

Mark for Swap – How to use Mark for Swap in the ASV

Swap shifts between two employees

Scenario: Employee A, Ztrain139526, is going to trade their shift on 6/23 to Employee B, Ztrain144534, for their shift on 6/25.

Tip: Instead of loading the team’s schedule, select the two employees swapping shifts from the employee section and then load the schedule for dates that include the dates swapping.

Steps:

1. Select the shift for employee A that they are swapping, then select Mark for Swap – *the shift is now shaded green*
2. Select the shift for employee B that they are swapping, then select Swap
3. Select Submit to confirm and process the swap – *the employees’ shifts are swapped and shaded blue*

Employee: Ztrain139526
 Status: Active
 Pay Group: MCB
 Calc Group: HOURLY
 Work Type:
 Employment Type:
 Home Phone: 615-123-4567
 Mobile Phone: 615-123-4570

Details	Day	Start Time	End Time	U
*		06:45	19:15	V

Employee: Ztrain176607
 Status: Active
 Pay Group: MCB
 Calc Group: HOURLY
 Work Type:
 Employment Type:
 Home Phone: 615-123-4567
 Mobile Phone: 615-123-4570

Details	Day	Start Time	End Time	U
*		06:45	19:15	V

Swap

Employee	Shift Label	Work Date	Segment*	Start Time*	End Time*
Ztrain139526,	D12 0645	06/23/2024	<input checked="" type="radio"/>	06:45	19:15



Employee	Shift Label	Work Date	Segment*	Start Time*	End Time*
Ztrain144534,	D12 0645	06/25/2024	<input checked="" type="radio"/>	06:45	19:15

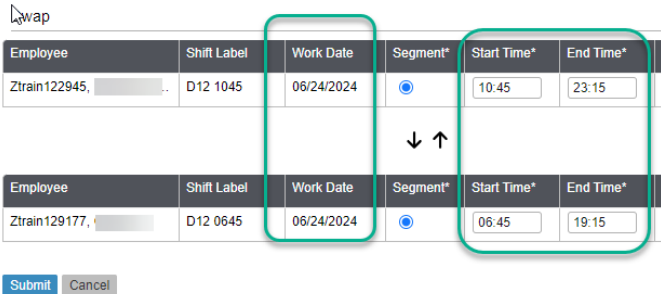
Submit Cancel **3**

Next scenario, two employees are swapping shift times

Employee A, Ztrain122945 is working D12 1045 and is swapping her shift with Employee B, Ztrain129177 for her D12 0645 working shift, both on 6/24. You will follow the same steps; the difference is they are swapping shift times on the same date. The only time you can swap shifts for the same date is if they are trading shift times.

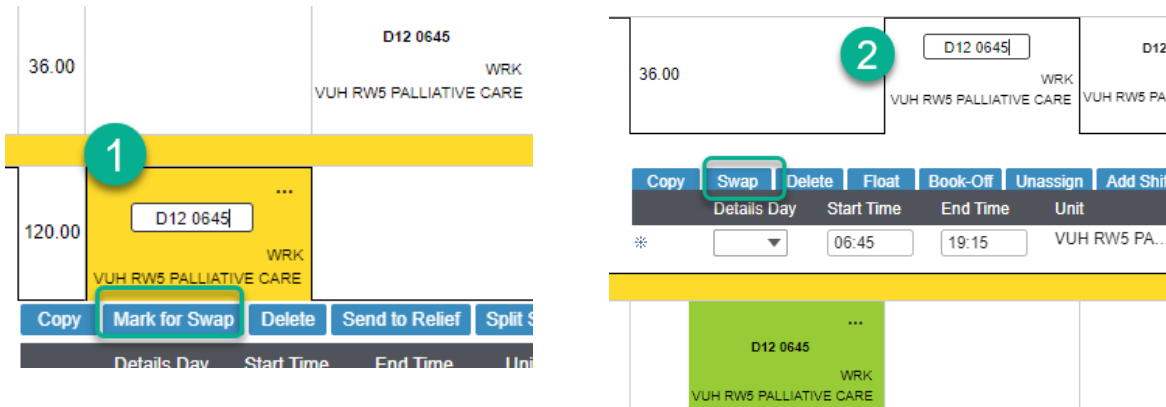
Steps:

1. Select the shift for employee A that they are swapping, then select Mark for Swap – *the shift is now shaded green*
2. Select the shift of employee B that they are swapping, then select Swap
3. Select Submit to confirm and process the swap– *the employees' shifts are swapped and shaded blue*



Moving an Employee's Shift to Another Date Using Swap Shift with an Unassigned Shift

1. Select an unassigned shift where you need the employee to work, then select Mark for Swap - the shift is now shaded green
2. Select the employee's shift on the date you want to move them from, then select Swap
3. The swap information displays, verify that it is correct, then select Submit - the employee's shift displays shaded blue



Swap

Employee	Shift Label	Work Date	Segment*	Start Time*	End Time*
Unassigned	D12 0645	06/23/2024	<input checked="" type="radio"/>	06:45	19:15
↓ ↑					
Employee	Shift Label	Work Date	Segment*	Start Time*	End Time*
Ztrain95703, Alexandra R	D12 0645	06/24/2024	<input checked="" type="radio"/>	06:45	19:15

