



## Kronos Scheduler: Scheduler Availability Changes V8.1






---

### 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 Extra Shifts for future schedule periods
- 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

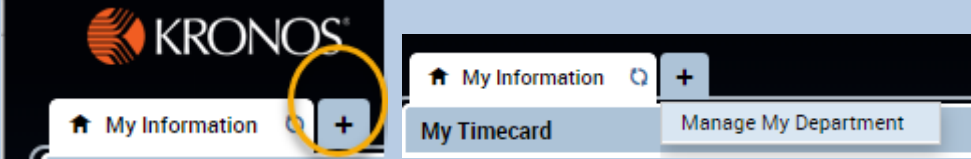
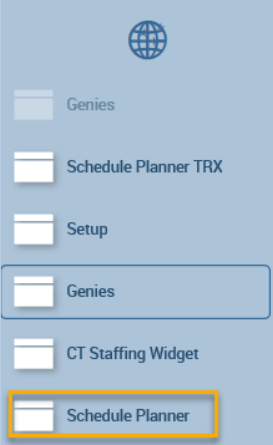
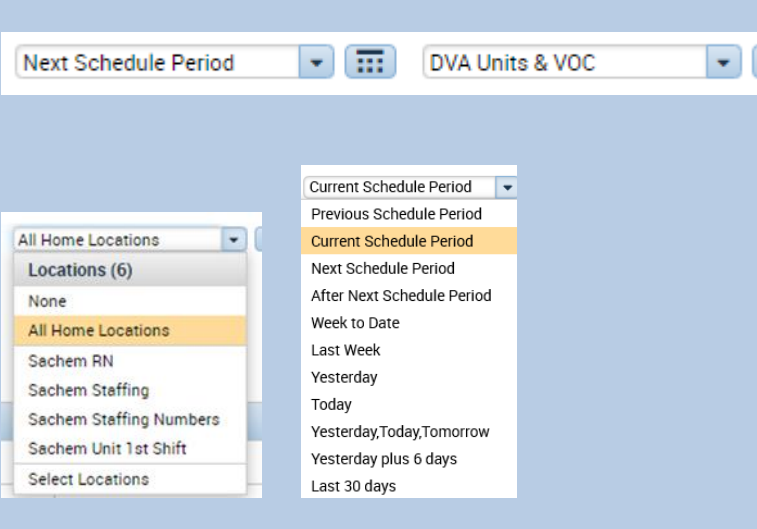
There are two ways for schedulers to update employee availability:

- Override single Days
- Establish an Availably Pattern for a week or more



# Kronos Scheduler: Scheduler Availability Changes V8.1

## Availability

Steps to change Employee's Availability		
1	From the Home Page, click the Plus "+" next to the My Information Tab. Next select <i>Manage My Department</i>	
2	From the Related items list, click <b>Scheduler Planner</b> . When you want to view a normal Primary Job list	
3	In the Location Show drop-down list, select a buildings and Job from the Organization Map which will display employees for you to view. In the screen shot used a Location Query that contains all DVA Units	



