



## Kronos Scheduler: Employee Availability Guide V8.1 v2


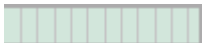



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### Purpose

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	<b>Preferred</b> time to work
 Green	<b>Available</b> to work
 Purple	<b>Unavailable</b> to work
 Pink	Prefers not to work ( <b>Preferred Time Off</b> )
 White	<b>Unknown</b> 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



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



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3 If not using the "All Day" checkbox, Insert extra Start and End times of Availability for the day using the '+'

You will need to click the "Apply to All" button **before** Submitting.

Each row will have a drop down on the right to indicate the type

### Request Availability Change

Request Period: 6/28/2020 - 7/30/2020, S... Type: Availability

Applied Availability Copy/Paste

	Friday 12:00AM	Saturday 12:00AM	Sunday 12:00AM	Monday 12:00AM	Tuesday 12:00AM	Wednesday 12:00AM	Thursday 12:00AM
6/26/2020							
7/03/2020							
7/10/2020							

6/30/2020 Apply

	Start Time	End Time	All Day	Availability
1	12:00AM	12:00AM	<input type="checkbox"/>	<input type="checkbox"/> Unknown

Cancel Submit

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### Request Availability Change

Request Period: Current Pay Period Type: Availability

Applied Availability Copy/Paste

	Sunday 12:00AM	Monday 12:00AM	Tuesday 12:00AM	Wednesday 12:00AM	Thursday 12:00AM	Friday 12:00AM	Saturday 12:00AM
2/09/2020							
2/16/2020							
2/23/2020							

2/27/2020 Apply

	Start Time	End Time	All Day	Availability
1	12:00AM	8:00AM	<input type="checkbox"/>	<input type="checkbox"/> Unknown
2	8:00AM	5:00PM	<input type="checkbox"/>	<input checked="" type="checkbox"/> Available
3	5:00PM	12:00AM	<input type="checkbox"/>	<input checked="" type="checkbox"/> Available

Cancel Submit



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4 If your goal is to have the same availability every Tuesday, you may Copy the day's Availability.

Then you can Paste that pattern to multiple days.

### Request Availability Change

**Copy/Paste** Select a day to **copy** availability.

Request Period: 6/28/2020 - 7/30/2020, S... Type: Availability

Applied Availability **Copy/Paste**

	Friday 12:00AM	Saturday 12:00AM	Sunday 12:00AM	Monday 12:00AM	Tuesday 12:00AM	Wednesday 12:00AM	Thursday 12:00AM
6/26/2020							
7/03/2020					12:00AM - 3:30PM: Unknown 3:30PM - 11:00PM: Available		
7/10/2020					11:00PM - 12:00AM: Unknown		

6/29/2020 Apply

	Start Time	End Time	All Day	Availability
1	+ x 12:00AM	3:30PM	<input type="checkbox"/>	<input type="checkbox"/> Unknown
2	+ x 3:30PM	11:00PM	<input type="checkbox"/>	<input checked="" type="checkbox"/> Available
3	+ x 11:00PM	12:00AM	<input type="checkbox"/>	<input type="checkbox"/> Unknown

Cancel Submit

### Request Availability Change

**Copy/Paste** Select a day to **paste** availability.

Request Period: 6/28/2020 - 7/30/2020, S... Type: Availability

Applied Availability

	Friday 12:00AM	Saturday 12:00AM	Sunday 12:00AM	Monday 12:00AM	Tuesday 12:00AM	Wednesday 12:00AM
6/26/2020						
7/03/2020						



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



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<p>For Day 2 07/02/2020 indicate Available from 12a-7a. And Unknown or Unavailable from 7a-12a.</p>	<h3>Request Availability Change</h3> <p>Request Period: 6/28/2020 - 7/30/2020, S... Type: Availability</p> <p>Applied Availability <span>Copy/Paste</span></p> <table border="1"> <thead> <tr> <th></th> <th>Friday 12:00AM</th> <th>Saturday 12:00AM</th> <th>Sunday 12:00AM</th> <th>Monday 12:00AM</th> <th>Tuesday 12:00AM</th> <th>Wednesday 12:00AM</th> <th>Thursday 12:00AM</th> </tr> </thead> <tbody> <tr> <td>6/26/2020</td> <td colspan="3">3rd Shift Part 2</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>7/03/2020</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>7/10/2020</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p>7/02/2020 <span>Apply</span></p> <table border="1"> <thead> <tr> <th></th> <th>Start Time</th> <th>End Time</th> <th>All Day</th> <th>Availability</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>+ x 12:00AM</td> <td>7:00AM</td> <td><input type="checkbox"/></td> <td><input checked="" type="checkbox"/> Available</td> </tr> <tr> <td>2</td> <td>+ x 7:00AM</td> <td>12:00AM</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/> Unknown</td> </tr> </tbody> </table> <p><span>Cancel</span> <span>Submit</span></p>		Friday 12:00AM	Saturday 12:00AM	Sunday 12:00AM	Monday 12:00AM	Tuesday 12:00AM	Wednesday 12:00AM	Thursday 12:00AM	6/26/2020	3rd Shift Part 2							7/03/2020								7/10/2020									Start Time	End Time	All Day	Availability	1	+ x 12:00AM	7:00AM	<input type="checkbox"/>	<input checked="" type="checkbox"/> Available	2	+ x 7:00AM	12:00AM	<input type="checkbox"/>	<input type="checkbox"/> Unknown
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<p>6 If the Availability colors do not show on the Calendar, you will need to activate the Visibility Filter for Employee Availability</p>	<p><span>Apply to All</span></p> <p>Availability</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Unknown</li> <li><input checked="" type="checkbox"/> Available</li> <li><input type="checkbox"/> Preferred Time Off</li> <li><input type="checkbox"/> Unavailable</li> <li><input checked="" type="checkbox"/> Preferred</li> </ul> <p>Visibility Filter <span>Request Time Off</span> <span>Request Change Av...</span> <span>Request Open Shift</span> <span>Request Shift Swap</span></p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Availability requests</li> <li><input checked="" type="checkbox"/> Available open shifts</li> <li><input checked="" type="checkbox"/> Employee Availability</li> <li><input checked="" type="checkbox"/> Holiday</li> <li><input checked="" type="checkbox"/> Open Shift Requests</li> <li><input checked="" type="checkbox"/> Requests to cover</li> <li><input checked="" type="checkbox"/> Scheduled pay codes</li> <li><input checked="" type="checkbox"/> Scheduled shifts</li> </ul> <p>Tue 2/25</p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Unavailable</li> <li><input checked="" type="checkbox"/> Available</li> <li><input checked="" type="checkbox"/> Preferred</li> <li><input checked="" type="checkbox"/> Preferred Time Off</li> </ul>																																															



