EMPLOYEE REQUEST (MOBILE) - REQUEST TO COVER (WFL ONLY) COU

Objective

When you cannot work your scheduled shift within 2 weeks or giveaways (Unifor Contract). Submit a Request for Cover

Sends request to cover to employee (offers the shift) Employee B receives request, then reviews and acts on request (accepts or refuses shift)

Scheduler receives notification of the request; review and approve*

Shift changes are automatically updated in the schedule Both employees can review the approved request and shift changes in their calendar

Select Request to Cover. .II TELUS LTE **9** 39% 🖅 1:18 PM IT TELUS LTE 1:17 PM **8** 39% 😰 ← /**** New Request ← New Request 1..... 8:17 PM 50% 🔳 No Service 🗢 Request To Cover : WFL Request to Cover Request To Cover: WFL Request to Cover + 000 A Requests ☆ Options ☆ Options All Statuses Request To Cover -2 Select the shift you My Shift: Request To Cover - WFL Request to Cover Partial Search by date: want to have covered. 20-10-31 2:00 pm Sent To 1 employee(s) ~ Employee Name 0 (Tap the calendar icon Request To Cover - WFL Request to Cover 20-10-21 4:00 pm Sent To You Approved | Submitted On 20-10-20 if you need to change Select your shift: Select Employee Status: October 2020 the range of dates first.) All Request To Cover - WFL Request to Cover ~ = PSW, ww pswidil 20-11-02 6:00 am Sent To 1 emp Approved | Submitted On 20-10-20 0 10 6:00 am - 2:00 pm (8H) Send request to: (1 of 1 selected) # PSW .ww psw d L Request To Cover - WFL Request to Cover 0 C 20-11-05 10:00 pm Sent To 1 e 6:00 am - 2:00 pm (8H) 3 Employee Name Select the co-SW www.psw.du × Request Type ~ 0 6:00 am - 2:00 pm (8H) worker's who Employee Name STREET STREET Q wants to work - 2:00 pm (8H Employee Name your shift **Request To Cover** ≒ PSW . ww.psw.et Employee Name Cancel Review Cancel Apply TELUS LTE 1:18 PM **a** 39% 📂) New Request ← 1000 Request To Cover : WFL Request to Cover Review My Shift: Note: After you submit your request to October 2020 cover, the employee to whom you have 0 A

approved

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.

Important - In the notes field - Notes
Giveaway, Vacation, Stat or OT
Tap Submit Request pending until review and



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Submit