# Kronos Scheduler: Scheduler Availability Changes V8.1

4	<p>In the <b>Time Period</b> drop down list, select a specific <b>schedule period</b>. Or Select the Start and End Dates. Click OK. Click Apply.</p>																																																																																																																									
5	<p>To view current Availability for employees, click the <b>Gantt View</b> Button</p>	<table border="1"> <thead> <tr> <th colspan="7">By Employee</th> <th colspan="3">9/25 - 10/01</th> </tr> <tr> <th>Name</th> <th>Perso...</th> <th>Sc... Ho...</th> <th>Pay R...</th> <th>Wo... Type</th> <th>L...</th> <th>J...</th> <th>S... F...</th> <th>Shift</th> <th>S G</th> <th>Fri 9/25</th> <th>Sat 9/26</th> <th>Sun 9/27</th> </tr> </thead> <tbody> <tr> <td colspan="10">Open Shifts[201]</td> <td>14</td> <td>14</td> <td>14</td> </tr> <tr> <td>Mary P</td> <td>1323...</td> <td>96...</td> <td>11 FT...</td> <td>Full...</td> <td>...</td> <td>o</td> <td>RN</td> <td>8...</td> <td>1</td> <td>F</td> <td>6:45AM - 3:15PM</td> <td>6:45AM - 3:15PM (x)</td> <td></td> </tr> <tr> <td>. Ag...</td> <td>8742...</td> <td>48...</td> <td>11 PT...</td> <td>Per...</td> <td>...</td> <td>o</td> <td>RN</td> <td>1...</td> <td>2</td> <td>S</td> <td></td> <td>2:45PM - 11:15PM</td> <td>2:45PM - 11:15PM</td> </tr> <tr> <td>Maris...</td> <td>1876...</td> <td>76...</td> <td>Test</td> <td>Par...</td> <td>...</td> <td>o</td> <td>C...</td> <td>7...</td> <td>1</td> <td>F</td> <td>2:45PM - 11:15PM</td> <td></td> <td></td> </tr> <tr> <td>Nivan...</td> <td>0690...</td> <td>80...</td> <td>10 PT...</td> <td>Per...</td> <td>...</td> <td>o</td> <td>L...</td> <td>1...</td> <td>1</td> <td>F</td> <td>6:45AM - 3:15PM</td> <td></td> <td></td> </tr> <tr> <td>DVA Pool Nurs...</td> <td>DVAP...</td> <td>17...</td> <td>Test</td> <td>Full...</td> <td>...</td> <td>o</td> <td>RN</td> <td></td> <td></td> <td>F</td> <td></td> <td>6:45AM - 3:15PM (x)</td> <td></td> </tr> <tr> <td>Jodi L</td> <td>5016...</td> <td>80...</td> <td>10 FT...</td> <td>Full...</td> <td>...</td> <td>o</td> <td>C...</td> <td>1...</td> <td>2</td> <td>S</td> <td>2:45PM - 11:15PM</td> <td></td> <td></td> </tr> </tbody> </table>	By Employee							9/25 - 10/01			Name	Perso...	Sc... Ho...	Pay R...	Wo... Type	L...	J...	S... F...	Shift	S G	Fri 9/25	Sat 9/26	Sun 9/27	Open Shifts[201]										14	14	14	Mary P	1323...	96...	11 FT...	Full...	...	o	RN	8...	1	F	6:45AM - 3:15PM	6:45AM - 3:15PM (x)		. Ag...	8742...	48...	11 PT...	Per...	...	o	RN	1...	2	S		2:45PM - 11:15PM	2:45PM - 11:15PM	Maris...	1876...	76...	Test	Par...	...	o	C...	7...	1	F	2:45PM - 11:15PM			Nivan...	0690...	80...	10 PT...	Per...	...	o	L...	1...	1	F	6:45AM - 3:15PM			DVA Pool Nurs...	DVAP...	17...	Test	Full...	...	o	RN			F		6:45AM - 3:15PM (x)		Jodi L	5016...	80...	10 FT...	Full...	...	o	C...	1...	2	S	2:45PM - 11:15PM		
By Employee							9/25 - 10/01																																																																																																																			
Name	Perso...	Sc... Ho...	Pay R...	Wo... Type	L...	J...	S... F...	Shift	S G	Fri 9/25	Sat 9/26	Sun 9/27																																																																																																														
Open Shifts[201]										14	14	14																																																																																																														
Mary P	1323...	96...	11 FT...	Full...	...	o	RN	8...	1	F	6:45AM - 3:15PM	6:45AM - 3:15PM (x)																																																																																																														
. Ag...	8742...	48...	11 PT...	Per...	...	o	RN	1...	2	S		2:45PM - 11:15PM	2:45PM - 11:15PM																																																																																																													
Maris...	1876...	76...	Test	Par...	...	o	C...	7...	1	F	2:45PM - 11:15PM																																																																																																															
