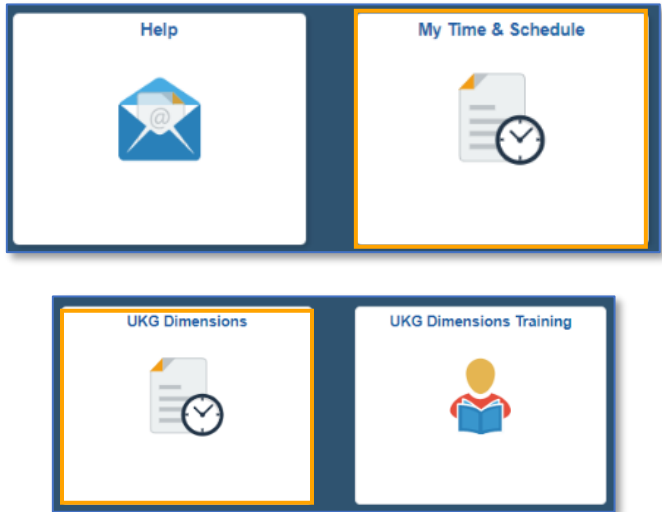


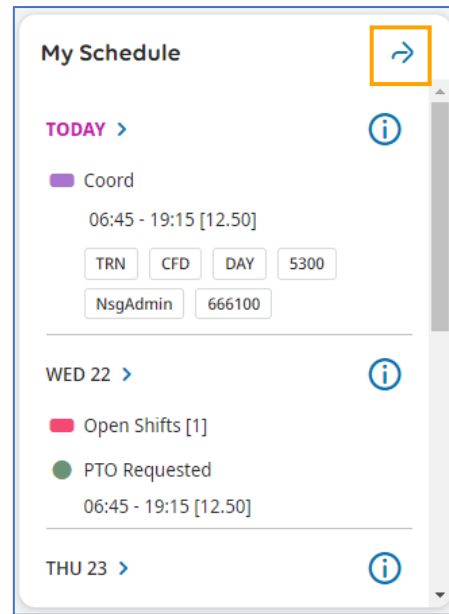
Request Self Schedule

Reference Guide

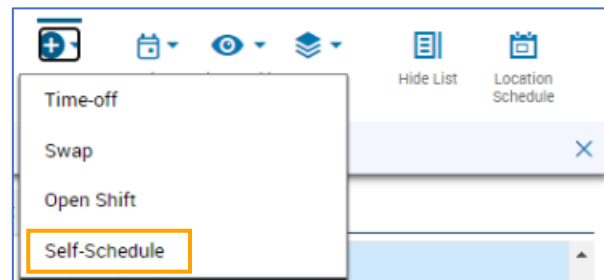
Purpose: This guide will show team members in **Advanced Scheduling** departments how to request self-schedule shifts during the request period.


Action	Screenshot
About Self-Scheduling	
<ul style="list-style-type: none"> You will select the shifts you wish to work during the upcoming 6-week schedule period. You can self-schedule up to 64-hours per week to accommodate departmental needs. Your self-schedule request is not considered approve until your department's final schedule is posted. 	
<p>Navigate: My Hub > My Time & Schedule tile > UKG Dimensions tile</p>	

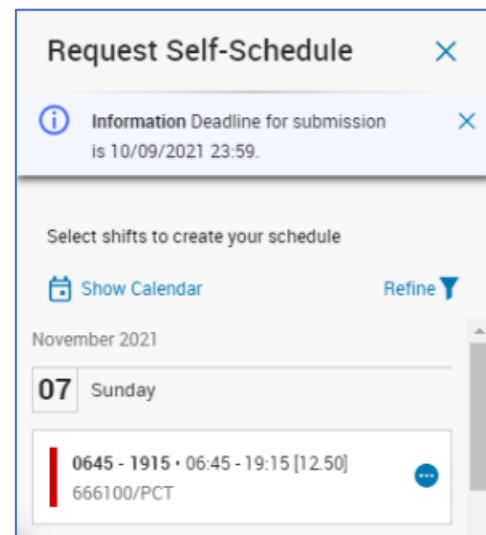
1. Click the arrow in the **My Schedule** tile.

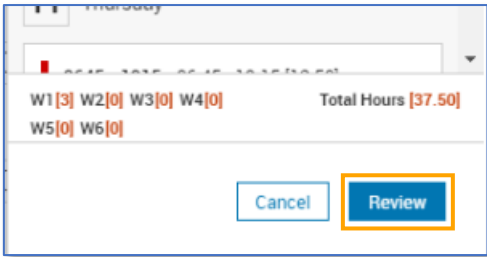
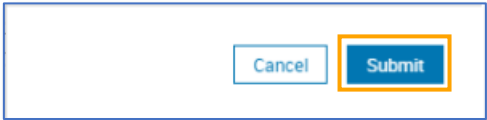



2. Click the **New Request** icon, then select **Self-Schedule** from the list.



3. Click the available shifts you would like to request for your schedule.
 - If a specific date is not displaying with open shifts, that date's staffing is full and is no longer available to request.
 - Click the **ellipsis** icon  to view shift details.
 - Once you have selected a shift, click it to de-select it.



<p>4. Once you have finished selecting your shifts, click the Review button.</p>	
<p>5. Click the Submit button.</p>	
<p>6. Click OK to close the panel.</p>	
<p>Your self-schedule request will display in the Requests tab.</p> <p>The request shows the number of shifts scheduled; for example, W1 [3] means there are three shifts scheduled during the first week of the schedule cycle.</p> <p>Notice the request also displays the total hours scheduled for the period.</p>	