

State Detail

State Accepted

The shift change has been accepted by the supervisor. Notifications will be sent informing the employee of the decision, and the new shift for this employee will await inclusion in a future schedule. The request will persist in the system until it has been included in a schedule.

State Implemented

The shift change is now included within a future schedule for the employee. Additional notifications will be sent to the employee to remind them that their work hours will be changing at this time.

State Rejected

The shift change has been rejected by the supervisor. Notifications will be sent informing the employee of the decision, and the shift change will be removed from the system.

State Request Received

The request has been received by the supervisors account, and is in the review process.

Substates

State Checking for conflicts

The shift request is in the process of being checked for any conflicts with any current shifts from other employees. Conflicts include conditions such as the shift being requested not having room for an additional employee.

State In Review

The shift change is in the process of being reviewed by the supervisor, including the review of any conflicts that the system has detected with the new shift times the employee has requested. It is awaiting a decision on whether or not the shift change will be accepted or rejected.

State Pending Review

A pending shift change is one that has been sent to the supervisor including any notifications that there is a new employee request for them to view. The supervisor has yet to view the request at this time.

State Submitted

The shift change request has been submitted by the employee and has been created in the system.