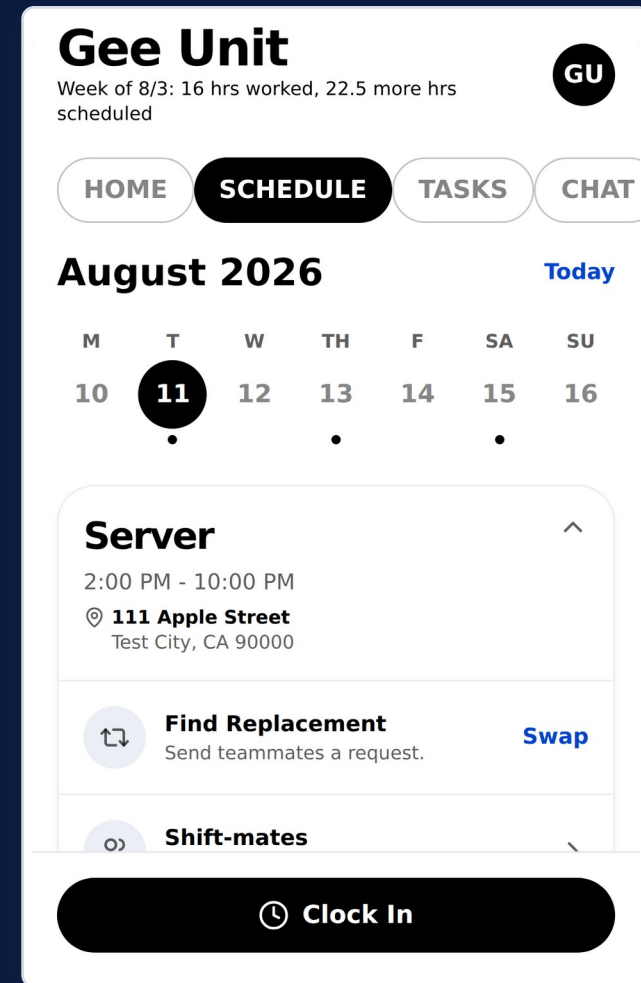


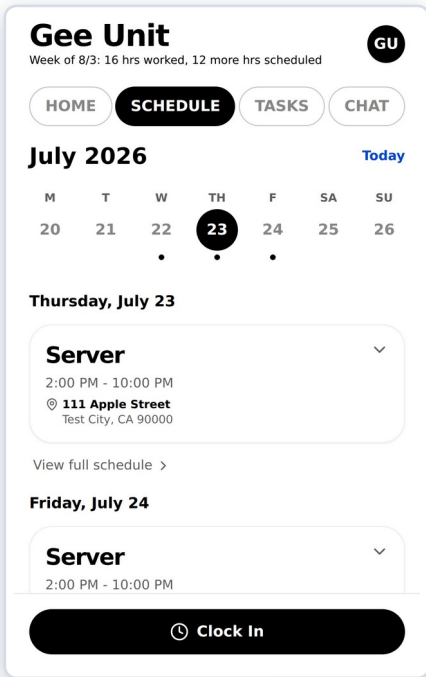
Asking someone to take your shift

Can't work a shift? Offer it to teammates who are qualified for it, and let your manager approve the swap.

Mobile app · Schedule

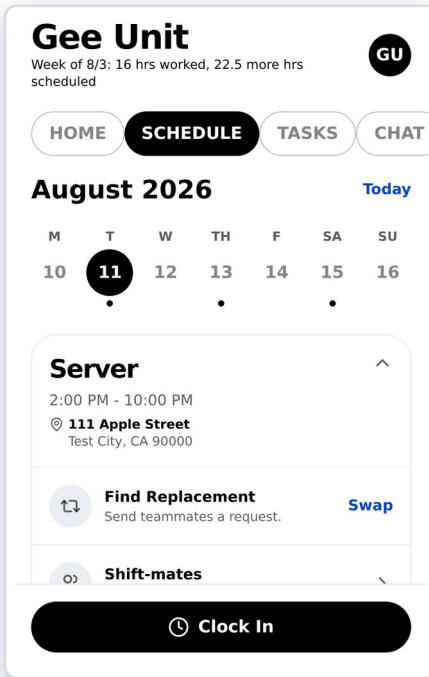


Offer the shift to your teammates



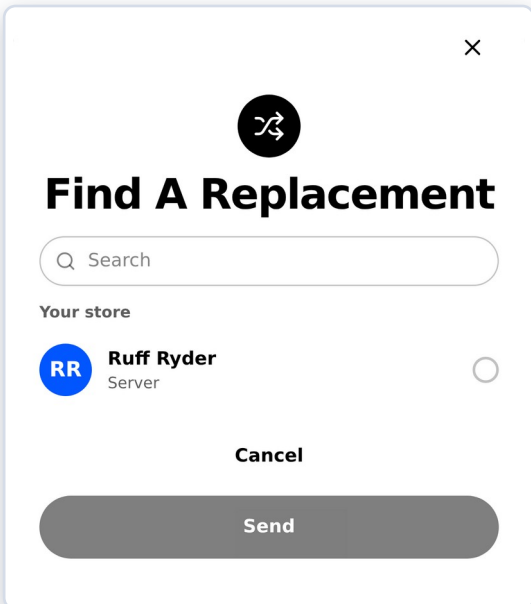
1. Go to the Schedule tab

It's the second tab across the top. Find the day you can't work.



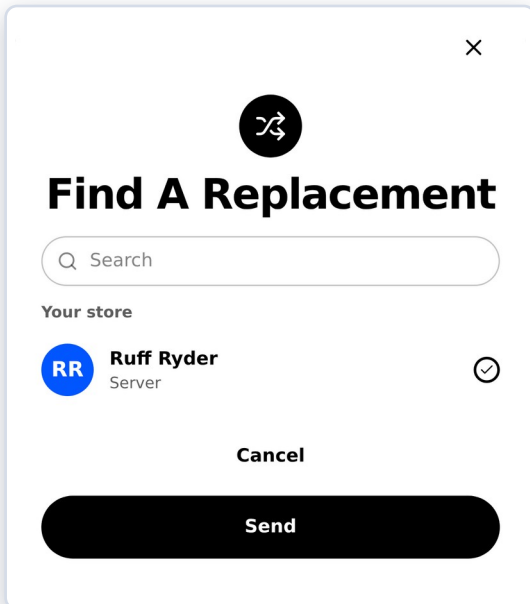
2. Open the shift

Schedule tab → tap the shift you can't work. It expands to show Find Replacement.



3. Tap Swap

Find A Replacement lists everyone who is eligible to work the shift.



4. Choose who to ask, then Send

Ask as many people as you like — the more you ask, the faster someone takes it.

Three stages before the shift is theirs

1

1 · You offer it

Ask as many eligible teammates as you want, all at once. The shift reads Offered for swap and stays on your schedule — you are still working it.

2

2 · Someone accepts

The first person to say yes takes it. The others stop seeing it. It now reads Swap accepted, but it is still yours until the last stage.

3

3 · Your manager approves

Only then does the shift move to them and leave your schedule. You'll see the outcome on your home screen. Until you see it, turn up.

Changed your mind, or wondering who you can ask? Cancel it yourself while it still reads Offered for swap. Who appears in the list depends on your company's settings — some keep swaps inside one store, others open them to anyone eligible across the chain.