows the 'Workforce ESP Self-Service' header with a 'Back to Workforce ESP Self-Service' link. Below the header is a navigation bar with 'MY INFORMATION' and 'REPORTS' tabs. A red arrow points to the 'MY INFORMATION' tab. A dropdown menu is open under 'MY INFORMATION', with 'Requests' highlighted by a red box. Other options in the dropdown include Home, Availability, Profile, and Unit Schedules. Below the navigation bar, there are sections for 'SCHEDULES' (Loaded: 9:57 AM), 'Credentials', 'Warnings: 0 Expired: 0', 'Messages', and 'Urgent: 0 New: 0'. A calendar view for '2020 March' is visible, showing shifts for Sun, Mon, Tue, Wed, and Thu.

The *Requests* screen appears.

2. Click the **type of request** you want to check the status for.

The screenshot shows the 'REQUESTS' screen with a 'Loaded: 10:22 AM' timestamp. At the top, there are filters for 'Status' (set to 'All'), 'Start Date', and 'End Date', with a 'Go' button. Below the filters is a navigation bar with 'OFF REQUESTS', 'RELIEF REQUESTS', and 'SWAP REQUESTS' tabs. The 'OFF REQUESTS' tab is highlighted with a red box. Below the tabs is a 'Relief Request' section with a table of request entries.

| | Request ID | Request Date/Time | Description | Priority | |
|---|------------|----------------------|------------------------|----------|---|
| + | 161 | 28/Feb/2020 13:34 | Mar 13-Mar 13 A7S SURG | Normal | A |
| + | 147 | 28/Jan/2020 14:20 | Jan 31-Jan 31 A7S SURG | Normal | A |

In this example, *Swap Requests* is selected.

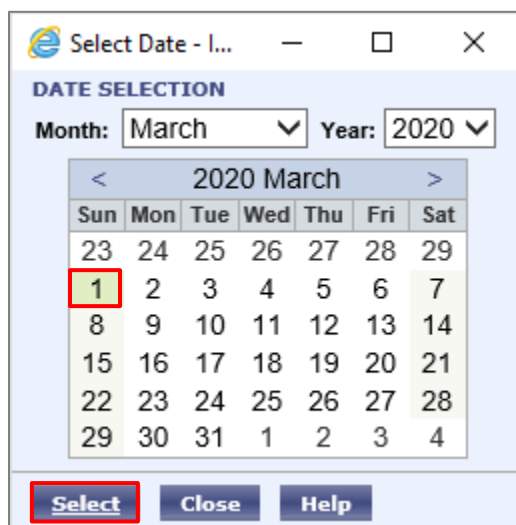
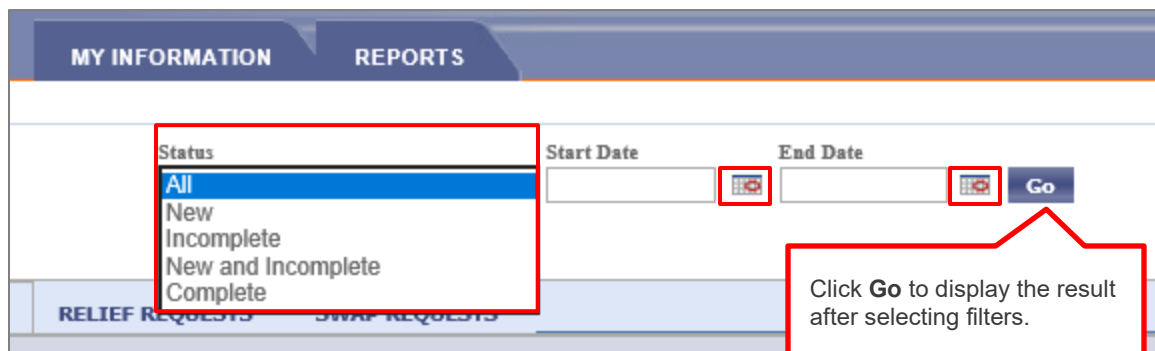
The **Status** column indicates the current status of the request:

- **New:** The request has not yet been viewed by the approver.
- **Incomplete:** The request has been viewed, but it has not yet been processed.
- **Complete:** The request has been processed and was either approved or denied.

| REQUESTS | | | | | | | |
|---|-------------------|-------------------------|-------------------------|--------------|----------|----------|--|
| Loaded: 10:33 AM | | Status | Start Date | End Date | | | |
| | | All | | | Go | | |
| OFF REQUESTS RELIEF REQUESTS SWAP REQUESTS | | | | | | | |
| Relief Request | | | | | | | |
| Request ID | Request Date/Time | Employee | Swap With | Swap State | Sent To | Status | |
| 150 | 29/Jan/2020 13:11 | Cuesta, Amanda [PT -NP] | William, James [PT -NP] | Accepted | A7S SURG | Complete | |
| 154 | 29/Jan/2020 14:21 | Cuesta, Amanda [PT -NP] | William, James [PT -NP] | Not Reviewed | A7S SURG | New | |

i Your list of requests will grow over the course of time. You can filter your list to display only certain requests by their status and/or according to a specific date or date range.

- **Status:** click the **Status** menu and select a request Status from the drop-down.
- **Start Date and End Date:** Click the **Start Date** and/or **End Date** calendar icon(s), click a date on the calendar, and then click **Select**.





3. Click the **plus button** on the left of a request row to expand the display so you can see the details for the request.

The details for the request now display below the request row and show the:

- Shift date,
- Description,
- Status, and
- Who last viewed the request.

In this example, the *Status* indicates *Approved to Workforce ESP*.

| OFF REQUESTS | | RELIEF REQUESTS | | SWAP REQUESTS | |
|--|------------|-----------------------------------|---------------------------|-------------------------|---------|
| Relief Request | | | | | |
| | Request ID | Request Date/Time | Employee | Swap With | Swap S |
|  | 150 | 29/Jan/2020 13:11 | Cuesta, Amanda [PT -NP] | William, James [PT -NP] | Accepte |
| Shift Date | | Description | Status | Last Viewed By | |
| 09/Feb/202 | | A7S SURG, 4840, E023, 15:30-23:45 | Approved to Workforce ESP | Antonio, Rose | |
| 16/Feb/202 | | A7S SURG, 4840, D030, 07:30-15:45 | Approved to Workforce ESP | Antonio, Rose | |
|  | 154 | 29/Jan/2020 14:21 | Cuesta, Amanda [PT -NP] | William, James [PT -NP] | Not Rev |