

How to request a Shift

Important Notes

- If you are unsure of any step just ask Lassonde IT and they can walk you through it all. Zoom ID 416-736-5588 or URL [yorku.zoom.us/my/ask2lit](https://yorku.zoom.us/j/9121111111) weekdays 8:30 am - 8:00 pm

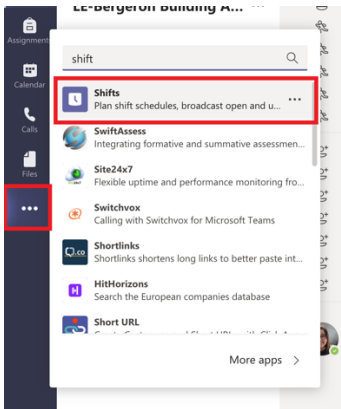
Open the Shifts app:

You'll find Shifts on the left side of Teams with the other apps. Just click it to start working on your schedule. If you don't see it there, click **More apps** and find it in the list.

See your shifts:

Keep track of all of your upcoming shifts in a team schedule

1. Click on the **More options** and then **Shifts**.

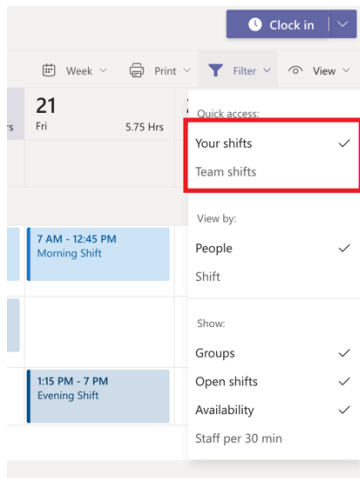


2. Your shifts for the current week will display as you can see in the second picture. You may need to select your team first as you can see in the first picture.

Select a team schedule

Lassonde IT Team	View
LE-Bergeron Building Access	View
LE-Lassonde Building Access	View

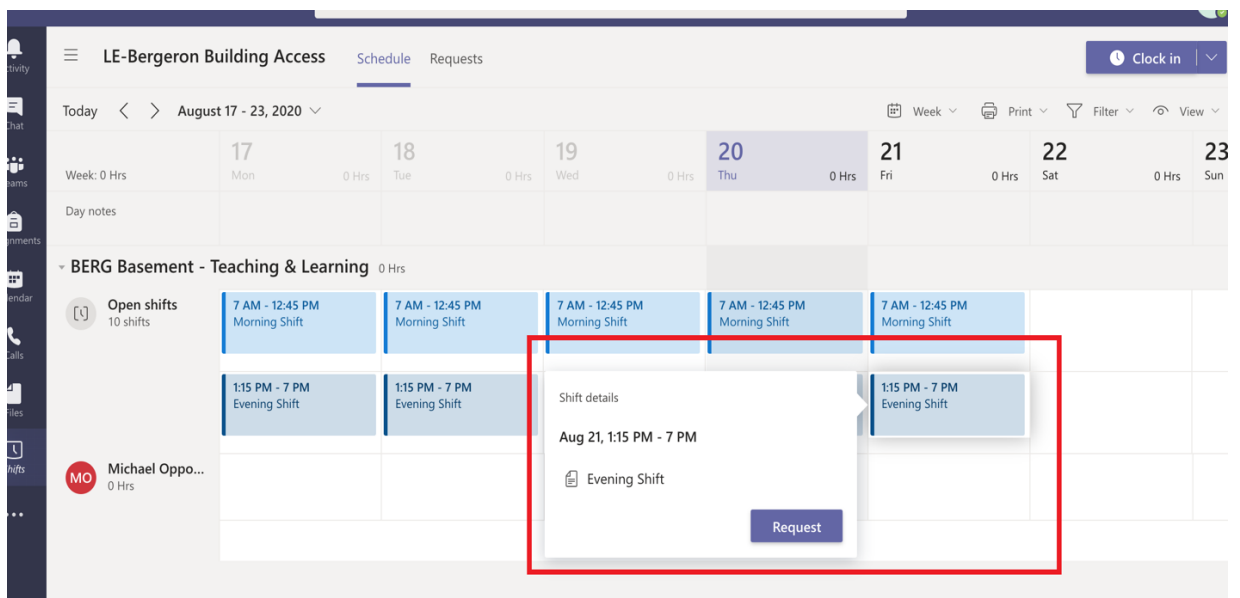
3. Choose **View** buttons above the list of dates to narrow or expand your view to just your shifts or to view everybody shifts.



Request time in a lab:

Here's how to request time in the lab from your professor.

1. Scroll to the lab you have been granted access to and view the **Open Shifts**
2. Select the shift you would like and **Request** it



3. If you are a grad student, inform your professor of what you applied for. You are only allowed in if you see the shift next to your name.

Swap a shift:

Here's how to swap a shift with person.

1. Select the **Requests** tab at the top of the app.
2. Choose + **New request** above your list of requests.
3. A new page will appear. Select the **Swap** tab if it's not already highlighted.
4. Fill out the swap form.
5. Select **Send request** in the bottom right of the app screen, and your professor will receive a notification.

Offer a shift:

Here's how to offer a shift with another person.

1. Choose at the top right of the app screen.
2. Choose **Add request**.
3. A new page will appear. Select the **Offer** tab if it's not already highlighted.
4. Fill out the **Offer** form.
5. Select **Send request** in the bottom right of the app screen, and your manager will receive a notification.

When you Arrive:

Open the Team app on your phone and go to Shifts

1. Select **Time Clock**
2. Ensure you are clocking for the correct team and click start when you enter the Lab
3. Make sure you go back at the end of your shift and stop the timer to clock out

This will let us know when you were in and at what times