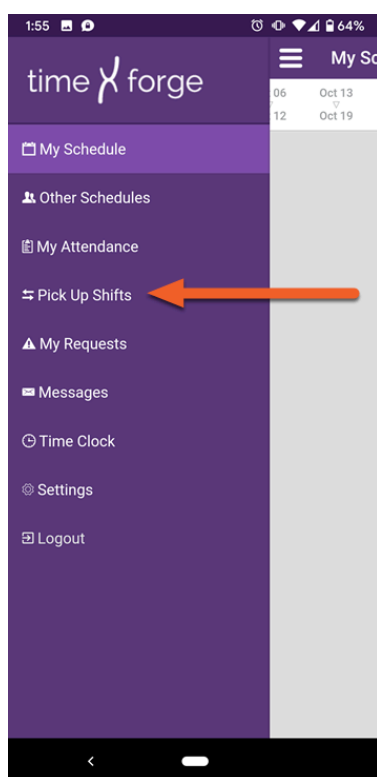


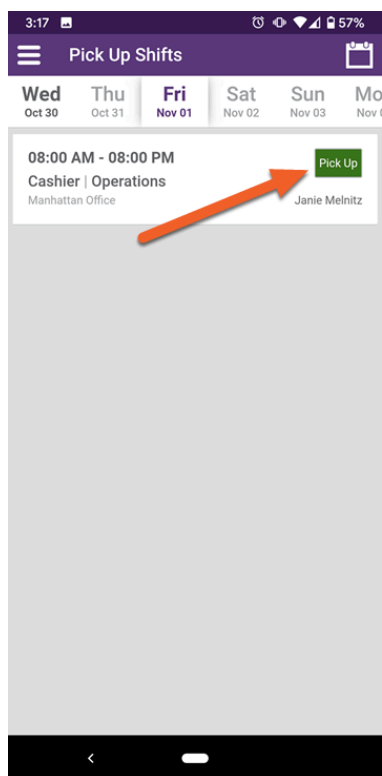
# Pick up shifts that have been given up by other staff members

In addition to being able to [give up shifts](#), you can also pick up available shifts using the TimeForge Employee mobile app. Keep in mind that you are not responsible for a shift until your manager has approved the pick-up.

## Select Pick Up Shifts from the side menu

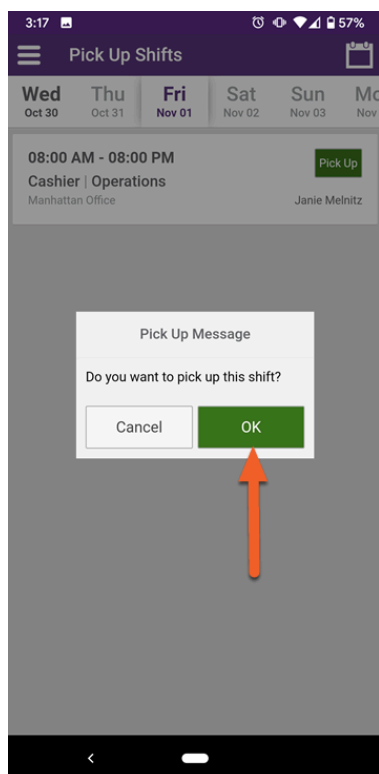


## Find a date with a shift you like and tap the Pick Up button



💡 You can also use these steps to pick up one of your own shifts that you've given up by accident.

## Click OK to confirm pick up



## Click OK to acknowledge warning

This warning is simply a reminder that you are not responsible for the shift until a manager has approved the change.

