

Finding Coverage for Your Shift

Last Modified on 02/24/2025 12:25 pm CST



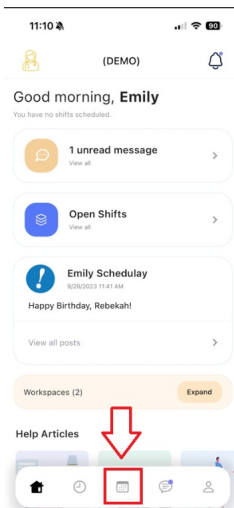
Here at Procure + Labor Management we are committed to providing excellence in all things, including our training resources. We hope this article will be of assistance to you with your scheduling expertise. Please see article details below and reach out if you have any additional questions to labor@procarehr.com.

Article: Releasing a Shift to a Colleague

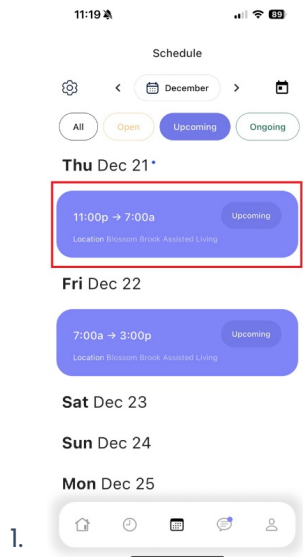
Video Reference: https://www.canva.com/design/DAF6HNWi-C0/v4ajxJ51apTt8755xaXJfw/watch?utm_content=DAF6HNWi-C0&utm_campaign=designshare&utm_medium=link&utm_source=editor

Process: If you are looking for coverage for your shift and wanting to offer up your shift to a colleague, follow the below steps. Please Remember! The shift you are releasing is still your accountability until another staff member has picked up the shift AND the swap has been approved by your scheduler.

1. Login to your TeamBridge App and Navigate to your Calendar

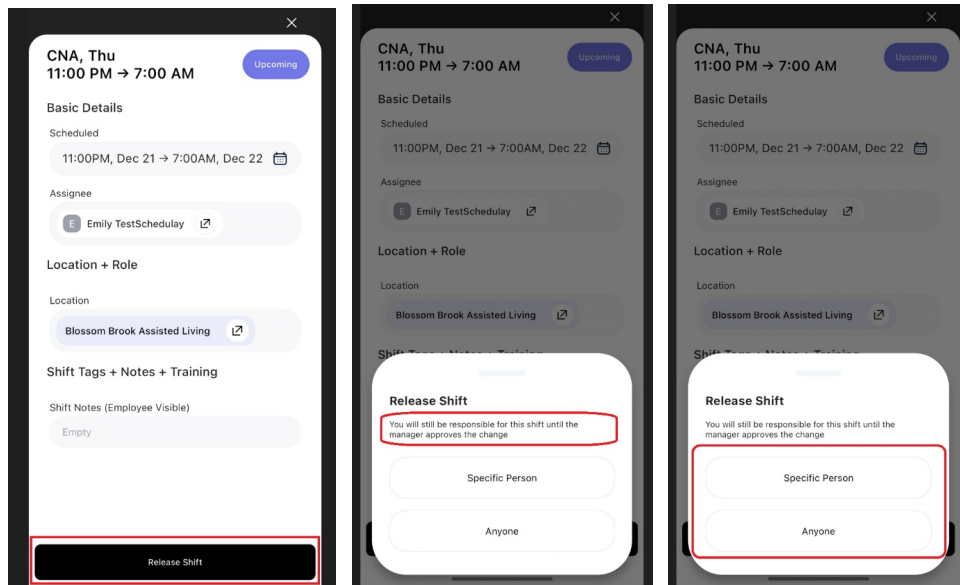


2. Find the shift you want to find coverage for and click on the shift



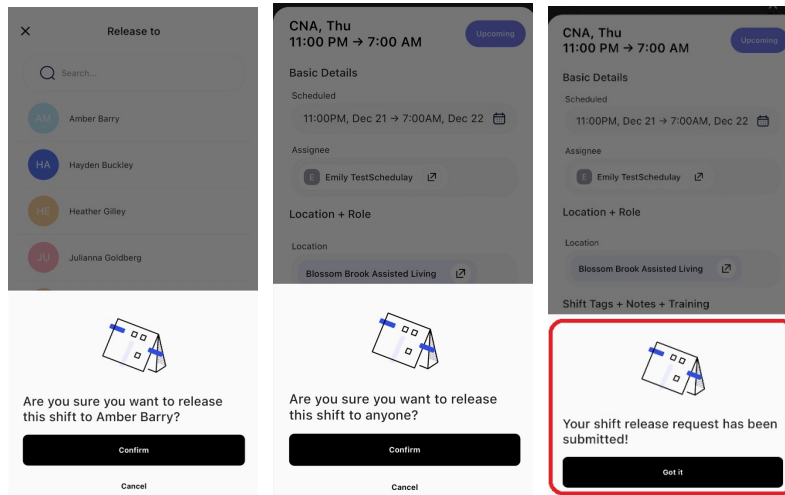
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3. To release your shift to another individual, click on “Release Shift.” You’ll be presented with two options – Release to a Specific Person, or to Anyone. **As a reminder** – the shift you are releasing is still your accountability until another staff member has picked up the shift AND the swap has been approved by your scheduler



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4. You can either release your shift to a Specific Person or to Anyone. In both cases, you’ll be asked to confirm you want to release your shift. Click “Confirm” to release your shift!



For any additional questions, please contact us at labor@procarehr.com and we would be more than happy to assist!