

Approving a Shift Swap

- 1. Log onto myaccess.adp.com and navigate to **Go to ADP Time & Attendance**. Alternatively log into https://time.adp.com
- 2. Navigate to My Team> Schedules > My Schedule



3. On the Schedules page shift swap approvals will populate a yellow banner, click **View**.

Sc	hedules	2									
B	y Employee	By Jo	b								
A You have 1 pending schedule requests VIEW Status is active> ✓ ▼ Date Range ✓ ○ 5/9/2021											
	Employee (8)	0	SUN 05/09	MON 05/10	TUE 05/11	WED 05/12	THU 05/13	FRI 05/14	SAT 05/15		
0	Adams, John J Hours: 45.00			08:00 AM - 05:00 PM							

- 4. On the pending approval window, the full request will be presented.
 - Supervisors can either Approve or Reject the shift swap
 - Supervisors are only able to see shift swaps associated by employees assigned directly to the supervisor.

Pending Approval	(1)			
Date Of Request 05/06/2021 9:40 PM Expires On 05/10/2021 9:39 PM	Pending Approval John J Adams is requesting to swap WED, May 12 8:00 AM to 5:00 PM 9:00 Hours View the impact of approving this swap request	11	Support UserEMP WED, May 12 8:00 AM to 5:00 PM 9:00 Hours	Comment APPROVE REJECT

Note: A small banner appears showing a successful approved shift swap request.

You have successfully approved the shift swap request.