Circle-Side Overlaps

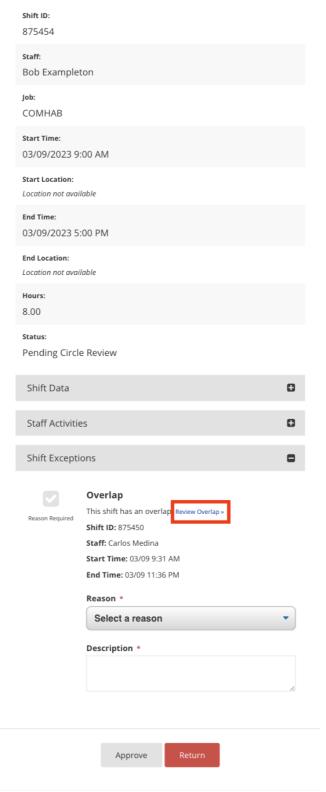
While reviewing a shift, a staff's time may overlap with time submitted by another staff. An overlap occurs when two or more support staff submit overlapping time for the same participant. Common reasons for this include trainings and circle of support meetings. In this case, the shift will have an indicator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

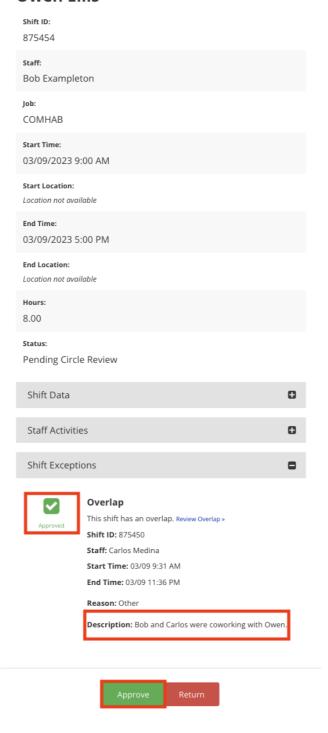
Owen Ellis

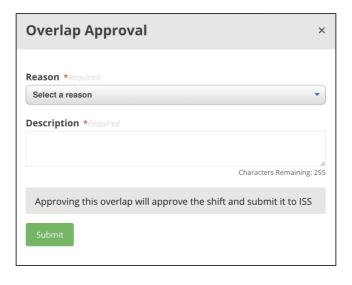


Approve an Overlap

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





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 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



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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