Purpose

Part of the process of supporting employee work requests includes tracking when employee trade shifts. Kronos provides an opportunity for employee for requesting to switch shifts with a co-worker. You are asking someone to take your shift and in return you are taking theirs.

Both the Employees and Managers will be notified on this workflow. Only Schedulers or Managers can approve it.

Shift swaps use the following *criteria and restrictions* to select employees for the list of names on the request form:

1. Both employees must have the same primary job. Shift swaps do not apply to transfer jobs.
2. Both employees must be qualified to work both jobs.
3. Shifts cannot overlap other shifts scheduled.

	Steps to Employee Requesting Shift Swap	Description
1	From the **Home Workspace or** navigate to **My Information** workspace, then on **My Calendar** widget from the related items pane	
2	The first step will be to determine the dates in scope. (i.e. Next Schedule Period or Range of Dates) Shift Swap Requests can be made by selecting the Request Shift Swap Button.	

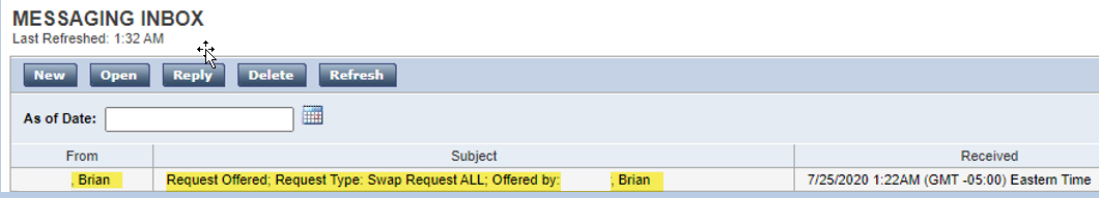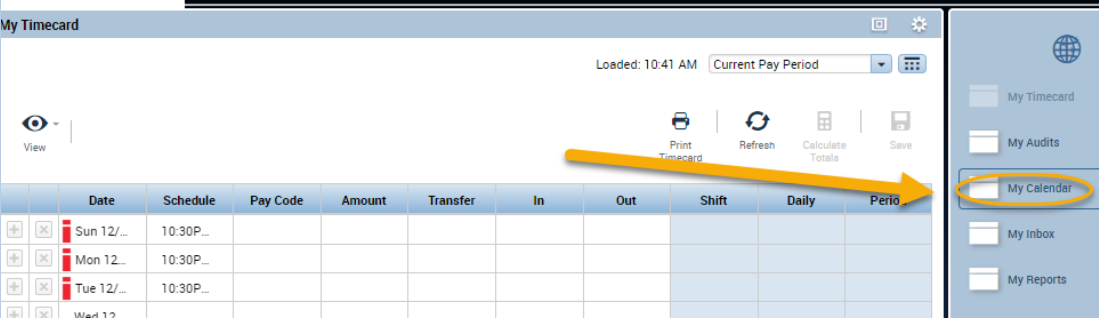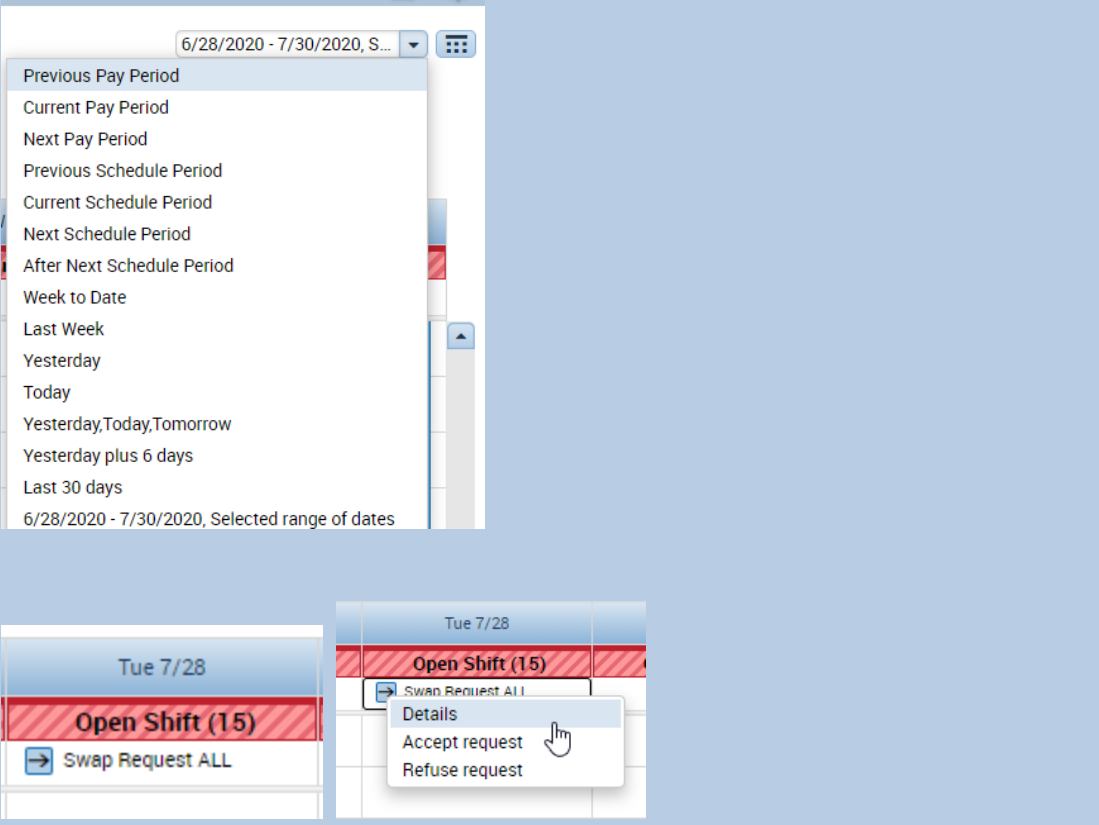| 3 | Select the Start Date and Shift Time that you want to swap.

