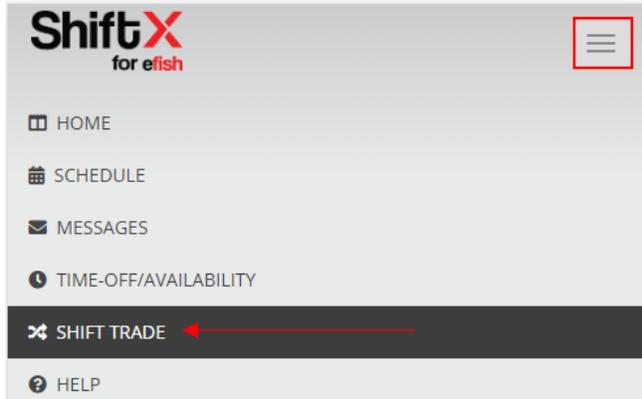




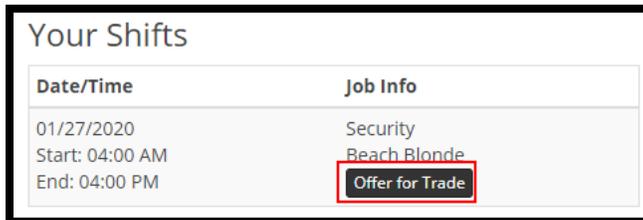
## Employee Shift Trades

An employee may trade shifts with another employee of the same job type in the Shift X app (app.efish.biz) under the **[Shift Trade]** option in the main menu located in the upper right corner.

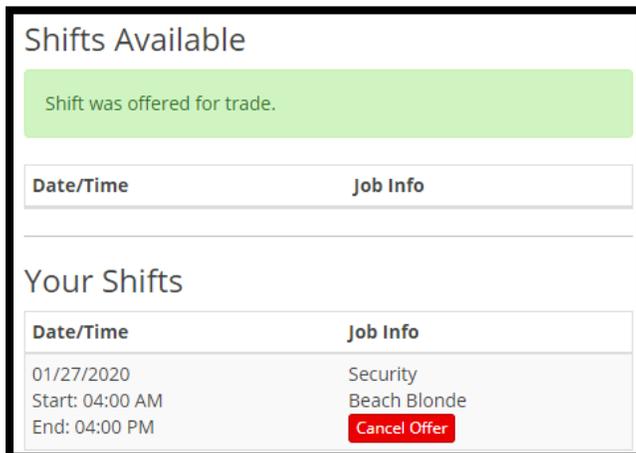


### Offering shifts for trade:

- Your current shifts will be displayed at the bottom of the screen under **[Your Shifts]** to offer a shift for trade click the **[Offer for Trade]** Button next to the desired shift.



- Efish will let you know once the shift was offered for trade in green at the top and the "Offer for Trade" button will change to "Cancel Offer" as shown below:

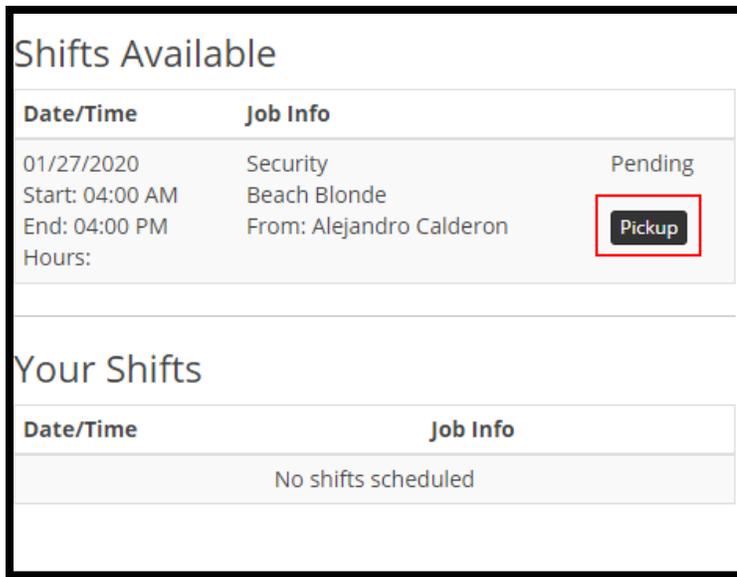




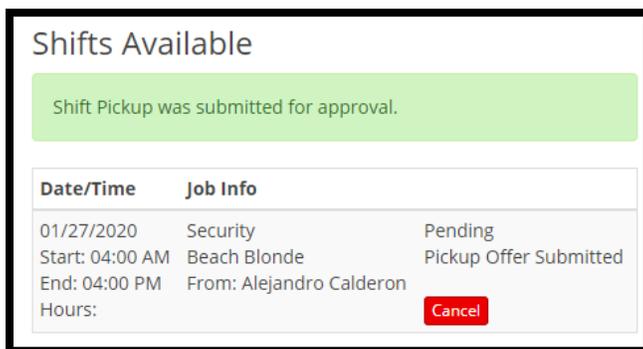
- This shift will now show up under **[Shifts Available]** with the option to “pick up shift” for all other employees with that same job type in their app as long as they do not already work during the shift available.
- To cancel the shift trade you offered simply click the **[Cancel Offer]** button next to that shift

### Picking Up Shifts:

- You can pick up a shift from someone as long as they have the same job type as you and the shift available does not overlap any of your current scheduled shifts.
- Any shifts available will appear at the top of the screen under **[Shifts Available]** along with a **[Pickup]** Button as shown below.



- To Pickup a shift that is available for trade click the **[Pickup]** Button next to that shift
- The app will let you know in green that the shift was submitted for manager approval and the **[Pickup]** Button for that shift will change to **[Cancel]**



- To cancel the shift trade simply click **[Cancel]**



**Manager Approval:**

- Managers will get an email to approve a trade once the employee clicks **[Pickup]**
- The status of the shift trade will remain as “Pending” until a manager either Approves or Denys the trade.
- Both employees will get an email once the shift is Approved or Denied and their schedule in the app will be updated in the app.

<b>Dear Alejandro Calderon,</b>					
This is to notify you that Work Shift Offer you requested is Approved.					
<b>Work Shift Details:</b>					
Date	Start	End	Job	Status	Manager
01/27/20	4:00 AM	4:00 PM	Security at Beach Blonde	Approved	annie slo