



View and Request Availability Change Request







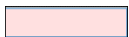



This job aid explains how you can submit a change to your defined availability to align your schedule with your shift preferences.

About Availability Requests

- You can easily manage your availability in your schedule, changing when you are available to work. By viewing their availability status in your calendar, you can indicate whether you can or cannot work on one or multiple days.
- Managers can view the requested availability in the employee's calendar, which provides them with the necessary information for scheduling purposes. They can then approve the request or let it be automatically approved.

To view my availability:

1. Open the Calendar by one of the following methods:
 - Click **Home > My Schedule**.
 - Click **Main Menu > My Information > My Calendar**.
2. Click **Layers**.
3. Select **Availability**.
4. View Availability by one of the following methods:
 1. In the Calendar, view your availability pattern by color, prorated by time.
 2. In the Events tab, view your availability details in text form, with a color indicator.
5. Color Indicators for Availability options

		Green background – Employee is available to work during this time.
		Dark green background – Employee prefers to work during this time.
		Purple background – Employee prefers to have this time off.
		Pink background – Employee is not available to work.
		White background – Employee's availability is not defined.

Note: If employees are scheduled when unavailable, the system can generate a schedule rule violation.

