

# OnShift Update! The following features are now available:



Request Time Off

Request Fill-In

## Request Time Off

Click on:

- ⇒ My Schedule
- ⇒ Time Off
- ⇒ Starting Date
  - use the calendar to select the date you want your time off to start
- ⇒ Return Date
  - IMPORTANT**—This needs to be the date after the last day you want off, even if it is your normal day off. Not doing this could result in using more PTO that you want, and will not allow you to pick up shifts on that day.
- ⇒ Request Type of Time Off - (Drop Down Box)
  - Choices will be PTO, Holiday (each specified), and Not Available
  - For Not Available — this should only be selected for your day off when you need a range of dates off.
- ⇒ Submit
  - Your request will show up on your schedule in Purple as “requested” — note: Once approved, it will show as PTO. If denied, you will receive a notification. **YOUR REQUEST WILL BE PENDING UNTIL DATE REVIEWED BY SCHEDULER AND EITHER APPROVED OR DENIED.**
  - Do not assume automatic approval.

Paper requests may still be submitted, however, we encourage you to try this feature from your phone or computer. It is simpler than you think!

If scheduler has any questions, you will be contacted to discuss. If you have any questions, please contact Tina in HR Dept, or your scheduler.

## Request Fill-In

Already scheduled for day you need off? You can request a fill-in for the shift you need off through OnShift.

Here is how:

- ⇒ Click on date from your schedule
- ⇒ Click on Request Fill-In on the bottom of your screen — bright blue box
- ⇒ The open shift goes out for others to pick up — and your schedule shows “fill in requested”
- ⇒ If someone picks up this shift, your scheduler will receive message to review. If approved, both employees will receive message stating that EE#1 was approved to fill in for EE#2 with date and shift agreed upon. Shift gets added to EE#1 and is removed from EE#2 schedules respectively.
- ⇒ **Last step — Employee who requested someone to fill in needs to go to “Request Time Off” (as above) and put PTO if you want paid, or choose Not Available if you do not want paid**

**BE CAUTIOUS** — this is not “reporting off” for the day!! — if your shift is not filled in, the shift will remain on your schedule and **YOU** will be expected to work as scheduled. If the shift is not filled-in by the date needed, you will need to follow proper procedure for calling off.

*We hope you like these enhancements. We appreciate your input, and will inform you of any adjustments to this process as we learn. If you have questions, please reach out to HR Dept or your scheduler.*

