



How to File for a Schedule Adjustment (SA) Application?

Schedule Adjustment



Need to change your work schedule?

Schedule Adjustment (SA) lets you request changes to your shift, rest days, or holiday schedule for a day, several weeks, or even the whole cut-off.

Here are the **two ways** to file your request through Bridge:



1

Via My Requests Tab/ My Stuff Tab



The screenshot displays a web application interface. At the top, there is a dark green header with the text "My Requests" and a dropdown arrow. Below this, a sidebar menu is visible with the following items: "My Leaves", "My Certificate of Attendance", "My Schedule Adjustments" (highlighted in light green), "My Overtimes", and "My Official Businesses". A yellow callout bubble with the text "My Requests Tab" and an arrow points to the "My Schedule Adjustments" item. To the right of the sidebar, there is a section titled "My Stuff" with a folder icon and an "Apply" button with a dropdown arrow. Below this, there are two main sections: "Pending Requests" (with the text "You have no pend") and "Leave Credits". The "Leave Credits" section lists: "Sick Leave", "Vacation Leave", "Authorized Absent", and "Excused Absent". To the right of these sections, there is a list of items: "Leave", "Overtime", "Undertime", "Official Business", "Schedule Adjustment" (highlighted in light green), and "Certificate Of Attendance". A yellow callout bubble with the text "My Stuff Tab" and an arrow points to the "Schedule Adjustment" item. Below the sidebar and the "My Stuff" section, there is a section titled "My Schedule Adjustments" with a "+ Add" button. Below this, there is a table with the following headers: "Status", "Reason", "Date Filed", and "Date Range". A yellow callout bubble with the text "Click +Add" and an arrow points to the "+ Add" button.

My Requests

- My Leaves
- My Certificate of Attendance
- My Schedule Adjustments**
- My Overtimes
- My Official Businesses

My Stuff **Apply**

Pending Requests

You have no pend

Leave Credits

- Sick Leave
- Vacation Leave
- Authorized Absent
- Excused Absent

- Leave
- Overtime
- Undertime
- Official Business
- Schedule Adjustment**
- Certificate Of Attendance

My Schedule Adjustments **+ Add**

Pending / Resubmitted for Editing Approved Rejected / Cancelled

Status	Reason	Date Filed	Date Range
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Click +Add



2

Enter the effectivity date and requested schedule, then click the proceed button.

Schedule Adjustment Application Form

Work Schedule

Payroll Type	Schedule Type	Total Expected Hours
Semi-Monthly	Flexible Schedule Per Day	10

Effectivity Date

From	To
7/10/2026 	7/13/2026 

Shift Start **Break Start** **Break End** **Shift End**

9:00 AM 	1:00 PM 	2:00 PM 	6:00 PM 
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Proceed

Requested Schedule

Effectivity Date

Click Proceed

3

A New Work Schedule will then appear.



New Work Schedule

 What is This?

Make Rest Day. When checked, you will not be able to input the employee's shift and break schedule unless you click the lock icon (🔒) to unlock (🔓). This is usually done when an employee needs to report for work even on a rest day.

Day	Date	Shift Start	Break Start	Break End	Shift End	Make Rest Day	No Break		
Friday	2026-07-10	09:00 am 	01:00 pm 	02:00 pm 	06:00 pm 	☐	☐		
Saturday	2026-07-11	--:-- --	--:-- --	--:-- --	--:-- --	☒ 	☐		
Sunday	2026-07-12	--:-- --	--:-- --	--:-- --	--:-- --	☒ 	☐		
Monday	2026-07-13	09:00 am 	01:00 pm 	02:00 pm 	06:00 pm 	☐	☐		

Reason

Enter Reason & Click Apply

Apply

4

The employee should ensure that the correct working hours is reflected on their application:

9 hours for non compressed work week (Mon-Sat) and **10 hours** for compressed work week (Mon-Fri).



New Work Schedule

 What is This?

Make Rest Day. When checked, you will not be able to input the employee's shift and break schedule unless you click the lock icon (🔒) to unlock (🔓). This is usually done when an employee needs to report for work even on a rest day.