Tip: To display detailed information, position the cursor over a shift.

In Swap with, select a date and an employee who is assigned a shift that you want to work.

Optionally, you can filter shifts by location or job. | **Request Shift Swap**

Type: Swap Request ALL
Start Date: 7/28/2020   Time: 7:00PM - 7:30AM
Duration: 12:30 h   Shift Type: Regular ⓘ

Swap with: 7/31/2020   Location   All

| Employee | Date | Start Time | End Time | Duration | Details |
|---|---|---|---|---|---|
| ⊙ Dana W | Fri 7/31 | 7:00PM | 7:30AM | 12:30 h | ⓘ |
| ○ Esau | Fri 7/31 | 7:00PM | 7:30AM | 12:30 h | ⓘ |
| ○ Julie E | Fri 7/31 | 7:00PM | 7:30AM | 12:30 h | ⓘ |

Note (optional)
Type a note (optional)

Cancel   Submit |
| 4 | In this case we will choose Dana to swap with. Then click the Submit Button

Now we will wait for Dana's response.

You can right click on the request for details | Fri 7/31
Open Shift (15)
→ Swap Request ALL

Fri 7/31   Sat 8/01
Open Shift (15)   Open Shift (16)
→ Swap Request ALL
Details
Cancel Request
Shows the shift swap request details |

	Steps to Respond to a Shift Swap Request	Description
1	You may receive an e-mail that reads similar to the screen shot on the right	
2	From the **Home Workspace or** navigate to **My Information** workspace, then on **My Calendar** widget from the related items pane	
3	The first step will be to determine the dates in scope. (i.e. Next Schedule Period or Range of Dates) Locate the Swap on the Calendar. Right click on the Offer for Details	

	Shift Swap Request Details → Offered: 7/25/2020 - 1:22:48AM Modified by: Brian. @ Employee: Brian Type: Swap Request ALL Start Date: 7/28/2020 Time: 7:00PM - 7:30AM Duration: 12:30 h Shift Type: Regular ⓘ <table><tr><th>Employee</th><th>Date</th><th>Start Time</th><th>End Time</th><th>Duration</th><th>Details</th></tr><tr><td>⊙ , Dana W</td><td>Fri 7/31</td><td>7:00PM</td><td>7:30AM</td><td>12:30 h</td><td>ⓘ</td></tr></table> Status History → Offered: 7/25/2020 - 1:22:48AM Brian. Close	
3	Click **Accept** or **Refuse**. to send your response to your co-worker and a Scheduler or Manager for approval.	Tue 7/28 Wed **Open Shift (15)** **Open S** → Swap Request ALL Details Accept request Refuse request **Accept** Shift Swap Request → Offered: 7/25/2020 - 1:22:48AM Modified by: Brian. Employee: Brian Type: Swap Request ALL Start Date: 7/28/2020 Time: 7:00PM - 7:30AM Duration: 12:30 h Shift Type: Regular ⓘ <table><tr><th>Employee</th><th>Date</th><th>Start Time</th><th>End Time</th><th>Duration</th><th>Details</th></tr><tr><td>⊙ , Dana W</td><td>Fri 7/31</td><td>7:00PM</td><td>7:30AM</td><td>12:30 h</td><td>ⓘ</td></tr></table> Status History → Offered: 7/25/2020 - 1:22:48AM Brian. Note (optional) Type a note (optional) Cancel Accept

| 4 | You can click **Cancel Request** if you want to think it over. | |