Review/Edit Employee Availability (Job Aid 10)

Overview

Employee availability allows the Store Manager/Schedule Writer to confirm or change an employee's availability (days & hours including any restrictions for school, etc.)

If an employee's availability is entered incorrectly it could have a negative impact on the store schedule coverage.
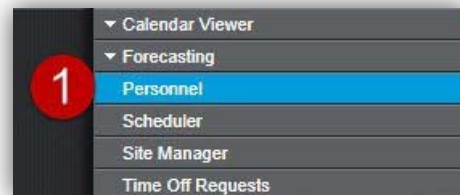
Process

This job aid will describe the following:

- How to enter or edit availability
- How to enter or edit unavailability
- How to override the employee's availability
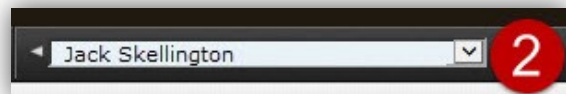- How to enter availability in settings

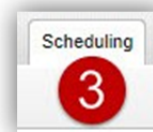## Enter or Edit Availability

From the main screen:

|	
1. Select the **Personnel** tab	▼ Calendar Viewer ▼ Forecasting **①** Personnel Scheduler Site Manager Time Off Requests
2. Click the drop down menu and select the **employee** that will be adjusted	◄ Jack Skellington ▼ **②**
3. Click the **Scheduling** tab. The system will default to the Employee Information tab (ensure you are on the appropriate tab)	Scheduling **③**

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Edit Employee Availability (continued)

4. Select the **Periodic** tab. To revise an employee's availability, click the **Availability** column and enter the correct **timeframe** (Hours/All Day etc.)
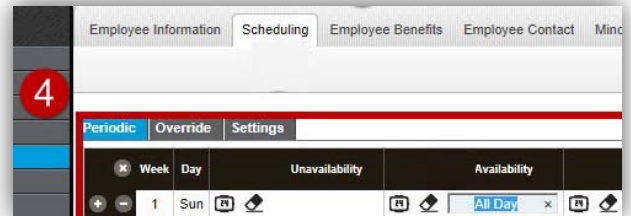
- Selecting **All Day** represents a midnight to midnight availability to work

- Entering a timeframe restricts the employee's availability to work within the range

- For swing shifts (past 12am), enter a timeframe of 2:00am to 2:00am (next day); note All Day is midnight to midnight and will not auto-schedule an employee past midnight

- For overnight or graveyard shift availability, enter a timeframe of 9:00pm (2100) to 9:00pm (next day) on the calendar day when the shift will start

- To delete a shift, select the Erase icon

5. Click the **Save** icon.

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mySchedule

Edit Employee Availability (continued)

Enter or Edit Unavailability

From the Scheduling tab:

1. To revise an employee's Unavailability, click the **Unavailability** column and enter the correct **timeframe** (Hours/All Day etc.)

   Selecting **All Day** represents a 24-hour unavailbility to work
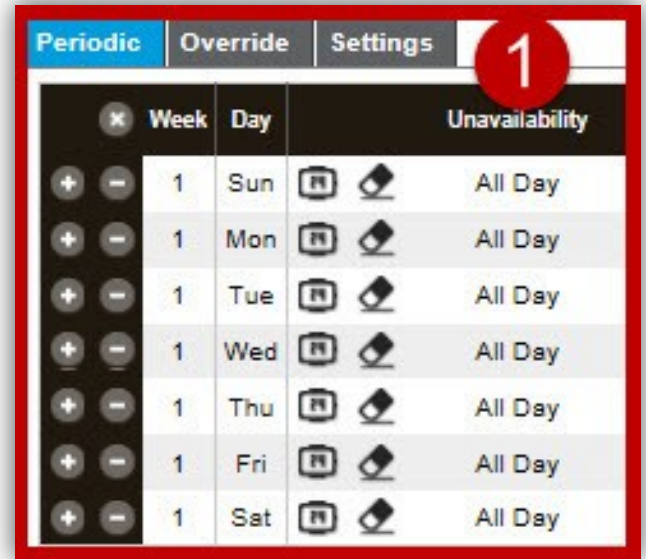
   - Entering a time-frame restricts the employee's unavailability to work within the range

   - To enter a Night Stock Unavailability, click the **Unavailability** column and enter the correct **timeframe** (Hours/All Day etc.) *Note: If the employee is requesting to have Tuesdays off – Monday must be marked as Unavailable ALL DAY*

   If an employee will be terminated or leaving the store, update all the Unavailability fields to ALL DAY.

   To delete a shift, select the Erase icon

Periodic	Override	Settings	1

✕	Week	Day			Unavailability
⊕ ⊖	1	Sun	🌙	✎	All Day
⊕ ⊖	1	Mon	🌙	✎	All Day
⊕ ⊖	1	Tue	🌙	✎	All Day
⊕ ⊖	1	Wed	🌙	✎	All Day
⊕ ⊖	1	Thu	🌙	✎	All Day
⊕ ⊖	1	Fri	🌙	✎	All Day
⊕ ⊖	1	Sat	🌙	✎	All Day

2. Click the **Save** icon.

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mySchedule

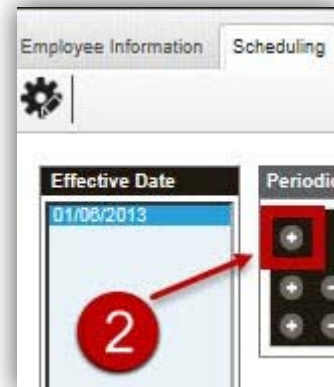# Edit Employee Availability (continued)

Override Availability

From the Scheduling tab:

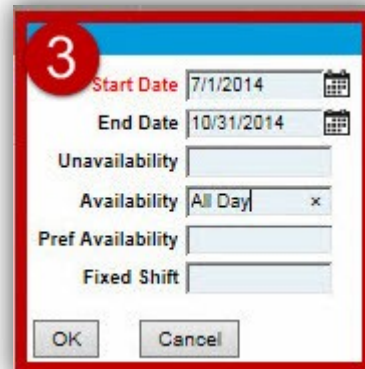1. Select the **Override** tab.

2. Select the **Add** icon to enter the override for the schedule. A selection window will appear.

3. Enter the information in the fields

   - Start Date (Effect)
   - End Date (Term)
   - Unavailability or Availability

4. Click **OK**. The screen will return to the Override tab.

The Schedule now has an Override for the employee's long term availability.
The system will automatically revert back to the Periodic schedule once the Override dates have passed

5. Click the **Save** icon.

mySchedule
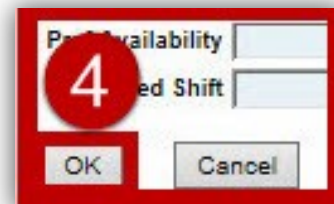
Edit Employee Availability (continued)

Enter Availability in Settings

From the Scheduling tab:

1. Click the **Settings** tab.

2. Click the **Override** field that needs to be adjusted and enter the new hours/days

   48 hours is being used in the example

3. Click the **Save** icon.