

Approving a Partial Shift Request

Last Modified on 02/20/2025 10:54 am CST



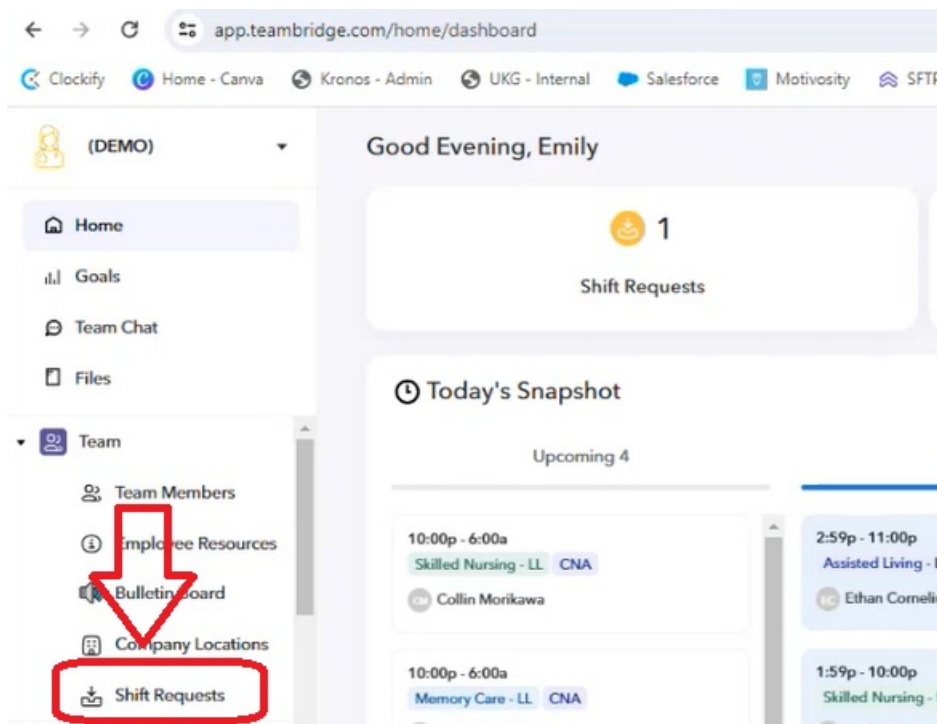
Here at Procare + Labor Management we are committed to providing excellence in all things, including our training resources. We hope this article will be of assistance to you with your scheduling expertise. Please see article details below and reach out if you have any additional questions to labor@procarehr.com.

Article: Approving a Partial Shift Request

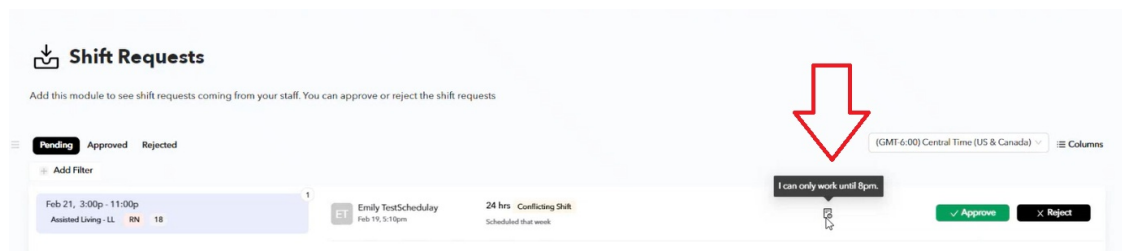
Video Reference: [Updating and Approving Partial Shift Requests](#)

Process:

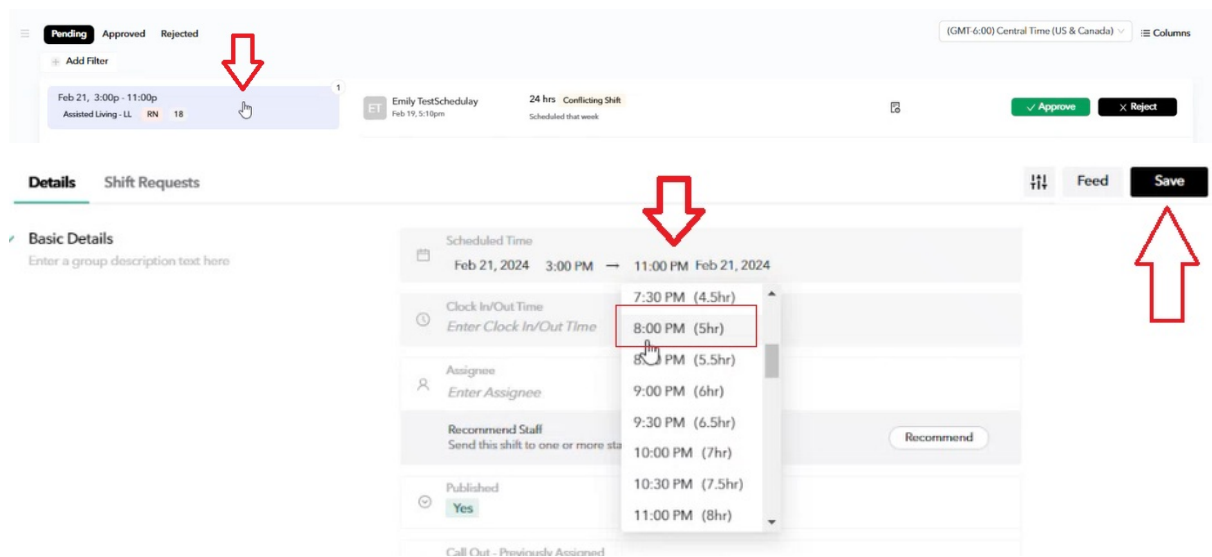
1. Employees may request an open shift, but leave a note they can only work part of the shift ([Requesting Part of a Shift](#))
2. To approve this request, navigate to your open shift request page



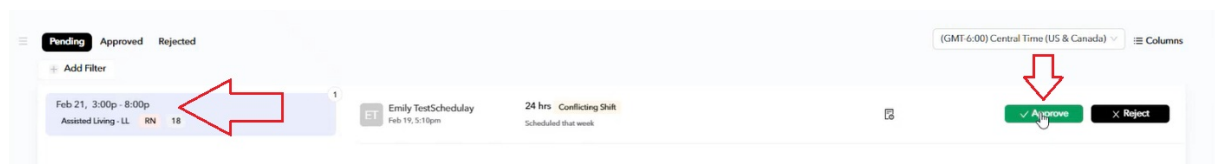
3. When reviewing shift requests, you will see if an employee has added a note by viewing the "Note" icon. If you hover over the note, you will see what the employee has said.



- You can update the shift time right from the Shift Request page by clicking on the shift being requested, updating the time accordingly, and clicking **Save**.



- Once you've saved, you will be directed back to the Shift Request page, where you'll see the time is now updated to the correct time. You can now click approve shift and the employee will now be scheduled for the updated shift time.



- Don't forget to create another partial shift if you want to ensure coverage for the remainder of the shift!

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