ESS Mobile 3.0: Requesting to Trade Work Schedules | Job Aid

Employees who are assigned a work schedule can send a trade their work schedule request to other employees to who are allowed to receive the request based on the company policy so that they can pick up the trade schedule with or without exchanging their schedule with the employee who sends the trade request. This job aid describes how to initiate a trade request and where to locate the trade requests.
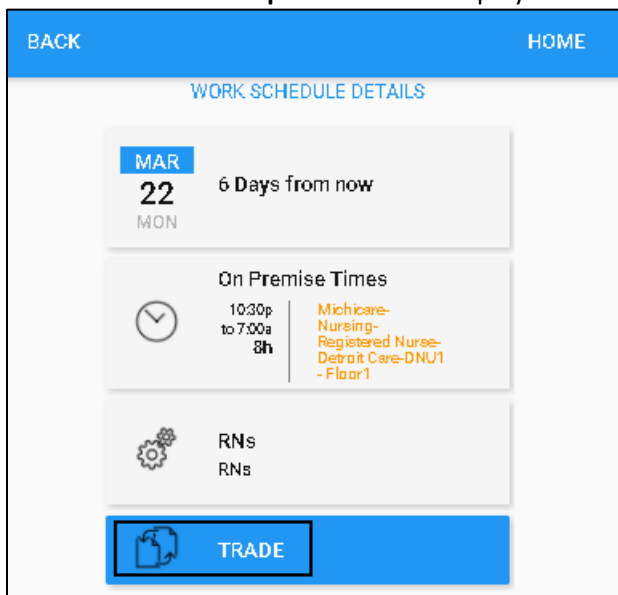
Request to Trade Work Schedules on Home Screen

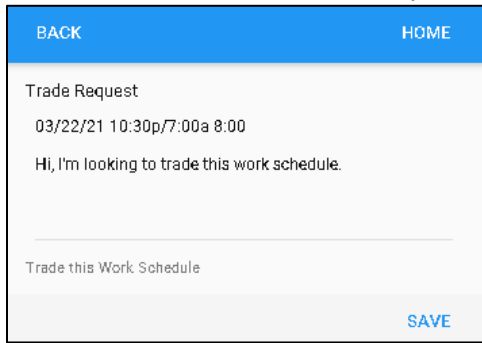To request to trade a work schedule with other employees:
1. Tap the **Work Schedule** tile of a schedule on the home screen.
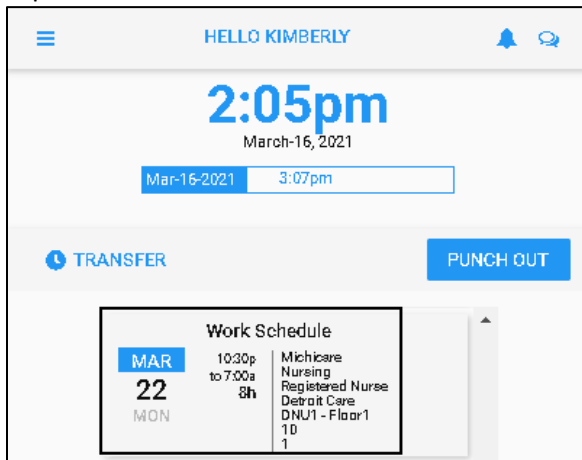
2. If you are allowed to trade this work schedule with other employees, the **TRADE** button is available. Tap **TRADE**. The **Trade Request** screen is displayed.

3. If needed, enter comments for requesting to trade schedule. Tap **Save**.

4. The trade schedule is displayed on the **Work Schedule** tile with **Work Schedule** titled in purple. The trade schedule request is sent to other employees who are allowed to receive this request. Tap the **Work Schedule** tile to access the traded work schedule.
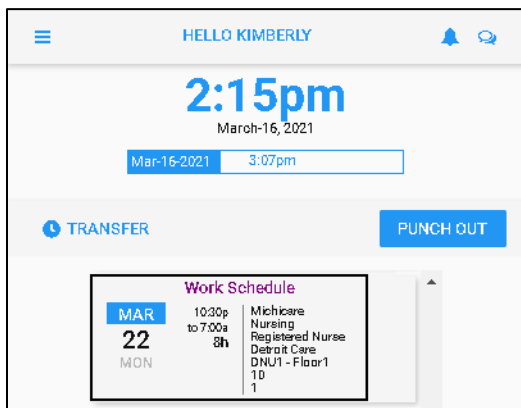

