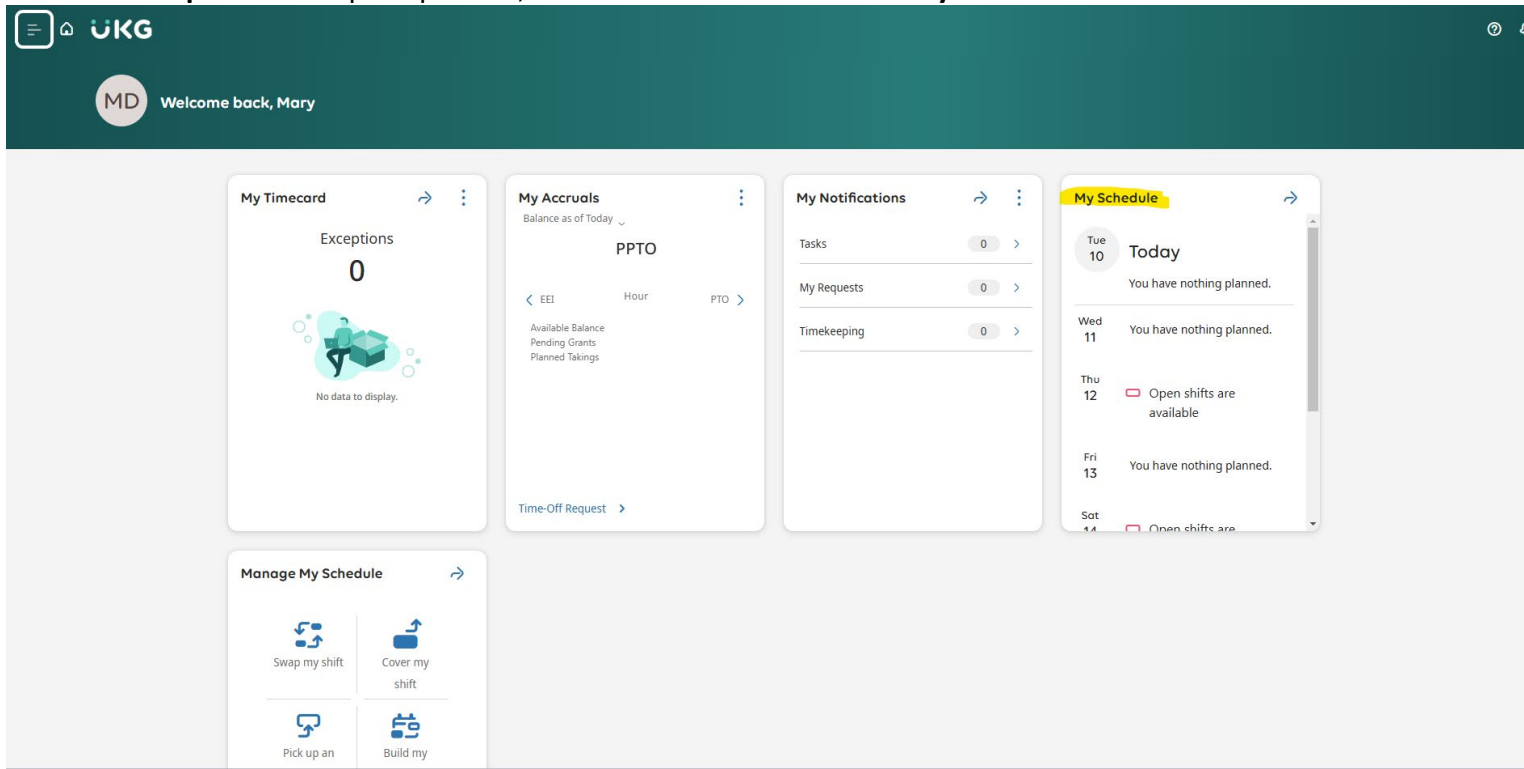


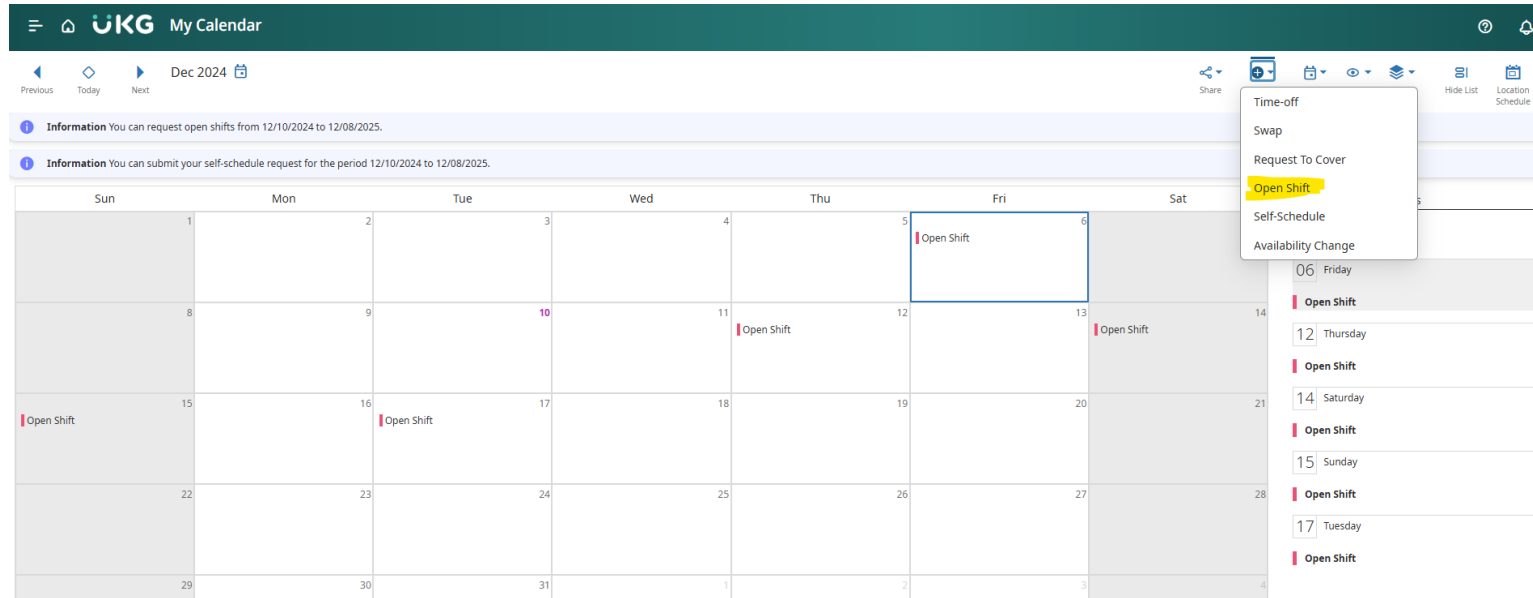


How to Request to Work an Open Shift

- To start the **Open Shift** request process, select the blue arrow on the **My Schedule** tile.



- Then select **Open Shift** under the **New Requests** drop down.



- Select a shift or multiple shifts and click **Submit**.



UKG My Calendar

Previous Today Next Dec 2024

Information You can request open shifts from 12/10/2024 to 12/08/2025.

Information You can submit your self-schedule request for the period 12/10/2024 to 12/08/2025.

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6 Open Shift	7
8	9	10	11 Open Shift	12	13	14 Open Shift
15 Open Shift	16 Open Shift	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4
5	6	7	8	9	10	11

Request Open Shift

Information Request period for submission is forever.

Select an Open Shift to request

Show Calendar Refine

December 2024

12 Thursday

1900-0700 • 7:00 PM - 7:00 AM [12.00]
...RSING/907641-Prov 12th Floor/RN

14 Saturday

0700-1900 • 7:00 AM - 7:00 PM [12.00]
...RSING/907641-Prov 12th Floor/RN

15 Sunday

0700-1900 • 7:00 AM - 7:00 PM [12.00]
...RSING/907641-Prov 12th Floor/RN

17 Tuesday

1900-0700 • 7:00 PM - 7:00 AM [12.00]
...RSING/907641-Prov 12th Floor/RN

Load More

- The information bar at the top indicates the request was submitted to the manager for review.
- When the unit manager approves or denies the request you will receive a new notification.
- Select the notifications icon to view the notification.
- The request has been approved, and the shift has been moved to your schedule.
- Select **Mark Read** to clear the notification.
- Select the **X** at the top right corner of the **Control Center** panel to close it.