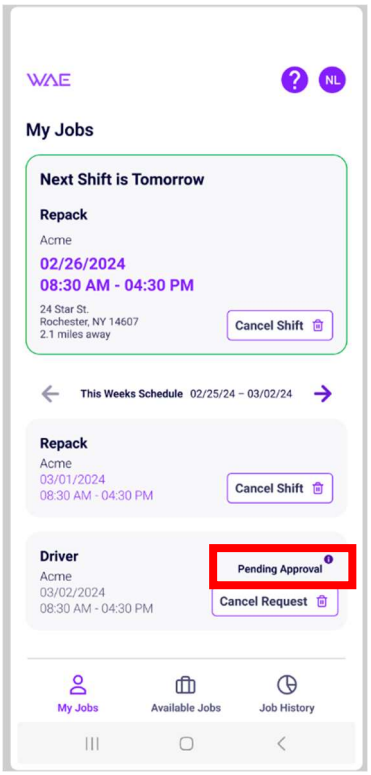
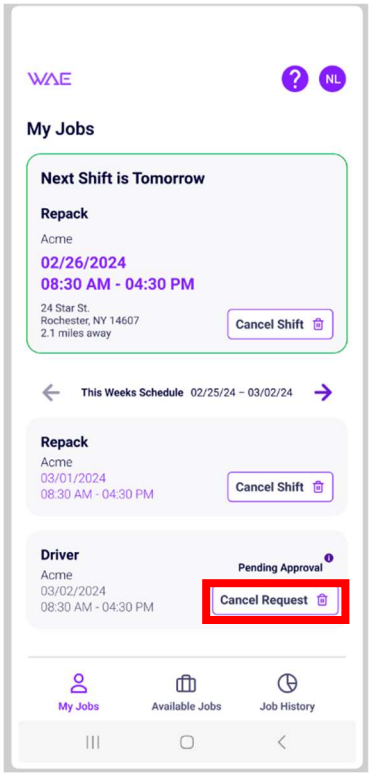
Pending Jobs and Cancel Shifts

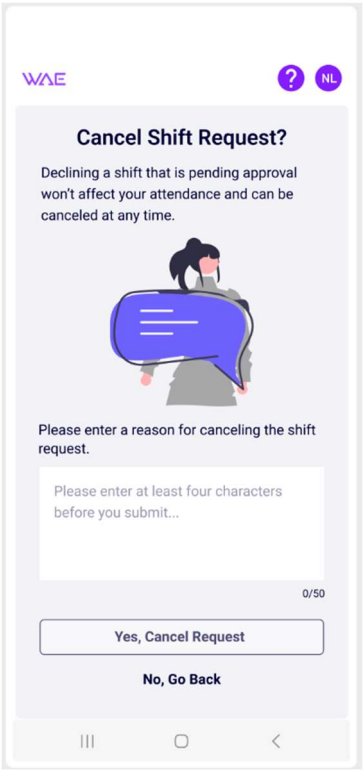
1. Some employers want to approve job sign up. Once you're approved the pending text will go away.



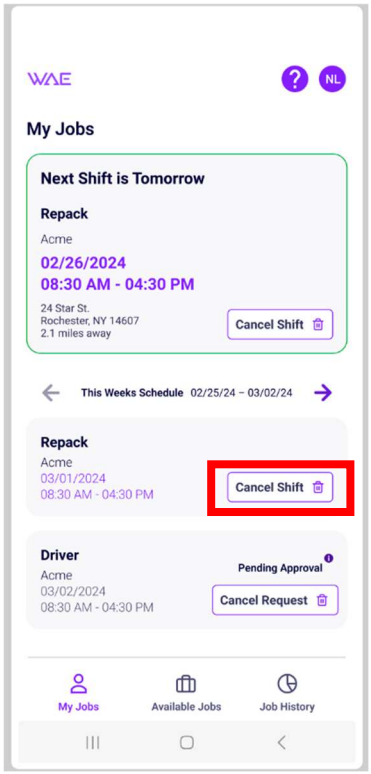
2. If you need to cancel a request while it's still pending, choose **Cancel Request**.



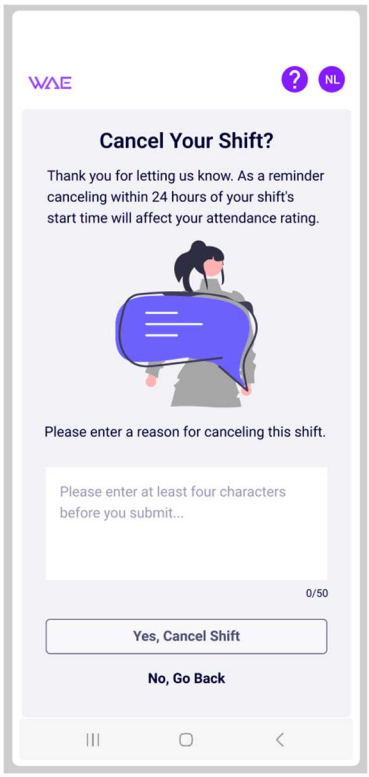
3. You'll be asked to enter a reason for cancelling. The attendance policy won't count for pending shifts.



4. Once you sign up for a shift, you can cancel it any time before the shift start time by choosing **Cancel Shift**.



8. You'll be asked to enter a reason for cancelling your shift.



Reminder: If you cancel your shift less than 24 hours from the start time you'll lose an attendance star. Find out more details about the Usage Policy.