5. The **TRADE** button is unavailable. The **TRADE WORK SCHEDULE** tile is added with detailed information including the schedule date, schedule starting time, schedule ending time, work position and workgroup set to fulfill and how far the work schedule is from the current date.
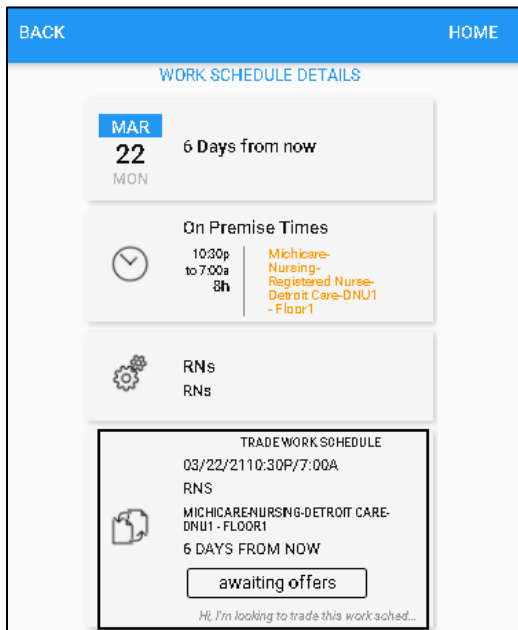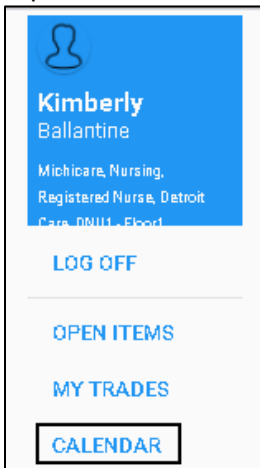
Request to Trade Work Schedules in Calendar

Employees can also request to trade their work schedules with other employees in their calendar.
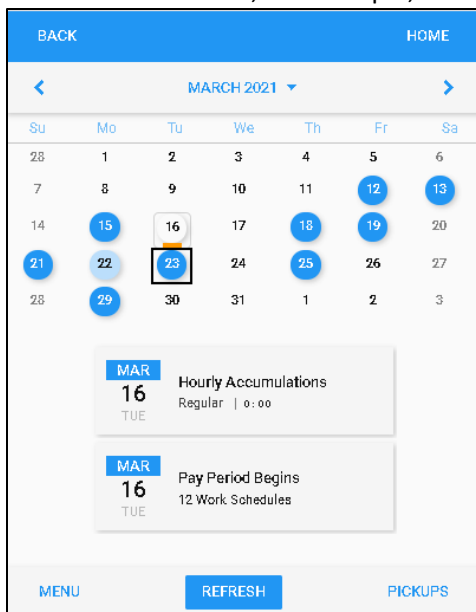
1. Tap the Three Line menu (![menu icon]) in the upper-left corner of the screen.
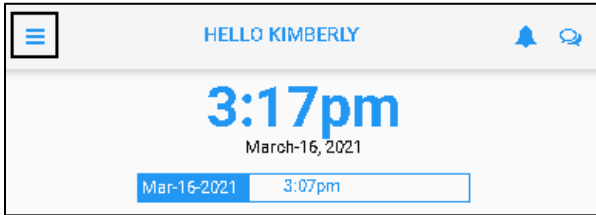
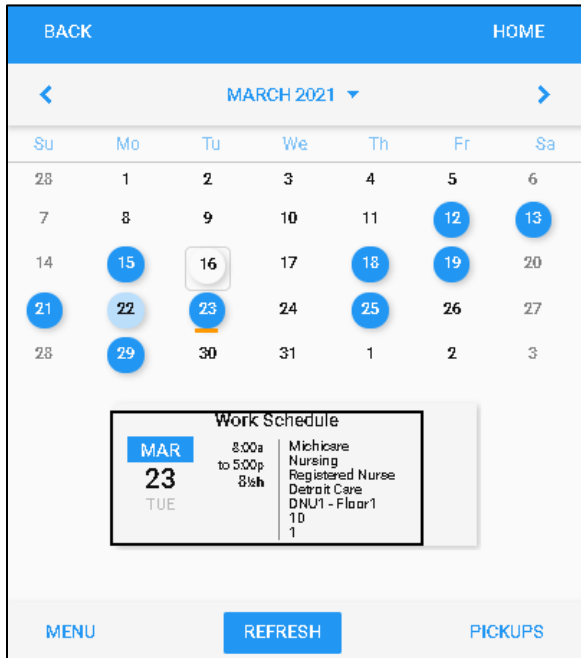2. Tap **Calendar** in the expanded panel to access the employee calendar.

