

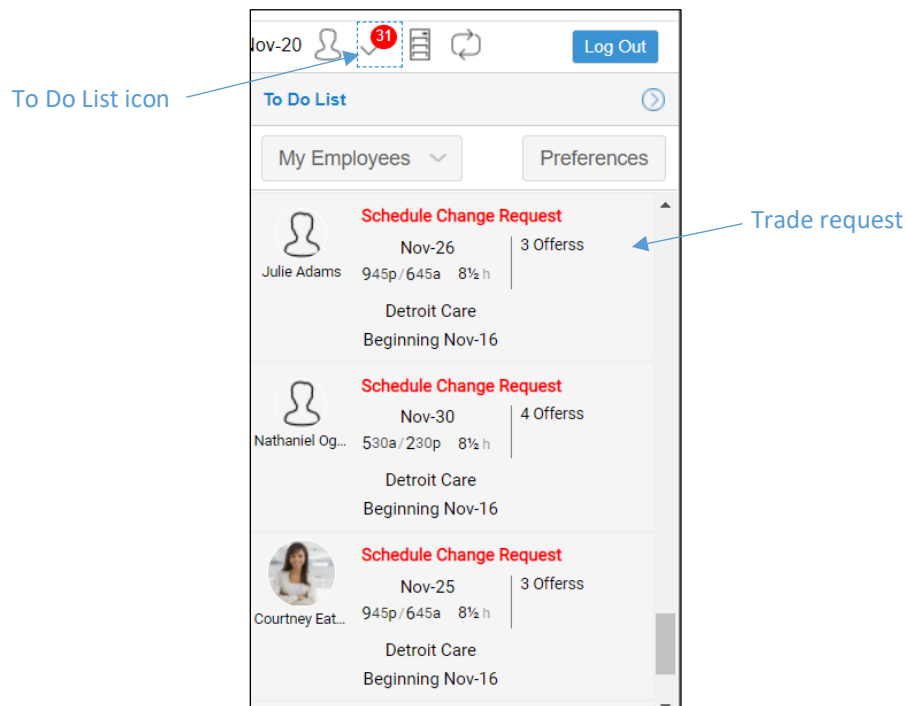
Visual Scheduling: Managing Work Schedule Trades

Job Aid

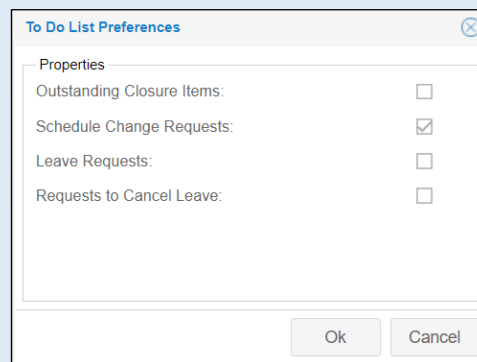
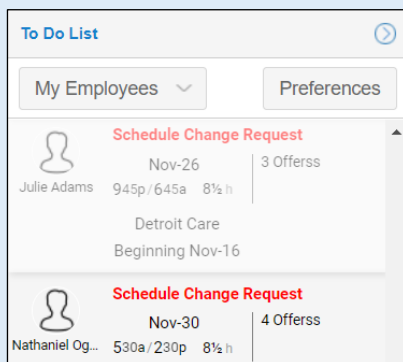
An employee who initiates a trade request will receive offers from other employees who want to exchange one of their own work schedules for the schedule offered or pick up the schedule without offering a schedule to exchange. When the employee submits the trade request for manager approval, the request will appear in your To Do List in Manager Self Service (MSS3) as a Schedule Change Request. Work schedule trade details, such as dates, schedule times and employees who are offering to trade or pick up the schedule are displayed in the Schedule Change Request panel with buttons to approve or deny the request.

Addressing a Trade Request Waiting for Approval

To address a trade request waiting for approval, click the To Do List icon in MSS3 to expand the To Do List panel. Click the **Schedule Change Request** tile in the To Do List.



Schedule Change Requests will not appear in the To Do List panel unless they have been enabled in the *To Do List Preferences* window, accessed by clicking the Preferences button in the To Do List panel.



The employee who submitted the trade request is listed in the upper part of the Schedule Change Request panel and the employee or employees who have submitted exchange offers are listed below.

Schedule Change Request

Reject Schedule Change Request Nov-26 945p/645a 8½h Awaiting Approval

Last Name	First Name	MI	ID	Badge	Pay Class	Division
Adams	Julie		9547811	20	HRL	Michicare

Week Of: Nov-25

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday
	<p>↓ Nov-26 945p/645a 8½h</p>			<p>↑</p>	

Employees offering to exchange schedules:

- Clough, Allison J (Exchange)
- Paxton, Devin A (Exchange)
- Muller, Stacy (Exchange) Preferred

Last Name	First Name	MI	ID	Badge	Pay Class	Division
Clough	Allison	J	5511	5511	HRL	Michicare

Nov-29 945p/645a 8½h

Week Of: Nov-25

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday
	<p>↑</p>	<p>Nov-27 8a/430p 8h</p>		<p>↓ Nov-29 945p/645a 8½h</p>	<p>Nov-30 8a/12p 4h</p>

The date and schedule times of the work schedule being offered for trade is displayed with a red arrow in the weekly schedule. A blue highlight in the calendar on the day of the trade request indicates that the schedule offered in exchange matches the schedule times of the trade request.

