LibStaffer – Giving Up, Swapping & Splitting a Shift and Claiming Open Shifts

Giving Up Shifts

1. If you choose to give up an entire shift to allow another student to pick it up, click on the **GIVE UP** button.

2. After clicking **GIVE UP**, you will be prompted to enter an optional note. Then click **GIVE UP**.
   (Take note: if a shift is not picked up, you are not obligated or required to work. You are simply allowing other students to pick up your shift.)
3. Under action, the shift will now read: **Give Up – Pending**. Until another student picks up the shift, the shift will continue to display pending.

Additional information can be found here: [https://ask.springshare.com/libstaffer/faq/264](https://ask.springshare.com/libstaffer/faq/264)
Swapping Shifts

1. If you’d like to swap an entire shift with another student, you may do so by clicking on **SWAP SHIFT**.

2. Choose the Shift Time you would like to swap. If the shift is not on the same week, you may have to click on the calendar button to change the dates. Click on the **REQUEST SWAP** button.
3. A window will appear informing you the request to swap shifts has been sent

4. The student you swapped shifts with will receive the following email:

Hi Student,

You have a pending Shift swap:

**Mario Dragon**
Wednesday, 2019-01-16
9:00am - 12:00pm
Library Student Workers - EUTS

**Student Worker**
Monday, 2019-01-14
12:00pm - 4:00pm
Library Student Workers - EUTS

To Accept or Reject this swap visit LibStaffer.

5. Until the other student accepts the shift swap, “Swap-Pending” will appear under Action
6. When the other student logs in, they will be presented with the following message:

![Swap Requests - Pending your Approval](image1)

7. If the other student accepts the shift swap, you will receive the following email confirmation.

![LibStaffer - Shift swap has been accepted](image2)

Additional information can be found here: [https://ask.springshare.com/libstaffer/faq/265](https://ask.springshare.com/libstaffer/faq/265)
Splitting a Shift before Giving up or Swapping

1. If you would like to give up or swap part of your shift, LibStaffer allows you to split your shift beforehand.

2. Click on the Split Shift and choose how to split your shift using the dropdown box.

2. For example, if you can’t work from 9-10:30am and would like to give the shift up, select 10:30am from the dropdown box.
3. The split shift will now appear under your shifts. You can now **GIVE UP** or **SWAP** the split shift.

Additional information can be found here: [https://ask.springshare.com/libstaffer/faq/745](https://ask.springshare.com/libstaffer/faq/745)
Claiming Open Shifts or Given Up Shifts:

1. Your supervisor may create Open Shifts to cover gaps in the schedule or you may want to view if anyone has given up shifts you may be interested in claiming.

   From the Home page, click on the Open Shifts tab.

2. Open & shifts given up by other students will be listed with date & shift time. To claim a shift click on TAKE SHIFT.
3. After you click on **TAKE SHIFT**, a message will display under Action “Success! You’re now working this shift”

4. If you go back to **My Upcoming Shifts**, the shift you claimed will be listed.

Additional information can be found here: [https://ask.springshare.com/libstaffer/faq/259](https://ask.springshare.com/libstaffer/faq/259)