3. The dates in the current month having work schedules are highlighted in blue circle. Tap a day with work schedule in Calendar, for example, March 23, 2021.


   Note: If there is no work schedule displayed in blue circle, see *Enable Work Schedule in Calendar* on page 8 on how to make work schedules displayed in your calendar.
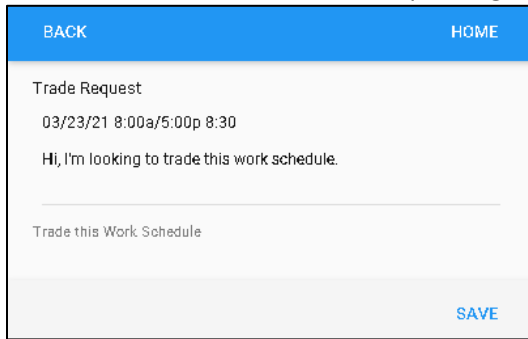
4. Work schedules of the selected date are displayed on the Work Schedule tile with detailed information, including schedule starting time, ending time, total hours and workgroup set. Tap the **Work Schedule** tile.
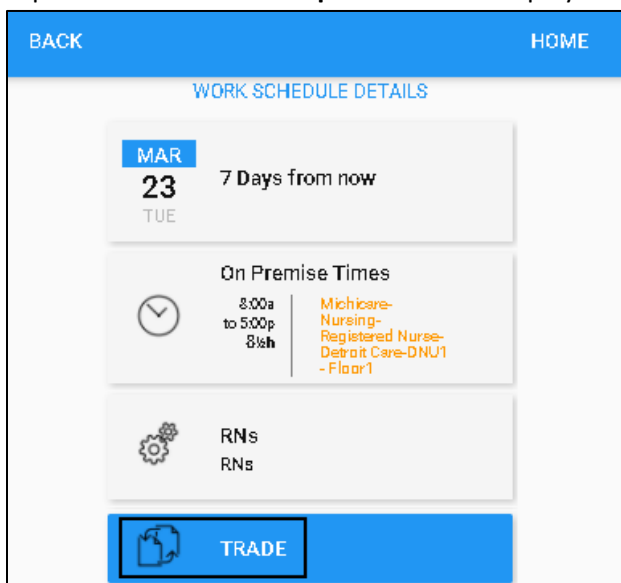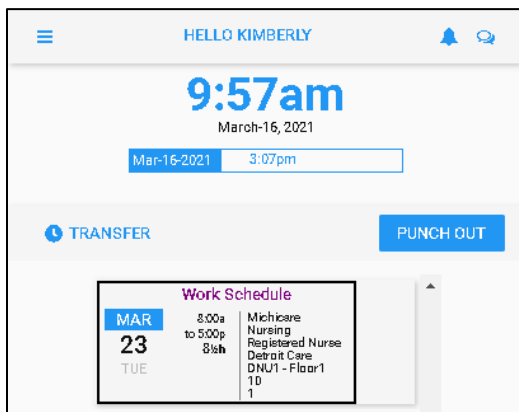

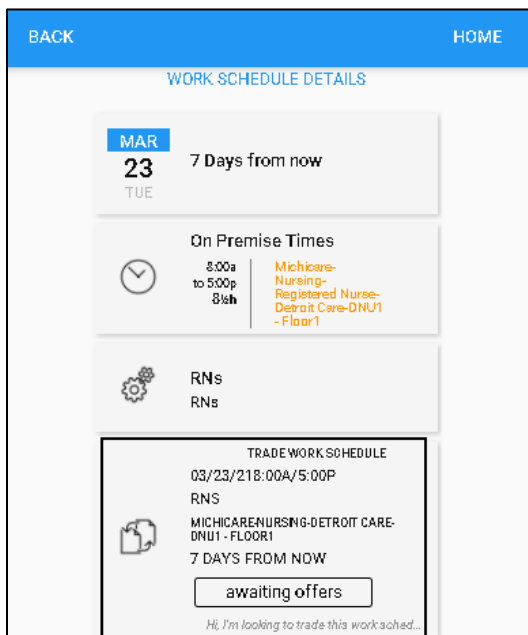5. Tap **TRADE**. The **Trade Request** screen is displayed.

