Manage Employee Availability in the Schedule

Availability

Availability enables employees and managers to classify times when the employee has agreed to be scheduled, times when the employee prefers to be scheduled, and times when the manager has agreed not to schedule the employee.
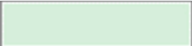
Availability Visual Indicators

By default, all employees are assigned the availability Unknown for all times on all days.

- Available (Green): Employee is available to work during this time.

- Preferred (Dark Green): Employee prefers to work during this time.

- Preferred Time Off (Purple): Employee prefers to have this time off.

- Unavailable (Pink): Employee is not available to work. If an employee is scheduled when unavailable, the system can generate a schedule rule violation (Advanced Scheduling only).

- Unknown (White): Availability is not defined.

Availability Visual Indicators

Availability types are color-coded in the schedule.

Visual Indicator	Description
	Available - Employee is available to work during this time.
	Preferred - Employee prefers to work during this time.
	Preferred Time Off - Employee prefers not to work during this time. Employee prefers to have this time off.
	Unavailable - Employee is not available to work. If an employee is scheduled when unavailable, the system can generate a schedule rule violation.
	Unknown - Availability is not defined.
	Availability Override Indicator - Availability was created either manually by a manager (Availability Override, a pay code edit with an associated Availability, an Enter Time Off with a pay code associated with Availability, or an employee's approved time-off request with a pay code associated with Availability) or by an employee's approved Availability Change Request.

By default, all employees are assigned the unknown availability for all times on all days.

Define Availability for One or More Days

You can define an employee's availability for a specific time using Override Availability.

Navigation: Main Menu > Schedule > applicable Schedule Planner

1. From the applicable Schedule Planner, right-click the date cell for the employee you want to define availability for.
2. From the glance, select **Override Availability**.
3. In the **Availability** panel, define one or more availability types for the day. Define one availability type for an entire day.
   a) Select **Add Availability Segment**.
   b) From the menu, select the availability you want to assign to the day.

   Note: Availability types include Unavailable, Available, Preferred Available, and Preferred Unavailable.

   c) Select **Apply**.

   Define different availability types for different segments of the day.

   a) Select **Add Availability Segment**.
   b) From the menu, select the availability you want to assign to the first segment of the day.
   c) Specify an **End Time** and a **Start Time**.
   d) Repeat for each Availability Segment you want to assign for the day.
   e) Select **Apply**.

   Note: The maximum length of a segment is 24 hours, but you can cross the day divide.

   Modify availability types or timing.

   a) Modify the time in the Start Time or End Time fields.
   b) To modify the availability type for any segment, select the availability type for that segment, and select the desired availability type.
   c) Select Apply.

   Delete availability.

   a) Select **Delete** next to the segment to be deleted.
   b) Select **Apply**.

   (Optional) Specify that the availability you defined for the current day is repeated in either of these ways.

   a) In the **Repeat From [current date] To** field, enter the end date for the repetition.
   b) Select **Apply**.

4. Select **Save**.