

## Review/Edit Employee Availability (Task 18)

### 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

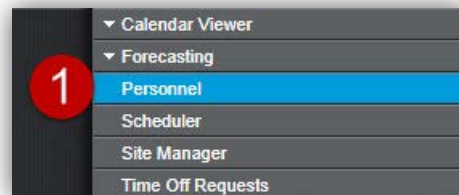
This job aid will describe the following:

- 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

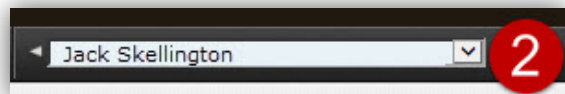
### Enter or Edit Availability

From the main screen:

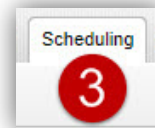
1. Select the **Personnel** tab



2. Click the drop down menu and select the **employee** that will be adjusted



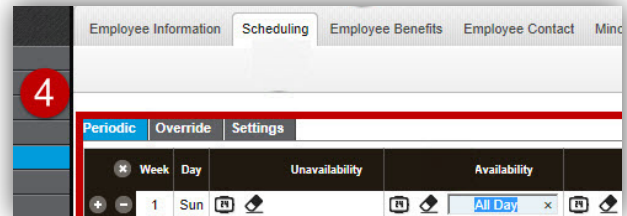
3. Click the **Scheduling** tab. The system will default to the Employee Information tab (ensure you are on the appropriate tab)



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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 overnight or graveyard shift availability, enter a timeframe of 9:00pm (2100) to 9:00am (next day) on the calendar day when the shift will start. When you enter a time for overnight shifts, type in "am". For example, 9pm-**3am** otherwise
- For swing shifts (past 12am), enter a timeframe of 2:00am to 2:00pm (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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## Edit Employee Availability (continued)

### Enter or Edit Unavailability

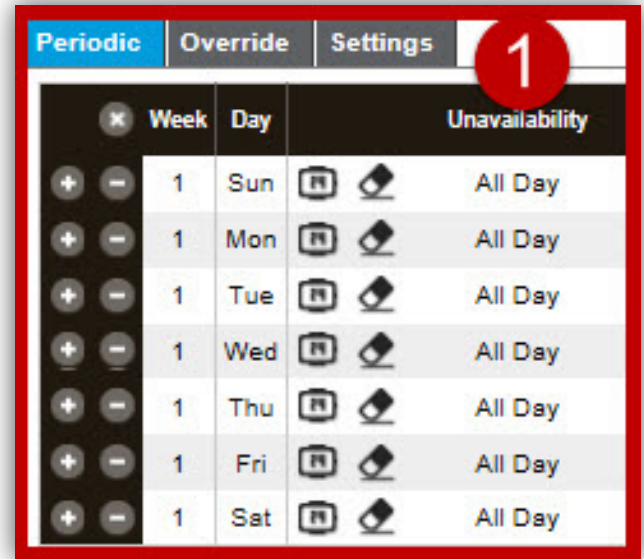
From the Scheduling tab:

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 unavailability 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



2. Click the **Save** icon.



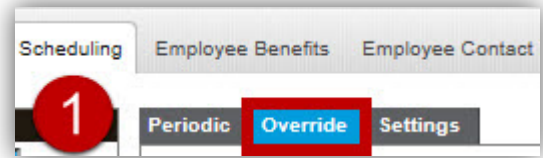
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## Edit Employee Availability (continued)

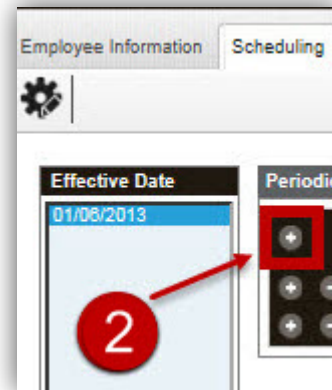
### Override Availability

**From the Scheduling tab:**

1. Select the **Override** tab.

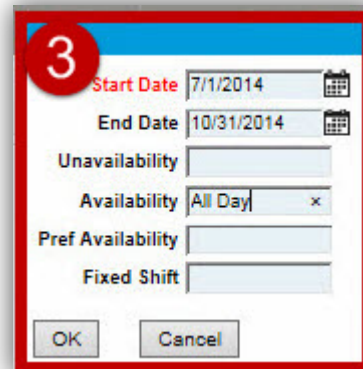


2. Select the **Add** icon to enter the override for the schedule. A selection window will appear.



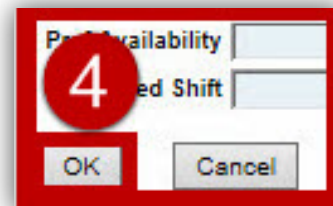
3. Enter the information in the fields

- 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.



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## 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*

Periodic	Override	Settings	Default
		Settings	
		Min Hrs per Week	24.00
		Max Hrs per Week	40.00
		Minimum hours per day	4.00
		Maximum hours per day	8.00
		Pref Hrs per Week	40.00
		Pref Hrs per Shift	8.00
		Max Days per Week	5
		Max Nights per Week	5

3. Click the **Save** icon.

