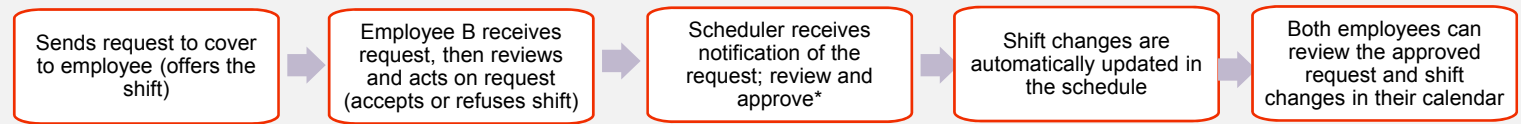


EMPLOYEE REQUEST – REQUEST TO COVER (WFL ONLY)



Objective

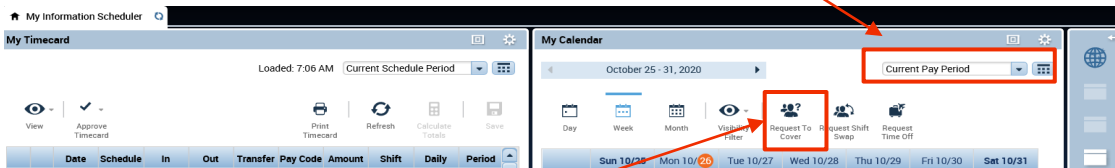
To learn how to submit a request to cover – when you cannot work your scheduled shift within 2 weeks or giveaways (Unifor Contract). Submit a Request for Cover



Creating and submitting a request for another employee to cover your shift

1 Click **My Calendar**.

Click the date in your calendar when you cannot work your scheduled shift.



Note

Ensure that the Hide un-scheduled employees check box is cleared to include employees who are not currently scheduled during the selected time period.

2 Click **Request to Cover**

3 In the Request to Cover dialog box, enter this information:

- In the **Date** field, ensure that the date appears when you have a scheduled shift that you cannot work.
 - Click the **calendar** icon to select the applicable date, if necessary.
- In the **Type** field, ensure that the applicable request type appears.
- In the **Time** field, ensure that the start and end times appear for the shift that you cannot work.
- Review the list of available coverage candidates and select the employee or employees to whom you want to offer the shift.
- Important** in the **Notes** field, enter **Giveaway, Vacation, Stat or OT**

4 Click **Submit**.

Note: After you submit your request to cover, the employee to whom you have offered your shift receives a notification, prompting the employee to accept or refuse the request from the employee calendar.

Tracking the request status

After you submit the request to cover, view the status of your request by reviewing the status icon or hover on the request

When the request is approved, the schedule change appears in your calendar and the request status is updated to **Approved**.

Retracting a request to cover

You can retract your request while it is in Offered status.

1. Hover on the request in your calendar & click arrow
2. Select **Retract**
3. Enter an explanation in the **Notes** field & click **Submit**.