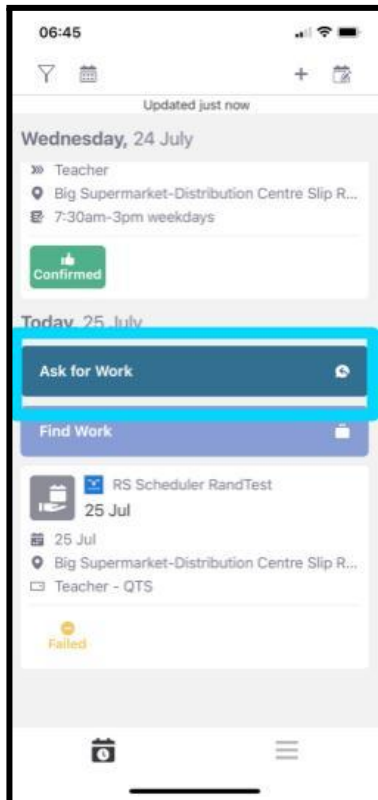


Ask for work for today

Inform Randstad that you are available for a shift today

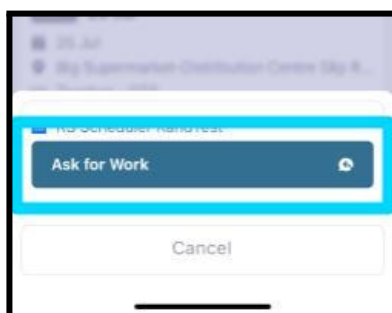
If you do not have any upcoming shifts for the current day, you can inform Randstad that you are available for work.

Step 1 - Navigate to your schedule & select 'Ask for work'



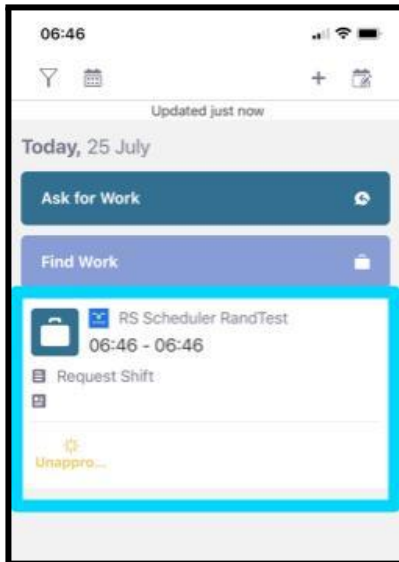
Step 2 - Confirm

- select **ask for work** again to confirm



Step 4 - View request in schedule

- a tile will appear in your schedule showing you as available today - it will show as unapproved, this is normal
- you can edit this if required (go to step 6)

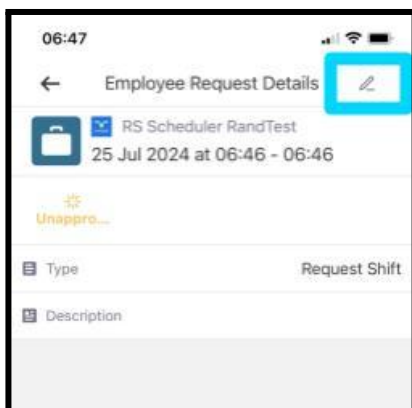


Step 5 - What happens next?

- Randstad will be able to see that you are available today
- When your Randstad contact is inviting people to apply for shifts, your name will appear as a high priority

Step 6 - Edit/delete a request

- edit a request by selecting it on your schedule
- select the pencil to edit



- you can edit the time then **save** or click **delete** to remove the request

06:47

←

Edit Employee Request

RS Scheduler RandTest

25 Jul 2024 at 06:46 - 06:46

Description

Type

Request Shift

Start Time - End Time

25 Jul 2024 06:46

→

25 Jul 2024 06:46

All Day

Cancel

Delete

Save