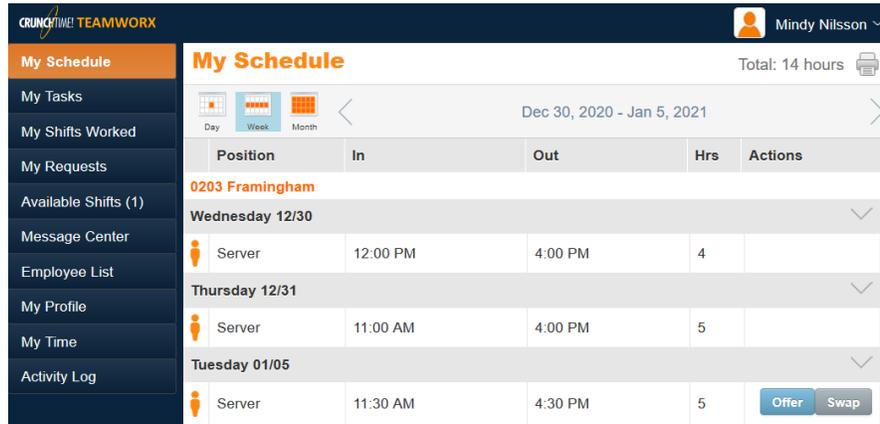


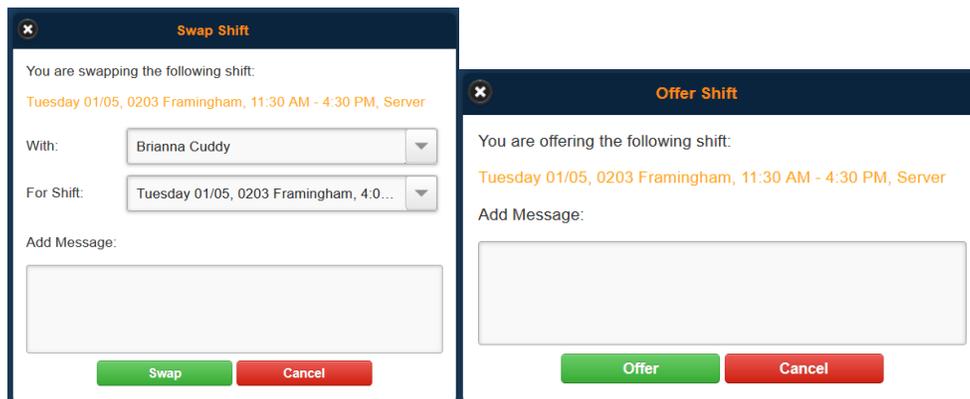
# TEAMWORX – SWAPPING SHIFTS

## FROM AN HOURLY PERSPECTIVE:

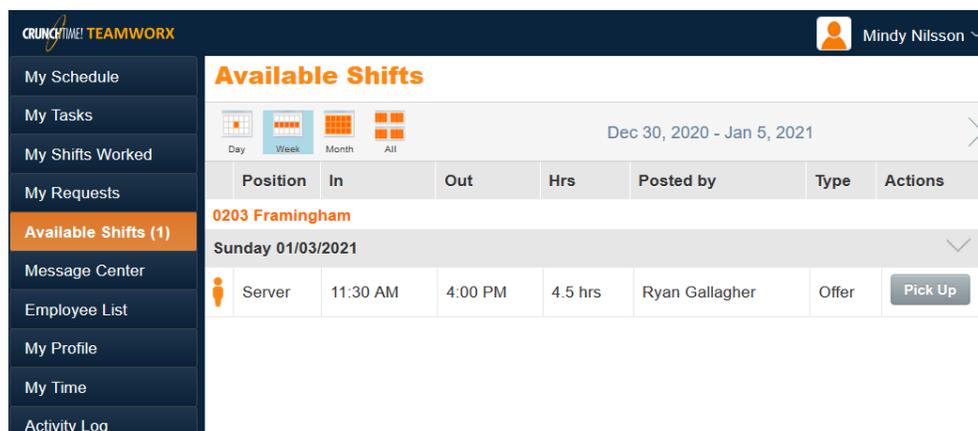
1. When you first log in, you will see your schedule list under the **My Schedule** tab on the left side of the screen:



2. If you have a shift you would like to release, you can choose either **Swap** (allowing you to choose a shift that someone else in that position is working and offer to simply swap the shift) or **Offer** (releasing the shift for anyone with that job code to pick up). The first image below shows the swapping of shifts, that give you the options for shifts that you can pick up. The second image shows simply releasing a shift and allows for a message to be entered so others can see a reasoning or request.



- a. If a **Swap** is requested and approved by the other employee, a notification will be sent directly to the manager for final approval.
- b. If a **Release** is chosen, it shows up for other employees to pick up the shift. If an employee chooses to pick up the shift, then a notification is sent to the manager for approval



**FROM A MANAGER PERSPECTIVE:** You can set your notifications to how you would like to receive them. When you log into TeamworX, you will see all of these requests under **Staff Requests** for your to approve.

The screenshot shows the 'CRUNCH TIME! TEAMWORX' interface. On the left is a dark blue sidebar with navigation options: Schedule Overview, Daily Roster, Manage Schedules, Shift Builder, Manager Log, **Staff Requests** (highlighted in orange), Message Center, Employee List, Open Shifts, Manage Blackout Dates, Staffing Organizer, and Activity Log. The main content area is titled 'Staff Requests' in orange. It contains several sections, each with a grey header and a white body: 'Swaps' (no records), 'Pick Ups' (no records), 'Time Off Requests' (no records), 'Availability Changes' (no records), and 'Employee Record' (no records). The top right of the main area shows a user profile for Abby Zall at 0203 Framingham, along with a printer icon and a dropdown arrow.