

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 18 June 2020 14:36:00 by Admin

✎ Updated 5 November 2025 16:02:44 by Admin