KRONOS®

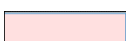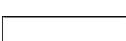## View and Request Availability Change Request

Job Aid

This job aid explains how you can submit a change to your defined availability for you 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:
    o Click **Home** > **My Schedule**.
    o 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.
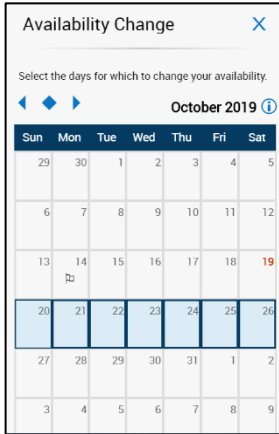   - White background – Employee's availability is not defined.

    Note: If employees are scheduled when unavailable, the system can generate a schedule rule violation.
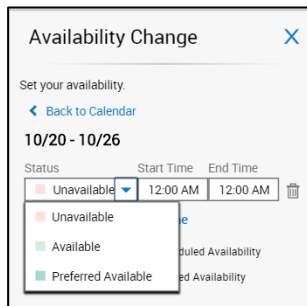
To submit an availability change request:

6. Access your Calendar and select **New Requests > Availability Change**.
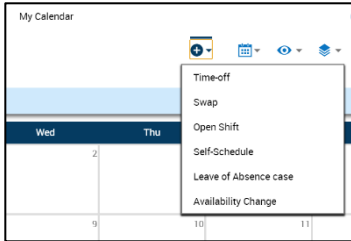
7. Select the dates that you wish to change availability and then click **Next**.

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).

10. Click **Review** and then you can switch to **calendar view** or **list view** to make it easier to verify your selections.
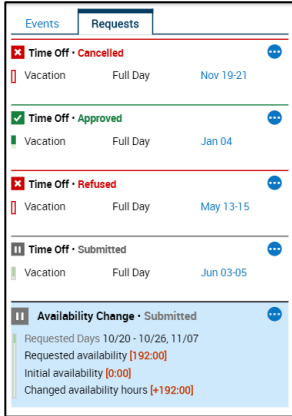
11. Click **Submit**. Then view the status of your request by selecting the **Requests** tab on the right side of the calendar.