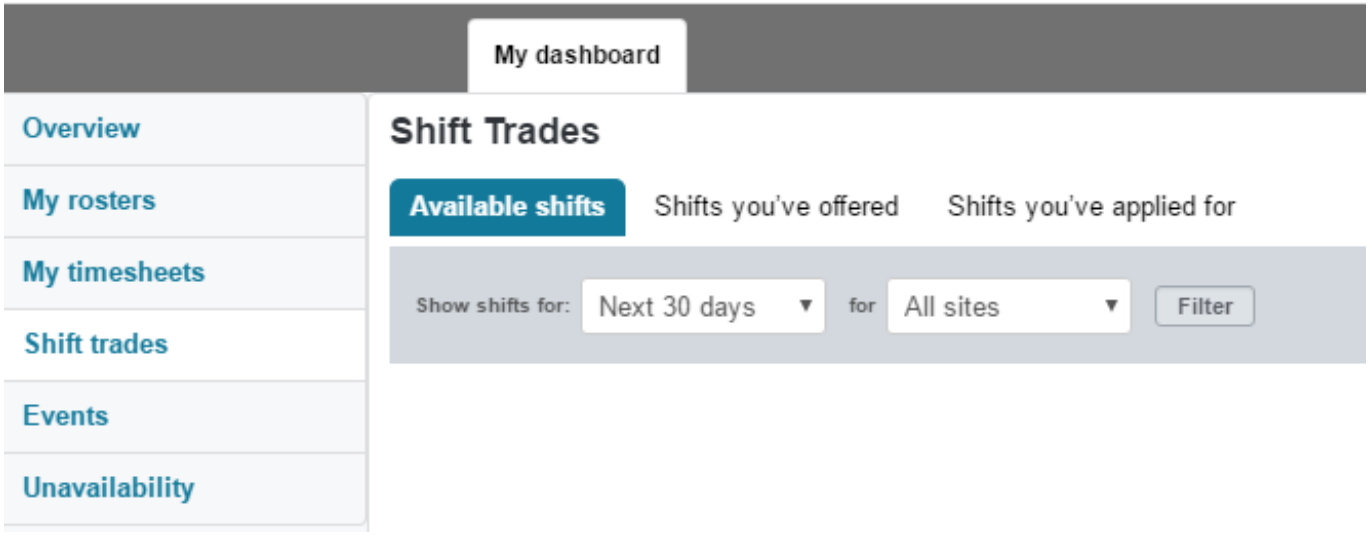
Roster Iconic Server

Shift Trades - What is this on the Roster System

The Shift Trades menu item is a great place to regularly look for extra work if you wish.



Occasionally, the Team Supervisors will put up additional work, events and shifts that you may wish to be a part of.Â This is also where a staff member may give up one of their shifts for someone else to take.Â If this is the case you should check this section periodically.

The **Available shifts** button is where additional work and the required hours will be displayed.Â If you want to take on extra work, you only need to click on the shift and accept that shift.Â Your Team Supervisor will then confirm your roster for the particular job.

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The **Shifts you've offered** button will show you where a Team Supervisor or another Staff Member may have transferred a shift to you to complete.Â Click here to actually see what shifts you were given.

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The **Shifts you've applied for** button will show you the shifts you have applied for and whether they are approved or declined.

Attached files:

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