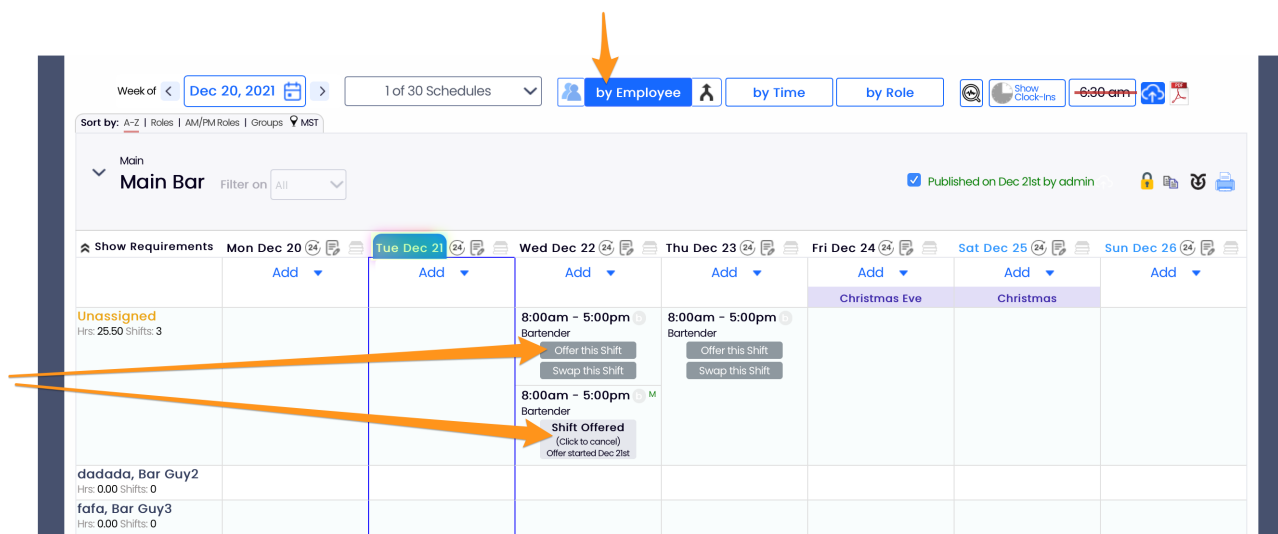


# Releasing Unassigned or House Shifts for Pick Up

Last Modified on 12/21/2021 7:44 pm MST

From the BY EMPLOYEE schedule type, use the first row as a placeholder for any unassigned or house shifts.

To release shifts for pick-up, publish schedule, and select "Offer the Shift" as shown below.



Upon request, managers will receive notifications per their personal settings, and requests will be visible from the schedule, as well as the dashboard.

Upon APPROVAL of a pick-up by a manager, the schedule will be updated, and employee(s) will be notified.