JOB BOARD



Search the Job Board for:

- Shifts you are scheduled for
- Shifts that are available





Warehouse Entrance

CLAIMING A SHIFT

Select the shift you want and press CLAIM.



An error screen a appears if you are not able to claim that shift.

Addre	55
4	Claim Shift
E	Please contact your supervisor to claim this shift. Already Scheduled : This employee is already scheduled during this time.
s	ок
Date	

If the claim is successful, your supervisor is notified.

Dec 07, 11:00 PM - 7:00 AM



POSTING A SHIFT

Select one of your scheduled shifts. Click POST.

Confirm your post.



*if you don't see POST, you are not able to post shifts



SWAPPING SHIFTS



*if you don't see SWAP you are not able to swap shifts

ASKING FOR A SWAP

Find the shift you want to swap.

Click SWAP.



Search for the shift you want to swap for.

Search shift 4 Last Name Zamorano First Name 2 February 04, 2021 12:44 PM 2 3 4 5 6 7 8 9 0 **Required Fields Optional Fields First Name** Last Name • • Date Phone • • • Time Email •

If shifts match your search, they will appear.

Emai	L
HIFT T	TAKE
Job Des	ription
Sonky	Rubber Goods
Job Nun	ber
10532	
Date	
Februa	ry 07, 2021
In	Out
3:00 PI	4 11:00 PM
Hours	
8.0	
Employe	e.

Confirm.



If the swap is accepted, you will be notified.



SWAPPING SHIFTS



ACCEPTING A SWAP

If someone wants to swap a shift with you, you will get a notification.



Open the shift, look at the offered shift,

and either accept or decline the swap.



That shift is marked on your schedule with the person icon.



Confirm acceptance of the swap.