6. If needed, enter comments for requesting to trade schedule. Tap **Save**.

6. The trade schedule is displayed on the **Work Schedule** tile with **Work Schedule** titled in purple. The trade schedule request is sent to other employees who are allowed to receive this request. Tap the **Work Schedule** tile to access the traded work schedule.

7. The **TRADE** button is unavailable. The **TRADE WORK SCHEDULE** tile is added with detailed information including the schedule date, schedule starting time, schedule ending time, work position and workgroup set to fulfill and how far the work schedule is from the current date.
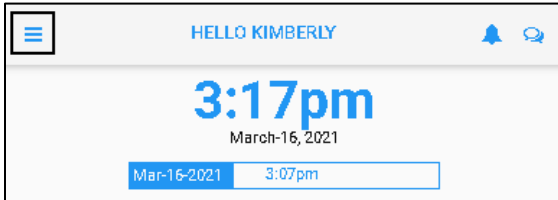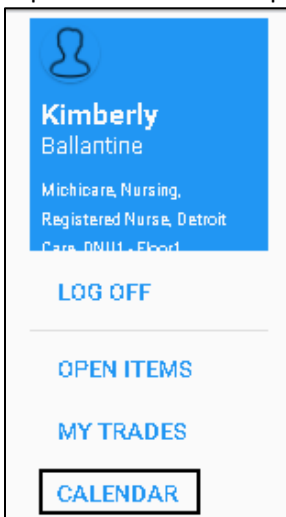
Access Trade Requests

All trade schedule requests can be found in Calendar and the **MY TRADES** menu item.
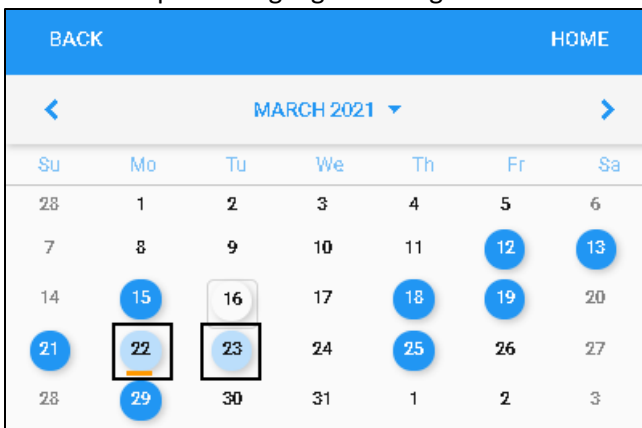
To access trade requests in Calendar:

1. Tap the Three Line menu (☰) in the upper-left corner of the screen.

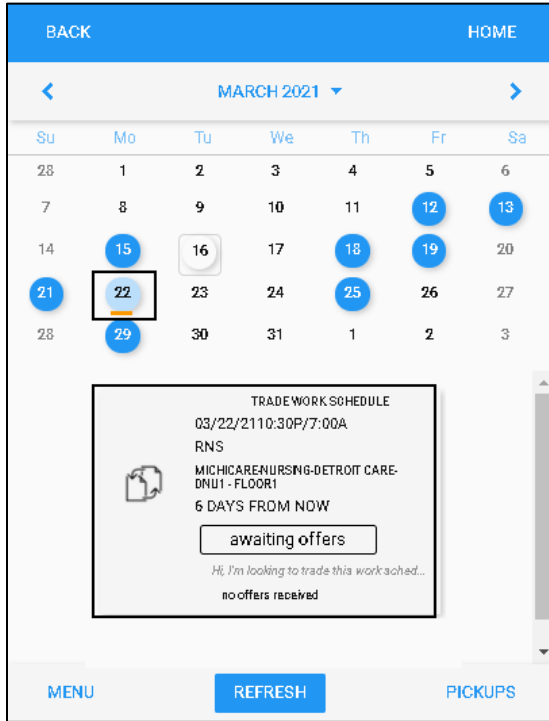2. Tap **Calendar** in the expanded panel to access the employee calendar.

