

# Employee Online – Requesting a Duty

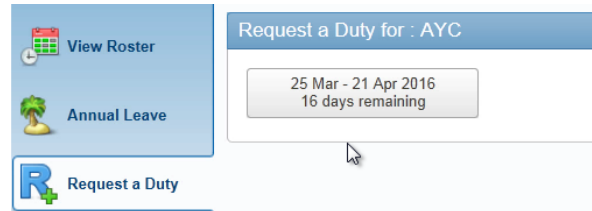


**Step 1** Select Request a Duty from the menu on the left of the screen.

**Step 2** Select the appropriate roster.

**N.B.** You can only see the rosters that your Manager has opened to requests.

**Step 3** Select the day you wish to request a duty.

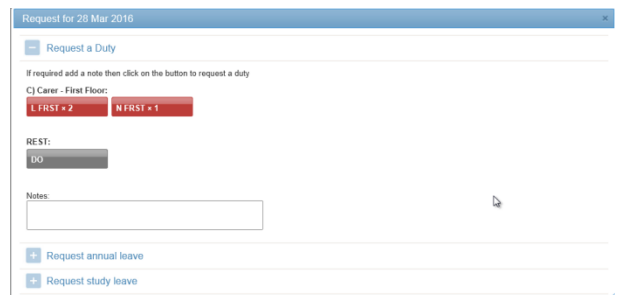


March — April 2016 (0 requests)				
Sun	Mon	Tue	Wed	Thu
	27 Easter Monday	28		29
	3	4		5

A selection of available duties and rest shifts appears.

**Step 4** Select the required shift/day off.

**N.B.** Add notes before clicking on the duty.



The R icon indicates that this is a Request.

To remove the requested duty, select Remove.

