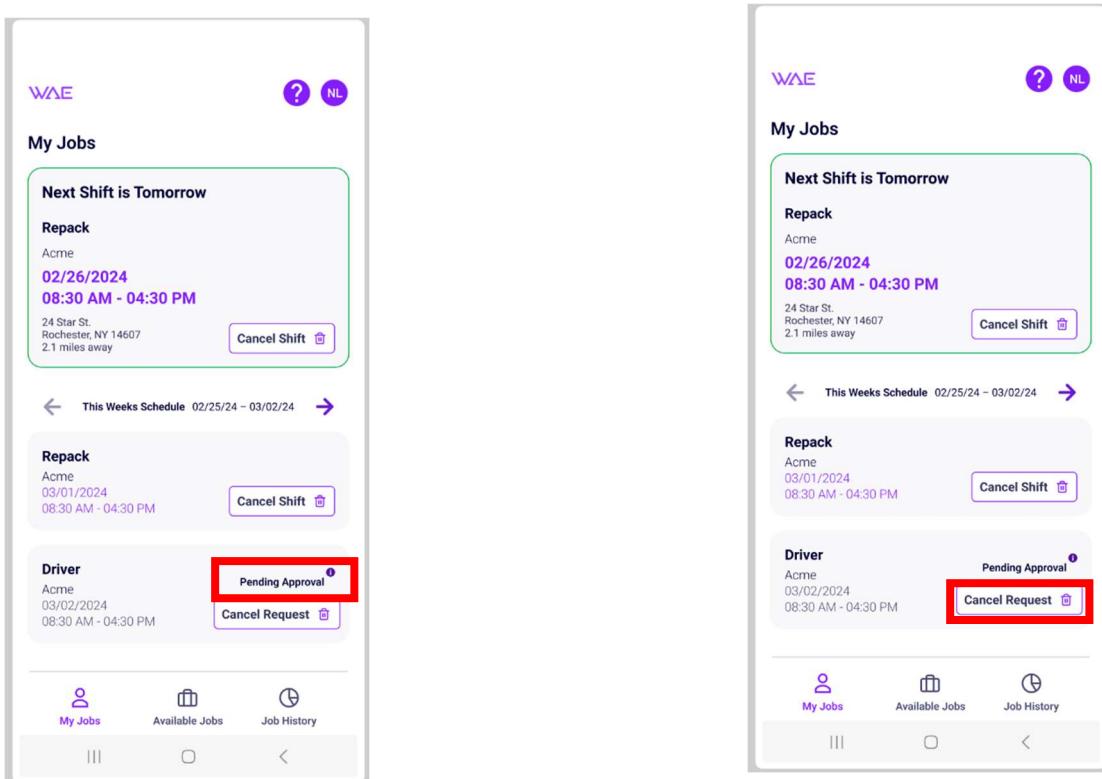


# Pending Jobs and Cancel Shifts

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**.



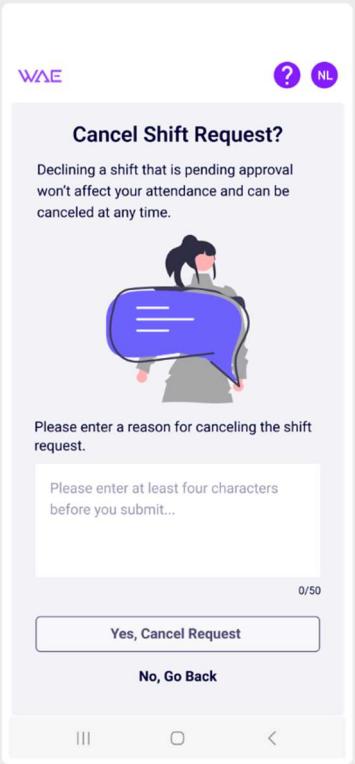
**Left Screenshot (Pending Approval):**

- My Jobs** section:
  - Next Shift is Tomorrow** (Rearrange icon)
  - Rearrange** (Acme, 02/26/2024, 08:30 AM - 04:30 PM, 24 Star St., Rochester, NY 14607, 2.1 miles away)
  - Cancel Shift** (trash icon)
- This Weeks Schedule** (02/25/24 - 03/02/24):
  - Rearrange** (Acme, 03/01/2024, 08:30 AM - 04:30 PM)
  - Cancel Shift** (trash icon)
- Driver** (Acme, 03/02/2024, 08:30 AM - 04:30 PM):
  - Pending Approval** (Info icon)
  - Cancel Request** (trash icon)