Nivan...	0690...	80...	10 PT...	Per...	...	o	L...	1...	1	F	6:45AM - 3:15PM																																																																																																															
DVA Pool Nurs...	DVAP...	17...	Test	Full...	...	o	RN			F		6:45AM - 3:15PM (x)																																																																																																														
Jodi L	5016...	80...	10 FT...	Full...	...	o	C...	1...	2	S	2:45PM - 11:15PM																																																																																																															
6		<table border="1"> <thead> <tr> <th colspan="7">By Employee</th> <th colspan="4">9/25 - 10/01</th> </tr> <tr> <th>Name</th> <th>Pers...</th> <th>Schedule Hours</th> <th>Location</th> <th>Job</th> <th>Shift</th> <th>Schedule Group</th> <th>Fri 9/25</th> <th>Sat 9/26</th> <th>Sun 9/27</th> <th>Mon 9/28</th> </tr> </thead> <tbody> <tr> <td colspan="7">Open Shifts[200]</td> <td>14</td> <td>13</td> <td>14</td> <td>15</td> </tr> <tr> <td>Mary P</td> <td>1323...</td> <td>96:00</td> <td>...enter/Bravo</td> <td>RN</td> <td>1</td> <td>First Shift</td> <td>6:45AR</td> <td>6:45AR</td> <td>6:45AR</td> <td>6:45AR</td> </tr> <tr> <td>. Ag...</td> <td>8742...</td> <td>48:00</td> <td>...enter/Echo</td> <td>RN</td> <td>2</td> <td>Second ...</td> <td></td> <td>2:45PM</td> <td>2:45PM</td> <td></td> </tr> <tr> <td>Maris...</td> <td>1876...</td> <td>76:30</td> <td>...enter/Bravo</td> <td>CNA</td> <td>1</td> <td>First Shift</td> <td>2:45PM</td> <td></td> <td></td> <td>Manda 2:45PM</td> </tr> <tr> <td>Nivan...</td> <td>0690...</td> <td>80:00</td> <td>...enter/Echo</td> <td>LPN</td> <td>1</td> <td>First Shift</td> <td>6:45AR</td> <td></td> <td></td> <td>6:45AR</td> </tr> <tr> <td>Nurs...</td> <td>DVAP...</td> <td>17:00</td> <td>...enter/Bravo</td> <td>RN</td> <td></td> <td>First Shift</td> <td></td> <td>6:45AR</td> <td></td> <td></td> </tr> </tbody> </table>	By Employee							9/25 - 10/01				Name	Pers...	Schedule Hours	Location	Job	Shift	Schedule Group	Fri 9/25	Sat 9/26	Sun 9/27	Mon 9/28	Open Shifts[200]							14	13	14	15	Mary P	1323...	96:00	...enter/Bravo	RN	1	First Shift	6:45AR	6:45AR	6:45AR	6:45AR	. Ag...	8742...	48:00	...enter/Echo	RN	2	Second ...		2:45PM	2:45PM		Maris...	1876...	76:30	...enter/Bravo	CNA	1	First Shift	2:45PM			Manda 2:45PM	Nivan...	0690...	80:00	...enter/Echo	LPN	1	First Shift	6:45AR			6:45AR	Nurs...	DVAP...	17:00	...enter/Bravo	RN		First Shift		6:45AR																																		
By Employee							9/25 - 10/01																																																																																																																			
Name	Pers...	Schedule Hours	Location	Job	Shift	Schedule Group	Fri 9/25	Sat 9/26	Sun 9/27	Mon 9/28																																																																																																																
Open Shifts[200]							14	13	14	15																																																																																																																
Mary P	1323...	96:00	...enter/Bravo	RN	1	First Shift	6:45AR	6:45AR	6:45AR	6:45AR																																																																																																																
. Ag...	8742...	48:00	...enter/Echo	RN	2	Second ...		2:45PM	2:45PM																																																																																																																	
Maris...	1876...	76:30	...enter/Bravo	CNA	1	First Shift	2:45PM			Manda 2:45PM																																																																																																																
Nivan...	0690...	80:00	...enter/Echo	LPN	1	First Shift	6:45AR			6:45AR																																																																																																																
Nurs...	DVAP...	17:00	...enter/Bravo	RN		First Shift		6:45AR																																																																																																																		



