



Drop Shifts

If you're unable to work on a scheduled shift, then you can drop it. The drop request is sent to your manager for approval.

Note: You are responsible for the shift until the request is approved by your manager.

To drop a shift from your **Computer:**

1. Select **My Schedule** from **Schedule** dropdown.
2. Select the shift you want to drop.
3. Select **Drop**. (Note: The drop button will be hidden if your manager has disabled the drop shifts feature.)
4. Enter **Reason** (optional).
5. Select **Send Request**.

If you would like to cancel the drop request from your computer:

1. Select **Requests** from **Schedule** dropdown.
2. Select **Drops**, select the required shift and select **Cancel Request** in the pop-up window.

To drop a shift from your **Mobile:**

1. Tap **Schedule** in the bottom of the **Home** page.
2. Tap the shift you want to drop.
3. Tap **Drop** in the bottom of the page.
4. Enter **Reason** (optional).
5. Tap **Send**.

If you would like to cancel the request from mobile:

1. Tap **Requests** in the bottom of the page.
2. Tap **Drops**, choose the required shift and tap **Cancel Request**.