Go to
https://shiftplanning.com

You will have to log in and or setup your password to complete the log in process.

You should of gotten an email asking you to log on and create a password. If you didn't get a email check with the lab manager and scheduler.

Once logged in go to Dashboard or Shiftplanning

To trade a shift you cannot work, go to the list in the top right of the dashboard.

Next to each of your listed shifts click on Details to bring up a new menu.

Or you can click on Shiftplanning and click on the colored shift you want to trade to bring up a new menu.
Shift Details will come up and make sure this is the shift you wanna trade

Click on >Can't Work

Who's Working

👤 Annika Horne

Date

Nov 28, 2018

Location

Moody College of Communication

Time

8:00am - 12:00pm

Position

CMB Proctors

Notes

There are no shift notes.

Availability

Unavailable 2:00pm - 6:00pm

Edit Availability only for this day.

Edit Availability for every Wednesday.
Choose to Trade or Release the Shift

Trade Shift Details

Continue

From here, you can choose to trade your shift for someone else's.

Trade Shift

Release Shift Details

Release Shift

1. You will be asked to enter a reason for requesting the release and to select coworkers who could potentially pick up the shift.

2. Management will either approve or reject your request. If approved, the employee you've nominated to pick up the shift will be notified.

3. If that employee agrees to pick up your shift, management will confirm and complete the release.

Reason for request:

1. You will be asked to enter a reason for requesting the trade and to select possible shifts you'd like to trade for.

2. Management will either approve or reject your request. If approved, the employee you’ve requested a trade with will be notified.

3. If that employee accepts your shift, management will confirm and complete the trade.

Reason for request:
In order to make this process easier, you can go to the >Dashboard> availability Button on the left before you begin.

This screen will let you select times that you cannot fill in for someone else during.

If you’ve filled out your availability, the list you’re given to select a shift to trade is narrowed to match what you are able to swap.