



Admin Portal: Split Shifts

2026

How to Request a Shift



① Within the Admin Portal, there will now be 2 tabs at the top of the screen: **Providers** and **Bulletin Responses**.

** The Providers tab is the same screen showing all providers who have opened the bulletin and who have requested the shift

② The Bulletin tab shows the hours requested for a “split shift”

③ Clicking the shift requested blue box opens a window showing the requested hours. **The provider may not request fewer than 4 hours. The assigning manager may extend the hours for the shift as well or assign as-is for the requested portion.

④ Select the **Confirm Partial** button to assign the shift.