

Requesting Part of a Shift

Last Modified on 02/24/2025 12:27 pm CST



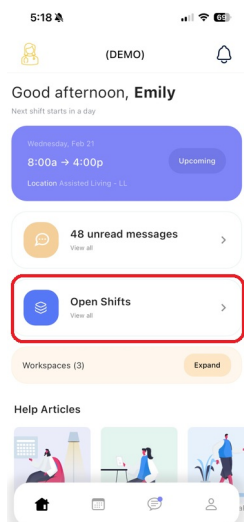
Here at Procare + Labor Management we are committed to providing excellence in all things, including our training resources. We hope this article will be of assistance to you with your scheduling expertise. Please see article details below and reach out if you have any additional questions to labor@procarehr.com.

Article: Requesting Part of a Shift

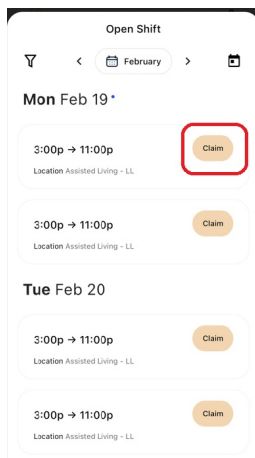
Video Reference: [Requesting Part of a Shift](#)

Process:

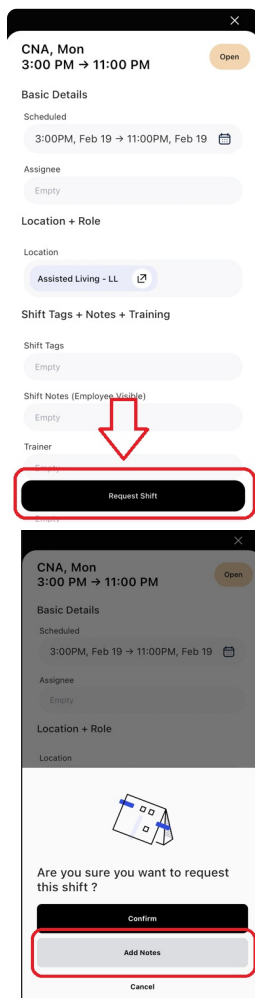
1. When you want to request a shift, but are only able to work part of the shift, you'll want to leave a note on your shift request
2. On your mobile app, navigate to the Open Shifts page



3. On that page, select the shift you want to pick up



- Before requesting the shift, click on "Request Shift" and then "Add Notes"



- Add your note in the given field, then click "Request Shift"

5:19

Shift Request Notes


I can only work until 8pm. Let me know if that will work

Request Shift

Cancel

q w e r t y u i o p
a s d f g h j k l
z x c v b n m
space return

6. Submit your request and await approval!



Your shift request has been submitted!

We will let you know if your request is approved. Please check your calendar to see your upcoming shifts.

Got it

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