



Clairvia Web: Shift Swaps

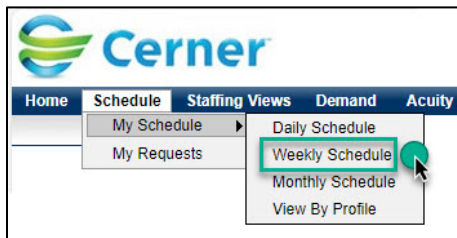
Overview

In Clairvia, **Shift Swaps** are shifts that you and another employee agree to switch. This eliminates the need for a paper form, and allows you to easily view another employee’s schedule availability. Swap invitations are made in the **Weekly Schedule** page.

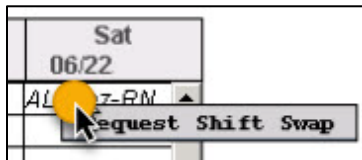
Shift Swaps

Requesting a Shift Swap

- 1) From the **Schedule** menu, *click My Schedule*, then **Weekly Schedule**.



- 2) *Right-click* the shift you want to swap and *select Request Shift Swap*.



- 3) The **Shift Swap** window will open. Employees with pale blue backgrounds are eligible for a Shift Swap.

Shift Swap

Calendar
Jun
Su Mo Tu We Th Fr Sa
26 27 28 29 30 31 1
2 3 4 5 6 7 8
9 10 11 12 13 14 15
16 17 18 19 20 21 22
23 24 25 26 27 28 29
30 1 2 3 4 5 6
Today Go

My Schedule

Sun 06/16	Mon 06/17	Tue 06/18	Wed 06/19	Thu 06/20	Fri 06/21	Sat 06/22
		0700 1930 RN			0700 1930 RN	0700 1930 RN

Your schedule

Weekly schedule
= Eligible to swap

Click light-blue cells to select people to invite. Click Cancel to cancel the swap.

Task	Skill	Sun 06/16	Mon 06/17	Tue 06/18	Wed 06/19	Thu 06/20	Fri 06/21	Sat 06/22
12 North								
0700 1930	RN	JGarcia	JGarcia	AJackson ALopez	JCarter	Jankowski	JCarter ALopez	ALopez
1900 0730	RN	ATown		AMarsella			AMarsella	CTaylor

Shift Selected for Swap: 0700 1930 Skill: RN Profile: 12 North Date: 06/22

Profile for Selected Shift
 12 North
 Float Profiles
 Select / Clear All
 5W Oncology
 6N Med Surg

4) Click the employee(s) you want to invite to swap shifts. Their name(s) will highlight in grey.

Click light-blue cells to select people to invite. Click Cancel to cancel the swap.

Task	Skill	Sun 06/16	Mon 06/17	Tue 06/18	Wed 06/19	Thu 06/20	Fri 06/21	Sat 06/22
12 North								
0700 1930	RN	JGarcia	JGarcia	AJackson ALopez	JCarter	Jankowski	JCarter ALopez	ALopez
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Shift Selected for Swap: 0700 1930 Skill: RN Profile: 12 North Date: 06/22

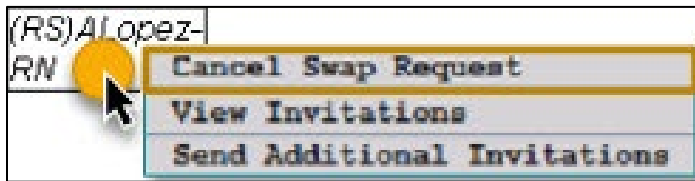
5) Click **Swap Selected Shifts**.

6) The **Weekly Schedule** refreshes. Your name will display **(RS)** before your name, meaning Requested Swap. The name(s) of the employee(s) you invited will display **(S)**, meaning Swap Invitee.

Canceling a Pending Shift Swap

1) From **Weekly Schedule**, right-click the shift swap you want to cancel (it will display RS).

Select **Cancel Swap Request**.



Note: once a manager has approved a swap or someone has accepted it, you cannot cancel it; however, you can propose a new swap to undo the previous one.

Accepting or Declining a Shift Swap Invitation

1) From the Employee Dashboard, click the link in **Message Center**.

Message Center		
Admin Note		
Team Scheduling for the 6/11-7/22 schedule is now open until 5/14.		
From	Subject	Date/Time Sent
X Golden, Geri	Invitation To Swap Shifts	05/31 15:50

2) View the swap details and *click* **Accept Swap** or **Decline Swap**:

Messages

Delete Message Previous Message Next Message

From: Golden, Geri
Date: 05/31 3:50:00 PM
Subject: Invitation To Swap Shifts

Golden Geri would like to swap the following shift:
Profile: 12 North 0700 1930 RN on Mon, 06/10
 With your shift:
Profile: 12 North 0700 1930 RN on Sun, 06/09

Would you like to swap a shift?

Shift Swap details

Accept or Decline Swap

Schedule View of proposed swap

Dates	Sun 5/26	Mon 5/27	Tue 5/28	Wed 5/29	Thu 5/30	Fri 5/31	Sat 6/1	Sun 6/2	Mon 6/3	Tue 6/4	Wed 6/5	Thu 6/6	Fri 6/7	Sat 6/8	Sun 6/9	Mon 6/10
Your Current Schedule	0700 1930 RN			0700 1930 RN	0700 1930 RN					0700 1930 RN			0700 1930 RN	0700 1930 RN	0700 1930 RN	
Your Schedule With Swap	0700 1930 RN			0700 1930 RN	0700 1930 RN					0700 1930 RN			0700 1930 RN	0700 1930 RN	0700 1930 RN	0700 1930 RN

Note: you can enable email notifications for Shift Swaps by going to **My Information** → **Preferences** → **Email Notification** and selecting the box under **Shift Swap Notification**.

Shift Alert **Email Notification** Calendar Feed URL

Enable Email Notification

Schedule Notification **Request Notification** **Shift Swap Notification** **Opportunity Notification**

Note: Your profile may not be configured to use all of the features displayed above.