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# Submit a Swap Shift Request



You can request to swap shifts with another employee and respond to a received request. Managers can then view swapped shifts and approve or deny the requests.

## Navigation: Main Menu

1. From the [My Calendar](#) page, select New Request or right-click on a shift.
2. Select Swap.
3. The Request Shift Swap slider opens. In Request Shift Swap, select the shift you want to swap.
4. In the Available Shifts drop-down list, select one employee with whom you want to swap shifts, or use the default of All Employees.
5. Select the shift that you want to work.
6. Select the More Actions icon in the shift description box to view additional information about the shift.
7. Select Submit.