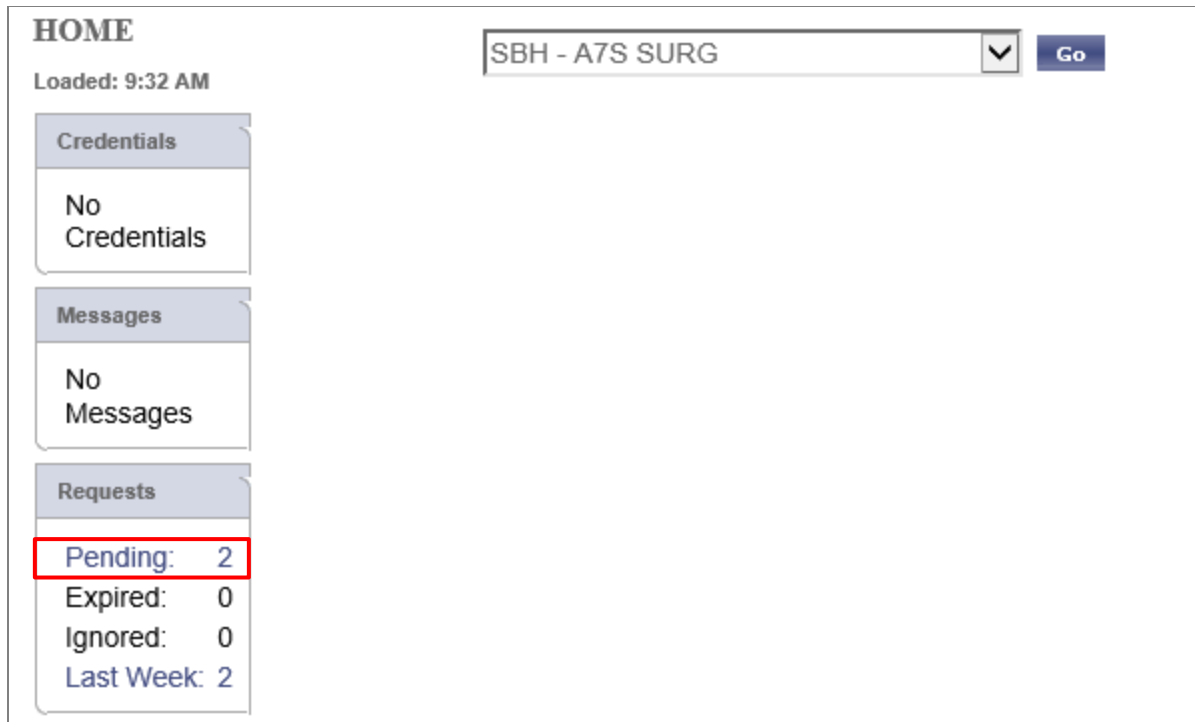


Employees who are scheduled in Workforce ESP can use Self Service to submit shift swap requests. Once both employees have agreed to the shift swap, the request is submitted and will display on the Manager Home Page as a “Pending Request.”

From your Manager Home Page,

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



The *Requests* screen appears.

- i** Pending requests are organized into tabs, based on the type of request: *Off Requests*, *Relief Requests*, and *Swap Requests*. Pending requests display in a list. The *Off Requests* tab is open by default

- Click the **Swap Requests** tab.
- Click the **Request ID** number.

OFF REQUESTS		RELIEF REQUESTS		<b>SWAP REQUESTS</b>			
View Audit Details		Sort Options					
	Request ID	Employee	Request Date/Time	Swap With	Sent To	Status	
<a href="#">+</a>	<a href="#">150</a>	Cuesta, Amanda [PT -NP]	29/Jan/2020 13:11	William, James [PT -NP]	A7S SURG	New	

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

- Review the details** of the request.

**APPROVE SWAP**

Request ID: 150    Request Date: 29/Jan/2020

Status: Pending

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	Wed 19	Thu 20	Fri 21
SBH - A7S SURG				E0 <sup>23</sup>	E0 <sup>23</sup>	E0 <sup>23</sup>	E0 <sup>23</sup>				D0 <sup>30</sup>	D0 <sup>30</sup>						D0 <sup>30</sup>	D0 <sup>30</sup>

Employee Schedule    Unit Schedule    Partial Unit Schedule    Audit Details    Banks

**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				D0 <sup>30</sup>	D0 <sup>30</sup>	D0 <sup>30</sup>	D0 <sup>30</sup>				E0 <sup>23</sup>	E0 <sup>23</sup>						E0 <sup>23</sup>	E0 <sup>23</sup>

Employee Schedule    Unit Schedule    Partial Unit Schedule    Audit Details    Banks

5. Click to open the **drop-down list** in the **Status field**, then **select a response**.

- Select **Approved to Workforce ESP** – to approve the request and send the approval directly to the employee’s schedule.
- Select **Denied** – to deny the request, and remove it from the employee’s schedule.
- Select **Manager Reviewed** – to finalize the response at a later time if you have not yet made a decision about the request.
- Select **Request no longer valid** – if the time for the request has past and you are cleaning up old requests.

