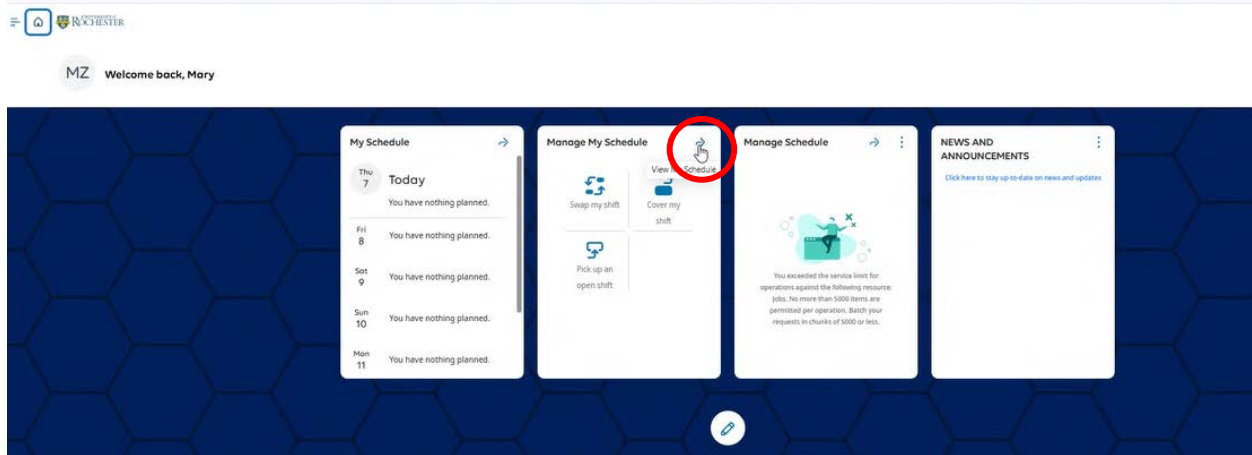# View and Change My Availability
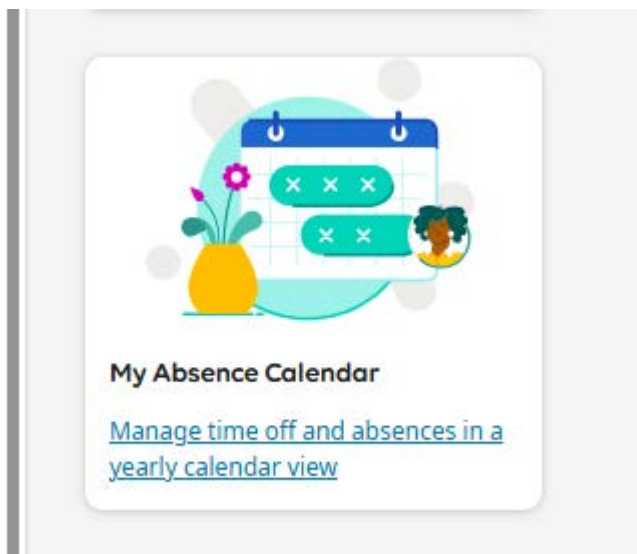
View My Availability

You can easily manage your availability in your schedule, changing when you are available to work.

Navigation: Go to your **Manage My Schedule** tile and click the arrow in the upper right.

1. Navigate to **My Absence Calendar**.

2. Select **Availability**.

2024 ‹ ›

Absences **Availability**

Filter **Available** **Unavailable** ⓘ

October

Sun	Mon	Tue	Wed	Thu
		1	2	3
6	7	8	9	10
13	14	15	16	17

Any Availability preferences that you've communicated will display.

Submit an Availability Change Request

Employees can submit availability changes and let their employers know about their availability.

Navigation: Main Menu > My Information > My Calendar

1. From the My Calendar page, select **New Request** and then select **Availability Change**.

Note If prompted, select the Availability Change Request type that applies to requesting an override, and then select **Apply**.

2. Select the dates with availability changes.

3. Select **Next**.

4. From the **Status** drop-down list, select the type of availability to request: Unavailable, Available, or Preferred Available.

Note You can replace your already defined availability for these dates or add to the existing availability (if adding specific times of the day).

The Availability Change slider displays the availability selected.

5. Select **Review**.

Select **Show List** or **Show Calendar** to change the view.

6. Select **Submit**.

7. View the status of your request by selecting the **Requests** tab.