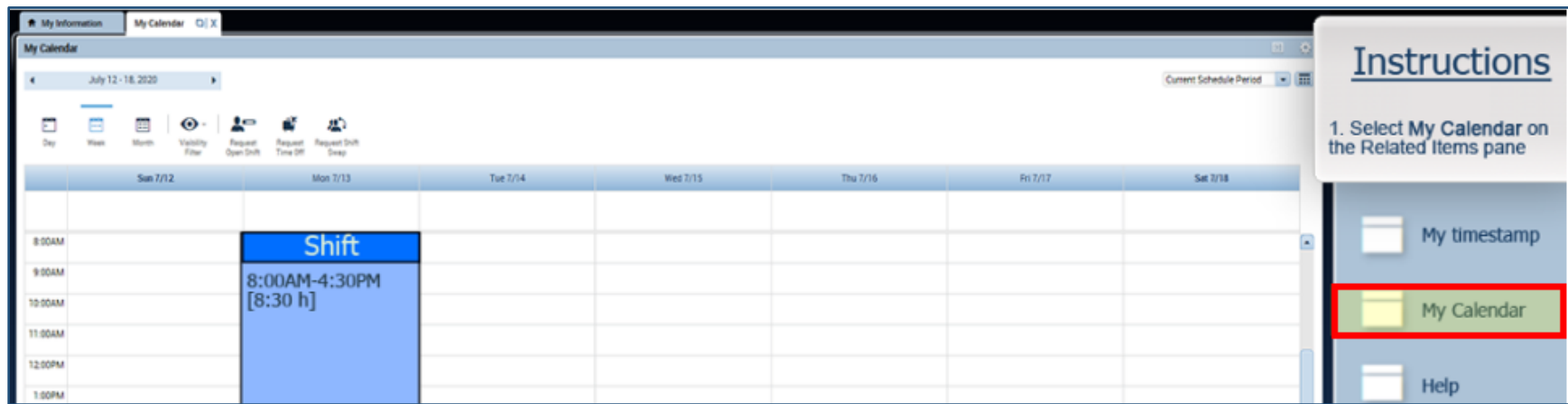
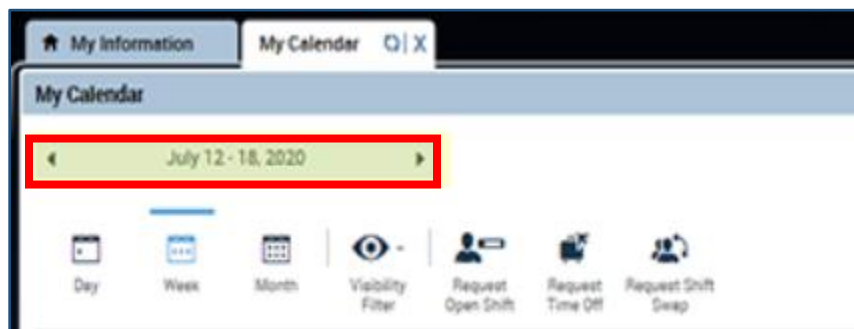


# REQUESTING SHIFT SWAP IN KRONOS

When an employee requests a shift swap, the employee they are trying to swap with will need to approve the request. Once the employee approves, it will go to the manager for final approval. Once the manager approves, the shifts will swap on the schedule.

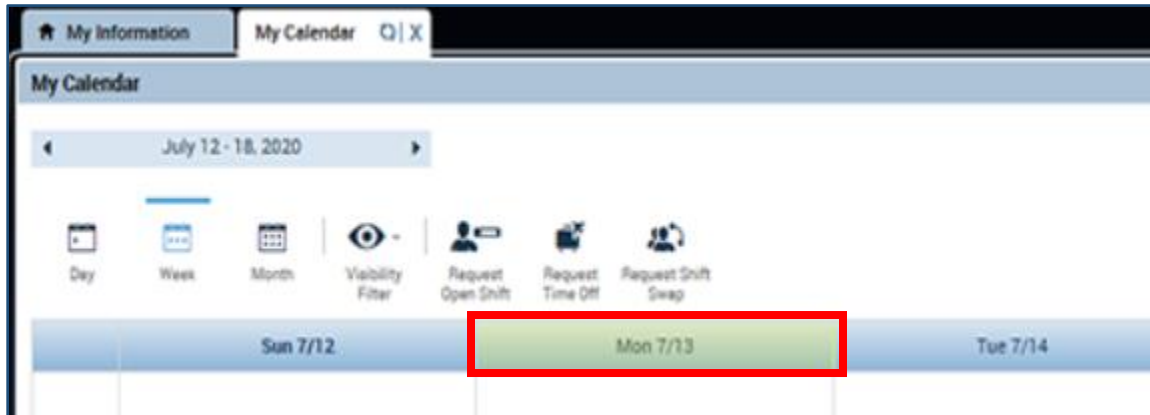


From the **time period** dropdown list, select the applicable **time period**

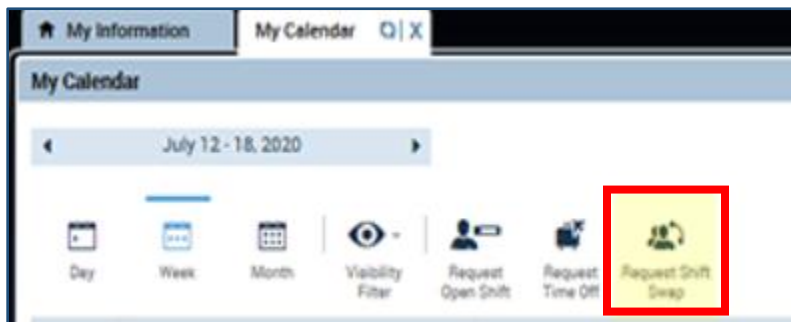


# REQUESTING SHIFT SWAP IN KRONOS

Click the Day you want to apply the flex time



Click Request Shift Swap



# REQUESTING SHIFT SWAP IN KRONOS

Click the **shift** you desire to swap for (Note: You can select a different *Swap with* date to swap for another day)

Type: Shift Swap

Start Date: 7/14/2020 Time: [ ]

Duration: Shift Type:

Swap with: 7/14/2020 Location: [ ] All: [ ]

Employee	Date	Start Time	End Time	Duration	Details
<input type="radio"/> Smith, Jay	Tue 7/14	11:30PM	6:30AM	7 h	

Cancel Submit

Click Submit

Type: Shift Swap

Start Date: 7/14/2020 Time: [ ]

Duration: Shift Type:

Swap with: 7/14/2020 Location: [ ] All: [ ]

Employee	Date	Start Time	End Time	Duration	Details
<input checked="" type="radio"/> Smith, Jay	Tue 7/14	11:30PM	6:30AM	7 h	

Cancel Submit

# REQUESTING SHIFT SWAP IN KRONOS

A message will populate confirming that the Shift Swap has been submitted

