Moving Shifts (Move Demand)

If you have spare shifts that you will not require on a particular day, you can use the "Move Demand" function to move onto a day where they are needed.

Important: Please be aware that shift enhancements are calculated based on the day the shift is confirmed to be on the template. **You must only ever move shifts like-for-like**, i.e., weekday to weekday, Saturday to Saturday or Sunday to Sunday, and only ever within the same roster period (4-week period where there is an unbroken purple bar). If you do not have weekend shifts within your template agreed with Finance and move a weekday shift to a weekend, this would be fraudulent as it has not been agreed by Finance. This must be added as an Additional Duty.

If you do not have any spare shifts that fit the criteria required, you will need to instead request Additional Duties via the relevant form and authorisation.

- To start, navigate to your roster and locate the shift to move within the vacant duties:
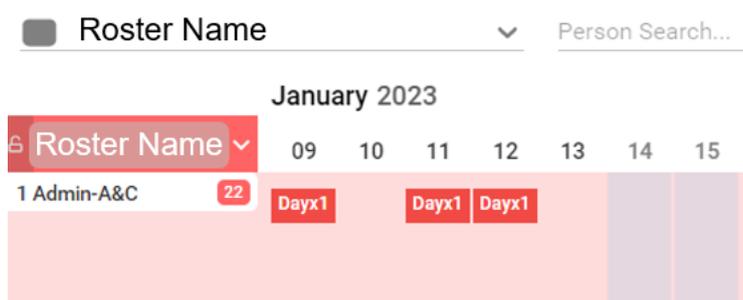
- Right click on the shift and select Move Demand:
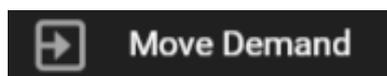
- Enter the date you need to move the shift to and a "Cancel Reason" (e.g., vacancy, sickness or the general reason we would recommend "Revised Demand"):

Vacant Day (Day) Duty On 09/01/2023

Details

Move To *
15/02/2023

Cancel Reason *
rev

Revised Demand

- Click ok and you will then see the shift has moved, and left behind a cancelled purple shift to show where it has been moved from:

13   14   15   16   17

Dayx2 Dayx2 Dayx2 Dayx1

~~Dayx1~~
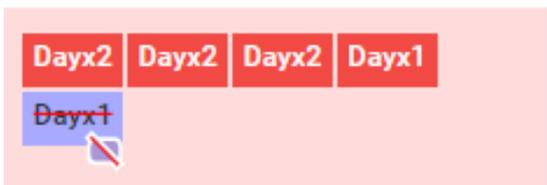
- You can then add any notes, assign the shift as substantive, or send to bank etc as required.