

Can I make changes to a shift?

Support staff can make changes to a shift if it is a Draft, or if it has been returned to the staff by the circle or ISS for corrections. A shift cannot be edited after it has been submitted to the circle unless the circle rejects it, which returns it to the staff for corrections.

My Work

Updated Time Details for Shift #65453

Shifts

Job Periods

Job Period

Employer: Ellis, Owen
Job Title: COMHAB
Job Code: ELLISOW00142CH

JOB PERIOD SUMMARY

Period Start: 10/26/2020
Period End: 11/08/2020

Add Time

MON 10/26: 9:00 AM - 10:00 AM

1.00 hour(s)

MON 10/26: 11:00 AM - 5:00 PM

6.00 hour(s)

Method: Time Off

Source: Entry

Status: Draft

Shift ID: 65453

Check Number: [CHECK]

Start Time: 11:00 AM

End Time: 5:00 PM

Edit

Time Off Details

Time Off Type: PTO

Description: Going on vacation!

Edit Time Off

Delete

Submit

TUE 10/27: 8:00 AM - 10:00 AM

2.00 hour(s)

TUE 10/27: 3:30 PM - 3:55 PM

0.42 hour(s)

Add Time

Download PDF

Disclaimer: All names displayed in the above screen shots are fictional characters. No identification with actual persons (living or dead) is intended or should be inferred.

Revision #6

★Created Thu, Jun 18, 2020 2:36 PM by [Admin](#)

✎Updated Tue, Oct 27, 2020 11:29 PM by [Admin](#)