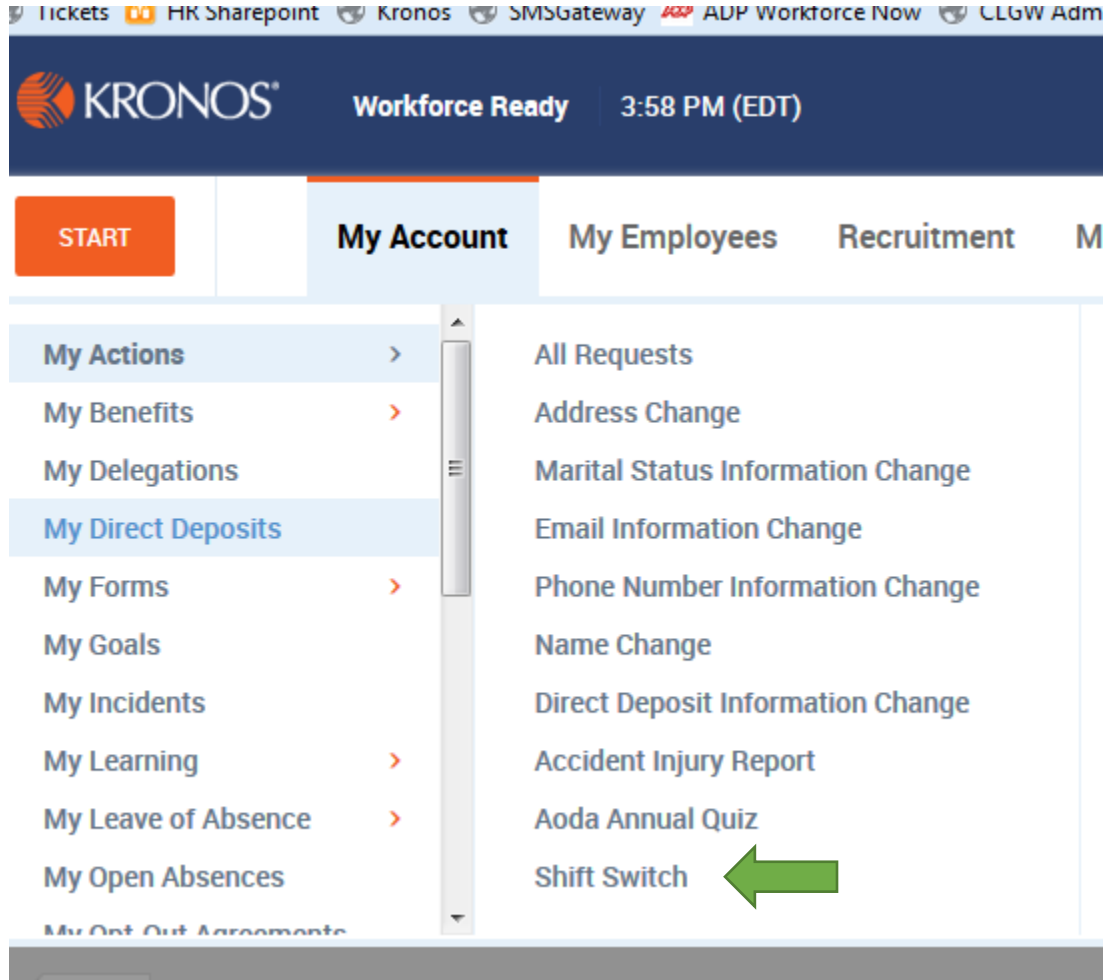


Shift Switch Instructions

Path: My Account/My Actions/Shift Switch

Both employees switching must complete this Action.




The screenshot shows the Kronos Workforce Ready interface. At the top, there is a navigation bar with the Kronos logo, the text "Workforce Ready", and the time "3:58 PM (EDT)". Below this is a main navigation menu with tabs for "START", "My Account", "My Employees", "Recruitment", and "M". The "My Account" tab is selected, and a dropdown menu is open, listing various actions. The "Shift Switch" option is highlighted with a green arrow pointing to it.

My Account	My Employees	Recruitment	M
My Actions >	All Requests		
My Benefits >	Address Change		
My Delegations	Marital Status Information Change		
My Direct Deposits	Email Information Change		
My Forms >	Phone Number Information Change		
My Goals	Name Change		
My Incidents	Direct Deposit Information Change		
My Learning >	Accident Injury Report		
My Leave of Absence >	Aoda Annual Quiz		
My Open Absences	Shift Switch ←		
My Out-Of-Absence			


The following message will come up. The effective date is **TODAY's date**.

HR ACTION INFO

****Please Note - This form is only to be used when you are requesting a shift for a shift and NOT time off.**

Employee	Angela Bukowski
HR Action	Shift Switch
Effective From*	<input type="text"/>  ←

The fillable shift switch form is below. All fields must be completed before you date and sign off.



Guidelines for Shift Changes

- Shift changes must not put any staff member into an overtime position (more than 40 hours in a one pay week – Thurs. to Wed.)
- **Time Off Daily** - Employee must have at least **11** consecutive hours off each day; therefore, shift cannot exceed **13** hours per day (per Ministry of Labour)
- **Time Off Between Shifts** - Must provide 8 hours off between shifts unless total time on shifts is 13 hours or less (split shifts)
- **Time Off Weekly** - 24 consecutive hours off in a one week period; 48 consecutive hours off in a two week period

Request for Shift Switch

All shift changes need to be approved by the Supervisor. If time does not allow for the shift change form to get to the Supervisor before the date of the shift, please call your Supervisor for verbal approval of the change.

Your Name:

Switching With:

Date of My Shift: Start Time of Shift:
End Time of Shift:
Department:

New Shift Date: Start Time of Shift:
End Time of Shift:
Department:

Signature Date

Hr30 (2018 July) Request for Shift Change Form

Once you submit the action, you will receive an email confirming your submission. Once approved or rejected you will receive an email. Note the date approved or rejected is the date the switch was submitted, not the date requested. As per the email instructions go to My Account/My Actions/All Requests to view the detail.