




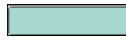

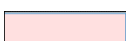
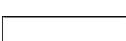
View and Request Availability Change Request

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

About Availability Requests

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

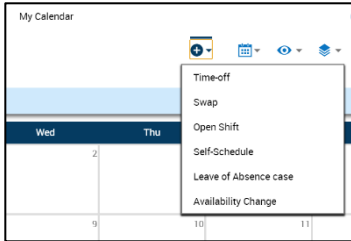
To view my availability:

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.

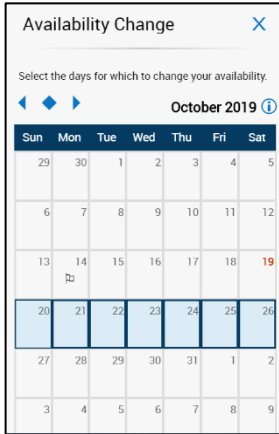
Note: If employees are scheduled when unavailable, the system can generate a schedule rule violation.

To submit an availability change request:

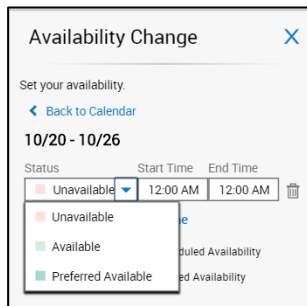
6. Access your Calendar and select **New Requests > Availability Change**.



7. Select the dates that you wish to change availability and then click **Next**.



8. Select the type of availability that you wish to request- you can select Unavailable, Available, or Preferred Available from the list.



9. ChangeThe dates will display the availability selected and you can choose to replace your already defined availability for these dates, or add to the existing availability (if adding specific times of the day).

Availability Change ✕

Set your availability.

[← Back to Calendar](#)

10/20 - 10/26

Status	Start Time	End Time	
Available	12:00 AM	12:00 AM	✕

[+ Add Another Timeframe](#)

Merge with Previously Scheduled Availability
 Replace Previously Scheduled Availability

10/20/2019

Status	Start Time	End Time
Available	12:00 AM	12:00 AM

No previously scheduled availability

10/21/2019

Status	Start Time	End Time
Available	12:00 AM	12:00 AM

No previously scheduled availability

10/22/2019

Status	Start Time	End Time
Available	12:00 AM	12:00 AM

10. Click **Review** and then you can switch to **calendar view** or **list view** to make it easier to verify your selections.

Availability Change ✕

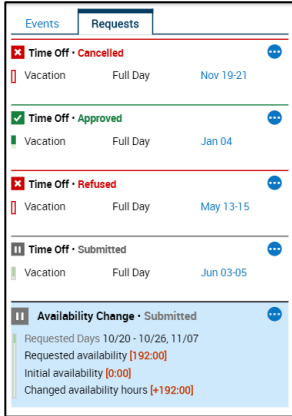
You can submit your request or select additional days on the calendar.

[☰ Show List](#)
[✎ Edit Request](#)

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▶
October 2019 ⓘ

Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2
3	4	5	6	7	8	9

11. Click **Submit**. Then view the status of your request by selecting the **Requests** tab on the right side of the calendar.



Events	Requests
Time Off - Cancelled	Vacation Full Day Nov 19-21
Time Off - Approved	Vacation Full Day Jan 04
Time Off - Refused	Vacation Full Day May 13-15
Time Off - Submitted	Vacation Full Day Jun 03-05
Availability Change - Submitted	Requested Days 10/20 - 10/26, 11/07 Requested availability [+192.00] Initial availability [0.00] Changed availability hours [+192.00]