## Purpose

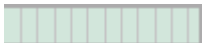Part of the process of supporting employee work requests includes tracking employee availability.  Kronos provides an opportunity for employee for communicate when they are open for extra shifts or prefer not to get more work hours.  The Availability tool could be useful for:

➢ Creating schedule for an upcoming schedule period
➢ Staffing the current schedule period
➢ Managing employee availability status changes

An employee's availability to work at a given time can be represented at one of the five different statuses:

| Indicator | Description |
|---|---|
| Dark Green | **Preferred** time to work |
| Green | **Available** to work |
| Purple | **Unavailable** to work |
| Pink | Prefers not to work (**Preferred Time Off**) |
| White | **Unknown** whether the employee is available |

There are two features to make availability entry and maintenance easier for the manager:

➢ Availability patterns that can apply to an employee, a department, or the organization as a whole
➢ Employee self service in which employees can maintain their own availability information

| | Steps to Employee changing Availability | Description |
|---|---|---|
| 1 | From the **Home Workspace or** navigate to **My Information** workspace, then on **My Calendar** widget from the related items pane |  |
| 2 | The first step will be to determine the dates in scope. (i.e. Next Schedule Period or Range of Dates)<br><br>Availably Request can be made by selecting the Request Change Availability Button. |  |

| 3 | If not using the "All Day" checkbox, Insert extra Start and End times of Availability for the day using the '+'<br><br>You will need to click the "Apply to All" button **before** Submitting.<br><br><br><br>Each row will have a drop down on the right to indicate the type |  |

| 4 | If your goal is to have the same availability every Tuesday, you may Copy the day's Availability.<br><br>Then you can Paste that pattern to multiple days. |  |

| 5 | To set up 3rd shift Availability, you will need to break the shift up into 2 days.<br><br>For Day 1 07/01/2020 indicate Unknown or Unavailable from 12a-7p. And Available from 7p-12a |  |

| | | |
|---|---|---|
| | For Day 2 07/02/2020 indicate Available from 12a-7a. And Unknown or Unavailable from 7a-12a. |  |
| **6** | If the Availability colors do not show on the Calendar, you will need to activate the Visibility Filter for Employee Availability |  |

| 7 | The Calendar now reflects the request. These are auto approved. But can be modified by Supervisors. |  |
|---|---|---|

| 8 | The picture to the right is an example of how availablity looks on the **My Calendar** page. | |