

# 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](#)