Navigating and Finding Shifts

Time is organized on two levels: the shift and the job period.

- **Shift** - a block of time defined by a start and end time; you can compare this to a single line on an old paper timesheet
- **Job Period** - a dynamic collection of all shifts falling within a specific date range (pay period) that all belong to the same participant, support staff, and job
  - A support staff will have a different job period per job per participant.
  - Likewise, a participant will have a different job period per job per staff person.

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1. In the main navigation panel, select either **My Work** (for support staff) or **My Staff Work** (for circle approvers).

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