

MOBILE FRIENDLY MICROSOFT TEAMS SHIFTS APP

New Schedule Management Tool Now Available For Your Agency

The Office of Information Technology Services (ITS) would like to announce that Shifts, a new schedule management tool within Microsoft Teams, is available for your agency. This mobile friendly feature within the Teams app will help managers and their employees work more efficiently by staying connected in real time.

Shifts also allows employees to view their work schedule, the option to swap shifts with colleagues, request time off, and chat with other team members—all from their mobile device. Additionally, it allows the team to edit, view changes, add notes, share news, specify daily reminders, or export a schedule to Excel.

The app is changing the way people work. Employees are working better, smarter and faster; communicating more efficiently; and delivering results for their managers and customers.

If you're excited to get started in Shifts and ready to take your agency to the next level, ITS can partner with you to get it done.



WHY SHIFTS FOR YOUR AGENCY?

- Enhanced Productivity and Results
- Better Communication Between Supervisors and their Teams
- More Effective Time Management Across the Organization
- Improved Coordination of Employee Schedules, Changes and Time Off Requests
- Fast and Mobile Friendly

GET STARTED TODAY

Teams resources, including Quick Start Guides, a Microsoft Teams Training Channel, and Tips and Tricks, are available [here](#). If you have questions regarding Teams, please email: its.dl.o365EOTeams@its.ny.gov.

For answers to your technical questions regarding MS Teams, please contact the ITS Service Desk through ITSM, by phone at (844) 891-1786 or email fixit@its.ny.gov.

New York State Office of Information Technology Services

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