3. The trade request is highlighted in light blue circle in Calendar.
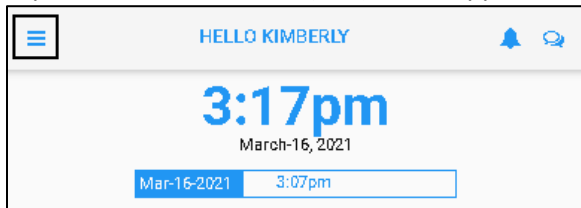

4. Tap the light blue circle of a day, the trade request with detailed information is displayed, including the schedule date, scheduling starting time and ending time, work position and workgroup set, how far the

work schedule is from the current date, and the trade status, for example **awaiting offers**. See a separate job aid called *Understanding Trade Activities* for details.
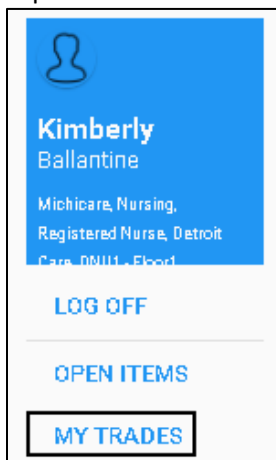
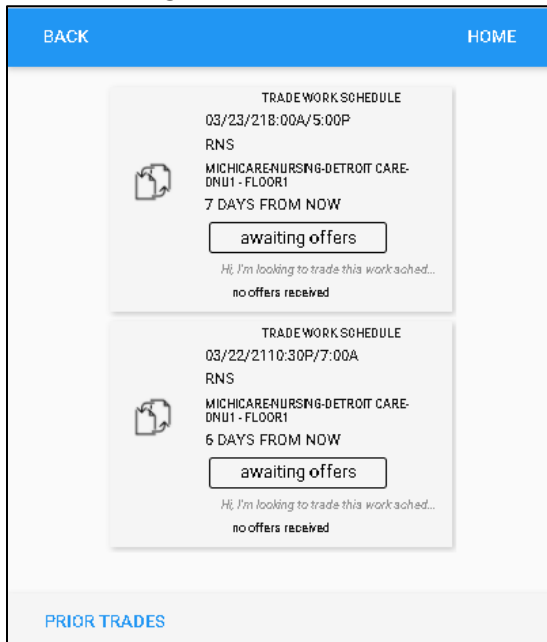

To access trade requests in **MY TRADES** menu item:

1. Tap the Three Line menu (⊟) in the upper-left corner of the screen.

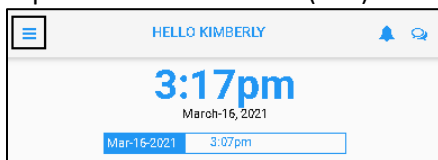2. Tap **MY TRADES** in the expanded panel to access the employee calendar.

3. The trade requests with their detailed information is displayed, including the schedule date, scheduling starting time and ending time, work position and workgroup set, how far the work schedule is from the current date, and the trade status, for example **awaiting offers**. See a separate job aid called *Understanding Trade Activities* for details.
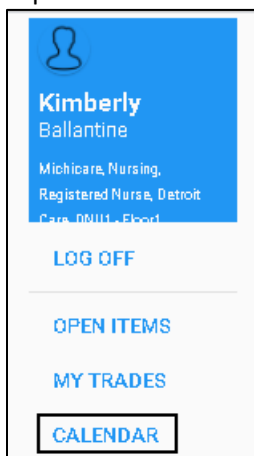