Nov-29 8a/430p 8h

Week Of	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday
Nov-25		<p>↑</p>			<p>↓ Nov-29 8a/430p 8h</p>	<p>Nov-30 8a/5p 8½h</p>

An offer to exchange an alternate schedule, one that does not match the time frame of the originating trade request schedule or occurs at the same time the employee who has submitted the trade request is already scheduled to work, will be displayed with a red highlight with the alternate schedule times and total hours displayed.

Annotate This Offer		Approve This Offer		Nov-29 8a/430p 8h	
Week Of	Sunday	Monday	Tuesday	Wednesday	Thursday
Nov-25	Nov-25 8a/430p 8h	↑ ? Nov-26 8a/430p 8h	Nov-27 8a/430p 8h	Nov-28 8a/430p 8h	↓ Nov-29 8a/430p 8h
			Nov-27 945p/645a 8½h		

An offer to pick up the schedule is displayed with a blue highlight on the day of the pickup offer. No schedules are displayed in the pickup offer tab.

Annotate This Offer		Approve This Offer		No schedule was offered	
Week Of	Sunday	Monday	Tuesday	Wednesday	Thursday
Nov-18					↑

When multiple exchange offers have been submitted for a trade request, each employee has a separate tab in the panel. Click the names to view the employee’s details and exchange offer details. The employee tab tagged as, “Preferred,” has been selected as the preferred exchange offer by the employee who submitted the trade request.

Clough, Allison J (Exchange)		Paxton, Devin A (Exchange)		Muller, Stacy (Exchange) Preferred			
Last Name	First Name	MI	ID	Badge	Pay Class	Division	Facility
Muller	Stacy		658974	45	HRL	Michicare	Grand Rapid...

The tabs of employees who are offering to pick up, rather than exchange, a schedule are tagged as, “Pickup.”

Beverly, Alex Z (Pickup)		Fordham, Victor X (Exchange) Preferred		Houston, Elena I (Pickup)			
Last Name	First Name	MI	ID	Badge	Pay Class	Division	
Beverly	Alex	Z	5541	5541	HRL	Michicare	

Approving a Trade

To approve the trade, click the **Approve this Offer** button in the tab of the employee whose offer you are approving.

Annotate This Offer		Approve This Offer		Nov-30 945p/645a 8½h		
Week Of	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday
Nov-25		↑				↓ Nov-30 945p/645a 8½h

You can annotate the trade offer by clicking the **Annotate This Offer** button. Select either **Acceptable** or **Unacceptable**, and add comments in the *Annotate Trade Offer* window.

Annotate Trade Offer

Properties

Acceptability Indicator:

Comments:

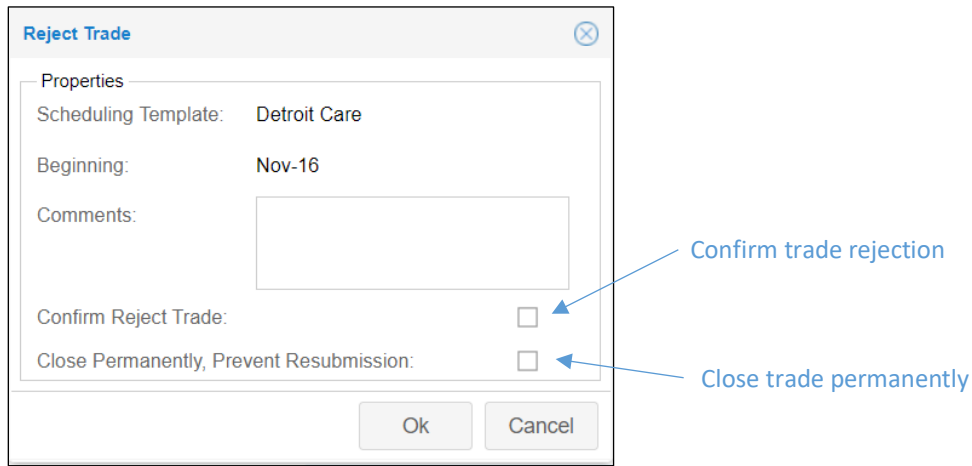
Ok Cancel

Rejecting a Trade

To reject a trade request, click the **Reject Schedule Change Request** button

Schedule Change Request						
Reject Schedule Change Request		Nov-26 945p/645a 8½h		Awaiting Approval		
Last Name	First Name	MI	ID	Badge	Pay Class	
Adams	Julie		9547811	20	HRL	
←						
Week Of	Sunday	Monday	Tuesday	Wednesday		
Nov-25		↓ Nov-26 945p/645a 8½h			Nov-28 945p/645a 8½h	

In the Reject Trade window, confirm the trade and close the trade permanently if you do not want the employee to submit the trade again.



The image shows a software dialog box titled "Reject Trade" with a close button (X) in the top right corner. The dialog is divided into a "Properties" section and a bottom section with buttons. The "Properties" section contains the following fields:

- Scheduling Template: Detroit Care
- Beginning: Nov-16
- Comments: (An empty text box)
- Confirm Reject Trade: (An arrow points from the text "Confirm trade rejection" to this checkbox.)
- Close Permanently, Prevent Resubmission: (An arrow points from the text "Close trade permanently" to this checkbox.)

At the bottom of the dialog are two buttons: "Ok" and "Cancel".

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