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

### Request Availability Change

Request Period: Current Schedule Period ⋮ Type: Availability ▾

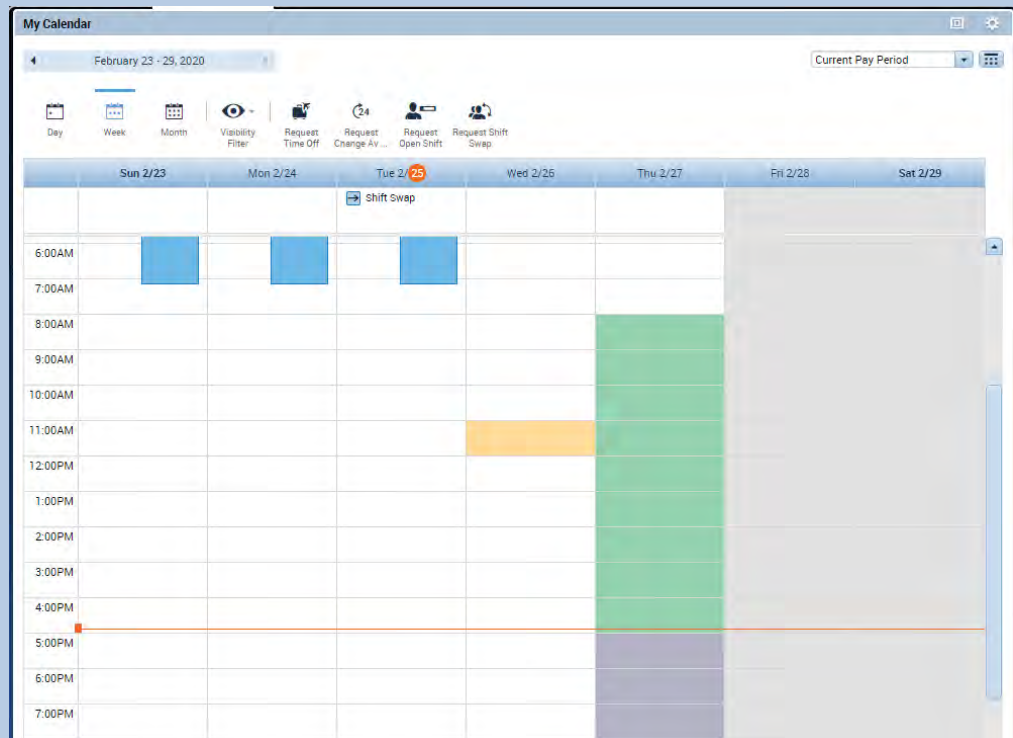
Applied Availability Copy/Paste

	Sunday 12:00AM	Monday 12:00AM	Tuesday 12:00AM	Wednesday 12:00AM	Thursday 12:00AM	Friday 12:00AM	Saturday 12:00AM
2/16/2020							
2/23/2020							

2/27/2020 ⋮ Apply

	Start Time	End Time	All Day	Availability
1	<span>+</span> <span>×</span> 12:00AM	8:00AM	<input type="checkbox"/>	<input type="checkbox"/> Unknown
2	<span>+</span> <span>×</span> 8:00AM	5:00PM	<input type="checkbox"/>	<input checked="" type="checkbox"/> Available
3	<span>+</span> <span>×</span> 5:00PM	12:00AM	<input type="checkbox"/>	<input checked="" type="checkbox"/> Unavailable

Cancel Submit





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

	Sun 3/01	Mon 3/02	Tue 3/03	Wed 3/04	Thu 3/05
	<input checked="" type="checkbox"/> Availability				
12:00AM	11:10...	11:10...	11:10...	11:10...	11:10...
1:00AM	[8.00 h] Regular /DCF-D	[8.00 h] Regular /DCF-D	[8.00 h] Regular /DCF-D	[8.00 h] Regular /DCF-D	[8.00 h] Regular /DCF-D
2:00AM	CF9100 0/Solnit	CF9100 0/Solnit	CF9100 0/Solnit	CF9100 0/Solnit	CF9100 0/Solnit
3:00AM	N/Custo dy/Spru ce/Spru ce/CSW 2	N/Custo dy/Spru ce/Spru ce/CSW 2	N/Custo dy/Spru ce/Spru ce/CSW 2	N/Custo dy/Spru ce/Spru ce/CSW 2	N/Custo dy/Spru ce/Spru ce/CSW 2
4:00AM					
5:00AM					
6:00AM					
7:00AM					
8:00AM					
9:00AM	Unknown	Availability	Unavailable	Preferred Time Off	Preferred
10:00AM					