Day	Date	Shift Start	Break Start	Break End	Shift End	Make Rest Day	No Break		
Friday	2026-07-10	09:00 am 	01:00 pm 	02:00 pm 	06:00 pm 	☐	☐		
Saturday	2026-07-11	--:-- --	--:-- --	--:-- --	--:-- --	☒ 	☐		
Sunday	2026-07-12	--:-- --	--:-- --	--:-- --	--:-- --	☒ 	☐		
Monday	2026-07-13	09:00 am 	01:00 pm 	02:00 pm 	06:00 pm 	☐	☐		



5

A confirmation page will then appear.

A screenshot of a confirmation dialog box. The dialog box has a title bar with a close button (X) in the top right corner. The main text area contains the question "Are you sure you want to submit?". At the bottom right, there are two buttons: "Cancel" and "OK". A yellow callout bubble with the text "Click OK" and an arrow points to the "OK" button.

6

Your request will be sent to your supervisor for approval.

A screenshot of a confirmation message. The message is displayed in a box with a title bar that says "HRIS" and a close button (X) in the top right corner. The main text area contains the message "Request successfully submitted to supervisor". At the bottom right, there is a green button labeled "Ok".



How to File for a Schedule Adjustment when on duty during Non-Working Holidays & Rest Days

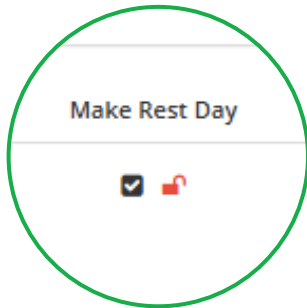
During Non-working Holidays and Rest Days, the system assumes that you will **NOT** be reporting for work. Thus, when needed to report during these times (and get your premium pay) make sure to note this symbol/application guide.





Rest Day Work Schedule Adjustment

Employee needs to report for work even on a rest day



Select the date of the Working Rest Day



IMPORTANT: Tick/Check the 'Make Rest Day' & Lock Icon to tag the date as a Working Rest Day



Day	Date	Shift Start	Break Start	Break End	Shift End	Make Rest Day	No Break
Saturday	2026-07-11	09:00 am	01:00 pm	02:00 pm	06:00 pm	☒	☐

Once done, proceed to *plot a schedule* and *click apply*.

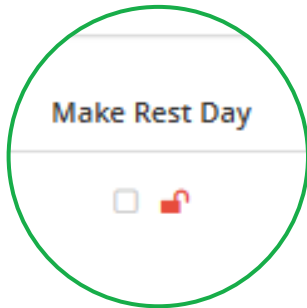
Expected Result:

Date	Day	Shift Type	Shift
5/9/2026	Sat	Schedule Adjusted	08:00 AM To 04:00 PM (REST DAY)



Holiday Work Schedule Adjustment

Employee needs to report for work even on a holiday



Select the date of the Holiday



IMPORTANT: Click the 'Lock Icon' to unlock to tag the date as Working Holiday



Day	Date	Shift Start	Break Start	Break End	Shift End	Make Rest Day
Thursday	2026-07-02	09:00 am	01:00 pm	02:00 pm	06:00 pm	☐

Once done, proceed to *plot a schedule* and *click apply*.

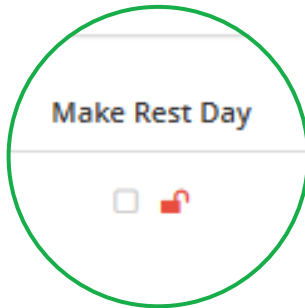
Expected Result:

Date	Day	Shift Type	Shift
7/2/2026	Thu	Schedule Adjusted	05:00 AM To 02:00 PM (HOLIDAY)



Rest Day & Holiday Work Schedule Adjustment

Employee needs to report for work even on a rest day & holiday



Select the date of the Working Rest Day/Holiday



IMPORTANT: Tick/Check the 'Make Rest Day' & Lock Icon to unlock tag the date as a Working Rest Day & Holiday.



Day	Date	Shift Start	Break Start	Break End	Shift End	Make Rest Day	No Break
Saturday	2026-07-11	09:00 am	01:00 pm	02:00 pm	06:00 pm	☒	☐

Once done, proceed to *plot a schedule* and *click apply*.

Expected Result:

Date	Day	Shift Type	Shift
7/2/2026	Thu	Schedule Adjusted	04:00 AM To 01:00 PM (REST DAY AND HOLIDAY)