How to Submit a Shift Trade

Steps for trading a shift

Click on the Shift Trade tab located on the top menu bar and follow the steps below in the order they are listed:

1. Select the date of your shift that you are trading away. The start and end time and time for your shift will be displayed automatically after selecting the shift date. Only change the shift times if you are trading a partial shift.

2. If you are trading a partial shift you would adjust the start and/or the end time to reflect the time you are trading away.

3. Click the lookup icon, next to the substitute box, and select the person (substitute) who will be working your shift.

4. If you plan to work a shift for the substitute in return select the date of the substitute’s scheduled shift in the bottom section of the form. This is a two way trade. Again, adjust the time only if you are trading a partial shift.

   NOTE: Wait for the shift times for the return shift to populate on the bottom half of the form before you click submit. If you click submit before the shift times appear, the form will be rejected by the system.

5. If you are not offering to work a shift in return then you do not need to fill in the bottom section. This is considered a one-way trade.

6. Comments are optional.

7. Click Submit.
Shift trade tips and additional information

- If you submit a two-way trade and neither employee has a compliance violation for that pay period the trade form will immediately route to your co-worker (substitute) for approval.

- If the trade causes a schedule compliance violation for either employee during the pay period of the trade the form will route to management for approval. Once approved by management it will then route to the coworker.

- If you submit a one-way trade then the trade form will go to management for approval prior to routing to the co-worker (substitute). It is suggested that you type a comment to the manager regarding how you plan on meeting your work hours.

- Remember that you are responsible for your shift until it no longer appears on your launchpad calendar. The shift will be removed once all parties have agreed to the trade.

- To review shift trades that you submitted click on the Quick Links tab and then View My Recent Requests. You can view your request details, status and who the request routed to for action.

- You will can see who the trade is waiting on for approval by looking at the ‘View My Recent Requests’ page and looking at the ‘current location’. The current location will display the VUNet ID of the person that needs to respond.

Some reasons the co-worker you are trading with, or no employees, display in the substitute list

- The employee is not and eligible substitute. An eligible substitute is an employee who is off on the day you are trading away, is qualified to do your job, and if licensed, has a valid license for the date you are trading.

- The co-worker does not have the job you are trying to have them pick up in the shift trade, so the system does not recognize them as qualified to take the shift. Contact your manager/supervisor for help with this issue.

- The co-worker you are trying to trade with is scheduled to work for part of the day you are requesting to trade.

- The co-worker you are trying to trade with will have an expired license on the date of the shift. Example: Today is May 5th and you want to trade a shift on June 10th with a co-worker that has a nursing license that will expire on May 31st but you know she has renewed her license. NOTE: If your license will expire before the date of the shift, it will have to be renewed in CATS before you can trade the shift.

  When a license is renewed, if the expiration date has not been updated in the CATS database by management, then the employee profile in Vandyworks will not reflect the new expiration date. You will be able to enter the trade after the co-workers license expiration date has been updated.

- If your co-worker is booked off the schedule for today’s date to a leave time code, such as PTO or Preferred Off (POFF), the system does not see them as available to respond to this request. Submit this trade to your co-worker at a later date when they are not booked off to leave time code.