

# Circle-Side Overlaps

While reviewing a shift, a staff's time may overlap with time submitted by another staff. An overlap occurs when two or more support staff submit overlapping time for the same participant. Common reasons for this include trainings and circle of support meetings. In this case, the shift will have an indicator that overlaps exist.

Overlaps must be resolved in order to approve a shift. As shown below, when an overlap is valid, resolving it can be as simple as reviewing and approving it.

## Review an Overlap

Click **Review Overlap** to view a summary of the overlapping shifts. Review the shifts and decide whether to approve the overlap or not.

## Owen Ellis

Shift ID:

875454

Staff:

Bob Exampleton

Job:

COMHAB

Start Time:

03/09/2023 9:00 AM

Start Location:

Location not available

End Time:

03/09/2023 5:00 PM

End Location:

Location not available

Hours:

8.00

Status:

Pending Circle Review

Shift Data



Staff Activities



Shift Exceptions



Reason Required

### Overlap

This shift has an overlap. [Review Overlap >](#)

Shift ID: 875450

Staff: Carlos Medina

Start Time: 03/09 9:31 AM

End Time: 03/09 11:36 PM

Reason \*

Select a reason



Description \*

Approve

Return

## Approve an Overlap

To approve the overlap, click the **Approve** checkbox, select a reason and provide a description for the overlap at the bottom of the window. Once filled in, the larger **Approve** button below will turn green. Click the green **Approve** button to approve the shift which will submit the shift to ISS.

# Owen Ellis

Shift ID:  
875454

Staff:  
Bob Exampleton

Job:  
COMHAB

Start Time:  
03/09/2023 9:00 AM

Start Location:  
Location not available

End Time:  
03/09/2023 5:00 PM

End Location:  
Location not available

Hours:  
8.00

Status:  
Pending Circle Review

- Shift Data +
- Staff Activities +
- Shift Exceptions -



**Overlap**  
This shift has an overlap. [Review Overlap »](#)  
**Shift ID:** 875450  
**Staff:** Carlos Medina  
**Start Time:** 03/09 9:31 AM  
**End Time:** 03/09 11:36 PM

**Reason:** Other  
**Description:** Bob and Carlos were coworking with Owen.

Approve

Return

Overlap Approval

Reason *\*Required*


Select a reason

Description *\*Required*

Characters Remaining: 255

Approving this overlap will approve the shift and submit it to ISS

Submit

 After approving an overlapping shift and submitting it to ISS, the shift will still display that an overlap exists and that it was approved.

## Return an Overlap

To reject an overlap, click **Return**, select a reason and provide a description for returning the overlap. Note that clicking Return will send the shift back to the support staff in order for them to make corrections.

### Owen Ellis

Shift ID:

875454

Staff:

Bob Exampleton

Job:

COMHAB

Start Time:

03/09/2023 9:00 AM

Start Location:

Location not available

End Time:

03/09/2023 5:00 PM

End Location:

Location not available

Hours:

8.00

Status:

Pending Circle Review

Shift Data



Staff Activities



Shift Exceptions



Reason Required

#### Overlap

This shift has an overlap. [Review Overlap >](#)

Shift ID: 875450

Staff: Carlos Medina

Start Time: 03/09 9:31 AM

End Time: 03/09 11:36 PM

Reason \*

Select a reason



Description \*

Characters Remaining: 255

Approve

Return

Return Reason

×

Reason *\*Required*

Select a reason

Description *\*Required*

Characters Remaining: 255

Returning this shift will return the shift to the support staff

Return Shift to Staff

*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.*

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