## Kronos Scheduler: Scheduler Availability Changes V8.1

<p>7</p>	<p><b>Employee Override</b> — Temporarily overrides base employee availability during a time period.</p> <p>Right click on a day for the desired Employee</p>	
<p>8</p>	<p><b>Methods to define an override</b></p> <p>Define or modify a recurring override pattern.</p> <p>Override availability temporarily for a single period that does not repeat, for a period as short as one day, or that repeats without any pattern.</p> <p>Create a pattern to override availability for a longer time period.</p>	



## Kronos Scheduler: Scheduler Availability Changes V8.1

9

Changes are reflected in the dialog

Click **Apply**

### Add Availability Override

Assigned to: **Mary P Primary job** [/DVA/HCC - Healthcare Center/Nursing Office/HCC - Healthcare Center/Bravo/RN] Availability For: 9/26/2020

Number of days:

Pattern Name: \*

Select availability by hour:

Unavailable
  Unknown
  Available
  Preferred
  Preferred Time Off

Or enter exact times and select availability type:

Start Time:  End Time:

10

Friday's Availability is modified

By Employee							9/25 - 10/01		
Name	Pers...	Schedule Hours	Location	Job	Shift	Schedule Group	Fri 9/25	Sat 9/26	Sun 9/27
n Shifts[200] ▶							14	13	14
Mary	1323...	96:00	...enter/Bravo	RN	1	First Shift	6:45AM	6:45AM	
, Ag...	8742...	48:00	...center/Echo	RN	2	Second ...		2:45PM	2:45PM
aris...	1876...	76:30	...enter/Bravo	CNA	1	First Shift	2:45PM		

Page 5



## Kronos Scheduler: Scheduler Availability Changes V8.1

Steps to change Employee's Availability Base Pattern	
<p><b>1</b> To change the Employee' <b>Base</b> or <b>Override</b> <b>Availability</b> long term, <b>right click</b> on the employees name</p>	
<p><b>2</b> Choose <b>Availability</b></p>	
<p><b>3</b> Click the pencil to modify an existing Pattern or click Add Pattern to create a new one</p>	
<p><b>4</b> The <b>Anchor Date</b> should be a Friday Start of Pay Period in the past. <b>Availability Start Date</b> can be any date you wish starting today or in the future.</p>	



# Kronos Scheduler: Scheduler Availability Changes V8.1

<p>If you are setting up Availability for full day, just highlight the days and press the appropriate Availability Button.</p> <p>Click <b>Apply</b>.</p>	<p>Availability Pattern</p> <p>Assigned to Jodi Primary job [/DVA/HCC - Healthcare Center/Nursing Office/HCC - Healthcare Center/Bravo/CNA]</p> <table border="1"><thead><tr><th>Pattern Name</th><th>Type</th><th>Start Date</th><th>End Date</th><th>Rotation</th></tr></thead><tbody><tr><td>Test</td><td>Base</td><td>9/11/2020</td><td>Forever</td><td>1 Week: Available(Fri,Sat,Sun,Mon,Tue,Wed,Thu)</td></tr></tbody></table> <p>Edit Pattern</p> <p>Anchor Date: 9/11/2020 Availability Start Date: 9/11/2020 End Date: Forever</p> <p>Pattern Name: Test Pattern Type: Base</p> <p>Define pattern for: 1 Week(s)</p> <p>Unavailable Unknown Available Preferred Preferred Time Off</p> <p>Insert Template   Hourly view</p> <table border="1"><thead><tr><th>No</th><th>Friday</th><th>Saturday</th><th>Sunday</th><th>Monday</th><th>Tuesday</th><th>Wednesday</th><th>Thursday</th></tr></thead><tbody><tr><td>1</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></tbody></table> <p>Cancel Apply</p>	Pattern Name	Type	Start Date	End Date	Rotation	Test	Base	9/11/2020	Forever	1 Week: Available(Fri,Sat,Sun,Mon,Tue,Wed,Thu)	No	Friday	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	1							
Pattern Name	Type	Start Date	End Date	Rotation																							
Test	Base	9/11/2020	Forever	1 Week: Available(Fri,Sat,Sun,Mon,Tue,Wed,Thu)																							
No	Friday	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday																				
1																											
<p>5 If you need to indicate Availability by a Range of Hours, click the <b>Hourly View</b> link.</p> <p>Click the Day(s) and enter Start and End Times</p> <p>Click <b>Apply</b>.</p>	<p>Availability Hourly View</p> <p>Assigned to Jodi L Primary job [/DVA/HCC - Healthcare Center/Nursing Office/HCC - Healthcare Center/Bravo/CNA]</p> <p>Select availability by hour:</p> <p>Unavailable Unknown Available Preferred Preferred Time Off</p> <p>3:00am 6:00am 9:00am 12:00pm 3:00pm 6:00pm 9:00pm</p> <p>Or enter exact times and select availability type:</p> <p>Start Time: End Time:</p> <p>Cancel Apply</p>																										