**APPROVE SWAP**

<b>Request ID</b>	<b>Request Date</b>	<b>Employee</b>	<b>Shift Date</b>	<b>Symbol</b>	<b>Unit</b>	<b>Occ Type</b>	<b>Start Time</b>	<b>End Time</b>	<b>Paid Hours</b>
150	29/Jan/2020	Cuesta, A	09/Feb/2020	E023	SBH - A7S SURG	4840	15:30	23:45	7.75000
<b>Status</b>	<input type="text" value="Pending"/>								
		William, J	16/Feb/2020	D030	SBH - A7S SURG	4840	07:30	15:45	7.75000

<b>Request ID</b>	<b>Approved</b>	<b>Employee</b>	<b>Shift Date</b>	<b>Symbol</b>	<b>Unit</b>	<b>Occ Type</b>	<b>Start Time</b>	<b>End Time</b>	<b>Paid Hours</b>
150	<b>Approved to Workforce ESP</b>	Cuesta, A	09/Feb/2020	E023	SBH - A7S SURG	4840	15:30	23:45	7.75000
<b>Status</b>	Denied Manager Reviewed <b>Pending</b> Request No Longer Valid Scheduler Reviewed	William, J	16/Feb/2020	D030	SBH - A7S SURG	4840	07:30	15:45	7.75000

- i** The **Approved** selection is not used at this time.
- The **Scheduler Reviewed** selection may be used by the departmental scheduler.

6. Click **Add Comment** to leave a comment. **Enter the comment**, then click **Submit**.

7. Click **Update**.

Request ID	Request Date	Employee	Shift Date	Symbol	Unit	Occ Type	Start Time	End Time	Paid Hours
150	29/Jan/2020	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

Status: Approved to Workforce ESP

**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	Wed 19	Thu 20	Fri 21
SBH - A7S SURG				E0 <sup>23</sup>	E0 <sup>23</sup>	E0 <sup>23</sup>	E0 <sup>23</sup>				D0 <sup>30</sup>	D0 <sup>30</sup>						D0 <sup>30</sup>	D0 <sup>30</sup>

Employee Schedule   Unit Schedule   Partial Unit Schedule   Audit Details   Banks

**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				D0 <sup>30</sup>	D0 <sup>30</sup>	D0 <sup>30</sup>	D0 <sup>30</sup>				E0 <sup>23</sup>	E0 <sup>23</sup>						E0 <sup>23</sup>	E0 <sup>23</sup>

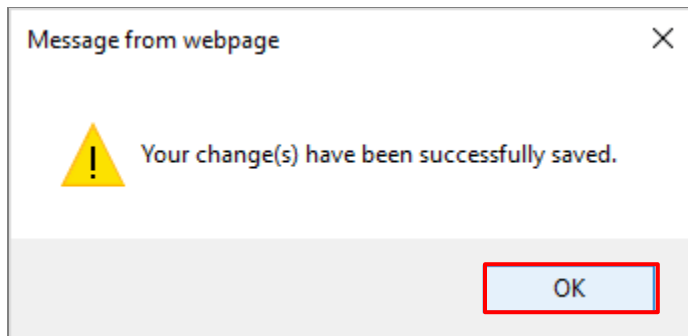
Employee Schedule   Unit Schedule   Partial Unit Schedule   Audit Details   Banks

Comment Summary Add Comment

Update   Cancel   Help

A message confirms the changes are saved.

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



The request no longer appears on the Requests screen and is approved. The employees' schedules will be automatically updated in both ESP and Employee Self Service.

OFF REQUESTS		RELIEF REQUESTS		SWAP REQUESTS			
<a href="#">View Audit Details</a>		<a href="#">Sort Options</a>					
<input type="checkbox"/>	Request ID	Employee	Request Date/Time	Swap With	Sent To	Status	