

SOP 34 | Associate work

Read work updates and reply to coverage opportunities

Acknowledge changes and respond to optional coverage requests.

For Mobile · Associate

Before you start Refresh My work before acting on an old notification.

Open My work > Work updates or Coverage opportunities

Step 1 Open Work updates

Read the schedule, time off or coverage update. Check its property and dates, including old versus new times where shown.

Step 2 Acknowledge the update

Use the receipt or acknowledgment control. Then open the schedule if the assignment itself still needs your response.

Step 3 Open Coverage opportunities

Read each offered property, interval and request. Use the interested/available or decline response offered on screen.

Step 4 Check the final assignment

Refresh replies and your calendar. Volunteering for coverage does not itself assign the shift; wait for the manager's selection and schedule update.

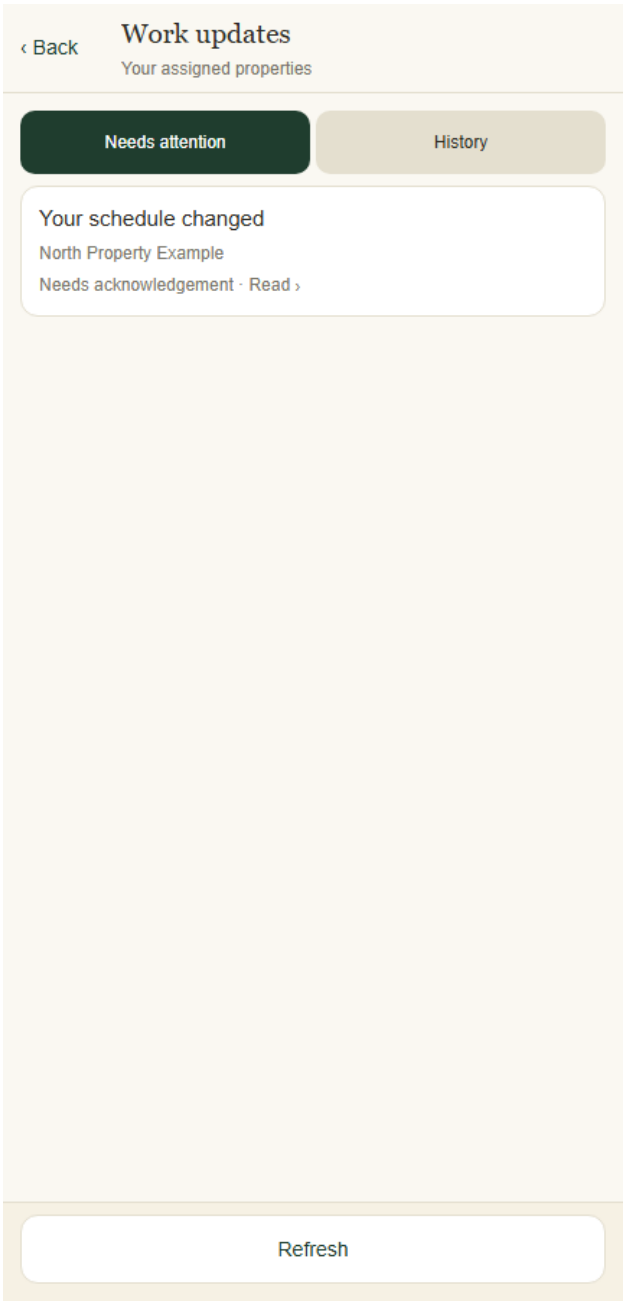
Check your result Your receipt or coverage response is saved and you know whether a shift was actually assigned.

If something goes wrong Push notifications can be delayed. Work updates in the app remain the place to review changes.

See the picture reference on the next page.

SOP 34 Picture reference

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Step 1 · Work updates retains changes that need your attention.
Application component preview with training data. Native permission prompts may differ.