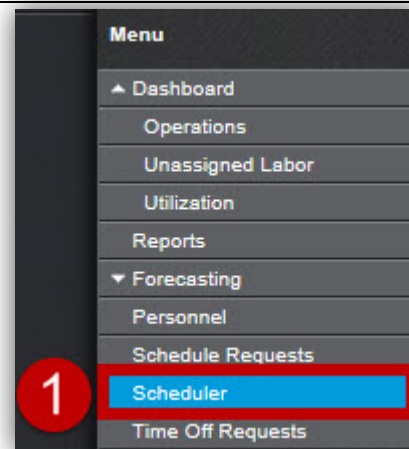# mySchedule

Swap Shifts (Task 28)

Overview

Swapping Shifts allows the Store Director/Schedule Writer the ability to swap two shifts at the same time. This is generally for employees that are working different shifts, and have the same Primary/Secondary jobs.

Process

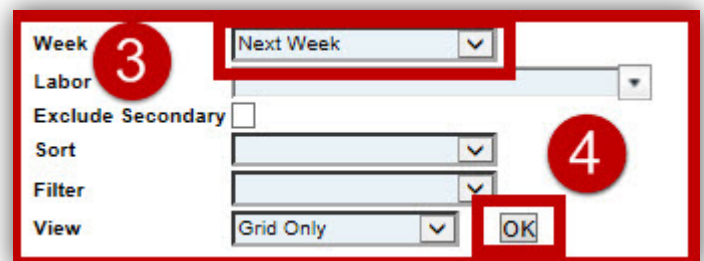This process will walk you through how to swap two separate shifts.

From the main screen:

1. Click **Scheduler**.

   Menu
   - ▲ Dashboard
     - Operations
     - Unassigned Labor
     - Utilization
     - Reports
   - ▼ Forecasting
   - Personnel
   - Schedule Requests
   - **Scheduler**
   - Time Off Requests

2. Click the **Filter** icon

3. Choose the appropriate **Date** for the Schedule (**Next Week** is selected in this example)

4. To accept the filter changes select **OK**,

Week	Next Week
Labor	
Exclude Secondary	☐
Sort	
Filter	
View	Grid Only	OK

Safeway © 2014 Not for use or disclosure outside Safeway Companies

mySchedule

Swap Shifts (continued)

5. Select the **two shifts** that will be swapped by clicking your mouse on the first cell, hold down the **Ctrl** key, then clicking on the second cell.

1:30p-9:00p **+** CTRL **+** 2:00p-11:00p

| 5 | Q P | Jack Skellington | Produce Clerk | 38.50 | 0.00 | 2:00p-11:00p | 12:00p-9:00p | 1:30p-9:00p |
| | Q P | Sandy Claws | Checker | 37.75 | 0.00 | 4:45p-1:45a | | 2:00p-11:00p |

Note: When swapping shifts both employees must have similar Primary and/or Secondary jobs

6. Click the **Swap Shifts** icon.

| 6 | →|← | 🔁 | 🏃 |
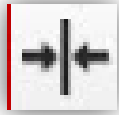
Both employees will show the swapped shift for that particular day.

| Q P | Jack Skellington | Produce Clerk | 38.50 | 0.00 | 2:00p-11:00p | 12:00p-9:00p | 2:00p-11:00p |
| Q P | Sandy Claws | Checker | 37.75 | 0.00 | 4:45p-1:45a | | 1:30p-9:00p |

7. Click the **Save** icon.

| 7 | 💾 | ↺ |