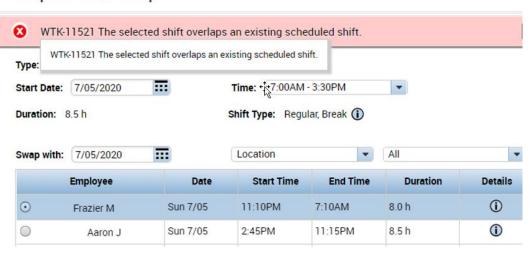


Purpose

Some state Employees want to swap shifts that result in overlapping shifts. This causes an error from My Calendar.

Request Shift Swap

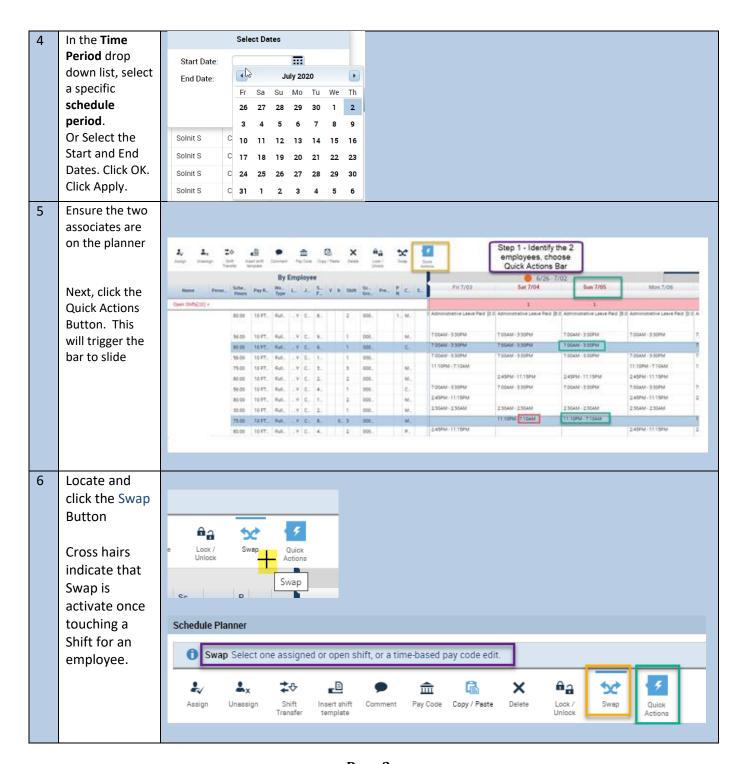


This Job Aid presents a work around in with Supervisors, managers or Schedulers can perform the Swap on behalf of the employee from Schedule Planner. This method does not require approval workflow.

Schedule Planner

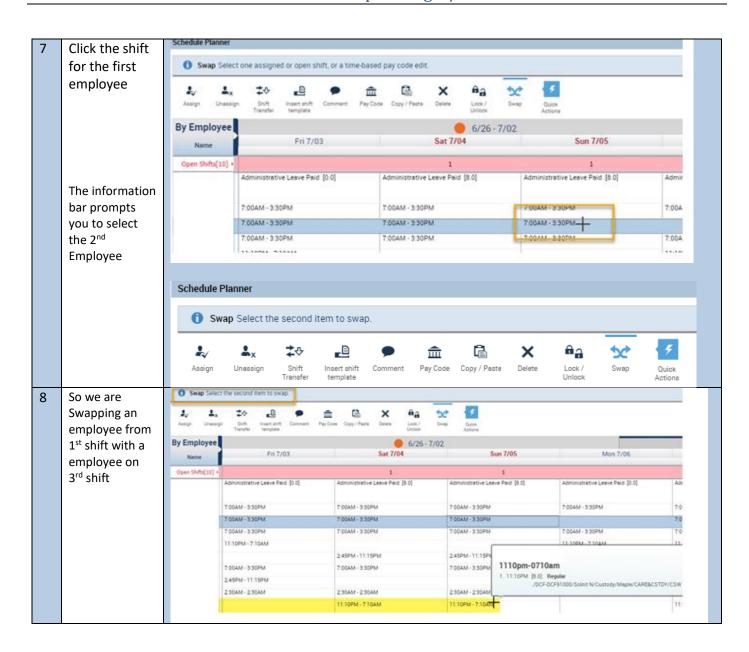






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9 If your done Swapping, Save the Schedule.	By Employee	6/26 ⋅ 7/02		
	Name	Fri 7/03	Sat 7/04	Sun 7/05
	Open Shifts[10] +		1	1
Otherwise Click on the next pair		Administrative Leave Paid [0.0]	Administrative Leave Paid [8.0]	Administrative Leave Paid [8.0]
of shifts or		7:00AM - 3:30PM	7:00AM - 3:30PM	7:00AM - 3:30PM
deselect the		7:00AM - 3:30PM	7:00AM - 3:30PM	11:10PM - 7:10AM
Swap Button.		7:00AM + 3:30PM	7:00AM - 3:30PM	7:00AM - 3:30PM
		11:10PM - 7:10AM		
			2:45PM - 11:15PM	2:45PM - 11:15PM
		7:00AM - 3:30PM	7:00AM - 3:30PM	7:00AM - 3:30PM
		2:45PM - 11:15PM		
		2:30AM · 2:30AM	2:30AM - 2:30AM	2:30AM - 2:30AM
			11:10PM - 7:10AM	7:00AM - 3:30PM
	1	2:45PM - 11:15PM	J _A = -	
	Swapping, Save the Schedule. Otherwise Click on the next pair of shifts or deselect the	Swapping, Save the Schedule. Otherwise Click on the next pair of shifts or deselect the	Swapping, Save the Schedule. Otherwise Click on the next pair of shifts or deselect the Swap Button. Administrative Leave Paid [0.0] Administrative Leave Paid [0.0] 7:00AM - 3:30PM 7:00AM - 3:30PM 11:10PM - 7:10AM 7:00AM - 3:30PM 2:45PM - 11:15PM 2:30AM - 2:30AM	Swapping, Save the Schedule. Otherwise Click on the next pair of shifts or deselect the Swap Button. Proposition of the same