Enable Work Schedule in Calendar

If there is no work schedules or work schedules are hidden to be presented, work schedules are not displayed in your calendar. To present available work schedules:
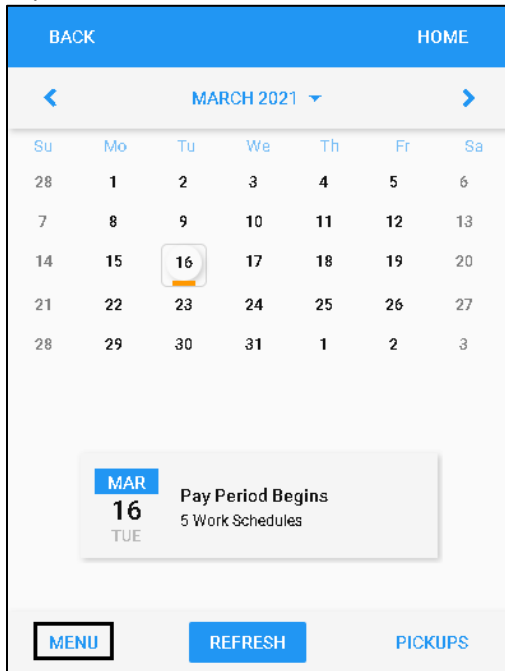
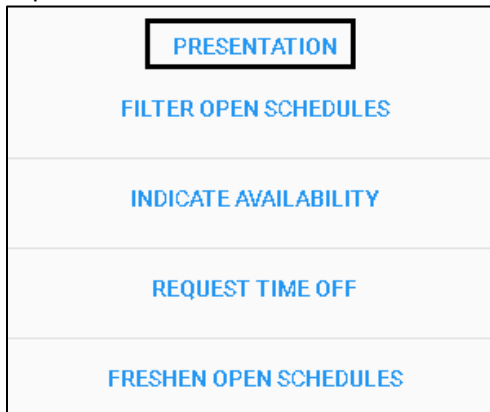1. Tap the Three Line menu ( ) in the upper-left corner of the screen.

2. Tap **Calendar** in the expanded panel to access the employee calendar.
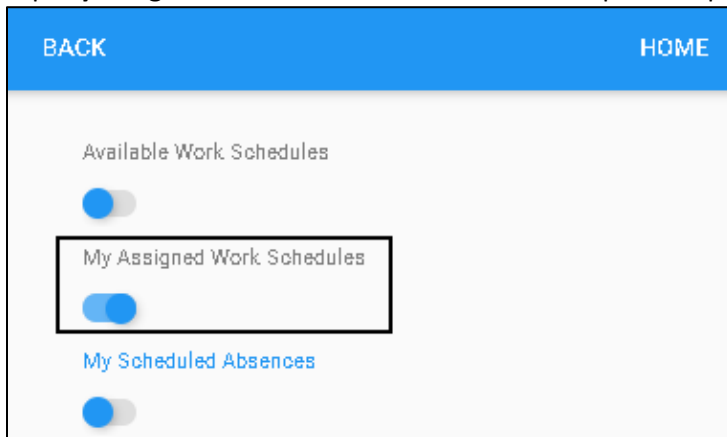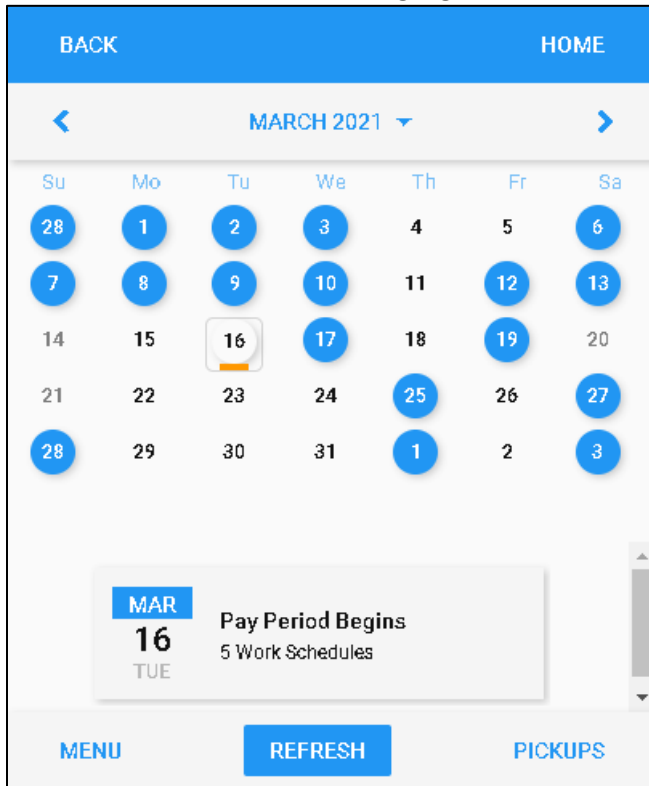
3. Tap **MENU**.

4. Tap **PRESENTATION**.

5. Tap **My Assigned Work Schedules** to enable this option. Tap **SAVE**.

6. Dates with work schedules are highlighted with blue circle.