Smart Scheduling

Shift Swap Management

Employees that swap shifts with no oversight may be unqualified for the assignment and could contribute to unnecessary costs or become dangerously fatigued. Using a centralized solution like FW | Workforce to manage shift swaps provides personnel the flexibility of trading shifts while assuring that all trades are compliant with agency policies.

Automate Requirements for Optimal Oversight

With FW | Workforce, the most complex shift trading rules are automatically applied to each employee's swap experience. Swap rules can apply to different schedule types and different types of trades.

Rules can be based on the number of trades, time of the trade, minimum days to trade, and minimum days from a trade to a trade-back. Rules can also be based on employee information, such as job classes, union associations, skills, or work organizations.

Centralized Coordination Improves Scheduling Efficiencies

As a centralized scheduling solution, configured swap rules prevent overlapping conflicts due to approved time-off, overtime, or off-duty events.

These may affect other rules as well, such as shift hold-overs for certain organizations and job classifications. Or they may have exclusions, such as certain leave-types that disallow swaps.

With unified control and compliance employee trades are continuously aligned with your policies.

Experience Swapping Flexibility Based on Your Policy Rules

As employees initiate swap requests, any scheduling conflicts are presented with on-screen message explanations. Swap-on personnel are automatically notified via email or text message so they can respond to the request.

Supervisory workflows can be established that require approval. As an alternative, automatic approval can be configured using your criteria as qualifiers. Once authorized, each employee's shift roster, calendar, and home screen display their traded dates.

		Calendar Day	ScheduleType	Hours	Start Date	End Date	En S

e: NEWMANN, MARK (OFFICER) - (Total Hours=80)

		Calendar Day	ScheduleType	Hours	Start Date	End Date	
☐	Edit	02/20/2022	RDO	0	02/20/2022 14:00	02/21/2022 00:00	App
☐	Edit	02/21/2022	RDO	0	02/21/2022 14:00	02/22/2022 00:00	App
☐	Edit	02/22/2022	REG	10	02/22/2022 14:00	02/23/2022 00:00	App
☐	Edit	02/23/2022	REG	10	02/23/2022 14:00	02/24/2022 00:00	App
☐	Edit	02/24/2022	REG	10	02/24/2022 14:00	02/25/2022 00:00	App
☐	Edit	02/25/2022	RDO(SWAPOFF:SCOTT, P 03/21)	0	02/25/2022 14:00	02/26/2022 00:00	App
☐	Edit	02/26/2022	RDO	0	02/26/2022 14:00	02/27/2022 00:00	App
☐	Edit	02/27/2022	RDO	0	02/27/2022 14:00	02/28/2022 00:00	App
☐	Edit	02/28/2022	OT: CALL OUT	10	02/28/2022 14:00	03/01/2022 00:00	App
☐	Edit	03/01/2022	REG	10	03/01/2022 14:00	03/02/2022 00:00	App
☐	Edit	03/02/2022	REG	10	03/02/2022 14:00	03/03/2022 00:00	App
☐	Edit	03/03/2022	REG LEAVE: TRAINING	10	03/03/2022 14:00	03/04/2022 00:00	App
☐	Edit	03/04/2022	REG	10	03/04/2022 14:00	03/05/2022 00:00	App
☐	Edit	03/05/2022	RDO	0	03/05/2022 14:00	03/06/2022 00:00	App

Benefits

» Scheduling coordination eliminates overlaps and conflicts

» Reduces costly abuse of unqualified trades

» Improves employee satisfaction while ensuring policy compliance

» Saves time and reduces errors with timekeeping coordination

Traded shift dates and hours are automatically tracked in shift rosters and on each employee's Shift Swap screen. Traded times worked are pre-populated in employee's online timesheets -- increasing efficiencies and reducing redundancies as conditions may change throughout a shift.

For Employees

» Self-service swap requests via FW | Workforce or the Workforce Mobile app

» Automatic schedule conflict checking

» Trade approved vacation dates if desired

» View approved swaps on the home screen, monthly calendar, and rosters

For Supervisors

» Swap request conflict checking

» Rules-based qualification enforcement

» Auto-approvals based on defined criteria adherence

» Submit swap requests on behalf of others

For Administrators

» Configurable swap rules that support policies for different groups

» Real-time processing with timekeeping for payroll submissions

» Complete audit trails

Contact us today at 866-779-1689.

GSA Contract Holder
Contract # 47QTCA22D0032

FW FieldWare