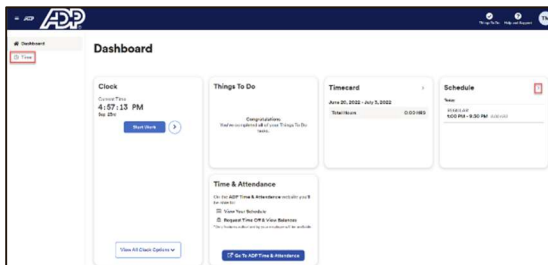


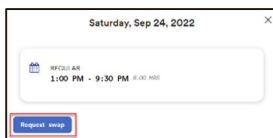
# Employee Guide – Initiating & Accepting a Shift Swap in MyADP & ADP Time and Attendance

## Initiating a Shift Swap in MyADP

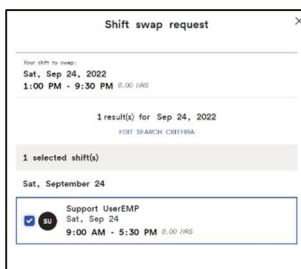
1. Log onto myaccess.adp.com and navigate to the Time option, then click on Schedule; or click on Schedule directly from the Dashboard.



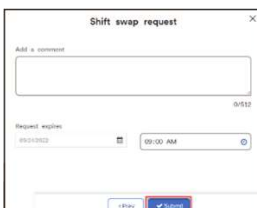
2. Click on a future date's scheduled time and then click on **Request swap**. Click on **Search** to view the available shifts to swap with.



3. Checkmark the people who you would like to request a swap with. Click **Next**.



4. Add a comment, if needed, and click **Submit**. A confirmation message appears with the details of the swap request.



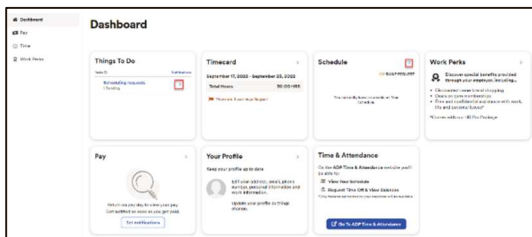
# Employee Guide – Initiating & Accepting a Shift Swap in MyADP & ADP Time and Attendance

- The pending request will appear as a clock icon on the requested day until accepted by the other employee (and Supervisor if supervisor approval is needed).

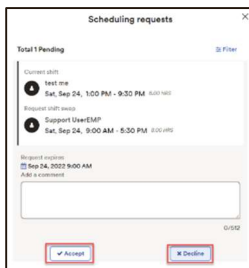


## Accepting a Shift Swap in MyADP

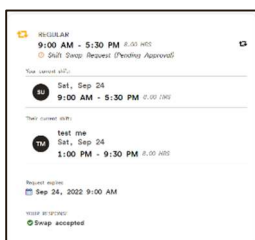
- Log onto myaccess.adp.com and click on the **Things To Do** notification, or on the **Schedule** icon.



- Review the request and either **Accept** or **Decline** the request.



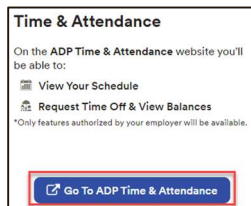
- If a supervisor's approval is needed for the swap, you will see a clock icon on the day on the schedule, and if you click it you will see the swap is Pending Approval.



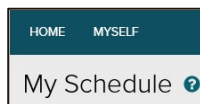
# Employee Guide – Initiating & Accepting a Shift Swap in MyADP & ADP Time and Attendance

## Initiating a Shift Swap in ADP Time & Attendance

1. Log onto [myaccess.adp.com](https://myaccess.adp.com) and navigate to **Go to ADP Time & Attendance**. Alternatively log into <https://time.adp.com>.



