

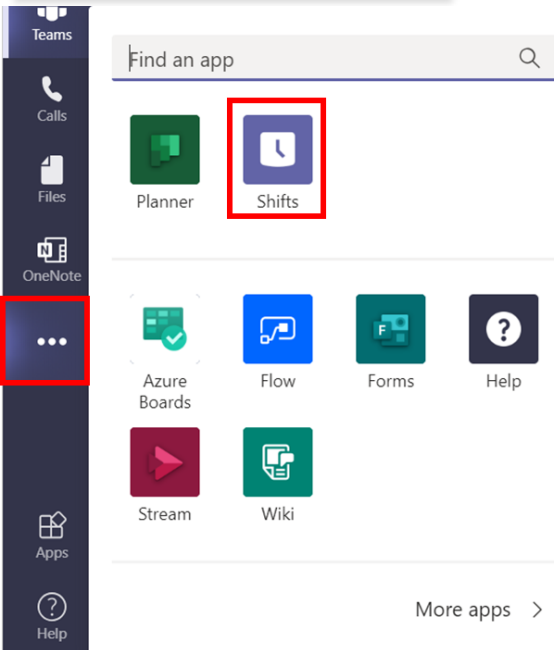


Shifts for Team Members in Microsoft Teams



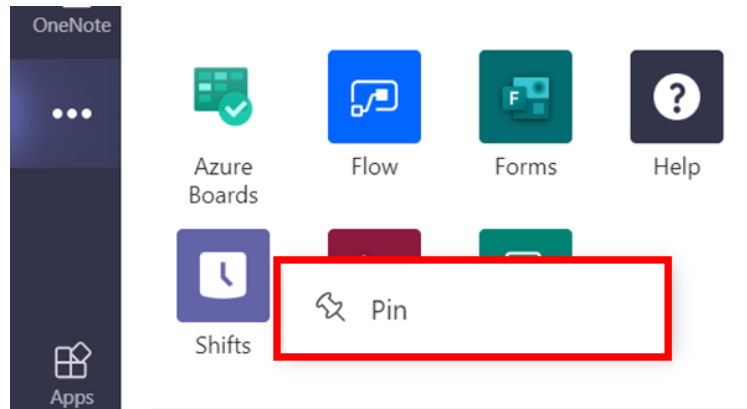
Shifts is a schedule management tool within Microsoft Teams that helps you request the shifts that you want to work, while ensuring effective facility population management and contributing to the safety of our employees upon the return to work. Let's take a look at Shifts!

Step 1— Where to find it



The Shifts function can be found in your left rail menu under the three dots for **More Added Apps**.

TIP: For faster access in the future, right-click on the Shifts functions and select **Pin** to pin the Shifts function to your menu.



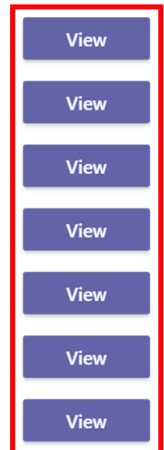
Step 2—Select a Schedule

The next step is to select the schedule you want to view. If you are a member of multiple teams with schedules established, you will have multiple options. Click **View** beside the name of the team to see that team's schedule.

Select a team schedule

Don't see the one you want? [Create a new schedule](#)

- Pacific MS Teams Shift Dev
- Reservation Tool - Maritimes Region
- RP - FM - CG ATL
- RP - FM - GULF
- RP - FM - NCR
- RP - FM - N&L
- Test Team 2





Shifts for Team Members in Microsoft Teams



Step 3—Navigate your Schedule in Shifts

The screenshot shows the Microsoft Teams 'Shifts' interface for a team named 'Test Team 2'. The interface includes a navigation menu on the left with icons for Activity, Chat, Teams, Calls, Files, OneNote, Shifts, and Help. The main area displays a weekly schedule for the week of July 26 to August 1, 2020. At the top, there are tabs for 'Test Team 2', 'Schedule', and 'Requests'. A 'Clock in' button is visible in the top right. The schedule grid shows days of the week with columns for hours worked (e.g., 'Week: 6.5 Hrs'). Below the grid, there are sections for 'Day notes', a group selection dropdown ('1st Floor - 1er étage'), 'Open shifts' (10 shifts), and individual team member shifts (e.g., 'Lim, Natasha' with 6.5 Hrs). Shifts are color-coded: blue for IM&TS / GI-ST (7 AM - 3:30 PM) and green for Science (8 AM - 4:30 PM). Navigation and display controls like 'Week', 'Print', 'Filter', and 'View' are located at the top right of the schedule area.