**Right Screenshot (Approved):**

- My Jobs** section:
  - Next Shift is Tomorrow** (Rearrange icon)
  - Rearrange** (Acme, 02/26/2024, 08:30 AM - 04:30 PM, 24 Star St., Rochester, NY 14607, 2.1 miles away)
  - Cancel Shift** (trash icon)
- This Weeks Schedule** (02/25/24 - 03/02/24):
  - Rearrange** (Acme, 03/01/2024, 08:30 AM - 04:30 PM)
  - Cancel Shift** (trash icon)
- Driver** (Acme, 03/02/2024, 08:30 AM - 04:30 PM):
  - Pending Approval** (Info icon)
  - Cancel Request** (trash icon)

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**.



**Cancel Shift Request?**

Declining a shift that is pending approval won't affect your attendance and can be canceled at any time.



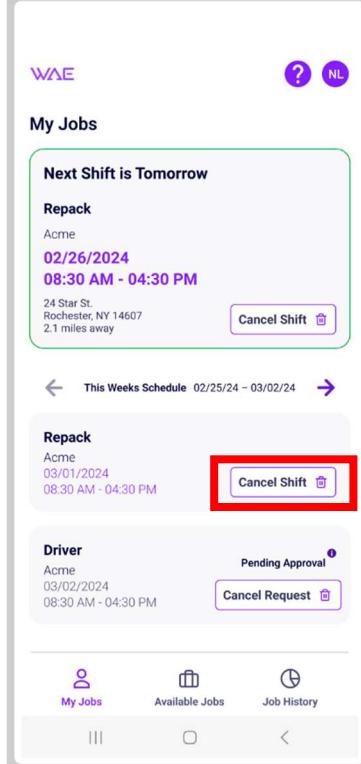
Please enter a reason for canceling the shift request.

Please enter at least four characters before you submit...

0/50

**Yes, Cancel Request**

**No, Go Back**



**My Jobs**

**Next Shift is Tomorrow**

**Rearrange**

Acme

**02/26/2024**

**08:30 AM - 04:30 PM**

24 Star St.  
Rochester, NY 14607  
2.1 miles away

**Cancel Shift**

**This Weeks Schedule** 02/25/24 - 03/02/24

**Rearrange**

Acme

**03/01/2024**

**08:30 AM - 04:30 PM**

**Cancel Shift**

**Driver**

Acme

**Pending Approval**

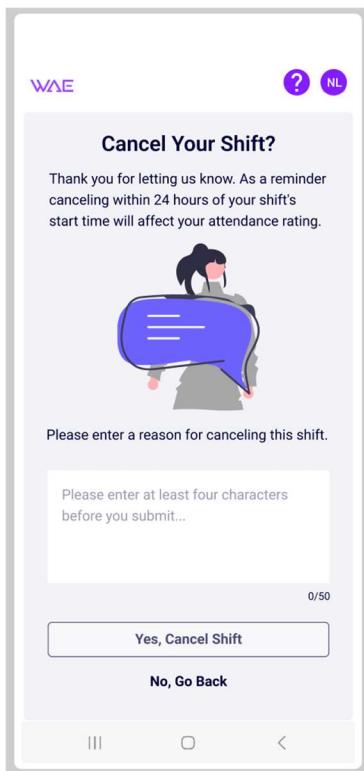
**03/02/2024**

**08:30 AM - 04:30 PM**

**Cancel Request**

**My Jobs** **Available Jobs** **Job History**

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](#).