2. Navigate to **Myself > Schedules > My Schedule**

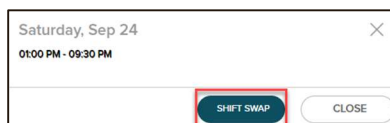


3. From the **My Schedule** page, select a shift to swap by clicking the shift. Eligible shifts are indicated by a blue stripe.



**Note:** Employees may only swap shifts with employees who share the same supervisor.

4. Click Shift Swap.



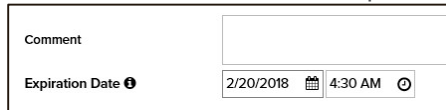
5. Choose one or more employees with which to request a swap by clicking on the shift(s) listed.

	SUN, FEB 18	MON, FEB 19	TUE, FEB 20
My Schedule		08:30 AM 05:00 PM	08:30 AM 05:00 PM
Ian G. Jones			01:30 PM 10:00 PM

# Employee Guide – Initiating & Accepting a Shift Swap in MyADP & ADP Time and Attendance

6. Enter **Comments**, if desired, and **Expiration Date**.

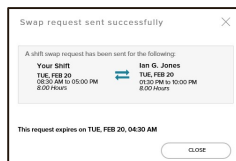
- The Expiration Date defaults to 48 hours after the submission date/time. The default is based on the Shift Swap feature configuration and the shift(s) selected for the swap.



Comment

Expiration Date ⓘ 2/20/2018 4:30 AM ⓘ

7. Click Send Request. A confirmation message appears with the details of the swap request.



Swap request sent successfully

A shift swap request has been sent for the following:

Your Shift	For
TUE, FEB 20 08:30 AM to 05:00 PM 8:00 Hours	Ian G. Jones TUE, FEB 20 01:30 PM to 10:00 PM 8:00 Hours

This request expires on TUE, FEB 20, 04:30 AM

CLOSE

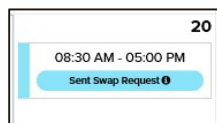
8. Once a swap request has been submitted, two indicators of a pending swap appear on the My Schedules page.

- a. Active Swap Requests appears on the top of the My Schedule page.



ACTIVE SWAP REQUESTS 1

- b. Sent Swap Request appears on the shift.



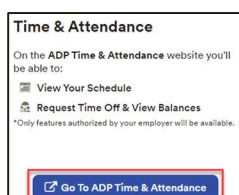
20

08:30 AM - 05:00 PM

Sent Swap Request ⓘ

## Accepting a Shift Swap in ADP Time & Attendance

1. Log onto [myaccess.adp.com](https://myaccess.adp.com) and navigate to **Go to ADP Time & Attendance**. Alternatively log into <https://time.adp.com>



Time & Attendance

On the ADP Time & Attendance website you'll be able to:

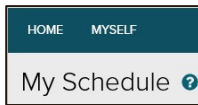
- View Your Schedule
- Request Time Off & View Balances

\*Only features authorized by your employer will be available.

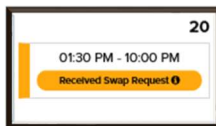
Go To ADP Time & Attendance

# Employee Guide – Initiating & Accepting a Shift Swap in MyADP & ADP Time and Attendance

2. Navigate to **Myself > Schedules > My Schedule**



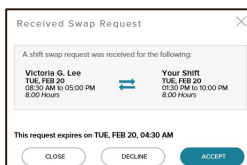
3. Click the shift on the **My Schedules** page.



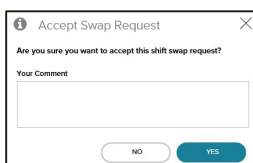
- By default, employees are notified of a shift swap request through the Message Center, email and by an indicator on the My Schedules page.
- If the request was sent to multiple employees and one of them accepts, the request to the remaining employees is automatically canceled.

4. Click **Accept**.

- To decline the shift swap request, the employee may click **Decline**.



5. Clicking **Accept** or **Decline** provides the employee the option of adding comments. Click **Yes** to move forward.



6. If a shift swap is accepted and Supervisor Approval is required, the shift will show a **Pending Approval** indicator.