1. **Menu** → allows you to switch between your team schedules
2. **Team Name** → shows you which team schedule you are viewing
3. **Schedule** → this tab allows you to view your schedule and request open shifts
4. **Requests** → this tab allows you to view your pending/completed requests and submit new requests
5. **Clock-in** → clock-in or start/finish a break if your Designated Shift Manager (DSM) has enabled this feature
6. **Navigation** → these buttons allow you to scroll back/forth through your schedule
7. **Schedule Display** → switch your schedule view to display either a full week, a day, or a month
8. **Print** → print/customize your printing options
9. **Filter** → filter what group or people you see on your schedule
10. **View** → change what information you want displayed on your schedule and how you want to view your schedule (by person or by the available shifts)
11. **Hours** → displays how many hours you are currently scheduled for
12. **Day Notes** → any day notes your DSM has included will appear here
13. **Group** → this indicates the group that you belong to (ex. a particular building, floor, pod etc.)
14. **Open Shifts** → any available open shifts will appear here
15. **Your Shifts** → any shifts assigned to you will appear here





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Step 4—Request an Open Shift

To request an open shift:

1. Click on the shift you would like to request
2. Select **Request** to submit the request to your DSM for approval

Step 5—View and Make Requests

To view any of your pending or completed requests, click on the **Requests** tab. From here you can:

1. View any of your pending/completed requests
2. Cancel any pending requests
3. Make a new request for:
 - a) **Time Off**—request time off
 - b) **Shift Swap**—request to trade a shift for another with an employee*
 - c) **Shift Offer**—request that another employee take one of your shifts*

*NOTE: your DSM will **not** receive a notification if you request to swap or offer your shift to another employee





Shifts for Team Members in Microsoft Teams



Request Time Off

To request time off:

1. Click on **New Request**
2. Select the **Time Off** tab
3. Enter the **Start Date**
4. Enter the **End Date**
5. Select your preferred **Reason** for time off
6. Add any **Notes** about your request (optional—notes cannot be changed afterwards)
7. Select **Send Request** to submit the request to your DSM

Request a Shift Swap

To request a shift swap:

1. Click on **New Request**
2. Select the **Swap** tab
3. Click to select the shift you want to swap
4. Select the date of your shift you want to swap
5. Click on the shift card





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Request a Shift Swap (continued)

- Select the shift you want to swap for
- Select the date of the shift you want to swap for
- Click on the shift card of the shift you want

July 2020 < >

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

7.

I want to swap this shift

LN
Lim, Natasha

July 29, 2020
7 AM - 3:30 PM
1st Floor - 1er étage

For this shift

- Select a team member's shift

July 28

8. MS
Maclean, Shaun
7 AM - 3:30 PM
2nd Floor - 2ème étage

MG
Mercer, Stephen G
8 AM - 4:30 PM
2nd Floor - 2ème étage

- Enter any **Notes** you would like to include with your request (notes cannot be changed afterwards)
- Click **Send request**

*NOTE: recall that these requests will be sent directly to the person and bypass your DSM

- Note

I would like to trade shifts with you

10.

Cancel **Send request**





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Request a Shift Offer

To request to offer a shift to another team member:

1. Click on **New Request**
2. Select the **Offer** tab
3. Click to select the shift you want to offer
4. Select the date of the shift you want to offer
5. Click on the shift card
6. Click to select the member you would like to offer the shift to
7. Select the team member
8. Enter any **Notes** you would like to include with your request (notes cannot be changed afterwards)
9. Click **Send Request**

*NOTE: recall that these requests will be sent directly to the person and bypass your DSM

The screenshot shows the Microsoft Teams interface for 'Test Team 2' in the 'Requests' tab. The steps are as follows:

1. Click on the '+ New request' button.
2. Select the 'Offer' tab.
3. Click on the 'Select your shift' dropdown menu.
4. Select the date '29' on the July 2020 calendar.
5. Click on the shift card for 'LN' (Lim, Natasha) with the time '7 AM - 3:30 PM' and location '1st Floor - 1er étage'.
6. Click on the 'Select a team member' dropdown menu.
7. Select the team member 'MS' (Maclean, Shaun) from the list.
8. Enter the note 'I would like to offer you this shift' in the 'Note' field.
9. Click the 'Send request' button.

